

SAU Tech Center for Web-Based Learning

Important Information for Internet Course Students

February 23, 2012

Dear student:

Thank you for your interest in SAU Tech! This newsletter contains valuable information that will ensure your success as a student taking online courses. Read this newsletter carefully and follow the directions provided. You will only receive this newsletter for the *first* time you take an online course; however, an updated newsletter will be available each semester on our website at http://www.sautech.edu/docs/login_ltr.pdf.

Your course(s) will be delivered via Blackboard. The exams will be delivered using Respondus Lockdown Browser, for information and instructions visit http://sautech.edu/docs/ldb_instructions.pdf.

If you have trouble accessing your course(s), contact Debbie Tucker at 870-574-4453 or Jonathan Ward at 870-574-4586.

Browser Check

You must perform a check on your browser and browser settings to ensure that your browser will function properly while taking online courses. Go to <http://www.sautech.edu/wblrng/troubleshooting.aspx> to perform a check on each browser tool you will use.

Important Dates

SUMMER I & EXTENDED SUMMER 2012

May 16 th	Learning Strategies becomes available
May 30 th	Classes Begin
June 4 th	Deadline to complete Learning Strategies
June 5 th	Deadline to access Internet Courses

SUMMER II 2012

June 19 th	Learning Strategies becomes available
July 3 rd	Classes Begin
July 9 th	Deadline to complete Learning Strategies
July 10 th	Deadline to access Internet Courses

Failure to begin work in your course(s) by the date(s) listed above will result in you being dropped from your courses.

To access your courses

1. Enter the URL: <http://blackboard.sautech.edu>
2. Click Log In
3. Enter your Username (see question #3 below)
4. Enter your Password (see question #3 below)
5. Click OK

After completing steps 1-5, you will be viewing your personal "My Blackboard" area. We recommend that you bookmark the URL for easy access when you return to your course(s). There will be a link for all the courses that you are registered in. Click the course you would like to enter and you are set to go! ***Your regular courses will become available on the official class start date (if you have completed Learning Strategies).***

Frequently Asked Questions

1. What is Learning Strategies?

Answer: A detailed, online tutorial course that shows how SAU Tech's online courses operate and is mandatory for all first time online students. You will not have access to online courses until Learning Strategies is completed.

2. Where do I find my student ID?

Answer: Your student ID will be mailed to you in your Admissions letter. It can also be found on your printed schedule as well as your billing statement which you receive from the Business Office. You can also contact the Registrar's Office at 870-574-4587.

3. What is my username and password?

Answer: **Username** = last name (first letter capitalized)+first letter of first name (capitalized)+last four digits of student ID
Password = last name (first letter capitalized)+first letter of first name (capitalized)+last four digits of student ID. (ex John McDoe with ID 9999-09999 is McdoeJ9999)

4. Will my username and password change each semester?

Answer: No! Your username and password will be the same for this semester and all future online courses taken at SAU Tech.