

**Distance Learning User Guide Fall 2011**  
<http://blackboard.bramsonort.edu>

## **Distance Learning Student Orientation**

### **Main Campus**



**Blackboard**

Thursday – September 29<sup>th</sup>, 2011 at 6:15 PM  
Friday – September 30<sup>th</sup>, 2011 at 10:15 AM

### **Brooklyn Campus**

Tuesday – October 4<sup>th</sup>, 2011 at 3:15 PM

## ***Blackboard Academic Suite***

Welcome to the Blackboard e-Education platform-- designed to enable educational innovations everywhere by connecting people and technology.

The Blackboard Professional Education Suite takes a refreshingly different approach to learning than standard Learning Management Systems (LMS) by providing solutions designed for learners and instructors rather than administrators. As a result, our students enjoy a high level of adoption and program success.

Please follow instructions on the following pages in order to get started. If you have further questions, Bramson ORT College Distance Learning Department can be reached Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at **718-261-5800 Ext 105 or 167**.

# Blackboard User Guide

## BLACKBOARD LOGIN

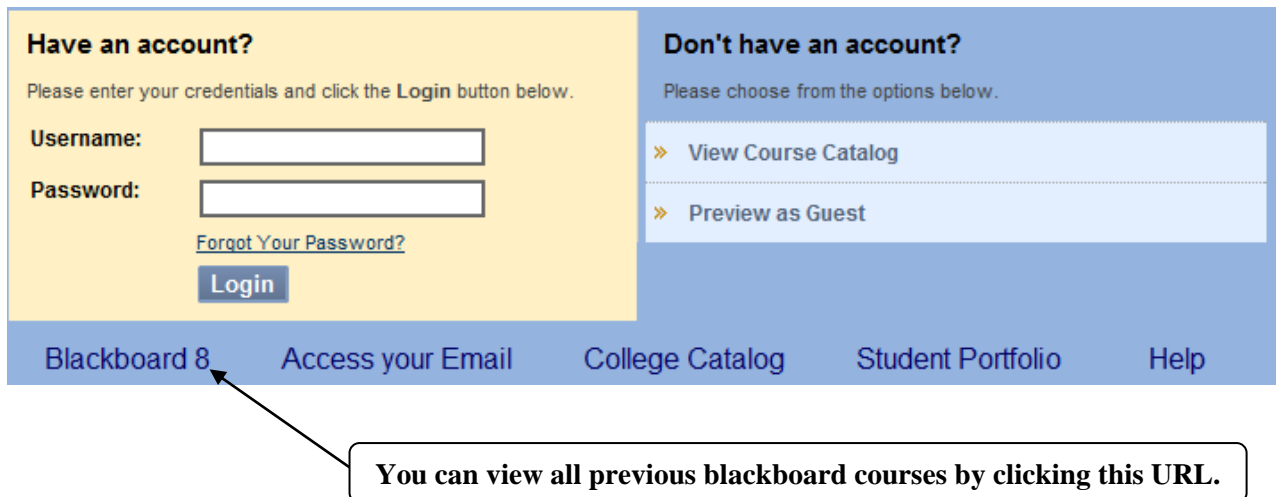
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To login to a blackboard you have two choices.

- Go to [www.bramsonort.edu](http://www.bramsonort.edu) and click on **Bb Link** at the top right corner to access blackboard online classes.



- Or you can go to <http://blackboard.bramsonort.edu/> and go directly to login page.



- At the login page, enter your username and password.  
**Username: First initial + Last Name (No Spaces in between)**  
**Password: Last four digits of your SS**
- After entering your Username and Password, Click on the **Login Button** to Continue

## BLACKBOARD OVERVIEW



- Once you login to blackboard you will see a listing of courses you are registered for on the mid-right, **Please double check** to make sure that the courses on your **student schedule** matches the ones listed in the **My Courses** tab.  
**Notice:** It is ok to have previous semester courses on this listing.

