Dear Student:

Thank you for your interest in Southern Arkansas University 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.

Your course(s) will be delivered via Brightspace. If you have trouble accessing your course(s), contact the Center for Online Learning: 870-574-4453 or 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 [https://sautech.brightspace.com/](https://sautech.brightspace.com/) and click the link to perform a System Check. You will need to perform a check on each browser you will use.

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**Important Dates**

### Summer I/Extended Summer I 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 16</td>
<td>Learning Strategies becomes available</td>
</tr>
<tr>
<td>May 30</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 1</td>
<td>Deadline to complete Learning Strategies</td>
</tr>
<tr>
<td>June 5</td>
<td>Deadline to access Internet Courses and Post Student Bio by 11:59pm</td>
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### Summer II 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 26</td>
<td>Learning Strategies becomes available</td>
</tr>
<tr>
<td>July 10</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>July 12</td>
<td>Deadline to complete Learning Strategies</td>
</tr>
<tr>
<td>July 16</td>
<td>Deadline to access Internet Courses and Post Student Bio by 11:59pm</td>
</tr>
</tbody>
</table>

Failure to begin work and post your Student Bio on the Discussions Board in EACH of your course(s) by the above deadline will result in you being dropped from your courses.

If you have trouble accessing your course(s), contact the Center for Online Learning: 870-574-4453 or 870-574-4586.

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**To access your course(s)**

1. Enter the URL:  
   [https://sautech.brightspace.com/](https://sautech.brightspace.com/)

2. Enter your Username: 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 McDoeJ999)

3. Enter your Password: Saut+last four digits of your Social Security Number (ex SSN 561-23-4499 is Saut4499)

4. Click Log In

After completing steps 1-4, you will be viewing your personal “Brightspace” 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!

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**Navigating Your Brightspace Course**

Video tutorials can be found on YouTube:

- **Setting up your profile:**  
  (Southern Arkansas University Tech has selected profile items that may be completed.)  
  [https://www.youtube.com/watch?v=zAvjBuH3UeE](https://www.youtube.com/watch?v=zAvjBuH3UeE)

- **Navigating your Brightspace course:**  
  [https://www.youtube.com/watch?v=yIA5C9nKXTA](https://www.youtube.com/watch?v=yIA5C9nKXTA)

- **Viewing Content:**  
  [https://www.youtube.com/watch?v=11b4Pmz7Smo](https://www.youtube.com/watch?v=11b4Pmz7Smo)

- **Completing a quiz/exam:**  
  (Go to Assessments in your Nav bar, click Quizzes)  
  [https://www.youtube.com/watch?v=pBZ3nZIM6IY](https://www.youtube.com/watch?v=pBZ3nZIM6IY)

- **Submitting Assignments:**  
  (Go to Assessments in your Nav bar, click Dropbox)  
  [https://www.youtube.com/watch?v=pLDwkymspYI](https://www.youtube.com/watch?v=pLDwkymspYI)

- **Discussions:**  
  (Your first assignment will be to post your student bio on the Discussions board.)  
  [https://www.youtube.com/watch?v=R17MA4xHxwA](https://www.youtube.com/watch?v=R17MA4xHxwA)

- **Classlist:**  
  Email, Pager  
  [https://www.youtube.com/watch?v=RLQ2artEtlo](https://www.youtube.com/watch?v=RLQ2artEtlo)

- **Grades or My Grades:**  
  [https://www.youtube.com/watch?v=6pOEhXqGnrc](https://www.youtube.com/watch?v=6pOEhXqGnrc)

Additional tutorials can be found here:  
[https://www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ](https://www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ)