INSTRUCTIONS FOR NEW ONLINE LEARNING STUDENTS

• A Blackboard Tutorial is available online for all students.

• You may also visit us at any time for a face-to-face training:

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<td>South Campus</td>
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Textbooks: 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.

• Attendance: It is important that you login during the first week of classes to avoid being dropped. A student taking an online class should login at least twice a week (any day, any time).

• To Login:
  • Go to 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 email address as the username and your password: first letter of your first name CAPITALIZED + Zip Code of Home Campus (Hialeah Campus & Online Learning: 33012, South Campus: 33175) + Last 4 digits of Student ID number. (For security purposes, we suggest you change your password.)
  • Click the login button.
  • Under My Courses (right-hand side 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 covered each week.
  • Click the Assignments button to read assignments posted by the instructor.
  • Under Assignments you will find the “First Academic Assignment”. (This must be completed the first week of class)
• Click the **Discussion Board** button. Click the **Introductions** link. Read your classmates’ introduction and post yours.

• Click on the **Textbook** button to check the textbook required.

• Click on the **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 the **“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 required readings and an assignment(s).** To assist you in the weekly material that needs to be covered, click the **Announcements**, **Lectures** and **Assignments** buttons.

• **If you have questions:**
  • Email your instructor. Their email address is in the **Your Instructor** section. You can also send an email to your instructor by going to Tools  Send Email  All Instructors Users. You should frequently check your email’s Inbox. If you do not have the **FNU Student Email** activated, contact Student Services for assistance.

• An Online Learning student must meet all **technical requirements** before you start taking online classes.

• **Bb Support:** We offer technical support on weekends to all of our students. If you need any assistance, please go to: [https://www.fnu.edu/bb-support/](https://www.fnu.edu/bb-support/)

• **Questions? Contact us:**

  ✓ **Kelly Bravo / DL Student Support**
    kbravo@fnu.edu
    Hialeah Campus (305) 821-3333 Ext. 1049

  ✓ **Manuel Garzon / DL Student Support**
    mgarzon@fnu.edu
    South Campus (305) 226-9999 Ext. 1310

  ✓ **Sandra Lomena / Online Learning Director**
    slomena@fnu.edu
    Hialeah Campus (305) 821-3333 Ext. 1067

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