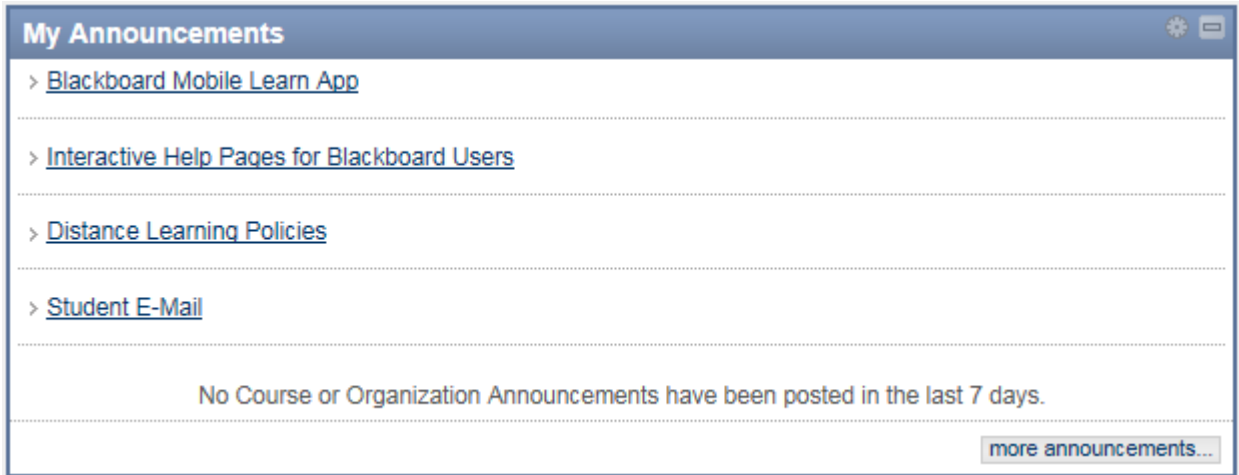
**NOTE:** *You **must login** to each course at least **once a week** (does not matter what time of the day or what day of the week it is!) in order for **attendance** to count.*

- In order to login to a course to get started with the class lectures, assignment and discussion you must click on the link of that course from the My Courses listing.
- Once you are logged in to the course, you can click on the links in the left frame to get started with:
  - **Announcements**
  - **Instructor**
  - **Course Outline**
  - **Textbooks**
  - **Lectures**
  - **Assignments**
  - **Discussion Board**
  - **Tools**
  - **My Grades**
- If you have any questions please fill free to contact your instructor.

## ANNOUNCEMENTS

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After logging into Blackboard, on your homepage you should be able to see “My Announcements”



**My Announcements**

- > [Blackboard Mobile Learn App](#)
- > [Interactive Help Pages for Blackboard Users](#)
- > [Distance Learning Policies](#)
- > [Student E-Mail](#)

No Course or Organization Announcements have been posted in the last 7 days.

[more announcements...](#)

The announcements display is an alternate way for instructors to keep each student updated with the course on a daily or weekly basis.



### Announcements

#### Assessment Posted

Posted on: Monday, May 9, 2011

The following Test has been made available in Assignments: BM183MX FINAL - LABOR MANAGEMENT RELATIONS DUE May 17th, 2011.

#### Assessment Posted

Posted on: Thursday, March 24, 2011

The following Test has been made available in MIDTERM March 22, 2011: MIDTERM MARCH 22, 2011.

#### Final posted on blackboard. DUE MAY 17, 2011

Posted on: Monday, May 9, 2011

Hi all,  
The Final is now posted in "assignments" on blackboard. You must submit it by May 17th, 2011.

Good Luck!  
Ms. Lilloo  
[clilloo@bramsonort.edu](mailto:clilloo@bramsonort.edu)

Posted by:  
Blackboard Administrator  
Posted to: BM183MX-  
Summer2011 - LABOR  
MANAGEMENT RELATIONS

Posted by:  
Blackboard Administrator  
Posted to: BM183MX-  
Summer2011 - LABOR  
MANAGEMENT RELATIONS

Posted by:  
Blackboard Administrator  
Posted to: BM183MX-  
Summer2011 - LABOR  
MANAGEMENT RELATIONS

My Announcements also notifies you of the latest updated announcements any one of your instructors has posted on each individual class.

