



LAMAR UNIVERSITY
ACADEMIC PARTNERSHIPS



Getting Started

With Your
Lamar University
Academic
Partnerships
Master's Degree
Program

From Lamar University

- For help with your Lamar email, username and password, email myLamar@lamar.edu or call 409.880.2222
- For more information about university policies and procedures, go to www.lamar.edu
- For information about payment, GRE questions, enrollment, registration, admissions requirements, transcripts, or degree changes contact luacademic@lamar.edu

From Technical Support

Email support@academicpartnership.com, call 866.223.7675, or visit <http://www.academicpartnership.com/lamar/support.asp>

- For help downloading your learning software
- For help navigating and accessing course material

From Your Academic Coach

Response by email to:

- Course syllabus, material, and expectations
- Assignments, tests, and grading



The Lamar University Educator Preparation programs prepare graduates who are competent to address the challenge of educating students for a rapidly changing, diverse, technological global community. We prepare educators who are committed to the belief that all students have the ability to learn. All graduates of Lamar University's College of Education and Human Development will demonstrate leadership, exemplary practices, and continuous learning.

Numerous opportunities for real world applications will ensure that graduates practice reflection and critical thinking, the tools necessary for coping with change. In the belief that educational problems are best solved through partnerships with elementary and secondary education, higher education, state-level agencies, and other appropriate groups, the College is committed to a collaborative approach in addressing educational issues.

Sincerely,

Hollis Lowery-Moore, Ed.D

Dean

College of Education and Human Development

Lamar University

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4 Steps to Begin Your Course

Prepare to spend up to **an hour** the first time you install the software and a new course on your computer.

Step 1: Check your computer's minimum requirements

- Click the Start button in the bottom left hand corner of your screen.
- Click "My Computer."
- Click "View System Information."

Make sure your computer meets the **minimum specifications** required to run the software.

- Operating System: Windows XP Service Pack 2 or Vista 32bit.
To ensure you have the most current Microsoft updates, go to <http://update.microsoft.com>
- Windows Media Player 10 or later
- Processor: Any processor of 1.2 GHz or faster for optimal performance
- Check the memory and version of XP/Vista
 - Go to My Computer
 - Click Help in the top toolbar. Click About Windows. This will show you what service pack you are running and how much memory you have. If you are running XP, you must have XP Service Pack 2 installed. Go to <http://update.microsoft.com> You will need 512MB for XP, or 1 GB for Vista
- Check the disk space of my computer
 - Click My Computer
 - Click on Local Disk (C:) Right Click Properties: A minimum of 10 GB is required to install courses on your personal computer.
- Check additional requirements
 - Display Resolution: 1024 x 768 or larger
 - Printing: Any supported Windows printer
 - Broadband Internet Required: Wired, wireless, cable, DSL, or LAN
- To ensure your computer is free of viruses and spyware, please run your anti-virus software prior to installation.

Systems that are NOT supported:

- Macintosh Operating Systems and Linux
- Windows ME, Windows 98, Windows 95, DOS, Vista 64bit

Older Computers:

Some older computers might require an upgrade to Windows XP. This update is called Service Pack 2. It is free and adds significant security for your computer. To download your free version of Service Pack 2, go to: www.microsoft.com/windowsxp/sp2/default.msp. It can take up to 30 minutes for this download to take place.

Step 2: Connect to the Internet.

Be certain it works properly.

You must be connected to the Internet before you install your course.

Check to be certain that your computer is connected to the Internet. You must have a broadband connection—either wired or wireless. Dial-up connections will not work.

Contact your Internet service provider (ISP) if you have any problems connecting.

Local telephone and cable companies can usually assist with establishing home broadband connections.

