



USACE Learning Center (ULC)

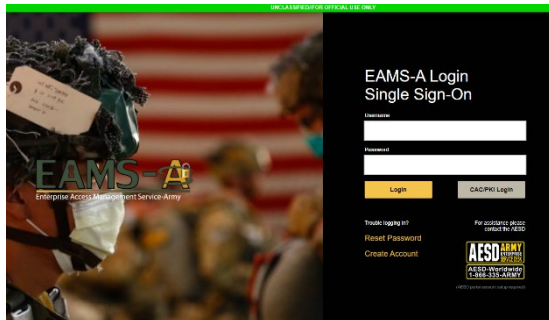
Student's Guide to Blackboard

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1. **GETTING INTO BLACKBOARD.** To access Blackboard you must enter through Enterprise Access Management Service-Army [EAMS-A Single Sign-On](https://federation.eams.army.mil/) (<https://federation.eams.army.mil/>).



Click on **CAC/PIK Login**, select the correct user (if required), and enter your PIN. You will be automatically redirected to Army Learning tab of the Enterprise Lifelong Learning Center (<https://usace.llc.army.mil>), more commonly known as Blackboard. On the page there will be a box labeled **“My Courses”** where you will select the course you are attending. You will automatically be directed to **START HERE** page.

2. START HERE PAGE

This is what the initial page you are directed to will resemble.





 <p><u>Director's Welcome</u></p>	<p>Welcome letter.</p>
 <p><u>Navigating the Blackboard Classroom</u></p> <p>This video provides a brief description on how to navigate the classroom.</p>	<p>Video tutorial of Bb.</p>
 <p><u>Course Syllabus</u></p> <p>IACET: 3.3 CEUs NSPE: 33 PDHs AIA: 33 LUs</p>	<p>Course syllabus and educational credits.</p>
 <p><u>Schedule of Instruction (SOI)</u></p> <p>Class Hours: Monday through Thursday - 0800-1700, Friday - 0800-1200 All times are in Central Time.</p>	<p>Schedule of instruction and class hours.</p>

3. COURSE MENU ITEMS.

- **START HERE** – You are automatically directed to this page to begin.
- **Announcements** - New Announcements will appear directly below the bar.
- **Instructor Contact Info** – Instructors, course manager, and technician contact information and working hours.
- **Course Materials** - This is where all the materials for the course is located. This is addressed later in section 4.
- **Discussion Board** - Instructors and students may open discussions about the curriculum.
- **Groups** - Course Groups is an interactive online environment.
- **My Grades** - Students may view their grades.
- **EOC Questionnaire** - End of Course Survey, feedback from students is used to make future course sessions more effective.
- **Course Messages** - Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions.
- **Policies** - Attendance and Special Accommodations Policies.
- **Libraries** - Links to USACE and DoD libraries.
- **Glossary** - Defined Terms used in the course.
- **Technical Support** - Names and numbers for support.
- **Student Services** - Maps and information.

4. COURSE MATERIALS.

Course Materials This is the directory manuals, slides, and practical exercise materials are located.

Course Materials	
 <u>Our Meeting Place</u> Click the link for the online classroom	This is where the link to the online classroom will be located if the class is offered virtually.
 <u>ULC Student Guide & Manual</u> Student Guide contains materials needed during the course session. Student Manual contains references for after the course session.	All in one Guide and Manual to download.
 <u>Job Aids</u> This is where the references reside.	All references used in the course.
 <u>Student Lessons</u> All student lesson slides are located in this folder.	Slides and Practical Exercises are in this directory.

Job Aids.

Job Aids



Code of Federal Regulations

The United States Code is a consolidation and codification by subject matter of the general and permanent laws of the United States. It is prepared by the Office of the Law Revision Counsel of the United States House of Representatives.

[10 USC 2306](#)

[10 USC Chapter 137](#)

[31 USC ADA](#)

[31 USC 1341 & 1342](#)

[41 USC 254](#)

[41 USC 1502 CAS](#)

[41 USC 3301 CICA](#)

[41 USC 7101-7109](#)

[48 CFR 12.207](#)

All references used in the course are available for download or just to view.

Click on the reference and the document will open in a new window. You can then download the document.



