



# Blackboard Handbook

## Student

### Learning Objectives

Upon completion of this chapter, you will be able to:

- Log into Blackboard
- Access classroom materials
- Check your grades

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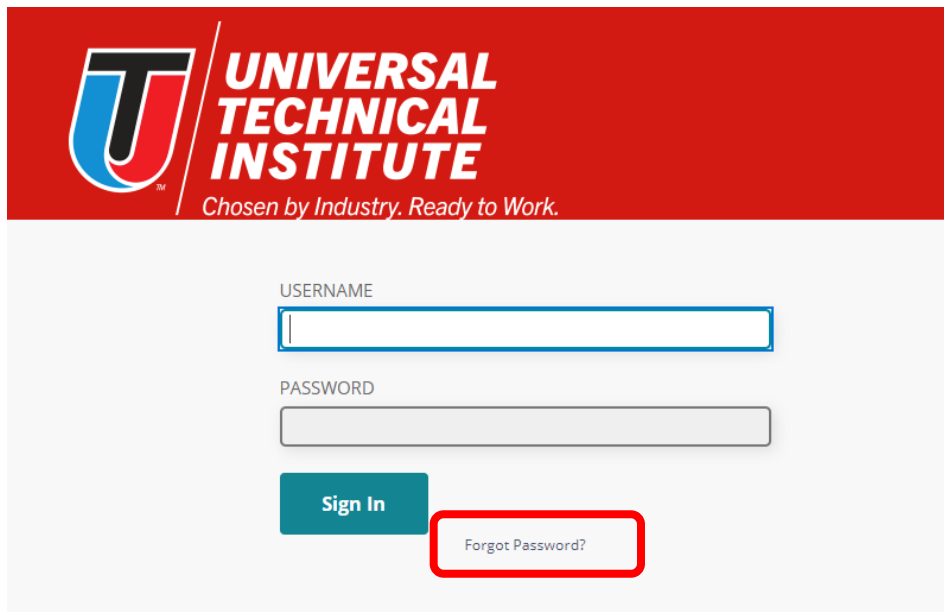
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## Notes

## Username and Password

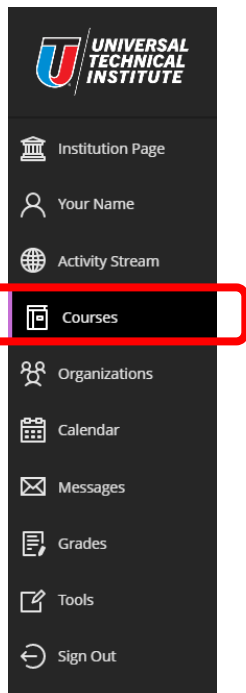
1. Type [uti.blackboard.com](http://uti.blackboard.com) into the Google Chrome browser.
2. **Username:** Enter your UTI student email address.
  - If you don't know your UTI student email address, please contact Student Services. Go to <http://uti.edu/contact-us> to find the contact information for your campus.
3. **Password:** Enter your UTI student email address password.
  - If you forget your password, click on the Forgot Password? link on the sign in screen or go to <https://www.uti.edu/reset-uti-email-password> to review our How-To documentation for resetting your password.



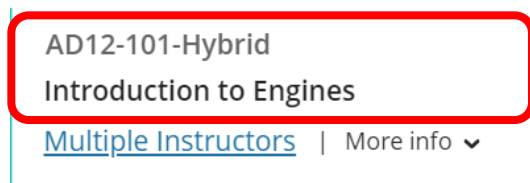
The image shows the Universal Technical Institute (UTI) logo on a red background. The logo consists of a stylized 'U' with a blue and red design, followed by the text 'UNIVERSAL TECHNICAL INSTITUTE' in white. Below the logo is the tagline 'Chosen by Industry. Ready to Work.' in white. Below the logo is a sign-in form with two input fields: 'USERNAME' and 'PASSWORD'. Below the 'PASSWORD' field is a teal 'Sign In' button. To the right of the 'Sign In' button is a red-bordered box containing the text 'Forgot Password?'.

