

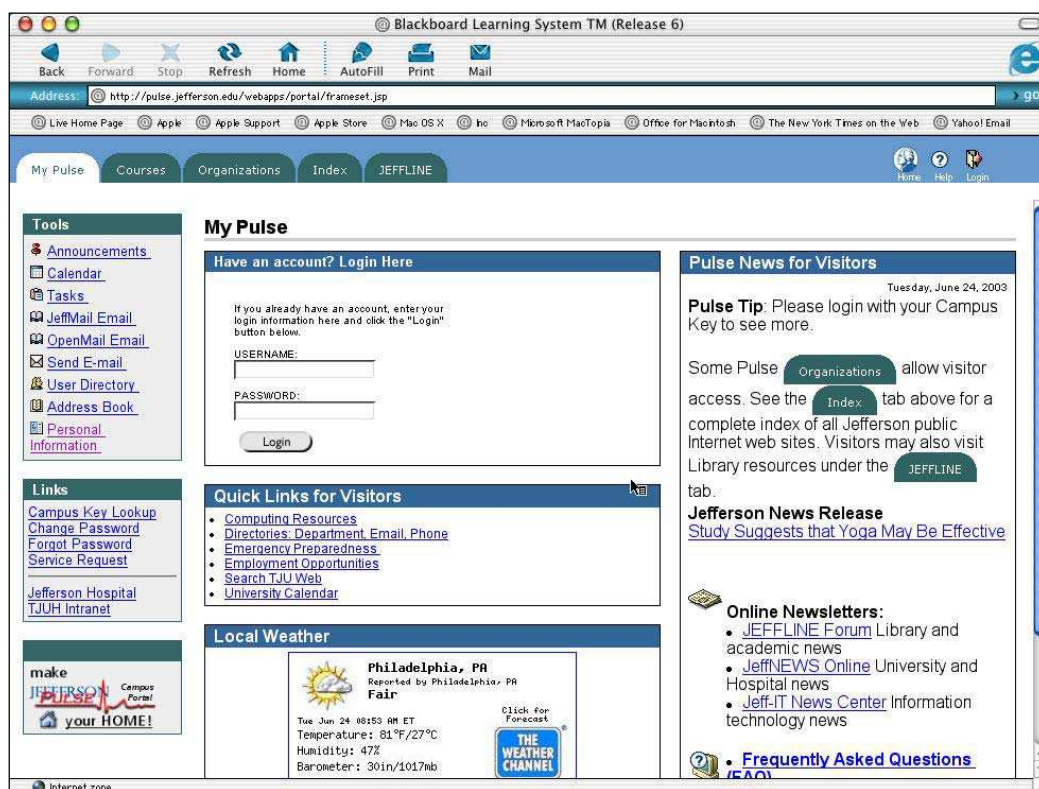


Welcome to JEFFERSON PULSE

Welcome to **Pulse**, Thomas Jefferson University's web-based program that will allow you to check your email, look up course information, check grades, discuss course content and much, much more.

The good news is that Pulse is easy to use and somewhat customizable, so you can make the program work for you. This tutorial will familiarize you with the basic features and will offer tips on using the Pulse program.

To get to Pulse you can enter <http://pulse.jefferson.edu/> into your web browser or you can go to the Jefferson homepage <http://jefferson.edu> and click on the Pulse icon in the upper right-hand corner of the page (it looks like the symbol in the top left-hand corner of this page). Either way, you should get to a page that looks something like this:



Don't be alarmed if your page doesn't look exactly like the one above. The content of the news box on the right will obviously change as campus news changes, but this should give you an idea if you are in the right place.



Getting Down To Business... Logging In

Now that you have seen the main page, let's log in and see what's inside.

Your campus key is a username assigned by Jefferson to identify you as a user and member of the Jefferson community. To login, you have to enter your campus key in the "Username" box and your password.

Do I know my Campus Key?

If you don't know, or forgot, your campus key, no sweat, just click on *Campus Key Lookup* under the heading "Links" on the left-hand side of the page near the bottom. You will be asked to enter your last name and your Social Security Number to look up your campus key.

Once you have your campus key, you can click on the *My Pulse* tab at the top left of your screen to return you to the main page where you can fill in your campus key in the Username box and enter your password.

What's my Password?

If you're new to Pulse and haven't logged in before, your password is likely to be your Social Security Number. If you have trouble figuring out your password you can go to the Learning Resource Center on the third floor of the Scott Memorial Library for help.

Tips:

Your campus key is your username. There is a link on the login page to look it up.

The first time you log in your password is usually your Social Security number.

Now That You're In...

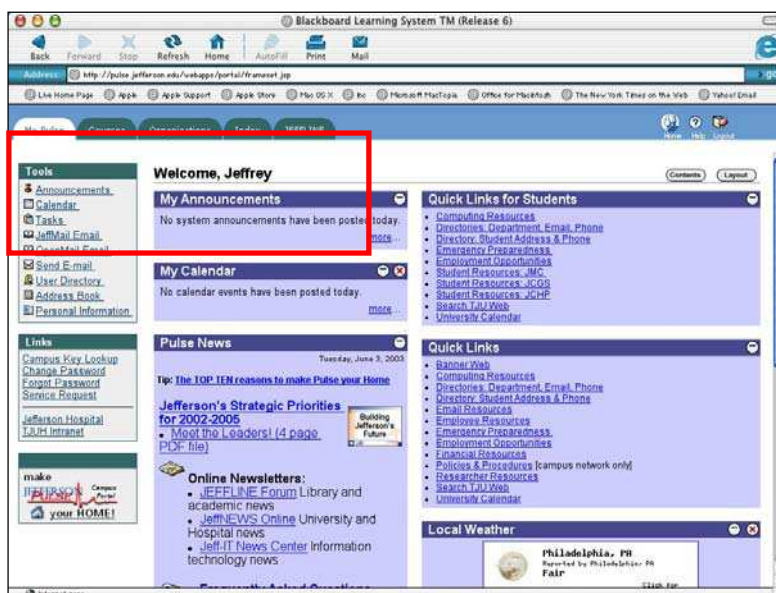
Don't panic if your screen doesn't look exactly like this one, because this screen has been customized (we'll talk about that later).

That said, you should see your name after the **Welcome** at the top of the screen (what a neat feature!) and the tabs at the top, along with the links on the left side of the page, should be the same as above.

If this is your first time logging in, you should take this time to change your password to something that only you would know.

How do I change my password?

- Go to the "Links" box on the left side of the page and click *Change Password*. Fill in the boxes on the screen with your username, old password, and new password (twice). You can use your new password next time you log in.



Tip

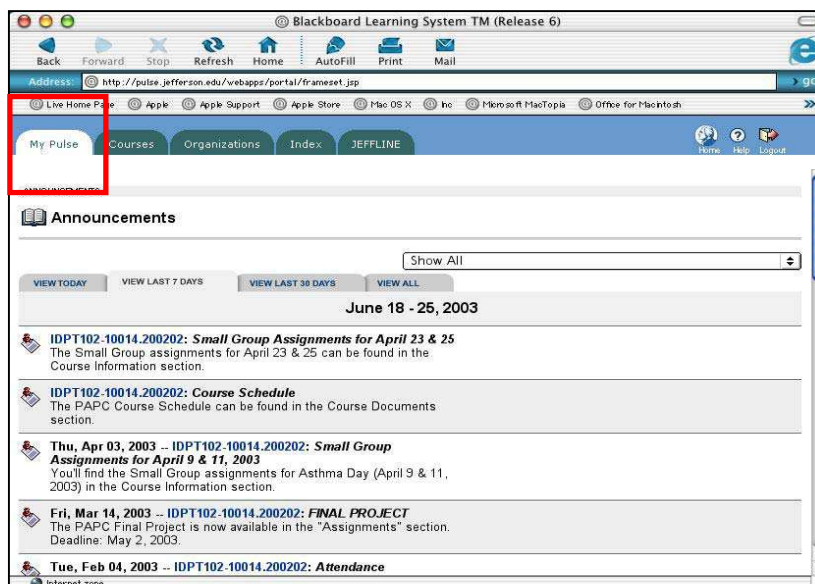
It's a good idea to change your password after logging in for the first time. Use the **Change Password** link.

