



## 2011 Blackboard Environment Tutorial

### HELLO!

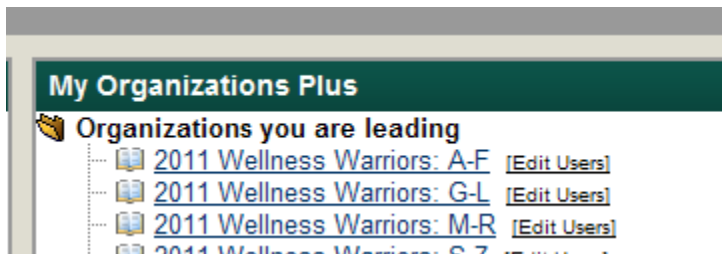
This tutorial will introduce you to the Wellness Warriors Blackboard Environment, which will help you track your participation and connect with other Wellness Warriors in the program.

This tutorial is for registered Wellness Warriors who have completed *both* the Health Risk Assessment and the Biometric Health Screening.

1. First, you will log into Blackboard. You may access Blackboard from Pipeline or by visiting <http://blackboard.wayne.edu>.

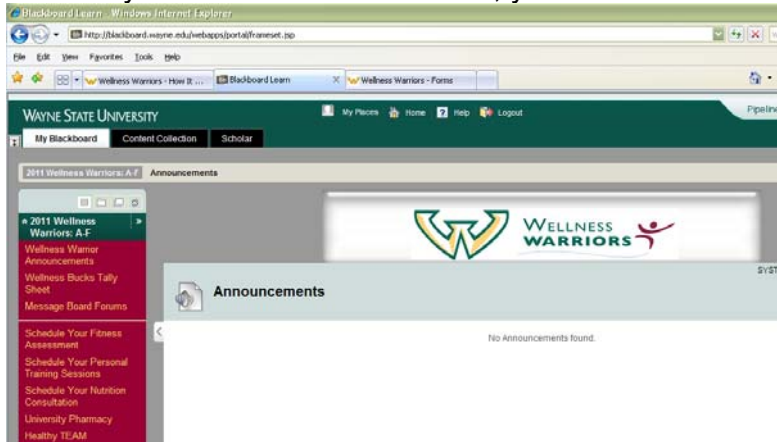
Log in with your ACCESS ID ("aa1111") and Pipeline password. If you need assistance, you can contact the C&IT Helpdesk at 577-4778.

2. You will find the WSU Wellness Warriors organization under "My Organizations Plus".



3. Click the organization name to enter the organization.

4. Once you click the course name, you arrive at the Announcements Page.



Any new announcements made by the Wellness Warriors program will be here when you log in. It is a good idea to read over this area first!

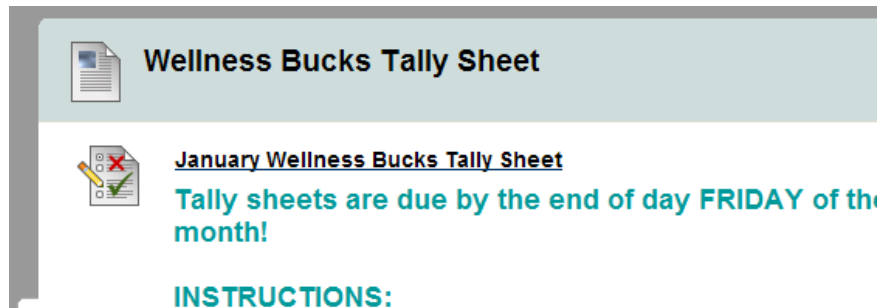
5. On the left is a menu. In the next few items, we will take you through the menu options.

6. First, you see “Wellness Warrior Announcements.” This is the page you are already on. If you go to another area and would like to return to the Announcements area, click this link.

7. Next, you see “Wellness Bucks Tally Sheet”. This is the page where you will be able to track your monthly participation. Now you can track online with just a few clicks!



Click the Wellness Bucks Tally Sheet link to go to the online tally sheets.