## DISCUSSION BOARD

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The Discussion Board, a forum in which students and their Instructor are to discuss any work related topics that have to do with each individual class. Often an instructor would post a discussion question that requires you to give feedback. Your feedback will be counted as class participation toward the final grade.

Click here to access your Bramson ORT Email

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum

No items found.

BM183MX - Summer2011 - LABOR MANAGEMENT RELATIONS

Announcements

Instructor

Course Outline

Textbooks

Lectures

Assignments

Discussion Board

Email Instructor

Tools

My Grades

1. Click here to access the Discussion Board

2. Click here to create a Forum.

### QUESTION:

**What is a forum?**

### ANSWER:

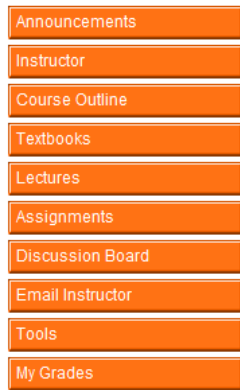
A **forum**, or **message board**, is an online discussion site where people can hold conversations in the form of posted messages. Forums have a specific set of jargon associated with them; e.g. a single conversation is called a "thread."

A forum is hierarchical or tree-like in structure: a forum can contain a number of sub forums, each of which may have several topics. Within a forum's topic, each new discussion started is called a thread, and can be replied to by as many people as wish to.

## INSTRUCTOR INFORMATION

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To find out more information on your instructor, click on the Instructor button as shown below.



### Contacts



#### Ms. Chaytanjali Lilloo

Email [clilloo@bramsonort.edu](mailto:clilloo@bramsonort.edu)

Office Location Bramson ORT College 69-30 Austin Street Forest Hills, NY 11375

Office Hours

Personal Link <http://>

Notes

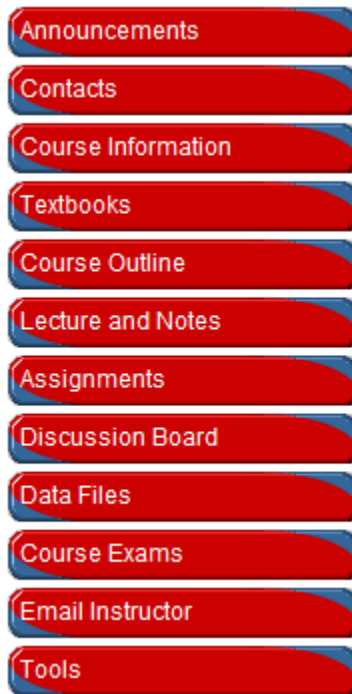
Please feel free to contact me by email for any questions regarding the course.

**Click here to access your instructor's contact information; it should look like the example shown above.**

## REQUIRED TEXTBOOKS

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In each course, a textbook may be required upon the course or instructors request.



Click here to get your textbook information for your course.

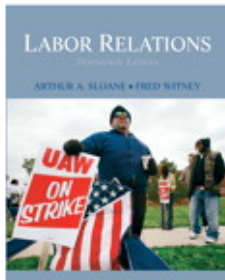
Down below is an example of what the required textbook page for each course should look like.



### Textbooks



#### Labor Relations, 13/E by Arthur A Sloane and Fred Witney



#### Labor Relations, 13/E by Arthur A Sloane and Fred Witney

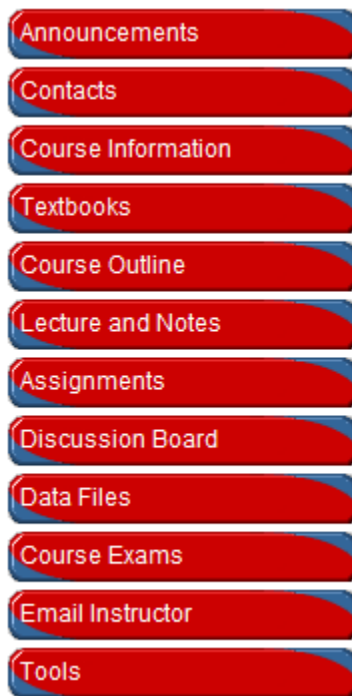
ISBN-10: 0136077188  
ISBN-13: 9780136077183  
Publisher: Prentice Hall  
Copyright: 2010  
Format: Cloth; 480 pp  
Published: 02/02/2009

You may purchase text books in the Bursar's office, at the main campus of Bramson ORT College in Forest Hills.