Pulse is hard to break, so you should feel free to click around and explore. Let's start with clicking on Announcements in the "Tools" box...

Announcements Page

Notice that we are still under the "My Pulse" tab at the top of the page (we know this because the tab is in white). This page allows you to look at system announcements for the courses in which you are enrolled.

Shortly after you register for a course, the instructor will add you to the course website. Once registered or, in Pulse terminology, "enrolled" in a course, the announcements posted by the instructor that day will appear in your announcements box on the main page. Older messages can be seen in this "Announcements" page.



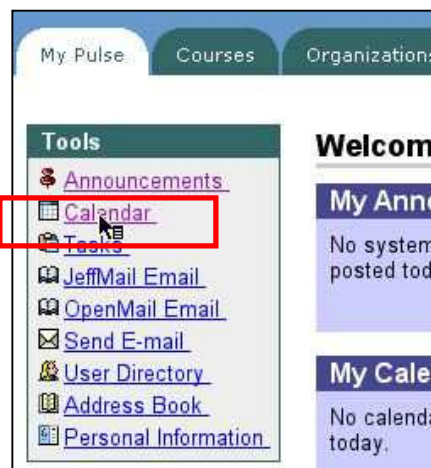
What if I don't want to view all the announcements?

- There are several ways to view the announcements. Perhaps the easiest way is to click on the tabs above date line such as *view today*, *view last 7 days*, *view last 30 days*, or *view all*.
- Each tab will take you to a new screen listing the announcements according to the category of the tab. The announcements start with the date, the course name or number, and the title of the announcement. Under this you will find the details of the announcement.

If you think this is too cluttered, you can opt to view announcements for an individual course or organization by clicking on the up/down arrow to the right of the box in the upper right quadrant of the screen (currently displaying Show All) and select the desired course or organization's announcements you wish to view.

So Many Things to Do, So Little Time... Using the Calendar

Click on *Calendar* under the “Tools” box. Once you enter the calendar page you should see a schedule for the current date broken down by time. If your professor has posted specific course events they will already be filled in the calendar. As with the announcements, you can click through the tabs to switch between *view day*, *view week*, *view month*, and *view year* displays.



How do I add an event to the calendar?

- Click on the *Add Event* button, and then fill in the subsequent screen—giving the title, event description, start and finish times--then click the *Submit* button when done. Now your event should appear on your calendar and may be accessed from any computer that can connect to Pulse (i.e., that has an Internet connection).



The *Quick Jump* button can be used to view the events on a day far in the future. Simply click *Quick Jump*, select the date you are looking for, and whether you want to see that particular day, week, or month and click *Submit*.

As with the "Announcements" screen, you can choose to view only specific events by clicking on the up/down arrow to the right of the box that currently says *All Events*. When you click on the up/down arrow you can select to display events from any of the courses in which you are enrolled or campus organizations that have events posted.

Remember, you should always check your course materials for due dates, meetings, etc. Often, not all important events are entered into the calendar by the instructors. With that said, the calendar program is a useful tool for keeping yourself organized.

To get back to the Welcome page you can click the *My Pulse* tab at the top left of the page.

Tasks

Moving along in your exploration through Pulse you come to the Tasks option under the "Tools" box. "Tasks" has historically not been used often but can supplement the calendar program for listing important tasks to be completed. Using "Tasks" is very similar to the calendar.

How do I add tasks?

- Click on *Add Task* and fill out the information on the subsequent screen to add a new task. The up/down arrow to the right of the box currently displaying *All Tasks* allows you to view specific categories of tasks.



If you want to change the priority of the task, just click on the symbol in the "Priority" column to change it from high priority to low priority to a little aqua square (which means no priority?). Under the "Status" column it should tell you where you stand in the completion of your task.

How do I "check off" a task?

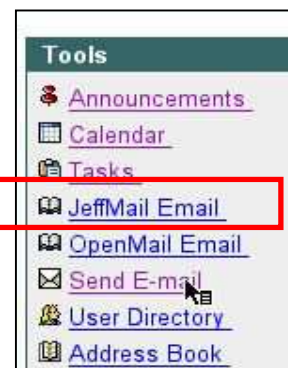
- By clicking on the "Status" (*Not Started* in this example), you can change the status to *In Progress*. Another click will change it to *Completed*. If you want to alter a task you created, click the *Modify* button at the end of the row of the task you wish to modify.

Now that you know how to use the Tasks feature, go ahead and assign yourself some tasks.

A Word About Email

Well, maybe a few words...

If you are back at the Welcome page you will find *JeffMail Email* to be the next link under *Tasks* in the “Tools” menu. By clicking on this you will be brought to the JeffMail page, where you will be asked to enter your username (campus key) and password again (it can be annoying but this is how it has to be). The mail system is a different topic altogether with its own help/tutorial resources.



Even though this tutorial isn't going to cover the email system in general you should go over a potentially useful feature—mass Emailing your classmates or members of an organization. You use this feature when you want to send the same message to a bunch of people that you work with through school or extracurricular activities.

So, how do I send a mass Email?

To do this, click *Send E-mail* under the “Tools” menu on the Welcome page of Pulse. From there you will get a list of courses and organizations that you are a member of. Select the appropriate one and you will get the following options:



- *All Users* will address the email to all the enrolled members of the particular class or organization. (The example is a biochemistry class.)
- *All Groups* is not often used. It is to send an email for all those in a particular category. You may get an error message saying that it is unable to send because nobody is assigned to this category. Don't fret; you can use the All Users to email to everybody in a particular class/organization.

Tips:

Mass Email can be sent by selecting *Send E-mail* in the "Tools" box on the Welcome page.

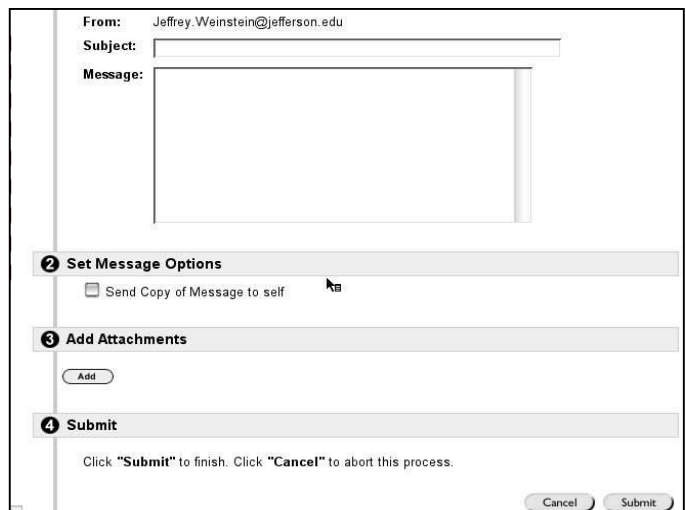
Just pick who you want to include in the Email, fill in the message, and send.

- *All Teaching Assistants* will allow you to email your teaching assistants (of course you can't use this feature if you don't have a teaching assistant for your class).

- *All Instructors* allows you to email your instructors. Note that this may just send email to the course coordinator—because he/she is in charge of class email. In this case you must individually email a particular professor if it is someone other than the course coordinator.
- *All Observers* is used to email those who are outsiders to your course/organization. As you can see from the example on the last page, this may appear in black; in that case it cannot be selected. You will have to email observers individually.
- *Select Users* is a useful feature that allows you to send email to particular members of your class organization. Once you click on it, a page will load with the names of the users of the class or organization you are trying to email. To include an individual, just click on the box to the left of that individual’s name and a check should appear in the box.
- *Select Groups* is often not set up and will give you an error message when you click on it. It would normally allow you to select different groups of people to send your email to (like members of several different courses for which you are enrolled).
- *Select Observers* is the last option and is also, like *All Observers*, in black and not selectable. Again, in this case you would have to email the observers through your email program, entering each person you want to include in the email.

What’s next? Once you select the option that will allow you to address the email to the appropriate people, you get a screen that will have the email addresses of the people you have selected in the “To:” space and your email address in the “From:” space.

From there, just fill out the form and hit *Submit*. If you want a copy of the email sent to yourself, check the box in step 2. Pulse is nice enough to break this process down into 4 easy steps.



To get back to the Welcome page, just click the *My Pulse* tab at the top left of your screen.