## Accessing the Course

1. Once you have logged into Blackboard, select **Courses** on the navigation pane on the left.

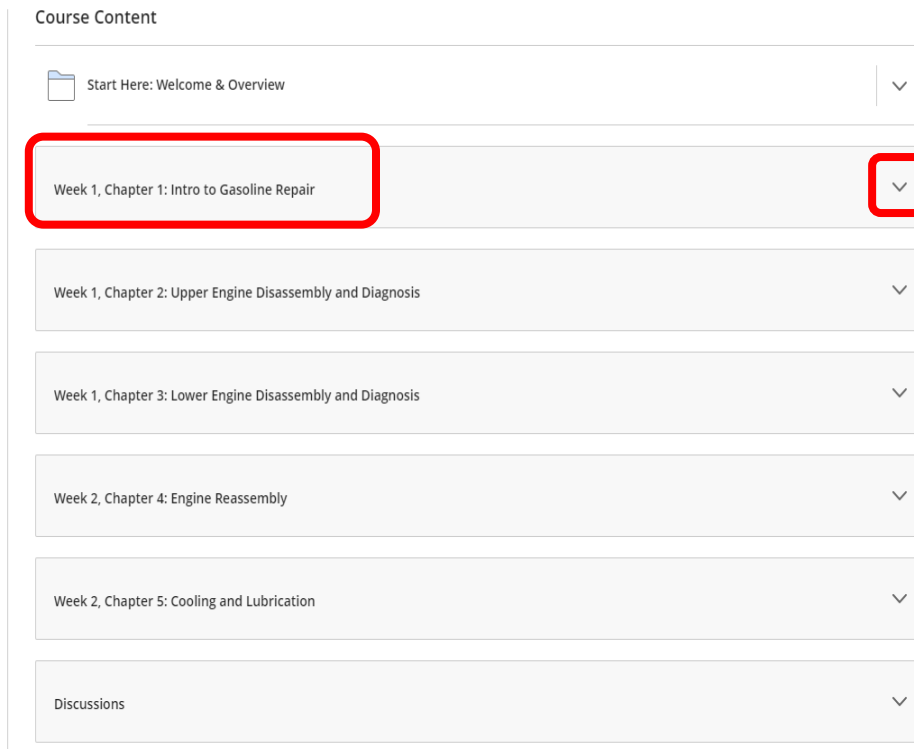


2. Select your course by clicking on the course title.



## The Course Content library

The **Course Content** library will look like this:



### To access a specific lesson:



- Click on the **Week, Chapter and Title** of the lesson or
- Click on the down arrow.


*Notes*


## Accessing the Textbook - Auto/Diesel/CRRT/Welding students only


1. Open the **Start Here: Welcome & Overview** folder.


Course Content


 Start Here: Welcome & Overview 


Week 1, Chapter 1: Intro to Gasoline Repair 

Week 1, Chapter 2: Upper Engine Disassembly and Diagnosis 

Week 1, Chapter 3: Lower Engine Disassembly and Diagnosis 


Week 2, Chapter 4: Engine Reassembly 


Week 2, Chapter 5: Cooling and Lubrication 



Discussions 


2. Select **How to Create a Cengage Account & Access the Textbook for this Course.**


Course Content


 Start Here: Welcome & Overview


 Course Overview

 How to Create a Cengage Account & Access the Textbook for this Course 

 UTI's Online Training Conduct Policy  
No due date

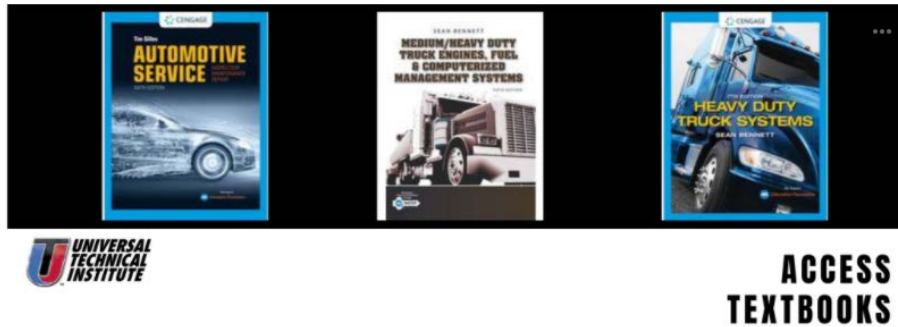
 UTI Student Guide

 Online Training Conduct

 Welcome to UTI Video



3. Create and access Cengage account.
  - a. Step 1: Select the link and create account.
  - b. Step 2: Access course textbooks.



**Activity 1: Create a Cengage Account & Access the Textbook for this Course**

**Step 1: Create/Login to Cengage Account**

- For first time Cengage Users, Use the link below to login and create a Cengage account:
  - <https://www.cengage.com/student-access-code/>
- Returning Students can proceed to login.