## COURSE OUTLINE

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Each course carries an outline, provided and designed by each individual instructor.



Click here to view the course outline.

Your Course Outline will explain what your instructor expects of each student, your assignments and discussions, etc.



### BM183 Syllabus

Attached Files: [BM183 - Labor Management RelationsFall2010.docx](#) (16.649 KB)

### COURSE SYLLABUS

#### SPRING 2011 – BM183 Labor-Management Relations

**DEPARTMENT:** Business Administration

**COURSE NUMBER and TITLE:** BM 183 Labor-Management Relations

**CREDITS:** 3      **CLASS HOURS:** 45      **LABORATORY HOURS:** 0

**PREREQUISITE(S):** BM70

**SEMESTER OFFERED:** Fall and Spring

#### **TEXTBOOK:**

Title: Labor Relations (13<sup>th</sup> Ed)

Author: Arthur A. Sloane and Fred Witney

**COURSE DESCRIPTION:** This course provides the student with an understanding of labor relations and histories in the hospitality industry. The student will acquire the skills and knowledge through the study of prior case histories, on the job incidents and individual actions relating to the various unions and their dealings with management in general in this field of study. The student will acquire this knowledge through the analysis of these individual experiences in the hospitality industry and relate them to current situations within the field.

**COURSE OBJECTIVES:** The objectives of this course are to provide the students' with knowledge and skills related to the hospitality industry and the various negotiations between management and labor unions in defining the work responsibilities and variety of tasks performed by the laborers in this field of study. Students will acquire the knowledge about the changing structure of work within this field and how it relates to the workforce. Students will acquire the knowledge to understand how to re-solve labor problems, negotiate, utilize bargaining power and define the bargaining structure. Students will understand and acquire the skills and knowledge related to cognition, motivation, personality and feelings related to the labor problem and the fundamental assumptions of human resources and industrial relations.

## LECTURES, LESSONS, NOTES

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To view lecture notes, just simply follow the steps in the images below.

The screenshot shows a Blackboard course interface. On the left is a navigation menu with orange buttons for: Announcements, Instructor, Course Outline, Textbooks, Lectures, Assignments, Discussion Board, Email Instructor, Tools, and My Grades. The main content area displays a list of lessons, each with a folder icon, a title, and a description:

- Lectures**
- Lesson 1 - READ CHAPTER 1**  
Week 1 - January 24th, 2011. Please Open, read and do assignment Due January 31st, 2011 (see Assignment Section).
- Lesson 2**  
Week 2 - February 2, 2011. Please Open, read and do assignment Due February 9, 2011 (see Assignment Section).
- Lesson 3**  
Week 3 - February 9, 2011. Please Open, read and do assignment Due February 16, 2011 (see Assignment Section).
- Lesson 4**  
Week 4 - February 16, 2011. Please Open, read chapter 4 and do assignment Due February 24, 2011 (see Assignment Section).
- Lesson 5**  
Week 5 - 6 - February 28, 2011. Please Open, Read and Do assignment. Due March 7, 2011(see Assignment Section).
- Lesson 6**  
Week of March 29, 2011. See assignment section due April 5,2011. Also , please email me a topic for your paper. Paper will be due April 28, 2011.

You may also download each individual chapter as a file, provided that the instructor allows it.

### Lesson 1 - READ CHAPTER 1



#### Lesson 1. Introduction to Organized Labor and the Management Community

Attached Files: Powerpoint slides for Lesson 1 (423.5 KB)

**Click here to download file.**

#### Summary:

Despite continuing management enmity, unionism has shown absolutely no tendency to retreat. Over five times as many workers are union members today as was the case in 1932, and the labor union seems to be very much here to stay. Indeed, union strength is highly concentrated in areas that are strategic to our economy and thus labor has an influence that is actually understated by simple membership totals.