Making Contacts... Using the Address Book

Let's say that you know or met an important person and you want to keep track of their contact information. Are you going to keep it permanently on the scrap paper on your desk? If you want something a little more organized, Pulse has your answer in the form of the *Address Book*. Just click on Address Book, the second to last link in the "Tools" box of the welcome page. It should bring us to a page that looks like this:

How can I search for an entry?

- You can search for your contacts by *Last Name* or *Email* address by selecting the appropriate one under the search box.
- You can type in the last name or email of the person you are searching for or you can click on the *A-Z, 0-9* tab to get an alphabetical listing.



Why aren't there any listings in my address book?

- If this is your first time using the address book, there won't be any listings to search. First, you need to add some contacts. To do this, click on the *Add Contact* bar (see arrow in example above). This will bring you to a screen where you can fill in the appropriate information. Don't worry about filling in every box; just fill in what you know and click *Submit*. Now you can search for their entry in your address book. Go ahead, add friends, family, colleagues, classmates—once entered you can look up their contact information from any computer you can access Pulse!

Click the *My Pulse* tab at the top left of the page to get back to the Welcome screen.

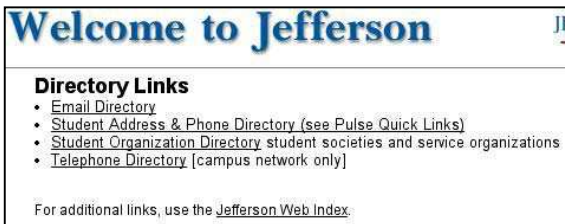
Links, Links, Links Galore...

Somewhere on the Welcome page you should see one or both of the boxes of links (at right). A link is something that, when you click on it, takes you to the desired location. Links act as a shortcut—instead of typing the address of each webpage to get to the information you need, clicking on a link will bring you right there. They are here to make it easy to jump around Pulse to some of the most commonly used areas.

You'll find that many of these links are redundant (two links take you to the same page). They are, for the most part, self-explanatory and you should take some time to click on them to see where they bring you.

The *Computing Resources* link will take you to another page of links related to Jefferson computing. You should note that there is a link to take you to the *Jefferson-IT Online Help Center* (Pulse), which is a good resource for getting help with Pulse. Many questions you may have are answered there under their *Frequently Asked Questions* section. You can also get tips and news about Pulse through the *Jefferson Information Technologies (Jeff-IT)* link.

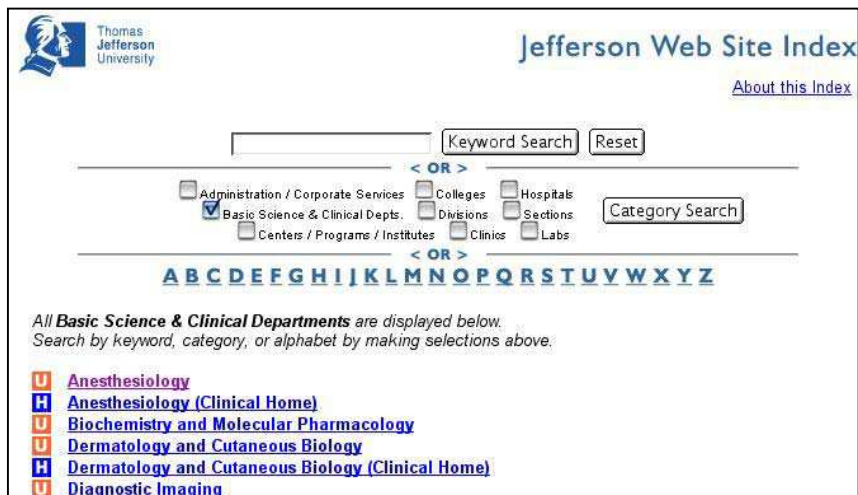
The *Directories: Department, Email, Phone* link will bring you to a page of yet more links. The Email Directory link will allow you to look up the email address of a member of the Jefferson community.



The second link isn't all that useful. The best way to look up a Student's address is to click on a link with the same name under "Quick Links" on the welcome page. Note that to use the *Telephone Directory* you need to be using a computer on campus.

If you want to look at a listing of the campus organizations, click the *Student Organization Directory* link, which will take you to a page listing all of the Jefferson organizations. You'll notice all of the organizations are listed in blue and if you click on them they will open a new window with information for that organization. This is a great way to learn about all of the different organizations at Jefferson and how to get involved from the comfort of home. Now, this is just basic information about the organizations—many of them have their own webpage on Pulse that you can access under the *Organizations* tab at the top of the Pulse pages (we will talk more about this later).

Another notable link under *Directories: Department, Email, Phone* that isn't totally self-explanatory is how to use the Jefferson Web Index. It's the last link at the bottom center of the page. If you click on it you are brought to a screen that looks like this:



What is the Jefferson Web Site Index?

- The Index allows you to search the Jefferson websites for the various departments, programs, clinics, labs etc. There are several ways to search.

How do I search the Index and what do the "U" and "H" next to listings mean?

- You can type a keyword in the box and try to search for the Jefferson web pages that are associated with that keyword or you could click on the box to the left of the category/categories listed to select them to include in your search. *Basic Science & Clinical Depts.* is often checked as a default. To unselect a category, just click on the box to the left of it again to unselect (so, one click selects a category, two clicks unselects it).
- Once you have selected the categories you want to see listed, click the *Category Search* button and a list of Jefferson pages that fit those categories will be displayed. If you don't have a keyword or category in mind, you can just click a letter (they are listed below the category search section) to browse through all of the items starting with that letter.
- The search results are listed in blue below the search tools mentioned above. In the example *Anesthesiology* is one of the search results that came back with a search of the category *Basic Science & Clinical Depts.* To the left of the results there is an orange "U" or a blue "H." This is to designate whether it is a university (U) or hospital (H) department, lab, etc. To go to the page for one of the search results, simply click on it.

How do I look up a student's contact information?

- The *Directory: Student Address & Phone* link is very useful for looking up a fellow student's home address, phone number, and email (you can even see their picture if their Jefferson ID picture has been taken). Simply click on the link, enter his or her last name, and click *Go*. The search results will list all people with the name entered.

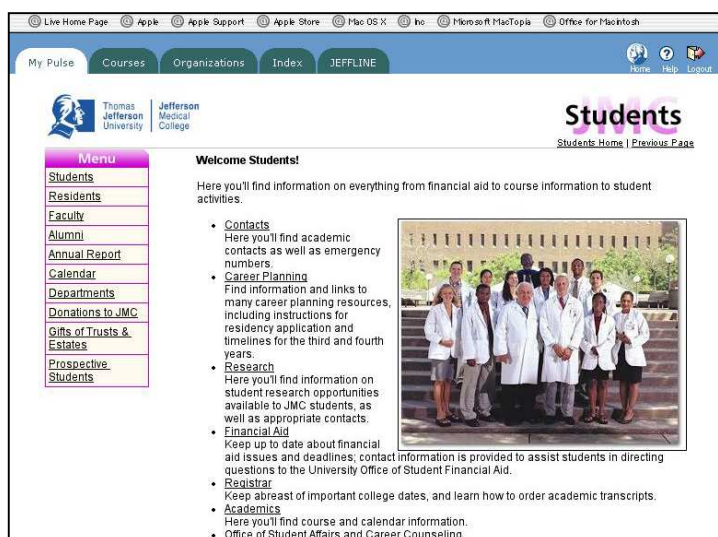
You can restrict your search to a specific college of the university by changing the box that says *All Colleges* to *JMC* (Jefferson Medical College), *JCHP* (Jefferson College of Health Professions), or *JCGS* (Jefferson College of Graduate Studies). Go ahead and try to look yourself up.

What If I don't show up in the Directory?

- If you don't show up and you haven't attended Jefferson yet, your information, along with your picture, will be posted soon after registration. You can adjust your address and contact information, and request that certain information not be posted, through the Banner Web program (<http://banner.jefferson.edu/>) or through the Registrar's office.

Be sure to check out the links *Student Resources: JMC/JCGS/JCHP* by clicking on the appropriate link. Here, you'll find all kinds of useful links to pages that pertain to your college.

Information on financial aid, career planning, research opportunities and much, much more can be found right here. The example here is from the JMC webpage.



