



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:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hialeah Campus	8:00 AM – 9:00 PM	8:00 AM – 9:00 PM	8:00 AM – 9:00 PM	8:00 AM – 9:00 PM	8:00 AM – 9:00 PM
South Campus	10:00 AM – 7:00 PM	11:00 AM – 8:00 PM	9:00 AM – 6:00 PM	12:00 PM – 4:00 PM	Call for hours

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 + 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.
- **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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