



# Using Brightspace at SAU Tech – Spring 2019

## Welcome to the Rocket Nation!

Here at SAU Tech, we use Brightspace to host all of our courses. Even if you are not taking online classes with us, you will still use Brightspace to view your course syllabus. The Center for Online Learning is here to help, if you ever encounter issues with Brightspace. You can contact us by phone at 870-574-4453 or we are located on the top floor of the Admin building.

We are honored that you have chosen to come study with us at SAU Tech. We hope that you have a wonderful semester!

### Students taking online courses

If you are taking online courses with us for the first time, you are required to take Learning Strategies. This quick training gives students hands-on practice using Brightspace and exposes students to some of the online services available at SAU Tech.

## Important Dates for Online Courses

### Fifteen and 1<sup>st</sup> Seven Week Classes

Dec. 19 <sup>th</sup>	Learning Strategies becomes available
Jan. 9 <sup>th</sup>	Classes Begin
Jan. 14 <sup>th</sup>	Deadline to complete Learning Strategies
Jan. 23 <sup>rd</sup>	Deadline to access Internet Courses and Post Student Bio by 11:59pm

### 2<sup>nd</sup> Seven Week Classes

Feb. 18 <sup>th</sup>	Learning Strategies becomes available
Mar. 4 <sup>th</sup>	Classes Begin
Mar. 7 <sup>th</sup>	Deadline to complete Learning Strategies
Mar. 10 <sup>th</sup>	Deadline to access Internet Courses and Post Student Bio by 11:59pm

*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.*

## Accessing Brightspace

Brightspace works best when using Google Chrome or Firefox as your web browser. Here is what you will need to access your Brightspace account:

- Website: <https://sautech.brightspace.com/>
- Username: *last name (first letter capitalized)+first letter of first name (capitalized)+last four digits of student ID*
- Enter your Password: *Saut+last four digits of your Social Security Number*

For example, the last four digits of Jane Smith's student ID are 1234 and the last four digits of her SSN are 6789. Jane's username would be SmithJ1234. Her password would be Saut6789. Don't forget to bookmark Brightspace in your web browser for easy access. For tutorial videos of how to navigate Brightspace, visit the Brightspace Tutorials channel on YouTube at <https://tinyurl.com/hrjmklv>.

### Best Practices for a Successful Semester

- Maintain good attendance in class and online. Students who miss two consecutive classes in a row may be dropped. For online courses, you are required to meet all published deadlines.
- Stay connected with your course instructor. Use Brightspace email if you are taking an online course.
- Take advantage of school resources available to you. The Rocket Success Center provides both face-to-face and virtual tutoring for all SAU Tech students.
- Pay close attention to all assignments and due dates.
- Set aside time each week to study and complete course assignments.
- If your course requires a Proctored Final Exam, schedule to have your test proctored at least 2 weeks in advance. Most testing centers are first come first serve and require appointments to be scheduled 48 hours in advance.
- Reward yourself and have fun after completing large assignments and task. Be Great, Be Tech!