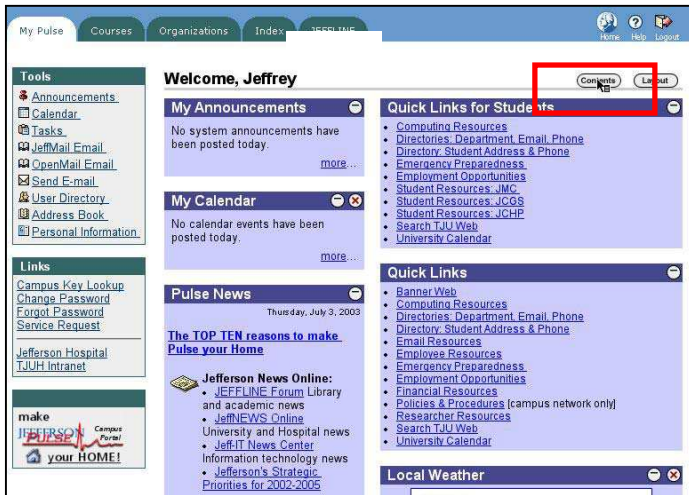
The links and resources vary depending on the college, so don't be alarmed if your page looks different from the example above. Be sure to explore the site for your college.

As always, you can get back to the Welcome screen by just clicking on the *My Pulse* tab in the upper left-hand corner of the screen.

Okay, enough with the links. Next you'll learn how to customize your Welcome page.

Any Way You Want It... Customizing the Welcome Page

Who says you can't always get what you want? Well, maybe that is the case for most things but your Welcome page can be just the way you want it. You can decide what content you want to show up on your Welcome page and where on the page you want to see it.



If you look closely at the Welcome page you will see that it is basically made up of many boxes that look just like windows—complete with a minimize button in the right-hand corner. Some even have a close button (looks like a red X).

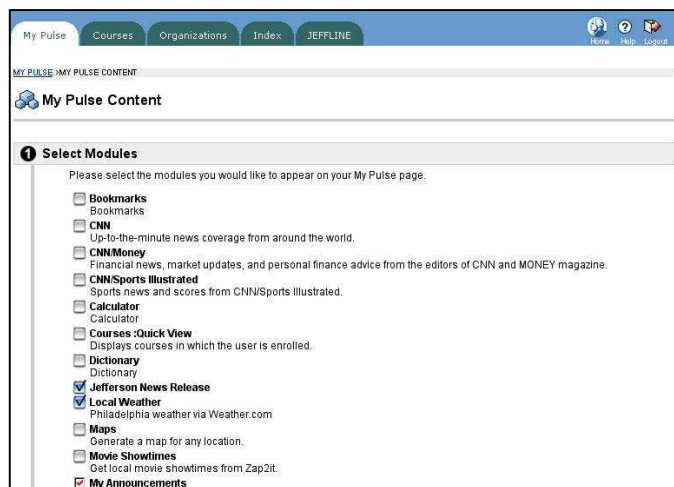
The idea is that you can control what windows show up on the page and where they are positioned relative to the other windows. To

get started, click on the *Contents* button (see arrow in example above).

How do I choose what modules are on my Welcome page?

- The “My Pulse Content” page lists different windows that you can choose to have displayed on your welcome page. To select a window (or “module” as they call it) just click on the box to the left of the module title. You may notice that some modules have a red check next to them.

This means that they are required, and you cannot add or remove them—they must be on everybody’s welcome page (I guess you can’t always get exactly what you want). Go ahead and pick a few that seem interesting to you. When you have picked some, click the *Submit* button at the bottom of the page.



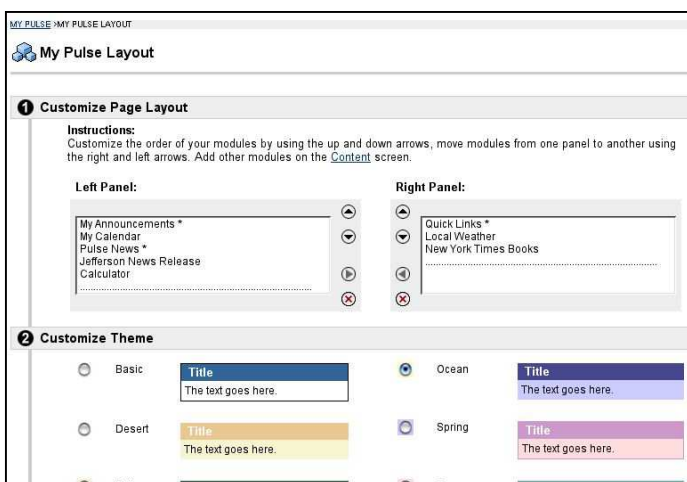
- Once you click *Submit* you will get a message that says, “The page has successfully been customized.” Click the *OK* button but realize that there is more to do because you haven’t decided where you want these windows to go. After clicking *OK* you will be brought back to the Welcome page where you should see your new windows (or modules) added however the computer chose to add them. I took the liberty of adding a calculator, New York Times Book Review, local weather, Jefferson News Releases, and a My Calendar window to my welcome page and now it looks like this:

Wait a second! I had to scroll to the bottom of my welcome page to see the new windows I added. That isn’t what I want. The calculator can stay at the bottom for when I need it, but I want Jefferson News Releases at the top along with the weather and the New York Times Books. I need to change the **layout** of my welcome page.



How do I rearrange modules on the Welcome page?

- To do this, click the *Layout* button at the top of the welcome page, located to the right of the *Contents* button we clicked earlier. After clicking the *Layout* button we come to the “My Pulse Layout” page, which looks something like this:



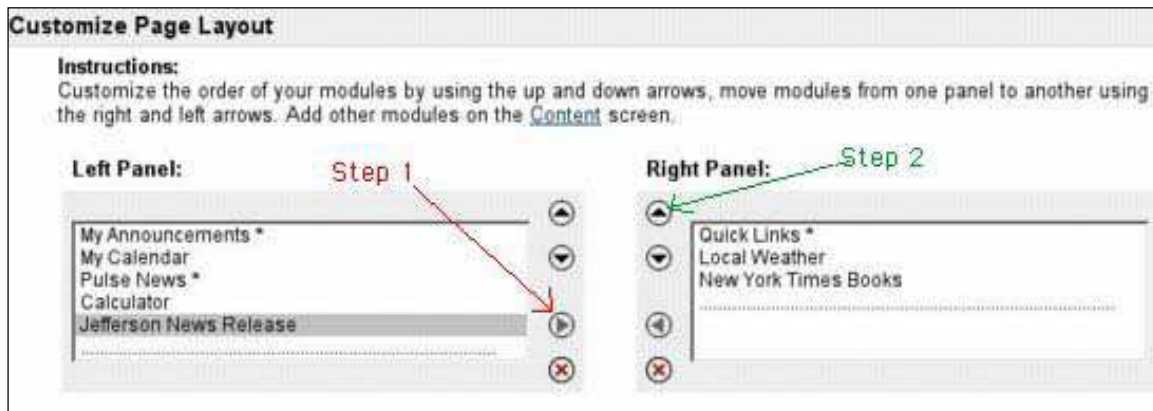
Ahh...Pulse is so kind to us. It has broken the layout process down into three relatively simple steps. In step 1 we see two boxes “Left Panel” and “Right Panel.” Listed in those boxes are the different windows (or modules) that appear on your Welcome page. Simply, the “Left Panel” is the left side of the page and the “Right Panel” the right.

The order of the windows from top to bottom corresponds to their current order on the Welcome page.

Putting Things in Their Place... Layout Continued

If you wanted to move the *Jefferson News Release* window to the top right of the Welcome page (for the purpose of demonstration) you would start by locating *Jefferson News Release* among the other modules in the "Customize Page Layout" screen.

You can see that it is currently second to the bottom on the left side of the screen (in the "Left Panel" box). So, you need to move *Jefferson News Release* over and up. To do this you start by clicking once on *Jefferson News Release* and then clicking on the arrow pointing to the right (Step 1).



Now *Jefferson News Release* is in the "Right Panel" box and will show up on the right side of the Welcome page but it is last in the list in the "Right Panel" box so it will show up on the bottom and you want it at the top. \

To move it up, make sure *Jefferson News Release* is selected by clicking on it once and then clicking on the up arrow (Step 2). Continue to hit the up arrow until *Jefferson News Release* is at the top of the "Right Panel" box.