**Step 2: Access and bookmark each course textbook:**

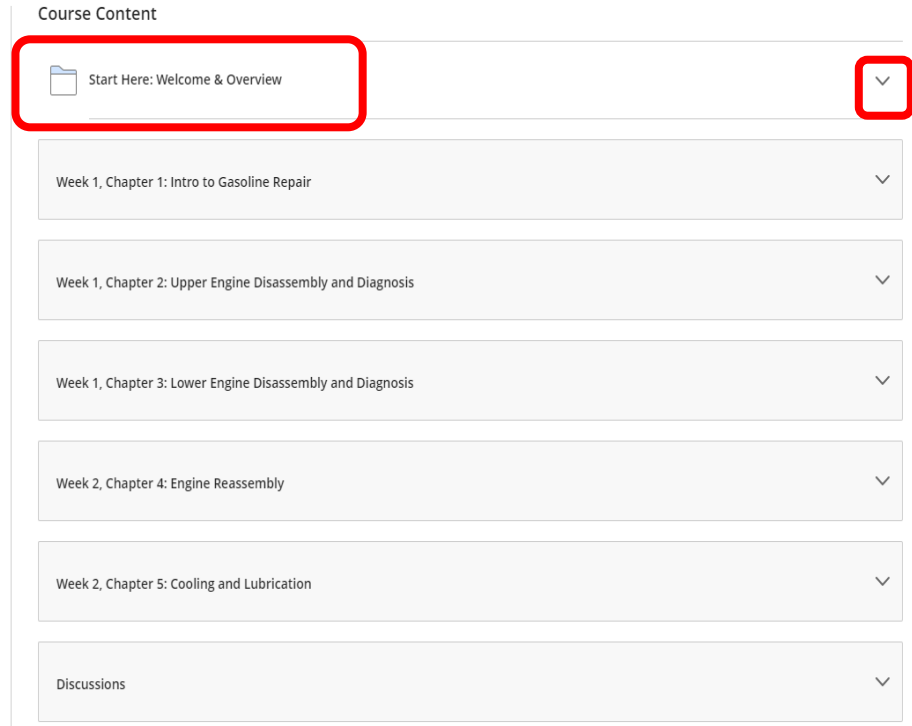
- [Automotive Service: Inspection, Maintenance, Repair](#)
- [Medium/Heavy Duty Truck Engines](#)
- [Heavy Duty Truck Systems](#)

