



## INSTRUCTIONS FOR NEW ONLINE LEARNING STUDENTS

- A [Blackboard Training Course](#) is available online for all students.
- You may also visit us at any time for a face-to-face training:
  - Hialeah Campus:** Room 143: Monday to Friday: 8:00 AM to 9:00 PM
  - South Campus:** Room 224: Monday, Tuesday & Thursday: 8:00AM - 1:00PM  
5:30PM - 8:30 PM
- You should **buy your textbook before the start date**. Please visit our [Online Learning](#) website or in our new [Student Resources](#) to check the textbooks list. It will be posted two (2) weeks before the start date.
- Attendance: A student taking an online class should login at least twice a week (any day, any time). It is very important to login the first week of classes .
- **To Login:**
  - Go to [www.fnu.edu](http://www.fnu.edu) (Alternately you can go to <http://fnu.blackboard.com> and skip the next two steps).
  - Click the [Online Learning](#) link. Click the **Blackboard Login** link.
  - Enter your student id number as username and your PIN as password (last four digits of your SSN). For your security you must change your password.
  - Click the login button.
  - Under **My Courses** (at the right of the screen) are all the classes you have online. Click on the link to access your course (s)
- **The first day you should:**
  - Read all **Announcements**.
  - Click on **Your Instructor** button. Read your instructor information. Take note of her/his email address and virtual office hours.
  - Click the **Syllabus** button. Read your class **Syllabus** and save or copy it.
  - Click the **Lectures** button to read the content to be cover each week
  - Click the **Assignments** button to read the assignment posted by the instructor
  - Click the **Discussion Board** button. Click the **Introductions** link. Read your classmates' introductions and please post yours.
  - Click on the **Textbook** button to check the textbook required
  - Click on the new **Student Resources** link to get information regarding our Library,

Academic Advising, Writing Lab, Student Services and others.

- Click on **Bb Collaborate** to meet with your instructor, you will need to check his virtual office hours posted in “**Your Instructor**” section

NOTE: *Online students are responsible for making the initial contact with the instructor, maintaining weekly correspondence, and/or submitting assigned work on a regular basis to be considered “Active.”*

- **Every week you will have a reading assignment and some kind of homework.** To check your weekly assignment, click the **ASSIGNMENTS**, **Lectures** and **WEB LINKS** buttons.
- **If you have questions:**
  - Email your instructor. Email is provided in the **Your Instructor** section. You can send an email to your instructor by going to Tools → Send Email → All Instructors Users. You should frequently check your email inbox.
  - Post your question or concern on the **Questions & Concerns** forum by going to the Discussion Board section.
- A Online Learning student must meet all [technical requirements](#) before you start taking online classes
- **Email us:**
  - ✓ **Fabrizio Antonelli / DL Student Support**  
[fantonelli@fnu.edu](mailto:fantonelli@fnu.edu)
  - ✓ **Liber Gonzalez / Blackboard Administrator**  
[lgonzalez@fnu.edu](mailto:lgonzalez@fnu.edu)
  - ✓ **Sandra Lomena / Online Learning Director**  
[slomena@fnu.edu](mailto:slomena@fnu.edu)
- Call us if you have a technical problem:  
Hialeah Campus (305) 821-3333 Ext. 1047 or 1066  
South Campus (305) 226- 9999 Ext. 1345  
(Monday, Tuesday & Thursday 8:00AM – 1:00PM 5:30PM - 8:30PM)