You can do a similar procedure by using the arrows to move windows from side to side and up and down to put everything where you want it.



How do I get rid of a module I don't want?

- If you wanted to get rid of something, like the calculator in the example above, there are two ways to do it. You could go back once you're finished here and click the *Content* button on the Welcome page and unselect the calculator from the list of windows, but that is awfully tedious. To get rid of a window from the layout screen, simply click on it and click the red X under the arrows for that side.

Once you have everything in the order you want listed in the Panel box for the side of the page you want it to appear you can move on to the next step, which is picking a theme. Basically this feature gives you the option of changing the color scheme of the Welcome page. You can always come back to this screen and change it back so don't be afraid to try one that you might not like.

Once you have selected the theme you want by clicking on the circle to the left of the theme, you can click *Submit* to tell Pulse to put your customized changes into effect.

From now on, when you login to Pulse, the boring, impersonal login screen will change into your beautifully designed Welcome page.

Pick A Course, Any Course...

Now that you have gone over pretty much everything you need to know about the Welcome page, you can move on to the meat and bones of Pulse—accessing course information.

Many courses have a website within Pulse (through a program called Blackboard™) that will allow you to access announcements from instructors, get assignments, communicate with instructors, check grades, and much more depending on the class.

What is Blackboard (TM)?

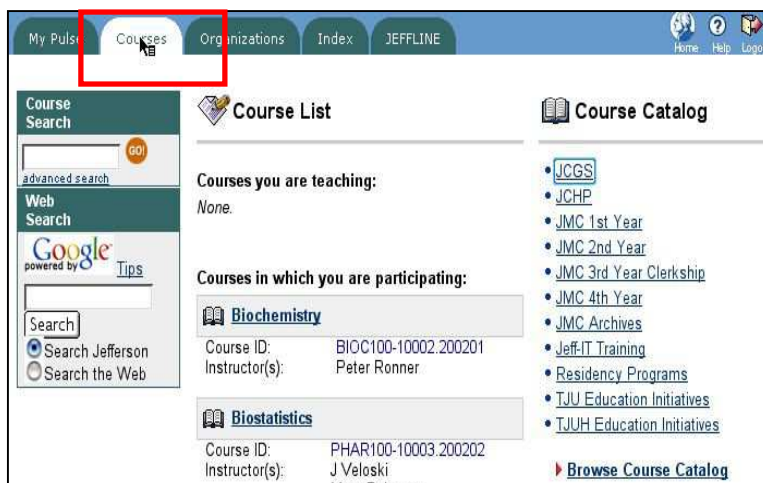
- Conceptually, all you need to know is that Blackboard™ is a standardized program for making course web pages. Because it is standardized, nearly every course webpage will look the same with the same options etc. However, the instructor determines what information will be posted on the page, under what headings they will be posted and which features he or she will use to teach their class.

For example, as you will learn later, one of the features of all course web pages is the ability to post your grades. However, this feature will only work if the instructor enters the grades. If not, you will get a blank webpage when you try to view your grades.

So, if one of the features I describe does not appear to be working, ask your instructor if they are using that part of the website because it may be intentionally left empty.

Well let's get down to it! To get to the course web pages you'll need to click on the *Courses* tab at the top of the page, just to the right of the *My Pulse* tab.

You will be brought to a page that looks like the one at right. The course catalog for the various colleges and years can be located on the right and browsed by clicking on the appropriate link. You can also search the web through the lower Google™ Internet search engine and can search for a particular course through the top “Course Search” box.

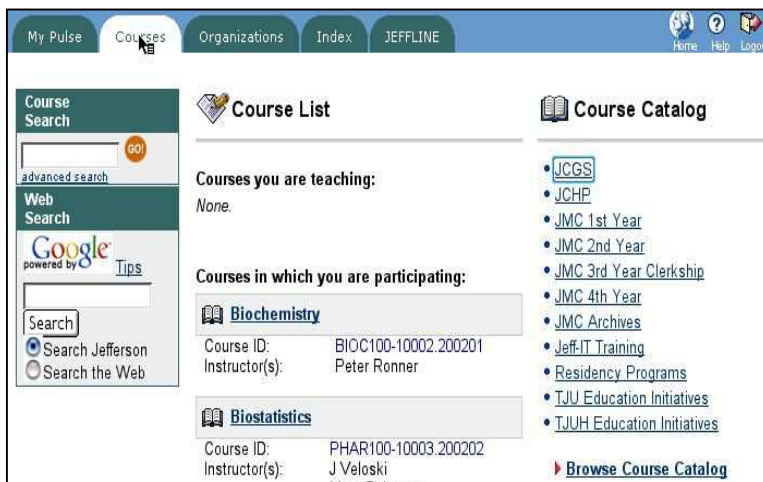


The screenshot shows the Pulse website interface. At the top, there are navigation tabs: 'My Pulse', 'Courses', 'Organizations', 'Index', and 'JEFFLINE'. The 'Courses' tab is highlighted with a red box. Below the tabs, there are three main sections: 'Course Search', 'Course List', and 'Course Catalog'. The 'Course Search' section includes a search box and a 'Google' search engine. The 'Course List' section shows 'Courses you are teaching' as 'None' and 'Courses in which you are participating' as 'Biochemistry' and 'Biostatistics'. The 'Course Catalog' section on the right lists various programs and courses, including 'JCGS', 'JCHP', 'JMC 1st Year', 'JMC 2nd Year', 'JMC 3rd Year Clerkship', 'JMC 4th Year', 'JMC Archives', 'Jeff-IT Training', 'Residency Programs', 'TJU Education Initiatives', and 'TJUH Education Initiatives'. There is also a 'Browse Course Catalog' link at the bottom right.

Just under the bolded heading “Course List” you should see the heading “Courses you are teaching.” Under that, unless you are an instructor, it should say “none,” meaning you aren’t teaching any courses.

Under that, you should see the heading, “Courses in which you are participating.”

Below this you will find a list of courses. (In the example, Biochemistry and Biostatistics are listed under this heading.) It means that this particular student has been enrolled (signed up) for those particular courses.



What If I don't see any courses listed under "Courses in which you are participating?"

There are several possible reasons:

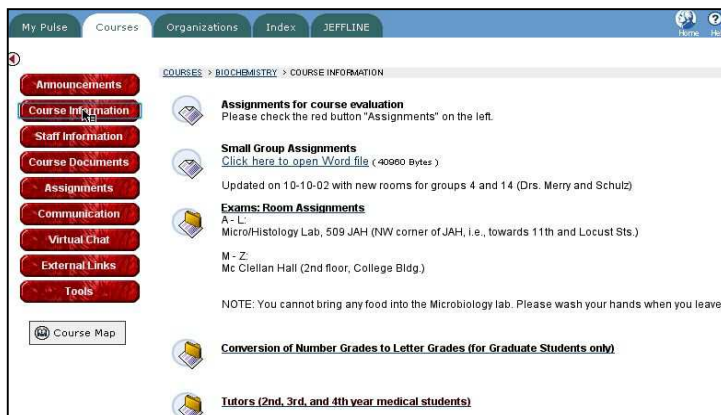
- The course hasn’t started yet or you haven’t registered for classes yet. Pulse might not be updated with which courses you will be taking.
- Many professors don’t activate the course website until the first day of class to prevent students from rooting around before being given instruction in class.
- The course page has been deactivated temporarily. This often happens when the professor is adding materials to the course webpage and doesn’t want students using the page until all the materials are posted in the proper place.
- There is the outside possibility that you were not properly enrolled in the course but this is rarely the case. If, after the course has started, it doesn’t appear as a course you are participating in, talk to the professor to see if there is a simple explanation or corrective measure that can be taken at that level before seeking technical assistance.

Assuming that your courses are listed, you can begin exploring by clicking on the course title. The initial page that loads will be the “Announcements” page. (See *Announcements Page* of this tutorial for more information on this feature). Now, you will notice that we have a series of buttons on the left-hand side of the page. These will differ slightly from course to course but for the most part, they are the same.

Poking Around... Exploring a Course Webpage

What is "Course Information?"