*Notes*

## Accessing the Student Guide

1. Open the **Start Here: Welcome & Overview** folder.

Course Content



Start Here: Welcome & Overview

Week 1, Chapter 1: Intro to Gasoline Repair

Week 1, Chapter 2: Upper Engine Disassembly and Diagnosis

Week 1, Chapter 3: Lower Engine Disassembly and Diagnosis

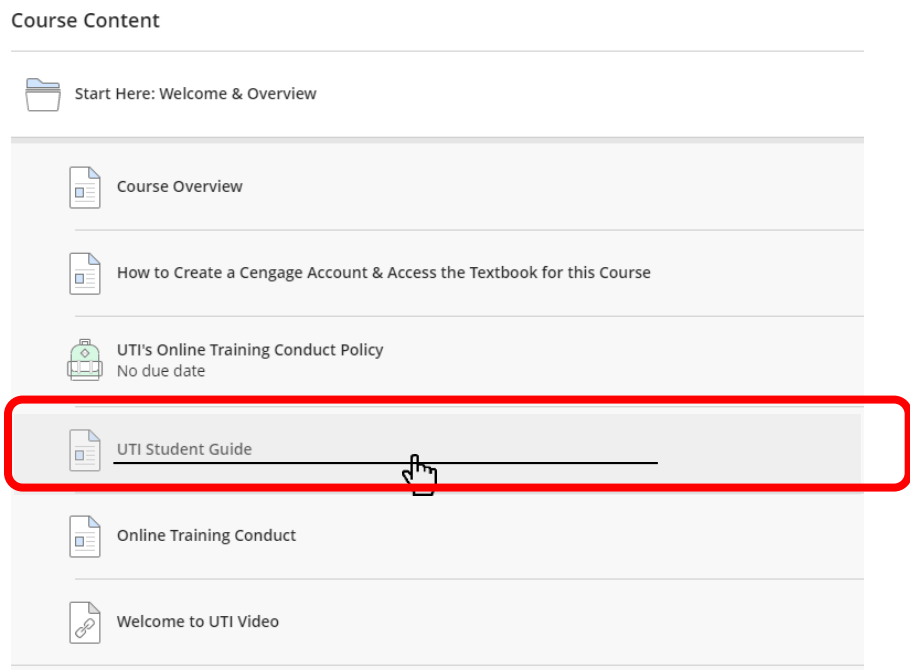
Week 2, Chapter 4: Engine Reassembly

Week 2, Chapter 5: Cooling and Lubrication

Discussions

2. Select **UTI/MMI Student Guide,**

Course Content



Start Here: Welcome & Overview

Course Overview

How to Create a Cengage Account & Access the Textbook for this Course

UTI's Online Training Conduct Policy  
No due date

UTI Student Guide

Online Training Conduct

Welcome to UTI Video

3. To open the **Student Guide**, click the link provided.

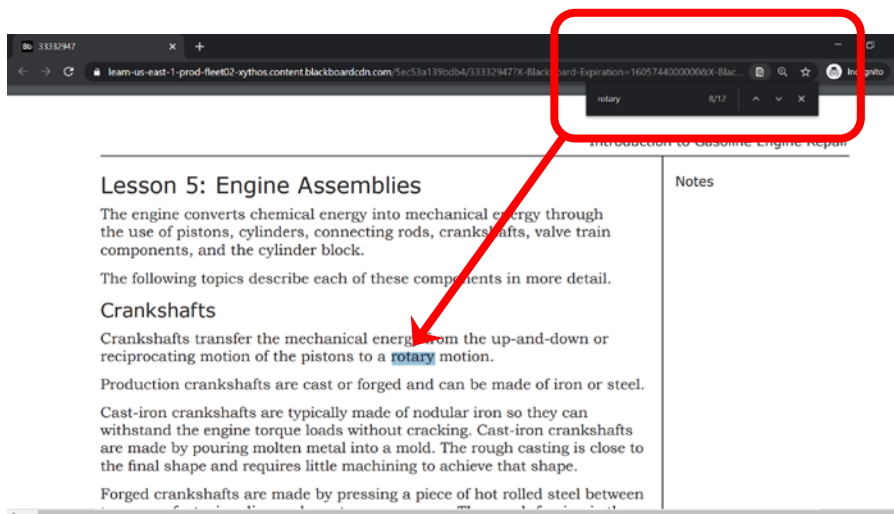
Notes

## Introduction to Engines Student Guide

You can access your Student Guide for this course at the link below.

[AD12-101-SG-11042019.pdf](#)

**Hint:** If you want to search for something in the Student Guide use Ctrl + F to use the “Find” function. This will open a new box where you can type in key words. You can then use the up and down arrows (or the ‘enter’ key) to search for the keys words you entered.



## Accessing MindTap - Applicable Auto/Diesel courses only.

Follow the same instructions as [Accessing the Textbook](#).

Once logged into Cengage, you will select the textbook applicable to your current course to access the MindTap course material.

**NOTE:** The first time you access MindTap, a window will pop up to take you on a virtual tour to get you familiar with where the resources are within the site. It is highly recommended that you go through the virtual tour.

### To access specific course material:

1. Click on the **Section number and Title** or use the down arrow on the right hand side of this Section menu.

Section 1: The Automobile Industry	22 activities	▼
Section 2: Shop Procedures, Safety, Tools, and Equipment	93 activities	▼
Section 3: Vehicle Inspection (Lubrication/ Safety Check)	54 activities	▼
Section 4: Engine Operation	59 activities	▼
Section 5: Cooling System, Belts, Hoses, and Plumbing	59 activities	▼
Section 6 Electrical System Theory and Service	146 activities	▼
Section 7: Heating and Air Conditioning	30 activities	▼

2. Then, click the **Chapter Title** or the arrow to the left of the Chapter Title to access the course material for that chapter.

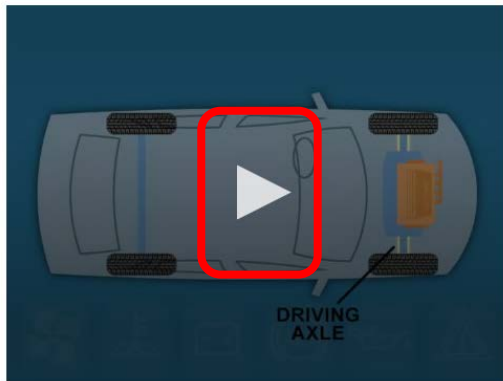
Section 1: The Automobile Industry	22 activities	▲
Section 1 Introduction		
▲ Chapter 1: Introduction to the Automobile		
▼ Simulations		
Chapter 1 Overview		
Reading		
▲ Videos and Animations		
Types of Chassis Configuration		
▼ Chapter 1 Assessments		
▼ Chapter 1 Activities		
▼ Chapter 2: Automotive Careers and Technician Certification		
Section 2: Shop Procedures, Safety, Tools, and Equipment	93 activities	▼

## To play a video:

Press the play button.

### Types of chassis configurations

Watch a video



When the video starts, you have the option to pause, rewind, turn closed captions on/off, and expand/minimize your video to fit your screen.