Must Have A Working



Internet Connection



4 Steps to Begin Your Course

Step 3: Install your software application

- Verify that your Internet connection is working and your computer meets all requirements.
- Go to <http://www.academicpartnership.com/lamar/support.asp> and click on install application. Follow the instructions on the screen. If you are using Microsoft Vista and having a problem with the install, make sure you select “Install as an Administrator” when the application attempts to run.
- Start Installation: The Installer will automatically launch. When you see the screen that says “Welcome to the Install Shield Wizard,” click “Next.”
- License Agreement: If you agree with the license terms, click the appropriate button, then click “Next.”
- Customer Information: Leave the default values (the user name and organization) as they are, then click “Next.”
- Setup Type: Choose the “Complete” setup then click “Next.”
- Ready to Install: Click “Install” to begin the installation. The installer may also install .NET 3.0 during this process, which may take a few minutes to complete.
- Install Completed: When you get a screen indicating that the software installation is complete, click “Finish” to complete the software installation and start the course installation.
- Double-click the Brighten icon that is now on your desktop to open your Brighten software. Type in the username, password, and URL link sent to your personal email account into the box titled “Enter Your Credentials” and click “OK”. Check the bottom left corner of your Lamar University Homepage for your username to verify that your installation was successful.



Brighten

Installation Process Appears to Get Stuck:

Occasionally during the installation process, your computer may appear to “get stuck.” Be patient and wait at least 15 minutes before restarting your computer. Usually, the installation process will begin again after a brief period of time.



Brighten

Step 4: Getting started with your course

- Select the course title to start.
- Before your course begins, preview its content by clicking on the “View Syllabus” button on the Course Homepage.
 - Note when assignments are due
 - Note when exams may be taken
- Familiarize yourself with the weekly flow of the course by clicking on weeks 1 through 5 on the course homepage, and:
 - Access and review the week’s online reading; you will be working through the Lamar University Library.
 - Preview the video lecture; transcripts of video lectures are in the Resource Section.
 - Locate the discussion area and review the posted questions; many times the initial prompt is in the Discussion Introduction.
 - Preview your weekly assignments; it is helpful to see the big picture of what is due and how the pieces relate to each other.
 - Use the arrow button at the top right hand corner to navigate through your course.
- Professors will teach key content throughout the course and recorded lectures.



- Save desired content to your computer for future reference; courses remain visible for 2 weeks following the last day of class.
- Save assignments to your computer. Some of these may be used for future portfolio or internship requirements.
- Ongoing online academic support is provided by your Academic Coach.
- Skills learned are practical and applied in your classroom or school.

Technology Questions

Do I need to have expert technology skills for this program?

No. The course has been designed for use by beginners as well as accomplished technology users. The amount of time students spend figuring out how to navigate the software decreases quickly after the first course. There is a normal and expected learning curve.

Can I install the application on more than one computer?

Although you can install the application on more than one computer, you should submit all assignments from the same computer.

Can I print material from my course?

Yes. Most material can be saved and /or printed from the Resource Section. Students are also encouraged to save readings and their completed assignments. The course will remain open for two weeks after the exam to allow students time to save and organize their course materials.

Program Questions

How long are the courses?

Students take one 5 week course at a time. Students will take a total of 12 courses and complete the program in 18 months.

How many hours will I need to commit to completing each week's readings, lectures, discussion and assignments?

10 to 15 hours, depending on your learning style. The course delivery is purposefully flexible for the working professional. The learning system provides teachers access to online and off-line content for anytime, anywhere learning. The program works around your schedule.

How do I set up my Lamar University email account?

Lamar University will provide you with a student email address that you will receive via personal email after enrollment. Directions on how to activate your Lamar email account will be included in this email. For help with your Lamar email, username and password, email helpdesk@lamar.edu or call 409.880.2230.



How do I get my user name and password?

The user name and password you will need to enter your course will be sent by email. Email support@academicpartnership.com or call 866.223.7675 if you need further assistance. We also suggest you check your bulk or junk mail if you are not seeing this information.

When do courses begin?

The Lamar course calendar can be found at <http://www.academicpartnership.com/lamar/>

Who are Academic Coaches?

Academic Coaches are assigned to assist students and the course professors. You will receive an email from your Academic Coach at the beginning of each week in a course. This Weekly Overview will often include a message from the course professor, as well as provide tips and helpful information about the current week's content and assignments.