- The *Course Information* section contains exactly that—course information. For the example (a Biochemistry course) there is information on where exams will be held, who is in what group, and information about course evaluations, in addition to other things. Since the individual instructor chooses what to post under each heading, course evaluation information may be under *Course Information* for this Biochemistry course but under *Assignments* in the Anatomy course. So, to generalize the contents of *Course Information*, it has to do with housekeeping information involving the who, what, when, and where of the course.



What is "Staff Information?"

- By clicking on the *Staff Information* (or sometimes just called *Faculty*) button. You can learn about the instructors that will be teaching the course and often how to contact them. Sometimes the instructors will post their picture (so you can print it out to throw darts at it).

Moving Around...

A neat feature is the little directory map at the top of the page. It tells you what page you are on and where you've been. In this example we are currently on the *Staff Information Page* and got to that through the Biochemistry page and got to the Biochemistry page through the *Courses* page as indicated in the directory map. While you can't click on *Staff Information* because we are already on the Staff Information page, you can click on the other two, which will bring you to those respective pages. Of course you can also return to the Courses Page by clicking on the *Courses* tab at the top of the page and go to the previous page by clicking the back arrow in your Web Browser.



What are "Course Documents?"

- The *Course Documents* button will take you to the course documents page, which will often contain downloadable files (meaning when you click on them, they get copied to the computer you are working on). Often these files are copies of handouts for class, syllabus materials, notes, articles etc.

What are "Assignments?"

- The *Assignments* page contains information pertaining to assignments, projects and other things with a due date. As mentioned above, the course evaluations may be posted in this section.

What features are under "Communications?"

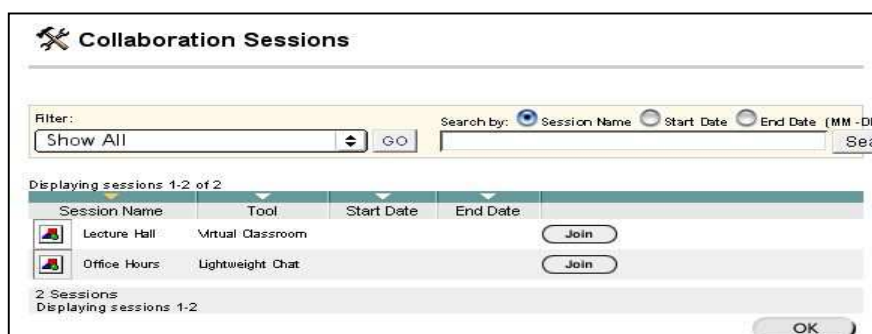
- When you click on *Communications* you will be brought to a page that looks like the one at right.
- Clicking *Announcements* is going to bring you to the announcements page for this particular course, which works the same way as the *Announcements Page* described earlier in this tutorial.
- Clicking *Send E-mail* will bring you to a screen where you can send a mass email to the members of the course.



It is the same as the *Send E-mail* link found in the "Tools" box on welcome page and its use is reviewed in the "A Word about Email" portion of this tutorial.

- Clicking *Collaboration* will bring you to a screen that lists “Collaboration Sessions,” which are essentially chat rooms for discussion of the topic the room is titled. Note that not all courses will have the *Collaboration* option--they may have *Discussion Boards* instead.

Above the active sessions, you will find a “Filter” box that, as a default, displays *Show All*. By clicking on the up/down arrow to the right of the box you will get a drop-down menu that will allow you to choose which type of discussion sessions that are displayed.



Open Rooms will show you the rooms currently open that you can enter. *Rooms With Archives* are rooms with saved past information from past communications between people in that chat room. You can search through past sessions by *Session Name*, *Start Date*, *End Date (MM-DD)* by clicking on the button to the left of the desired search criterion and entering in what you are searching for in the box and clicking Search.

To enter a particular session, just click on the *Join* button to the far right of the session name. The two sessions listed above are basically the default and, like any feature on a course webpage, may not be activated by the professor and so may not work. Talk to your professor about the status of the “Collaboration Sessions.”

Even More Than You Ever Wanted To Know About Course Pages

The Last two options under “Communication” are *Roster* and *Group Pages*.

How do you use the "Roster?"

- The *Roster* feature will allow you to look up individuals who are enrolled in the course. Click the *List All* tab and click the button *List All* (shown below) to get an alphabetical list of students in the course or you can search by entering the last name, first letter of the last name (alphabetical search), or advanced search by clicking on the appropriate tab.



What are "Group Pages?"

- Group Pages* allows you to access pages for various groups within the course. It could be used if you were assigned to a particular group that could have specific pages for that group. For example, at right is a screenshot from the Medical Informatics webpage. Students have been broken up into groups and each group assigned to an instructor.



Dr. Frisby, Mr. Kipnis, etc. are instructors and by clicking on their name the roster of group members will be displayed along with the option of entering a discussion group for that group and sending email to the members of that group.

Some course web pages will have a tab for *Discussion Boards*. Discussion boards are basically the same as *Collaboration Sessions*. So the following applies to the use of both of them. To enter a discussion board, click on the *Discussion Board* tab. Then select the discussion board that you wish to enter. Click on *Add New Thread* to post a new topic for discussion or click on a current posting to read it and respond.

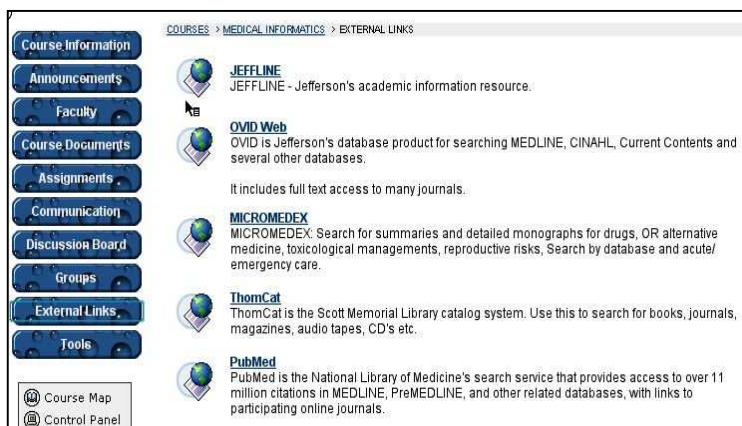
External Links & Tools

To round out the buttons on the left side of the course webpage, we have the *External Links* button that will bring you to a page that looks like this example from the medical informatics webpage.

What is "External Links?"

- *External Links* is basically a place where instructors can post links to other websites or Internet resources that may be of interest to students.

What does the "Tools" button do?



- The *Tools* button brings you to a list of features, many of which can be found on the welcome page under the "Tools" box. *Calendar*, *Tasks*, and *Address Book* are the same as those on the welcome page and are explained in that portion of this tutorial.

The *Faculty or Staff Information* section allows instructors to post information for visitors to view, but what about the students? Well, you too can get your own space to let faculty and students know who you are and what you're about by making your own homepage.

How do I set up my Pulse homepage?

- Click on the *Edit Your Homepage* link, which should be listed under "Tools" after clicking the *Tools* button at left.
- Fill in the boxes with your message, personal information, upload a picture if you have one, and fill in favorite sites if you want and then get your webpage in gear by clicking the *Submit* button at the bottom of that page.



To view a student homepage, go to the course roster and click on the student's name to view their homepage.



For some courses you will have a feature on the “Tools” page called the *Digital Drop Box* (not pictured in the example). It may be used to submit files for the course. An instructor may ask you to submit an assignment through this feature, so it is good to know it exists.

How to I submit a file to the "Digital Drop Box?"

- To submit a file to the *Digital Drop Box*, click on it and click *Send File*. This will bring you to a screen where you can fill in the title of the file or project, the file name with its destination, and any comments you want to pass along with the file.

Finding Files...

If you are not exactly sure about the file name and/or where the file is located, don't worry, just click on the browse button to the right of the “File” box to get a directory tree where you can navigate through the files on your computer to find the file you want. If the file is on a floppy disk or CD, be sure that the correct drive is selected, or else your searching will be fruitless.

When you find the appropriate file, just click on it to select it and click *OK (OPEN* on Mac) or, depending on your operating system, you may be able to just double click the desired file. Either way, you will be brought back to the screen you were on and the “File” box will be filled in with the correct location of the file to be submitted. When you are finished filling out the rest of the page, click on *Submit* to send your file. This may take a few moments as the file is copied from your computer to the course website.