The fast-growing white collar sector, however, has been relatively unresponsive to unions. Several reasons involving union imagery, weak union leadership, and certain unique general white collar characteristics that might work against unionization in any event are probably responsible for this. On the other hand, there are also grounds for union optimism here. Highly visible union successes in increasing blue collar wages may attract white collar workers. So, too, might the advent to unionism of governmental employees, in the process weakening the traditional association of organized labor with manual work. Improved prospects for more able labor leadership and the increasingly less envious atmosphere in which many white collar employees work may also help unions organize in the white collar sector. From the union viewpoint, cases for both pessimism and optimism can be erected.

The many workers who have joined unions would appear to have done so because of a broad network of needs on their part. Of these, the needs for safety, social affiliation, and to a lesser extent, self-esteem, appear to be of primary importance to employees in contemporary America. Similarly, the management resistance to union inroads is also derived from a wide array of specific causes, even though the desire to retain decision-making authority in managerial hands lies at the heart of most of them.

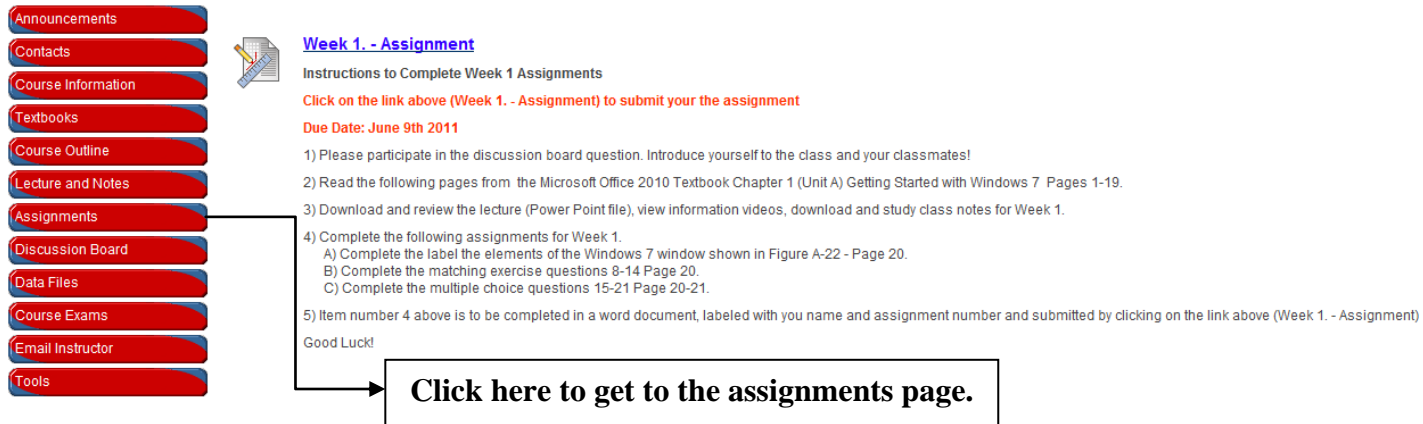
In the governmental employee sector, the considerable recent union penetration appears to have stemmed primarily from favorable legal developments, from the public servant's increasing unhappiness as remuneration packages have fallen farther and farther behind that of private employment, and from the general collective action spirit of the times. Controversy continues as to whether public servants should be allowed the strike weapon, with increasing support for granting it to many of them (policemen and firemen not included) under certain conditions. More ominous tidings for public sector unionism, however, now seem to lie in the general taxpayers' revolt and its corollary messages that "labor peace" at any price is no longer acceptable to the electorate, and that public officials can perhaps fare well with the voters by standing up to unions.

In overview, chapter 1 also touches upon the general progress made in the union-management relationship in the relatively recent past, and the vulnerability of this relationship (despite the progress) to governmental control because of the increasingly high level of public expectation concerning collective bargaining.

