HELLO!

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

This tutorial is for registered Wellness Warriors who have completed both the Health Risk Assessment and the 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. Second, you will find your WSU Wellness Warriors “class” with your Wellness Coaches name under “My Organizations Plus”.

3. Click the organization name: [Image]

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

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 “Participation Tracking!” This is the page where you will be able to track your monthly participation. We called this the “tally sheet” last year and it was filled out on paper. Now you can track online with just a few clicks!

Any new announcements made by the administrators will be here when you log in. It is a good idea to read over this area first!
Click the Participation Tracking! link to go to the online tally sheets.

**Participation Tracking!**

**January Wellness Tally Sheet**
Due by the end of the first full week of the current month for the previous month!

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 March 2010 tally sheets are due by April 9, 2010!

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:

**Begin: January Wellness Tally Sheet**

1. **Instructions**
   Click **Begin** to begin January Wellness Tally Sheet. Click **Cancel** to go back.

2. **Submit**

Click “BEGIN” to start recording your participation. The questions will appear one by one on the screen. You can move back and forth between questions by using the arrows in the lower right corner. The tally sheet is structured as follows:

Questions 1 to 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 1 seminar each quarter to remain compliant!

Questions 7-13: Miscellaneous Activity:

>> 7. Check “Yes” or “No” if you had your physical examination. You will not earn a monetary incentive for a physical, but you WILL earn 1,000 Wellness Bucks points. (Max 1 time per year.)

>> 8. Check “Yes” or “No” if you had your Fitness Test. You will earn 500 Wellness Bucks points. (Max 1 time per year.) If you did not get a Fitness Test, do not check a box. You may go to the next question.

>> 9. Check the boxes for each half-hour of massage therapy you got this month. You can record up to 2.5 hours of massage therapy at 25 points each, for a total of 125 points per month. If you did not get massage, do not check a box. You may go to the next question.

>> 10. Check “Yes” or “No” if you had your nutrition consultation. You will earn 500 Wellness Bucks points. (Max 1 time per year.)

>> 11. Check the boxes for each time you utilized a 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.

>> 12. Check “Yes” or “No” if you purchased a Fitness Center membership. You will earn 1,000 Wellness Bucks points. (Max 1 time per year.)

>> 13. Non-Wellness Warrior classes. You can record up to four non-Wellness Warrior classes at 50 points each, for a maximum of 200 points per month. If you did NOT attend any classes, please leave this box BLANK.

NOTE: If you are NOT DONE for the month, SAVE your progress before you exit.

NOTE: If you ARE DONE for the ENTIRE MONTH, you may hit SUBMIT.
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. Next on the navigation menu is “Coach Groups & Blogs.”

This is where you can interact with coaches and the Wellness Warriors that report to your coach. Congratulations… You’re now part of a team of Wellness Warriors who are working toward healthy goals!
Click this link to go to the Coach Groups & Blogs page. You will see:

The available list of Wellness Warrior coaches and their links are displayed. You will only be able to access YOUR coach's area. The one that does NOT say "(Not Enrolled)" is your group.

Click your coach's link and you will see:

CONTINUE
Here you can view a list of group members that you can interact and communicate with. You will also have access to your coach blog, helpful files (“file exchange”), a group journal, tasks, and the abilities to collaborate and send e-mails to your coach/other group members.

It is *not a requirement* to utilize your Coach Groups & Blogs area, but many of you asked for ways to built community and rapport with other Wellness Warriors and this is a great way to do it!

9. 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:

**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  Search  Discard

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”.

10. The next section of the navigation, between two yellow lines, are links that take you to the Mort Harris Recreation & Fitness Center pages to schedule a nutrition consultation and make an appointment with a personal trainer. These should open in a new window.

To make these appointments, click the appropriate link and follow the directions on the arrival page.
11. The next section is made up of helpful links that go to the Wellness Warriors website and to the Healthy TEAM portal.

These links will also take you to another browser window or tab and are provided as a convenience to you within the Blackboard environment.

This concludes the Wellness Warriors Blackboard Tutorial. This tutorial is designed to be a basic introduction to the Wellness Warriors Blackboard Environment, but is by no means exhaustive.

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

Thank you!

The Wellness Warriors Team
http://wellness.wayne.edu