What does "Personal Information" do?

- *Personal Information* is where you can change your password (which can also be done through the link on the welcome page as discussed in the beginning of this tutorial “Getting down to business...Logging in”). You can also change what information will be available in the directory for others to view.

Let's take a moment to clarify how your information is kept at Jefferson. (THIS IS IMPORTANT TO UNDERSTAND). **Through the Banner Web program (which you can access through the Welcome page under “Quick Links”) your contact information for the University can be changed. You only want to do this if you have moved or if the contact information is incorrect. The address and contact information in Banner Web is the information the University (administration) needs to contact you. This means that if you delete this information, the college will not be able to send you grades, financial aid information, and other correspondence. It is VITAL that you have this information entered and accurate. If you don't want some of your information available/displayed to others as in the online directory contact the Registrar's office or make a Request through Banner Web DON'T DELETE YOUR INFORMATION IN BANNER.**



How do I change my "Personal Information" settings?

- Let's say you don't want all of your personal contact information displayed your user profile in the user directory. Note that this is different than the Jefferson online directory; this is the information available next to your name in the course roster. Under *Personal Information*, click on *Set Privacy Options*. From there, you will be able to select the information you want available for display to others. Click *Submit* to make the changes.

What is the "View Grades" feature?

- Note that this feature only works when instructors enter your grades online. If your instructor decides not to use this feature, it will be blank. Note, also, that the grades may be displayed without reference to the appropriate weight or percentage of your grade. Always check your syllabus or with the instructor for interpretation of grades.

I thought this was a student manual, what is the "Student Manual" feature?

- *Student Manual* is a link for those who don't like this tutorial. It is a manual for using the course website system Blackboard™.

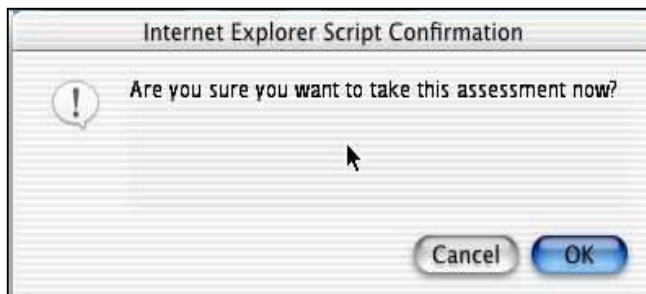
Taking Online Tests

Well, the time may come when you will have to take an exam online through a course webpage. It is actually pretty easy to do, but let's go through it. For an example, let's use a pretest in the medical informatics course.

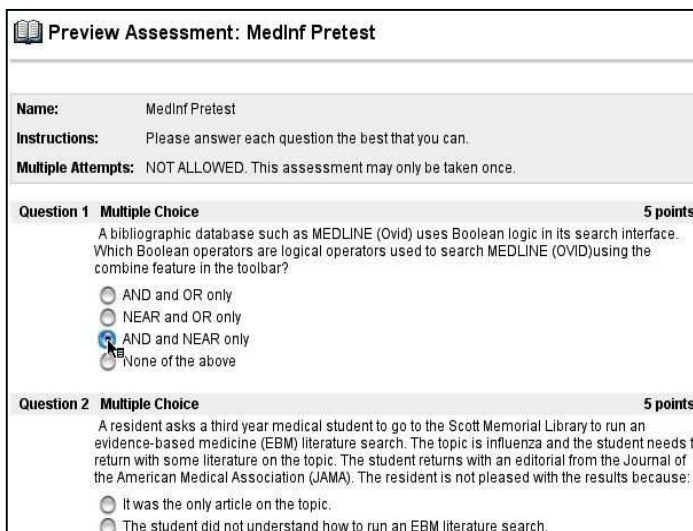
To get to the course from the Welcome page, click on the *Courses* tab. Under "Courses in which you are participating" select *Medical Informatics*. From the Medical Informatics webpage, click the *Assignments* button on the left side of the page. On the *Assignments* page click on the dreaded *Quizzes* folder, which return a list of the tests.

Click on a quiz, and a box pops up and asks if you want to take the assessment now. With some assessments you will be able to save your work and come back later.

Other assessments will have to be done in one sitting, with a time restriction on when/how long you will have to complete the assessment. To begin the assessment, take a deep breath and click OK.



And you're in! Most evaluations will be multiple choice (or multiple guess, depending on how much you know). When you have made up your mind on an answer choice, click the bubble to the left of the answer choice and continue filling in the rest of the answers. When you hit the bottom, click *Submit* or *OK*. You may be asked in another pop up box if you are sure you want to submit your responses. If you're sure of your answers, click *OK* and you're done. Best of luck on all of your exams!



The Wonderful World of Organizations

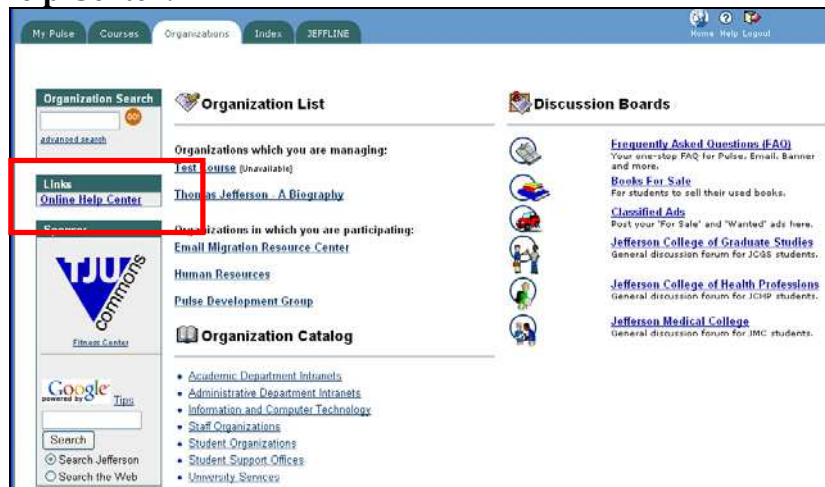
So, at this point you've been through the Welcome page and Courses. Now you'll explore how we view the web pages of, and get information on, the many organizations here at TJU.

To access the Organizations portion of Pulse, click on the *Organizations* tab at the top of the Pulse screen. It should be just to the right of the *Courses* tab. Lets look around at the Organization page.

On the left side of the page we have the "Organization Search" at the top where you can search for organizations by a keyword. For more searching options click *advanced search* under the keyword box.

What is the "Online Help Center?"

- The *Online Help Center* link will take you to the Jeff-IT Online Help Center, where you can get answers to computing questions, information on computing policies, etc.



- Below the *Online Help Center* link, you have the *TJU Commons* logo. The Commons, as you may know, is the University's fitness center. Clicking the Commons Logo will bring you to information on their classes, policies, hours, and much more.
- At the bottom of the left side of the page there is a Google™ search box with an option of searching the Jefferson Website or the Web for a keyword you enter in the box.
- On the right of the page there are a series of links. If you still have questions that aren't answered in this wonderful, witty, and funny tutorial, click on the *Frequently Asked Questions (FAQ)* link and click through the list to see if one of them answers your question. There are also FAQs about the email system, Banner Web, Campus Key and more.

What's the deal with "Books For Sale?"

- Because books are expensive, there is a link to the *Books For Sale* discussion board. This is a place where individuals can post information about books that they are looking to sell. It is completely independent of the bookstore—just students selling to students. Click the *Books For Sale* link on the main Organizations page.

You should see just one entry, *Books For Sale* on the subsequent page. Click that to move on to the listings. Now, depending on how many people have books for sale (usually a lot), you will find plenty of listings. In this example we'll choose *Year 2 & Step 1 Books for Sale*. Reading right across the page, the author of the message is Hsiung, Chih-Pin and it was posted on Sunday August 18th 2002 at 9:35pm (probably more information than we wanted to know). To view the listing, just click on the title.

This person listed several books in his/her message that seem reasonably priced, so I want to



reply. I can do that by clicking on the *Reply* button in the bottom right of the message. The author's email address is also often listed next to the author's name at the top of the message. The advantage to emailing them back is that you can insure that others do not see your reply. Replying to a discussion board will allow other people to see your reply, which is good when you are discussing a topic and you want your input to be seen (but sometimes not the best idea when you are discussing business). Other discussion boards work just like this one, with people posting ideas they want to sell you, not books.