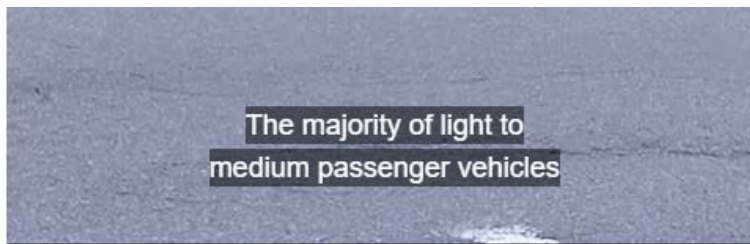
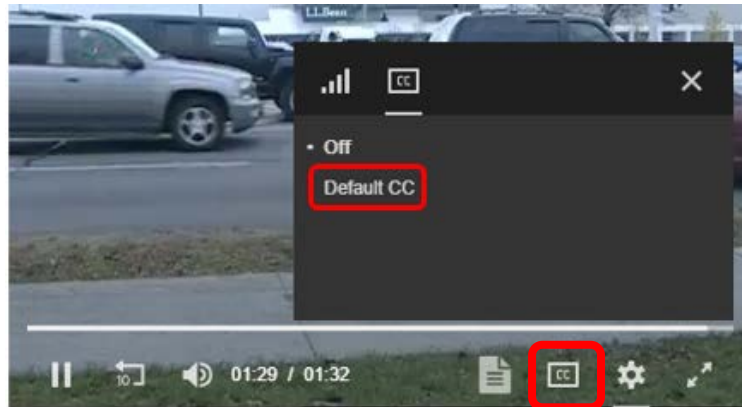
### Types of chassis configurations

Watch a video

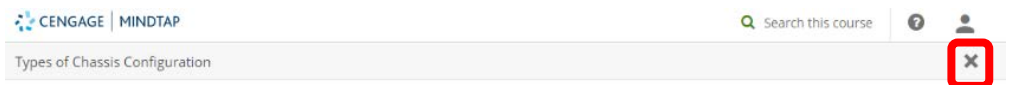


Notes

**To turn on closed captions:** Click the CC icon and click on 'Default CC'. You will then see the words displayed on the screen that match the audio of the video. To turn off closed captions, follow the same directions as turning them on and click 'Off'.



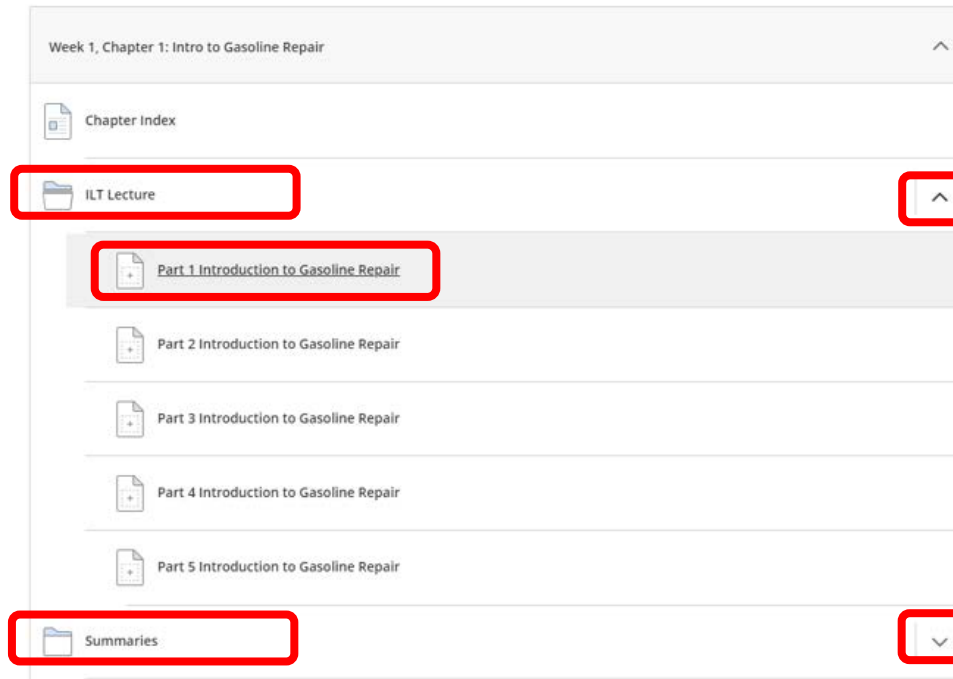
When you are done viewing the video, you can return to the previous screen by clicking the 'X' at the top right of the video window.