Federal Acquisition Regulations (FAR)

The Federal Acquisition Regulation (FAR) is the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriated funds. Which contains standard solicitation provisions and contract clauses and the various agency FAR supplements. The Department of Defense (DoD), GSA, and the National Aeronautics and Space Administration (NASA) jointly issue the FAR.

[FAR 7. Acquisition Planning](#)

[FAR 15.4. Contract Pricing](#)

[FAR 16. Types of Contracts](#)

[FAR 19. Small Business Programs](#)

[FAR 22](#)

References will differ from course to course.

Student Lessons.

Each lesson has its own directory, and the actual material resides inside.

Student Lessons



Lesson 1 - Contracting Policy

It is the policy of the Corps of Engineers to maximize use of sealed bid procedures for execution of its construction contracts. The vast majority of Corps construction contracts executed under these procedures follows the sequence of completion of design before initiation of construction. It follows with the execution of the construction contract under these procedures and would, with few exceptions, be executed by sealed bid procedures and award of a firm-fixed-price (FFP) contract.



Lesson 2 - CRC Controls

It is important in any contract to review the contract clauses. These clauses tell us how to administer the contract and the rights for each party to the contract. Most of you are familiar with the fixed price contract clauses. For cost reimbursement many of those clauses change or disappear completely. We must be sure we understand the clauses and how we must function differently in the cost reimbursement arena to assure that the money is being spent wisely.



Lesson 3 - Acquisition Planning

Now that we have a basic understanding of what cost reimbursement contracts (statutory and regulatory parameters, and types of fee arrangements) we are going to discuss some of the basics in the acquisition planning phase. We will not go into much detail here since FAR dictates much of the acquisition requirements, acquisition plan contents, and other publication and justification requirements.



Lesson 4 - Source Selection

In federal acquisition there are two major selection processes for award of contracts other than A-E contracts: sealed bidding (award goes to the low-priced, responsible, responsive bidder, no discussions) or negotiations (competitive or noncompetitive). The sealed bidding process cannot be used for selecting a contractor for award of a cost-reimbursement contract. Source selection is simply the name for a process used to select a contractor for award of a contract.



Lesson 5 - Fee Establishment

Understanding the different types of fee arrangements allows us to establish how fee pool amounts function, how to control payment to the contractor to maximize his incentive, how the evaluation process works, and how the fee is paid.

All files within the directories are downloadable.

5. Tests & Quizzes.

Tests and quizzes will be accessible via a link issued by the course manager. Once you have accessed the exam, please do not use the browser back and forward buttons to navigate within the exam. When entering the test click the “**OK**” button only once. Occasionally it may take a while for the exam to load (*give it at least a full minute*). After a reasonable amount of time if nothing has happened, please contact your instructor or the course manager.

Begin: 001 Exam A

INSTRUCTIONS

Description **THIS IS A GRADED EXAMINATION. ALL WORK ON THIS EXAMINATION MUST BE YOUR OWN.** You may not communicate with other students. You may not provide or receive assistance, make record of your answers anywhere, or pass on information about this examination to other students.

Instructions There are 30 Multiple Choice questions, take your time and choose the correct answer. Students should not use the browser back and forward buttons to navigate within a test. When entering the test click the “OK” button only once.

Force Completion Once started, this test must be completed in one sitting. Do not leave the test before clicking **Save and Submit**.

Click **Begin** to start: 001 Exam A. Click **Cancel** to go back.
You will be previewing this assessment and your results will not be recorded.

Click Begin to start. Click Cancel to quit.

Cancel **Begin**

Exams and quizzes are to be completed in one sitting and may be on a timer.

NOTE: If you need more time than allowed or any special accommodations, please contact the appropriate course manager.

Appendix A

Troubleshooting and Solutions

The following are some common problems and possible solutions:

“Could not login”

If a student is denied access to the Bb site and receives this error message, check the student's AKO ID and ensure it is correct in Bb under enrollments. Have the student go to <http://www.us.army.mil> and try to login using the AKO ID and password. If student is unable to login, they will need to request a password reset in AKO. After having their password reset, have them return to <http://www.us.army.mil> and login using their new password. If this does not work, contact the Course Manager.

If students are not able to open links, ensure they are using the SSI Bb and have cleared the browsing cache.

If the student gets kicked out of Bb when submitting answers to a test, the instructor should have the student log back in and adjust their time for the test.