How do I post a message on a discussion board?

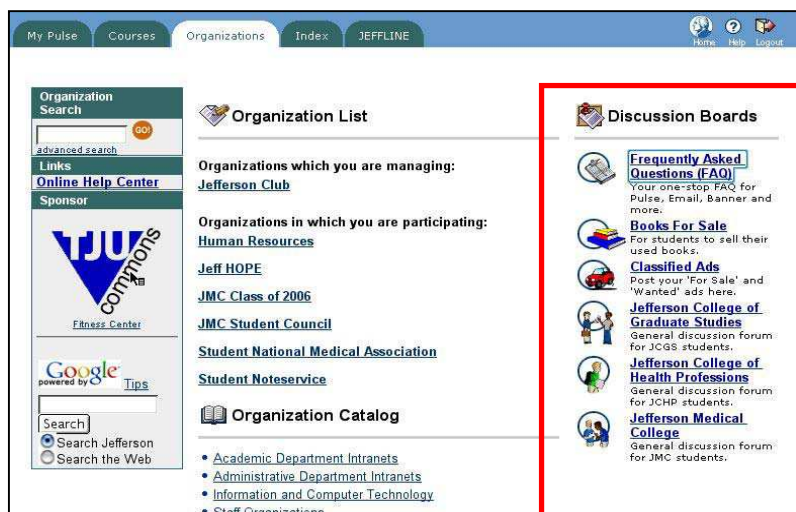
- To post your own message to a discussion board (like maybe you have books to sell), click on *Add New Thread* and type your message. If you want to see what your message will look like before submitting it, click *Preview*. When you're done previewing, click the Back button and make changes as necessary. When you're ready to post, click the *Submit* button. A few more snazzy features of discussion boards can be made visible by clicking the *Show Options* tab on the right side of the screen. You can now click to the left of a posting to "select" it. When you do this, it allows you to apply one of the new options to the selected postings. They are pretty much self-explanatory.



Organizations Continued

If you're done looking at books, click the *Organizations* tab at the top of the page to get back to the Organizations main page.

Under the *Books For Sale* link is *Classified Ads*, which is a discussion board where people can post things for sale and things they are looking for—not unlike 'for sale' and 'wanted' ads in a newspaper.



The rest of the links on the right side of the page are discussion boards for the different colleges of TJU. These are general discussion boards; there are specific ones for your class year, course, or program, which may have more pertinent postings. Go ahead and check them out.

In the center of the page you should see “Organizations which you are managing.” Under this will be listed organizations you are in charge of, or at least have administrator access to the organization’s website. Under that, you should see “Organizations in which you are participating” and a listing of the organizations in which you are a member. Now, you may be a member of an organization that is not listed there. Next we are going to go over how to enroll yourself in organizations that you may have been inadvertently omitted from, or that you wish to join.



If you scroll down the Organization main page you will see *Browse Organization Catalog*. Click that to get to a page that looks like this. From here you can search by entering the organization name in the search box or by clicking the category of the organization you want. Click on the *Student Organization* category to be brought to a page with a listing of student organizations.



Notice that each organization has a title with the “instructor(s)” listed below, which are usually the organization leaders. Some organizations include summary information about the organization below the “instructor(s).”

How do I enroll in an organization?

- In the example below we have the African-American Student Society, Jefferson (JAASS) organization. To the right we have two buttons, *Preview* and *Enroll*. By clicking on *Preview* you will be able to view the JAASS website as a guest to see if you are interested in their organization. By clicking *Enroll*, you can enroll yourself in the organization and be listed as a member.

 African-American Student Society, Jefferson (JAASS) <i>Instructor(s): Nafeesa Owens, Monique May</i>	<div style="border: 2px solid red; padding: 5px;"> <input type="button" value="Preview"/> <input type="button" value="Enroll"/> <input type="button" value="Preview"/> </div>
 Alpha Eta Honor Society (AEHC) <i>Instructor(s): Michael Paquet, Jaclyn Gleber, Roseann Schaaf</i> Honor Society for JCHP Students and Faculty	

Notice that the Alpha Eta Honor Society (AEHC) only has a *Preview* button to the right of it. If we look in the description provided, we see that AEHC is an Honor Society, which is not open for self-enrollment.

Note that just because you enroll online does not make you a full member of the organization, it just lists you as a user of the organization website. Some organizations may require some sort of membership fee or mandatory participation to be part of the organization. That said, many organizations are open to new members and require nothing more than the initiative on your part of enrolling and participating.

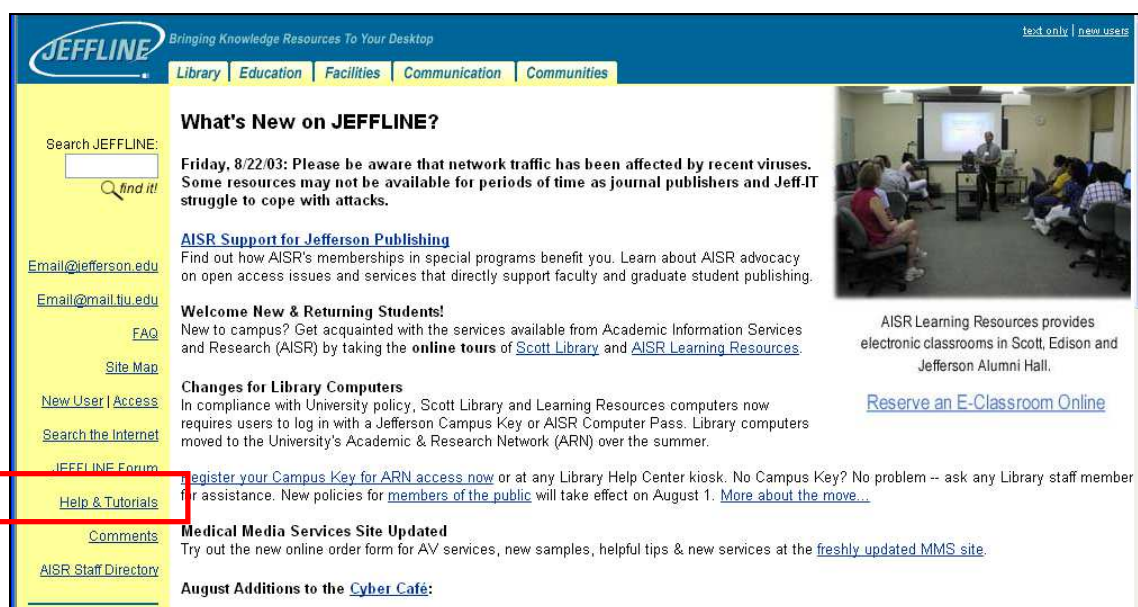
As you scroll down the list of organizations under any category (particularly academic departments) you will see that they only have a preview option, or no options at all. This means that they are only open to members that have been given access by the coordinator of the organization. For example, you can't be a member of an honor society if you don't meet the qualifications. The leaders of the organization must decide if you are eligible to join. The same would be true for the Anesthesiology webpage—if you aren't an anesthesiologist, you can't join. If you are not part of an organization that you feel you should be, contact the leaders of that organization.

While pages will vary from organization to organization, they work the same as the course pages. Click on the tabs on the left side to move between pages and explore an organization's webpage.

The Index, JEFFLINE, and Putting it All Together

The last two tabs at the top of Pulse are Index and *JEFFLINE*. The Index can be accessed through the *Directories: Department, Email, Phone* link in the “Quick Links” box on the welcome page, and its use is discussed in earlier this tutorial.

JEFFLINE is the website for AISR, which includes Scott Memorial Library. You can search the library holdings, various databases, and read journals online through this useful Jefferson service. Tutorials on how to use JEFFLINE can be located on the left-hand side of the page under *Help & Tutorials* (see below).



Well, you have covered a lot of ground in this tutorial. Hopefully, you will have a good grasp on how the Pulse system works and how to use its basic features.

If you have any further questions just go to the Scott Library Reference Desk (2nd floor) or one of the Learning Resources Centers (Scott, 3rd floor or Edison, 13th floor). The staff there will be happy to help you.

Enjoy using Jefferson Pulse and best of luck with your studies!