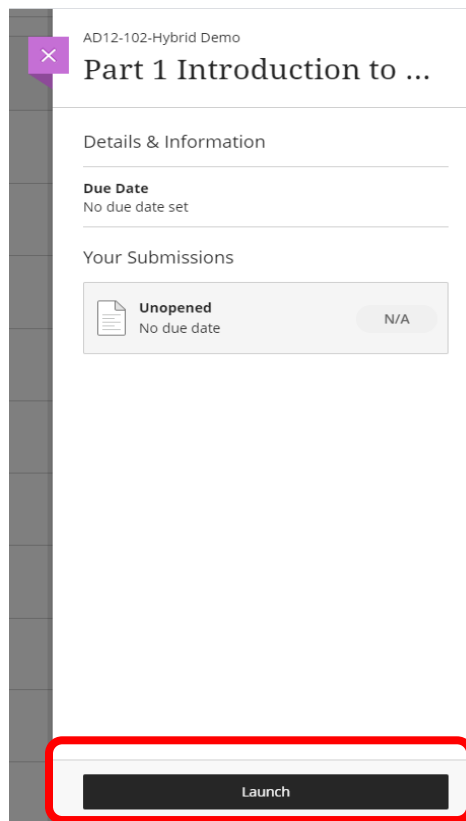
# ILT Videos & Closed Captions

Notes

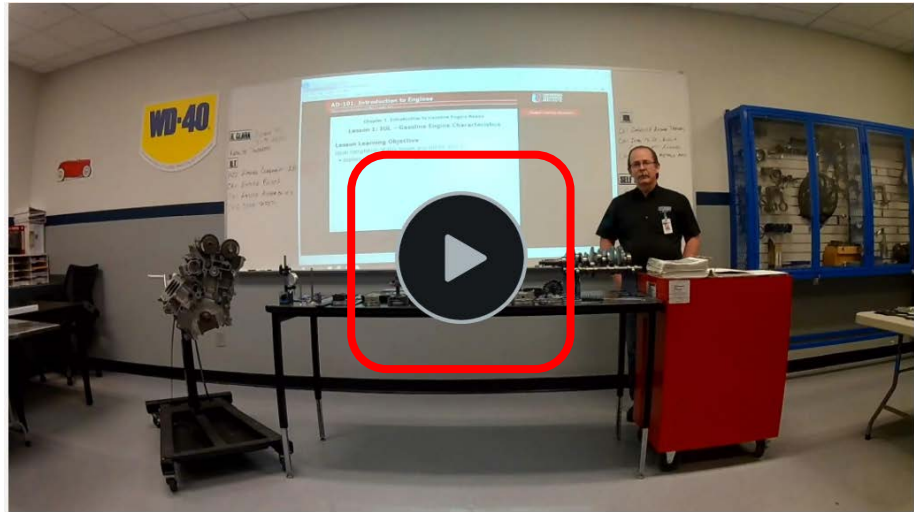
1. To view the course videos, click on **ILT Lecture** (or **Summaries.**)



2. A window will appear on the right hand side of the screen with the **title** of the selected video, a **Due Date** (if applicable) and **Your Submissions** which will tell you if you have or have not completed this video assignment.
3. In this example, the video assignment has not been completed. Click **Launch** at the bottom of the screen.



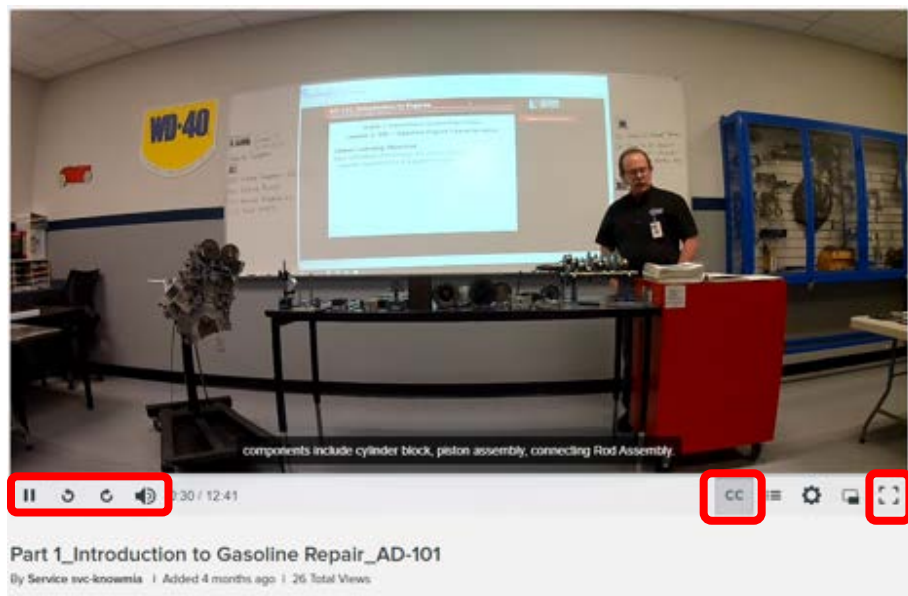
4. The video will open in a new window. Hit the **“play”** button to play the video.



