

Instructions for New Distance Learning Students

I. A Distance Learning student must meet all technical requirements (<http://www.vc.fnc.edu/contents/Technical%20Requirements.htm>) before you start taking online classes.

II. A Blackboard Training Course is available. Visit us for a face-to-face training:

Hialeah Campus: Room 143: Monday to Thursday: 9:00AM to 2:00PM and 5:00PM to 10:00PM

South Campus: Room 224: Tuesday, Wednesday & Thursday: 8:00AM to 1:00PM & 5:30PM to 8:30PM

III. You should buy your **TEXTBOOK** before the start date. Please visit or call our **BOOKSTORE**.

IV. **Attendance:** A student taking an online class should log in twice a week (any day, any time).

V. **To Login:**

Go to www.fnc.edu (Alternately you can go to <http://fnc.blackboard.com> and skip the next two steps) Click the **Distance Learning** link. Click the **Blackboard Login** link. Enter your student id number as your **USERNAME** and the last four digits of your social security as your **PASSWORD**. Click the login button. You must change the password by clicking on **TOOLS** and then click on **PERSONAL INFORMATION** and then **CHANGE PASSWORD**. Make sure you keep record of this. Click your class link under **MY COURSES** (at the right of the screen).

VI. **The first day you should:**

You must fill out the ENROLLMENT VERIFICATION FORM

Read all the **ANNOUNCEMENTS**.

Click the **YOUR INSTRUCTOR** button. Read your instructor information and email.

Click the **SYLLABUS** button. Read your class Syllabus.

Click the **DISCUSSION BOARD** button. Click the **INTRODUCTIONS** link. Read your classmates' introduction and post yours.

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."*

VII. Every week you should check your weekly assignments, click the **ASSIGMENTS BUTTON**. Also click **COURSE DOCUMENTS** and **LECTURES**.

VIII. **If you have questions or concerns:**

- Post your question or concern on the forum (**DISCUSSION BOARD** -> **QUESTIONS & CONCERNS**). Or by sending a message to your instructor through his/her email.
- Or go to **TOOLS** and check **MESSAGES**. You should frequently check your messages inbox.

IX. **If you have technical problems:** Email us or call us...

❖ Sandra Lomena / DL Director / slomena@mm.fnc.edu / 786-364-9540

* Jose A. Gonzalez / Blackboard Administrator / gonzalezj@mm.fnc.edu / 305-226-9999 Ext.1345

❖ Juan Denoriega / DL Student Support / jnoriega@mm.fnc.edu / 786-364-9559