## VIEWING & SUBMITTING ASSIGNMENTS

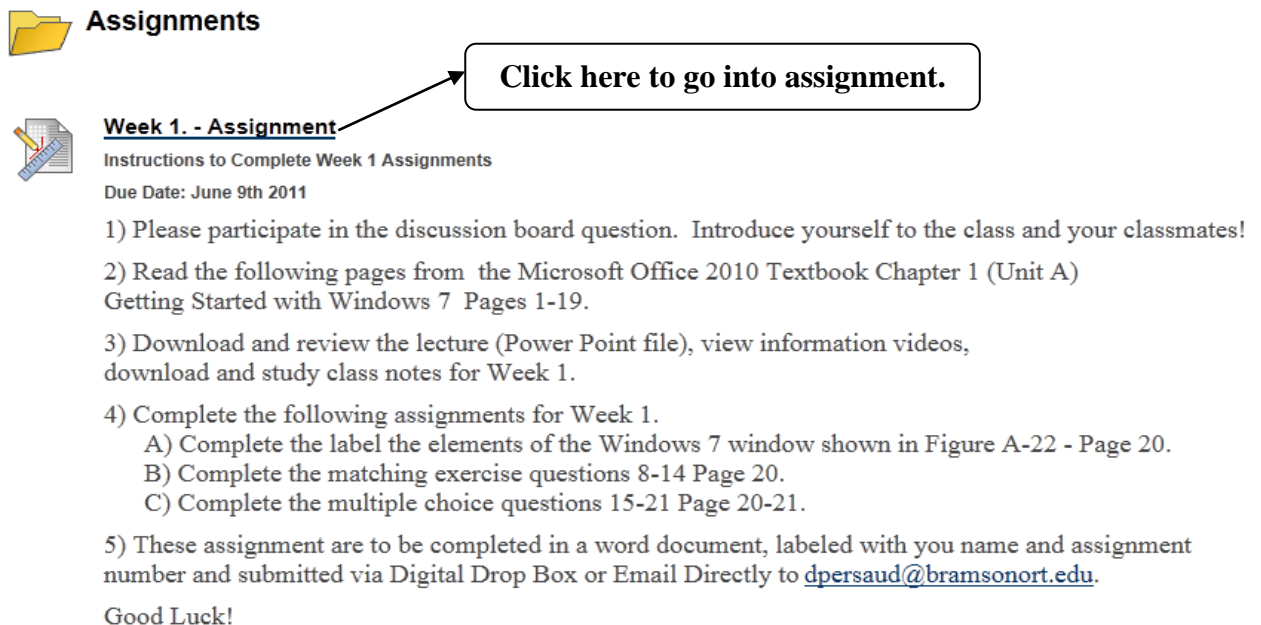
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Each course has an assignment button. You may view your assignments by clicking on this button and viewing each home work and/or assignment that was assigned by the instructor.



The screenshot shows a vertical list of red buttons on the left side of a page. The buttons are labeled: Announcements, Contacts, Course Information, Textbooks, Course Outline, Lecture and Notes, Assignments, Discussion Board, Data Files, Course Exams, Email Instructor, and Tools. An arrow points from the 'Assignments' button to a callout box on the right. The callout box contains the text: **Click here to get to the assignments page.**

To send homework or assignments to the instructor, first you must go into the assignment.



The screenshot shows a yellow folder icon labeled 'Assignments'. Inside the folder is a document icon labeled 'Week 1 - Assignment'. An arrow points from the document icon to a callout box on the right. The callout box contains the text: **Click here to go into assignment.**

**Week 1 - Assignment**  
Instructions to Complete Week 1 Assignments  
Due Date: June 9th 2011

- 1) Please participate in the discussion board question. Introduce yourself to the class and your classmates!
- 2) Read the following pages from the Microsoft Office 2010 Textbook Chapter 1 (Unit A) Getting Started with Windows 7 Pages 1-19.
- 3) Download and review the lecture (Power Point file), view information videos, download and study class notes for Week 1.
- 4) Complete the following assignments for Week 1.
  - A) Complete the label the elements of the Windows 7 window shown in Figure A-22 - Page 20.
  - B) Complete the matching exercise questions 8-14 Page 20.
  - C) Complete the multiple choice questions 15-21 Page 20-21.
- 5) These assignment are to be completed in a word document, labeled with you name and assignment number and submitted via Digital Drop Box or Email Directly to [dpersaud@bramsonort.edu](mailto:dpersaud@bramsonort.edu).