Part 1\_Introduction to Gasoline Repair\_AD-101

By Service svc-knowmia | Added 4 months ago | 27 Total Views

- Videos can be paused and replayed if you want to take notes or need to review the information that was presented.
- You can turn closed captioning on and off by clicking the CC button at the bottom right of the video screen.
- If you want the video to be in full screen view, click the button that looks like a square with no sides at the bottom right of the video screen.

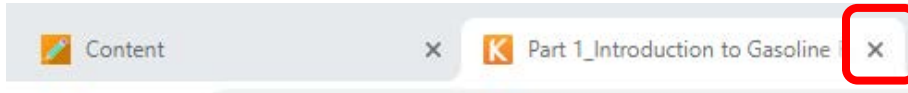




To exit full screen view, you can click the button that looks like a four-way intersection at the bottom right corner of the video screen.



To move on to the next video, close the tab that opened to play the video by clicking the 'x', and you will be brought back to Blackboard to view other course content.




*Notes*

## IOLs and Adaptive Release







Open your course via the main **Course** tab, then select your course.

1. On the **Course Content** page scroll down and open the **Week, Chapter** folder.

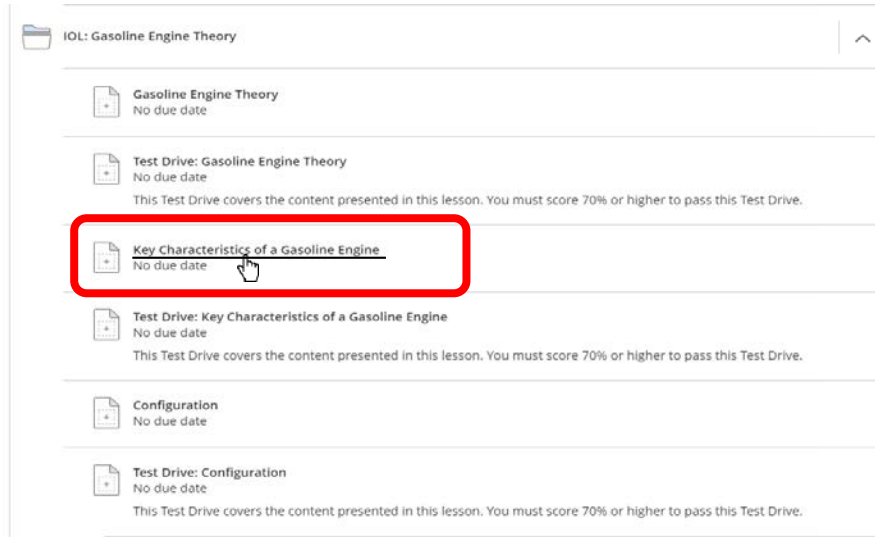
### Course Content

 Start Here: Welcome & Overview	▼
<u>Week 1, Chapter 1: Intro to Gasoline Repair</u>	▼
Week 1, Chapter 2: Upper Engine Disassembly and Diagnosis	▼
Week 1, Chapter 3: Lower Engine Disassembly and Diagnosis	▼
Week 2, Chapter 4: Engine Reassembly	▼
Week 2, Chapter 5: Cooling and Lubrication	▼
Discussions	▼

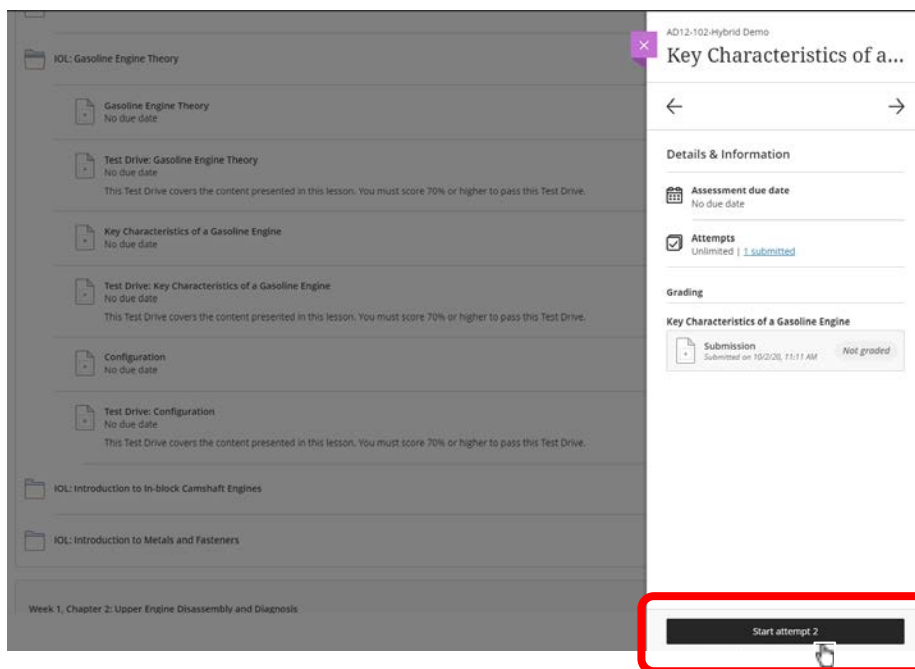
2. Open the **IOL** folder.