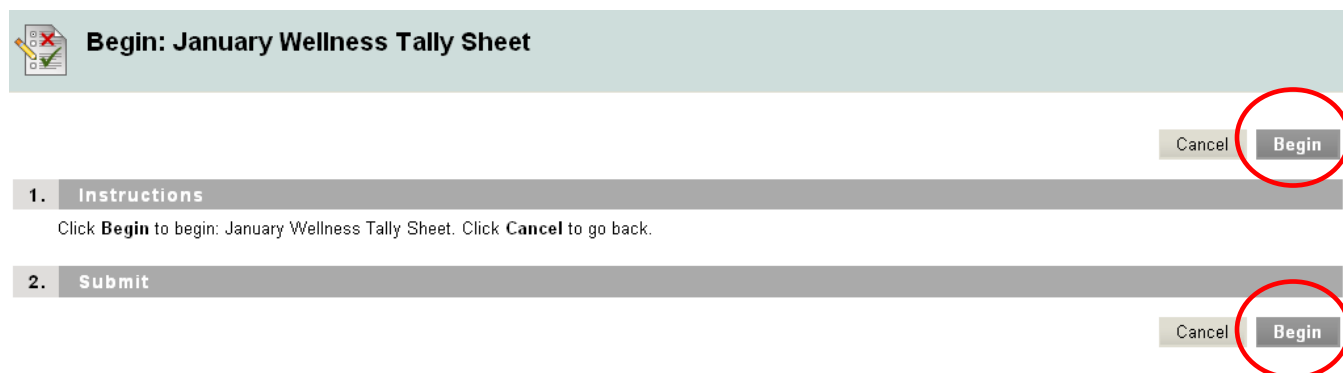
In Blackboard terminology, this is called a “test,” but of course this is *not* a test. It is a way for you to track your participation. You can save your progress and return as often as you want!

As each month comes around, you will have the opportunity to start and submit a new online tally sheet.

**NOTE: There are still deadlines you must meet in order for you to get Wellness Bucks and participation credit. Tally sheets must be submitted by the end of the first full week of the month for the previous month. EXAMPLE: This means that the February 2011 tally sheets are due by March 11, 2011!**

**Make sure to SAVE your progress and do not submit until you are done. Once you submit your tally sheet, you cannot get it back.**

Once you click the online tally sheet you want to edit, you will see:



Click “BEGIN” to start recording your participation. The tally sheet is structured as such:

**Questions 1-5: Physical Activity** – Check 1 box for every 20 minutes you work out. If you fill up the boxes in Question 1, move to Question 2 and so on. There are 100 check boxes (33.3 hours of activity or 3,000 Wellness Bucks points). The maximum amount of Wellness Bucks you can earn in any month for physical activity is 3,000 points.

**Question 6: Wellness Warriors Class Attendance** – For each class that you attend, check the appropriate box. Each class is worth 100 points. Total number of points each month will depend on the number of classes offered. Remember, you must attend 3 Wellness Warrior events between January and June and another 3 between July and December in order to remain incentive-eligible!

**Questions 7-11: Miscellaneous Activity:**

>> **7.** Check the boxes for each time you utilized a MHRFC personal trainer. You can record up to five personal training sessions at 100 points each, for a total of 500 points per month. *If you did not utilize a personal trainer, do not check a box. You may go to the next question.*

>> **8.** Check the boxes for each half-hour of massage therapy you got this month at the MHRFC. You can record up to 2.5 hours of massage therapy at 100 points each, for a total of 500 points per month. *If you did not get massage, do not check a box. You may go to the next question.*

>> **9.** Check “True” or “False” if you had your MHRFC Fitness Assessment. You will earn 500 Wellness Bucks points. (Max 1 time per year.)

>> **10.** Check “True” or “False” if you had your MHRFC nutrition consultation. You will earn 500 Wellness Bucks points. (Max 1 time per year.)

>> **11.** Check “True” or “False” if you had your annual physical examination. You will earn 1,000 Wellness Bucks points. (Max 1 time per year.)