Good Luck!



## STUDENT EMAIL

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Each student has an email address created upon registration.

To login to your email you have two choices.

1. Your Bramson ORT College Email Address  
**First initial + Lastname@bramsonort.edu**  
(e.g. Brad Smith email would be [bsmith@bramsonort.edu](mailto:bsmith@bramsonort.edu))
2. **Instructions for logging into your Bramson ORT College email box.**

Click on the Email button from Blackboard or browse directly to <http://email.bramsonort.edu>

**At the login page enter the following:**

**Username:** First initial + Last Name (No Spaces in between)

**Password:** First two letter of First Name + Last six digits of your Student ID Number.

**EXAMPLE:**

Student Name: Brad Smith          Student ID:    123456789

Username:    bsmith  
Password:    br456789

3. On the blackboard screen click on URL Image as shown below:



- At the login page, enter your username and password.  
**Username:** **First initial + Last Name** (No Spaces in between)  
**Password:** **First two letter of First Name + Last six digits of your SS #**
- Or go to [www.bramsonort.edu](http://www.bramsonort.edu) and click on quick links and then student email login.



Click Here!

# Bramson ORT College Distance Learning Policies

- ✓ You can login directly to the Distance Learning Software at <http://blackboard.bramsonort.edu>

Your Username and Password is as follows:

**Username:** **First initial + Last Name** (No Spaces in between)

**Password:** **Last four digits of your SS #**

**If this does not work please contact the Distance Learning department immediately at 718-261-5800 Ext 167.**

- ✓ You are required to test your username and password within the first two weeks of registration no exceptions.
- ✓ "I was unable to login" will not be an acceptable reason to modify a failing grade.
- ✓ All distance learning students have to attend a mandatory orientation seminar at the beginning of semester. Please refer to dates on the cover page of the Distance Learning User Guide or Ask the Registrar's Office.
- ✓ All distance learning students are required to logon at least once a week which will be counted as your attendance.
- ✓ You are required to complete your assignment on a weekly basis as posted by your instructor unless instructed otherwise.
- ✓ You are required to check your Bramson ORT Student Email regularly (My Email Tab in Blackboard) as this will be your communication venue with your instructor. If you are unable to login you must contact the Distance Learning Department at 718-261-5800 ext. 167.
- ✓ You are required to use the Digital Drop Box in your to submit your assignments to your instructor. The Digital Drop Box can be obtained from clicking on the tools link, then clicking on the Digital Drop Box Icon. This option can also be access by clicking on the Send Homework or Send Homework to Instructor Tab.
- ✓ The following special characters should never be used in Filename: **# % & < > = +** (No exceptions)
- ✓ Your Midterm and Final Exams are posted with a time limit. You are required to complete these exams in the allotted time frame.
- ✓ Students are responsible for keeping all backup copies of their works (preferred in a printed format).
- ✓ International students can only take one online class per semester.
- ✓ Students who receive public assistance can take only one online class per semester.
- ✓ Last day of submitting class work, assignments and exams is the last day of semester.
- ✓ Students with valid reasons for extension must apply and approved in writing to instructor and chairman of department. All extension will have a 6 weeks deadline where the final grade will reflect a deduction for lateness.

If there are any questions or problems, students have to contact Distance Learning Coordinator at Bramson ORT College Distance Learning Department can be reach Monday – Thursday 9:00AM to 5:00PM and on Friday 9:00AM – 3:00PM at 718-261-5800 Ext 167.

**I have read and understand all policies listed above:**

X \_\_\_\_\_ Date: \_\_\_\_\_ Semester: \_\_\_\_\_  
**Student Signature**

Online Class 1 \_\_\_\_\_  
Online Class 2 \_\_\_\_\_

Online Class 3 \_\_\_\_\_  
Online Class 4 \_\_\_\_\_

Online Class 5 \_\_\_\_\_  
Online Class 6 \_\_\_\_\_