When do I need to take the GRE?

If you haven't done so, please take your GRE as soon as possible. GRE scores meeting the admissions requirements must be received by admissions before the end of your second course. Unfortunately, there will be no enrollment exceptions allowed beyond the first six hours (two classes) without receipt of official GRE scores meeting the minimum requirements sent directly from the Educational Testing Service (ETS). Please refer to your acceptance e-mail or our website below for more detailed information. http://www.academicpartnership.com/lamar/proStudents_admission.asp

What requirements must I meet in addition to my M.Ed. to qualify for a principal's job in a Texas public school?

Graduate students seeking administrative certification must also complete the state required Instructional Leadership Development (ILD) PDAS training, and other university requirements prior to being recommended by Lamar University to take the certification exam for school principalship.

Course Questions

Is there a special sequence in which course work should be completed?

The content is organized to flow in the following sequence each week: Readings, Video/Lecture, Discussion, Review, Assignments and/or Assessments.

How will I know what to do, and when?

Build a study schedule at the beginning of each week. Balance your graduate studies with your other responsibilities. It is okay to work ahead on everything except the exams — these will only open at the specified times. Students in distance learning programs gradually assume greater responsibility for their learning than is often found in traditional, teacher-centered classrooms. We want our students to focus on their learning — not the course professor.

Do I have to be connected to the Internet to learn from my course?

After installing a course on one's computer, an internet connection will only be needed to:

- Access online reading materials
- Submit and receive discussion items
- Participate in Mid-Term and Final Exams
- Submit and receive feedback on Assignments and Assessment items

Will I be able to work with my colleagues in collaborative groups?

Yes. You will have the ability to interact with your colleagues in weekly discussions and in some courses, work together in collaborative groups. While assessments must be completed independently, learning generally increases when students interact with each other. Many students enjoy consistently meeting together at a regular time and place each week to explore, debate and review course content.



Is every course set up the same?

Courses will maintain a familiar look and feel within the degree program. There will be differences among courses similar to the differences students experience among traditional classroom-based courses. Differences will generally reflect faculty style, course goals, and responses to student feedback and performance. Faculty take pride in improving their online course delivery as they learn from and work with students.

How does the discussion forum work?

- Click on “Discussion.”
- Click on the arrows located to the right of the discussion board window so that the arrows point down to expand the threads.
- Click on REPLY or NEW THREAD to post a response.

How do I save and submit assignments?

You must be connected to the Internet to submit assignments.

- Click Open.
- Save by clicking the icon on the left of your tool bar in Word or OpenOffice. (Do NOT use “Save As. . .”; the software will manage the name and location of the file.)
- Next, close the document by clicking on the red “x” in the upper right hand corner of the screen.
- Last, click “Submit.”
- After submitting an assignment, you will not be able to submit a revised document until the first one has been returned.

Frequently Asked Questions

How do I know an assignment has been submitted?

A message that says “Sent: 1 Item” will briefly appear in the bottom right hand corner after you submit your assignment. Your Submit button will be grayed out.

How is my assignment graded?

The final Application assignment is graded using a rubric that is provided in each course.

How do I check my grade?

A grade will appear on your course map in the white box next to the assignment.

What are the checkmarks?

The checkmarks are used to “check off” content you have viewed. Checkmarks are not part of your course grade and, since they are based on the amount of time spent on an item, might not appear on readings or shorter slides.

What should I do if I open a document and can't see it?

1. Check the task bar at the bottom of your screen.
2. Hold the [Alt] key and tap the [Tab] key to cycle through your documents. Release the [Alt] key when you find your application.

How do I take an exam?

Multiple choice exams are open to students on specific dates. They will not be visible before these dates. Exams will only be visible for a set number of hours within those dates. You must take the entire exam at one time. Do not open your exam until you are truly ready to begin working on it. Students must complete exams independently and academic honesty policies apply.

Who assigns my final grade?

Lamar professors assign all final grades.

For ongoing information, please visit
<http://www.academicpartnership.com/lamar/>