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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<tr>
<td>Hialeah Campus</td>
<td>8:00 AM – 9:00 PM</td>
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<td>South Campus</td>
<td>10:00 AM – 7:00 PM</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](http://www.fnu.edu) (Alternately, you can go to [http://fnu.blackboard.com](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/

• Questions? Contact us:
  ✓ Manuel Garzon / DL Student Support
    mgarzon@fnu.edu
    South Campus (305) 226-9999 Ext. 1310

  ✓ Enmanuel Garcia/ DL Student Support
    egarcia@fnu.edu
    Hialeah Campus (305) 821-3333 Ext. 1049

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

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