Java session terminated due to inactivity will boot a student out of the test.

Here are two ways to prevent the Java session from terminating:

- Give the assessment one question at the time. This will ensure the student's java session is continuously updated and the likelihood of getting kicked out is reduced.
- Do not use the “**Force Complete**” test option. Without this option selected, students can re-enter the exam from the last point they saved an answer.

If a student obtains an “**Access Denied**” error and is kicked out of the test, recommend trying the following solutions:

- Caution students against double-clicking while taking tests.
- Caution students against clicking anywhere in the test while the page visually indicates that it is saving an answer.
- **Access Denied** error is a result of the student double-clicking and single-clicking while the answer is still being saved.
- When deploying a test, ensure the test is setup to allow multiple attempts, so that even if a student gets the “Access Denied” error, the student can still return to the test and resume (*this should only be done in the event all else fails*).

“Not Found” Error: Does this error message look familiar?



There are several reasons why this message may be displayed:

Accessing Blackboard Out-of-Country: Users should have no problem accessing the Blackboard system from home, work, or other off-base location when inside the continental United States, Alaska, Hawaii, and Puerto Rico. However, when out-of-country, access is restricted to government computers at an on-base location. This is a security issue, and the only exception is using a government computer at an off-base location, or remotely connecting to a government computer with a supported connection.

Blackboard Security Certificate (SSL Certificate): Blackboard uses secure communications when accessing, uploading, or downloading content between the Bb server and the user's computer. Some users may comment on being prompted to allow the downloading of a non-secure information. The problem is based on the how the security settings are set -- some web browsers are not properly identifying the SSL certificate as being valid. Part of the issue is that most Army DoD websites use SSL certificates that were created by the DoD itself, and not a 3rd-party commercial company, such as VeriSign. This type of connection is secure. One suggestion is to have the user download the DoD root certificate packet, which contains about 30 SSL certificates for the various Army secure websites. The packet is located at the [AKO Website](#).

Test Browser: If you cannot access Blackboard from home or other locations, you should first test the browser using the Skillport Test Browser at <http://browser.skillport.com/bh/default.asp> to ensure it meets all the requirements to connect to Bb.

Blackboard Access Errors: One of the most common errors users receive is "**This Page Cannot be Displayed**" message. This can occur when they are first accessing Blackboard and usually, this is a connectivity issue between the user's computer and the Blackboard system.

"HTTP 403" (forbidden) error: If users get this error, they should clear the computer's cookies and temporary internet files so their computer has an opportunity to download a fresh copy of the course content. In IE, go to Tools --> Internet Options. If the user has IE v6, there should be two options: "Delete Cookies" and "Delete Files." When the user clicks on the latter, they may see an option that says, "Delete all offline content." Users should check it before clicking "OK." Afterward, they should close/open the browser so there is a fresh copy in the system's memory. Users should log into Blackboard and try to access the course material again.

"HTTP 404" (file not found) error: If users get this error, they may have simply mistyped the Blackboard URL in their web browser. The correct SSI Blackboard URL is <https://ssi.elic.learn.army.mil>. HTTP 404 errors also coincide with the "This Page Cannot be Found" message. Users should check the URL they typed in. If a user gets an "HTTP 404" error with a message like "Servlet DefaultServlet is not available." This may be caused by a broken link between Blackboard and the content in the underlying database. Users should ensure that the link and/or file name follows Blackboard's approved naming convention. If it does, the item may just need to be removed/readded to the course. If the problem is more system-wide, contact the ATSC LLC Help Desk so the system administrator can check into the issue.

"HTTP 500" (Type Exception Report; the server encountered an internal error that prevented it from fulfilling this request.) error: Follow the instructions provided for the HTTP 403 error: HTTP 500 errors can occur for a variety of reasons and are often thrown by Blackboard as a default explanation. If they continue to occur, make sure to note what you were specifically attempting to access (e.g., Blackboard home page, course module, etc.) and file a Help Desk ticket so the issue can be troubleshooted further.

"HTTP 504" (proxy) error: This occurs because most installations use some type of proxy server to cache and filter Internet content.

If users are still unable to access Blackboard, there may be a network issue beyond our control. Users should try accessing the Blackboard site from another office in their building, another building at the installation, or somewhere off-base. Contact the Help Desk to investigate the issue further.