

Business Law Essay Tutorial

welcome to business law I'm 200 this is a brief tutorial to give you an overview are the tools you will need to use for this course and when you log in to Blackboard Learn you will see a list of your courses and you click on business law I 200 and then that will show you this home page so in this tutorial I'm going to give you an overview of all of the different icons on the home page and then over here on the Left navigation are the tools that we also call on the Left nav and so those are different than the home page the home page is actually viewed by clicking on the home page and I'm gonna go over these one by one so first is the introduction to the course click on this and it will open up on a welcome from Professor Kent Kaufman to you the students so go ahead and take your time to read this going back to the home page you can see the syllabus when you click on the syllabus link they will give you another link and you can click on that link to open up a PDF file that will show you the syllabus if the PDF does not open automatically you can click on this link here and it will be able to download the PDF to your computer and you can open it once it downloads you will use this link if you're using a Mac that's one other thing reason one thing will not open automatically with Mac's so Mac's have the plug-in and some don't so let's go through the syllabus a little bit here is the syllabus of an information for a professor Kaufman's office hours and his teaching assistant Holly Friddle here's a welcome please read the welcome as well as the course objectives going down we see the required text that you need for this course make sure you get this textbook if you don't already have it and the course requirements and responsibilities is this next just to briefly describe it the course format to you it's in two divided into five sections each section covers between three and four chapters in the textbook and then there's an exam after each section within each section you have [business law assignments](#) due for each chapter the chapter assignments are due as specific date at the end of the section and that all the section assignments due are due at the same time and you'll see here in his description from professor Kaufman he's asking you to please not attach your assignments as word files so when I show you the assignments tool you can make note of how he's asking you in the syllabus to not do that in the syllabus we also talked about the communication through blackboard internal email system to make sure that you send email to professor Kaufman and to Holly through the mail icon over here on the Left navigation so this is what he's talking about when he says internal email you click on this mail icon and I'll go over that in a little bit okay going down through there's a cengage now feature on the home page I'll discuss that with you soon coming to the very last page you'll see an assignment checklist that shows you all the dates that are due for the chapter assignments as well as when the exams start and when they end and you'll take your exams on blackboard ok so that's the end of the syllabus review we're gonna click back on the homepage you're going into now to the business law Calendar business law calendar is basically just like the assignment checklist I showed you it gives you a calendar format for the dates that are due so you can see right away that January 25th visually is when all your section 1 assignments are due and then January 26 your exam 1 starts at 8:00 a.m. and ends the 29th at 11:30 p.m. because these dates are given to you both in the syllabus and in the calendar and in the tools there should be no reason for you to miss any of the assignments due dates or the exam dates so please be responsible and make sure that you do those on time going back to the home page we're going to go to the PowerPoint folder this folder houses the powerpoints for all the chapters when you click on the link for chapter one it'll open up a section where you can click on the PowerPoint and again you need you will need a software in order for you to see the powerpoints so if you don't have Microsoft Office the students can get that for a reasonable price I'll discuss that next in a few minutes and to download this PowerPoint you click on this file link and it will then download the PowerPoint for you coming back to the homepage we're gonna go on to the learning modules learning modules are basically divided into the five sections because there's five sections for the course click on section one and you'll see chapters 1 2 3 and 4 and exam 1 on the table of contents and within each chapter that discusses the key concepts and introduction to that chapter as well as the PowerPoint that we just went over as well as the assignment tool so it nests basically an order or organized fashion for the things you should be doing to cover chapter 1 etc so when you are done with your readings and preparing you can click on your assignment and you can see what professor Kaufman is asking you to

do for chapter 1 it might be helpful for you to read through the assignment the assignment requirements you can read through this and make note so that when you're reading through your powerpoints in your chapters you can then think about what you need to do to respond to this assignment you will then post your response to these four questions in this assignment materials textbook text box and you need to submit it by January 25th and there's 10 points possible for every chapter assignment and it does add up so please do not ignore the chapter assignments it's very very important it will help you a great deal if you're having trouble if you're struggling with your exams and the assignments again are due on a specific date so please be aware of those dates but again here I was discussing in the syllabus to not do attachments in your assignments so do not click on any of the attachment attached file buttons here make sure you paste it in or you type it in directly scrolling back up over to the home page now we can then go to the getting to know your professor this is the link that Professor Kaufman's faculty webpage for IPFW tells you a little bit about professor Kaufman and down below is his Vita if you'd like to look at that clicking back to the homepage here takes us back to the main homepage for the course and we then will go on to the software you need for this course Microsoft Office is what you will need in order to view the powerpoints if you don't have office installed you can click on this link and it will take you to the IT services webpage that will show you how you can purchase it through the bookstore and then it can again up here at the top and the gray bar you'll see the business law L 200 course they click on that and it will take you back to the home page going back to the software you need for this course let's go over a dhobi reader this is the link you will need to download Adobe Reader for you to view your PDFs and then this link is the Mozilla Firefox link IPFW IT services and if all emphasize how important it is for us to use Mozilla Firefox when using Blackboard Learn so you need to click on this link and and go to Mozilla's website basically takes you to that site and you need to download the Mozilla Firefox browser if you're not already using it if you're using Internet Explorer right now and this link does not work just go to your Explorer and go to Mozilla or Google it and download the Mozilla Firefox it's a free browser that is very very important for you to use for your blackboard learn courses you also can use Google Chrome as well that works just fine but Internet Explorer often will not follow links so they'll be broken and it will basically give you error messages so if you're getting error messages it's it's usually because you're using Internet Explorer if you're using Mozilla Firefox and you still get error messages please contact a professor or the teaching assistant to them now let's go back to our homepage cengagenow is a link that will take you to the cengagenow website and this is basically a wonderful tool the professor Kaufman is giving the students to help them prepare for the tests and prepare for the assignments so he will give you a username and password that you can enter here to take tests and prepare for the actual exam they're basically pretest IPFW resource offices as the next folder these are things outside of the business law course that you could access to benefit you as a student of IPFW let's go over to the Left navigation we see the home page which is what I've been using to get back to the home page the syllabus is just like the link on the home page it's just another location the learning modules are just like on the home page and they open up these learning modules assignments are basically listed by the sections and are the same assignments you see in the learning modules this is just another way to get to them however the very first assignment you need to do is go to the assignment tool and click on the discussions to do a biography describing yourself to professor Kaufman and your fellow students in order to do this you click on the biography forum and you create a thread and your thread you describe yourself to the students and the professor and you click Submit and that's how you'll do your first assignment next the discussion board basically is this biography discussion and we only have one discussion web links web links is a folder that has one web links in it right now professor Kaufman might add more web links throughout the course but right now this is the only web link we have in the folder and it's for the student student companion for the text it is just very similar to the cengage now it just has a few different features interactive quizzes if you feel like you'd like to do more searching and refining your skills and in law you can go through that tool as well next is the mail link mail tool this is where you'll send messages to professor Kaufman or to fellow students and where you receive messages so if you have a message from professor Kaufman it will be in your inbox and the next is the contact folder this is basically the same information you see on the syllabus it's also right here on the screen for you so you don't have to open syllabus to find out information on how to reach professor Kaufman this is IPFW email and he's asked that you did not use this email but to use instead the mail icon which is the internal email system for this course

only if it's an emergency and you need to reach him right away you may go ahead and email him through IPFW but make that only a rare occasion and then lastly is the my grades when there are grades for you to view you'll see this you'll see you'll go to the my grades tool to see your grades and this is basically the wrap-up for all of the tools for this course if you have any questions or problems feel free to email professor Kaufman or Holly brittle and I hope you have a great semester