>> **12.** Check “True” or “False” if you purchased a Mort Harris Recreation and Fitness Center membership. You will earn 1,000 Wellness Bucks points. (Max 1 time per year.)

**NOTE: If you are NOT DONE, SAVE your progress before you exit.**

**NOTE: If you ARE DONE for the ENTIRE MONTH, you may hit SUBMIT.**

**NOTE: Once you hit “SUBMIT” you will not be able to go back and edit your answers.**

**Note: The point values assigned to each question represent the maximum point value for the month, *not* your personal point value. After your online tally sheet is submitted and reviewed, you may view your monthly points in the Blackboard Grade Center, available from the screen you see after you log in.**


8. The next item on the navigation menu is Message Board Forums.



This area is for you to ask questions of the program administrators and interact with the *entire* Wellness Warriors population. If you want to set up walking buddies, for example, this is a good place to do it. Looking for someone to catch a healthy lunch with? This is a great place for that, too.

When you click this link, you will see:

The screenshot shows the 'Discussion Board' interface. At the top left is a document icon and the title 'Discussion Board'. Below the title is a paragraph of text explaining that forums are made up of individual discussion threads and a 'More Help' link. There are two buttons: 'Create Forum' and 'Search Discover'. Below this is a table with columns for 'Forum', 'Description', 'Total Posts', and 'Unread Posts'. The 'Exercise Buddies' forum is circled in red. The 'Ask the Admin!' forum is also visible.

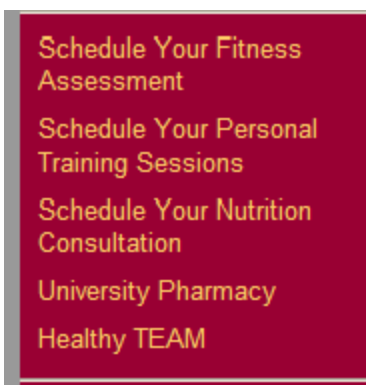
	Forum	Description	Total Posts	Unread Posts
↓	<a href="#">Exercise Buddies</a>	 Looking for a Wellness Partner? Someone to walk with you on Tuesdays at 1:00? People to share a group trainer session? Find your new buddy here!	0	0
↑	<a href="#">Ask the Admin!</a>	Do you have a general question about how the program works? Comments? Success stories? Suggestions for the newsletter? This is your area to interact with the program administrators. <i>(Note: This is not a forum to interact with coaches.</i>	0	0

Click the link of the forum you wish to read or comment in. You may read any posts that are public and you may create a post by clicking “**Create Thread**”. Alternatively, if you are very interested in a particular forum, you may subscribe to the updates by clicking “**Subscribe**”.

The screenshot shows the 'Forum: Exercise Buddies' interface. At the top left is a document icon and the title 'Forum: Exercise Buddies'. Below the title is a paragraph of text explaining how to organize forum threads and a 'More Help' link. There are two buttons: 'Create Thread' and 'Subscribe'. Both buttons are circled, with 'Create Thread' in red and 'Subscribe' in blue.

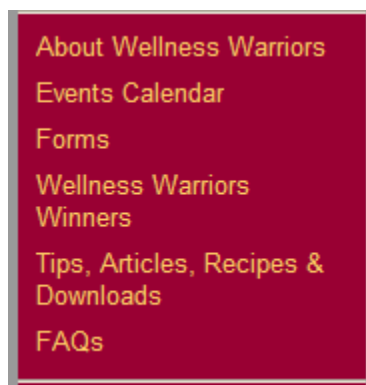
No items found

9. The next section of the navigation, between two yellow lines, are links that take you to the Mort Harris Recreation & Fitness Center, University Pharmacy and TEAM pages to schedule your free services.



To make these appointments, click the appropriate link and follow the directions on the arrival page.

10. The next section is made up of helpful links that go to the Wellness Warriors website.



For GENERAL Blackboard Support and documentation, please visit:  
<http://www.computing.wayne.edu/blackboard/>

*Thank you!*

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