Week 1, Chapter 1: Intro to Gasoline Repair		^
 Chapter Index		
 ILT Lecture		▼
 Summaries		▼
 <u>IOL: Gasoline Engine Theory</u>		▼
 IOL: Introduction to In-block Camshaft Engines		▼
 IOL: Introduction to Metals and Fasteners		▼

3. Select the **IOL**.

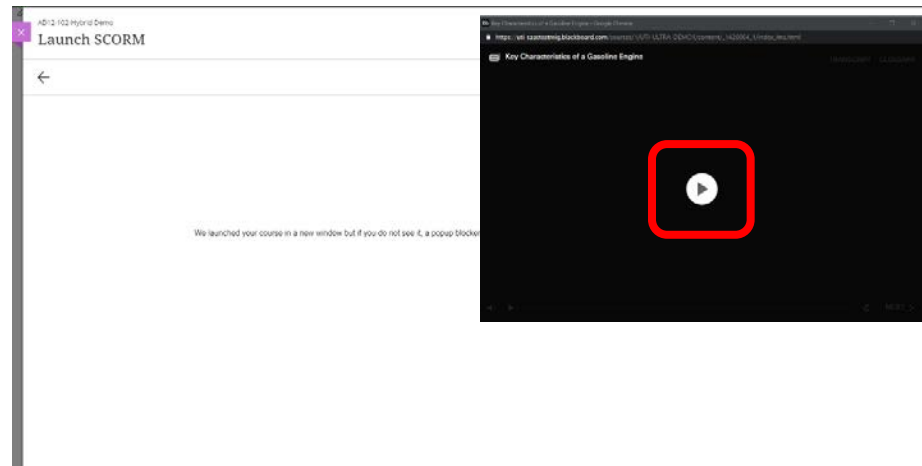


4. The IOL will open in a window on the right and click the **Start attempt** button.

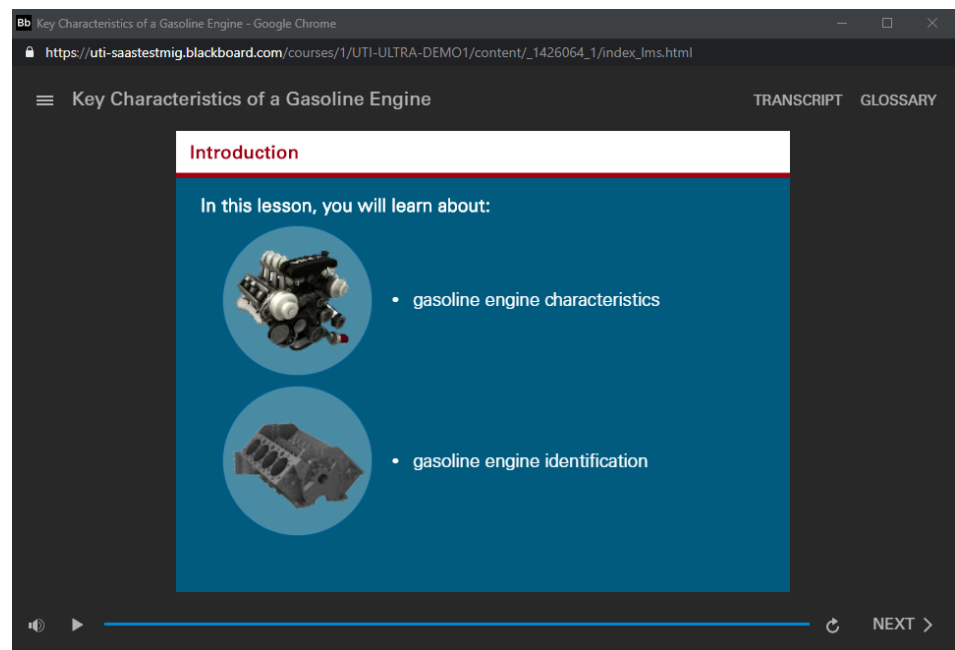


Notes

5. The **Launch SCORM** window will open as will a second window with the IOL.
6. Play the **IOL**.

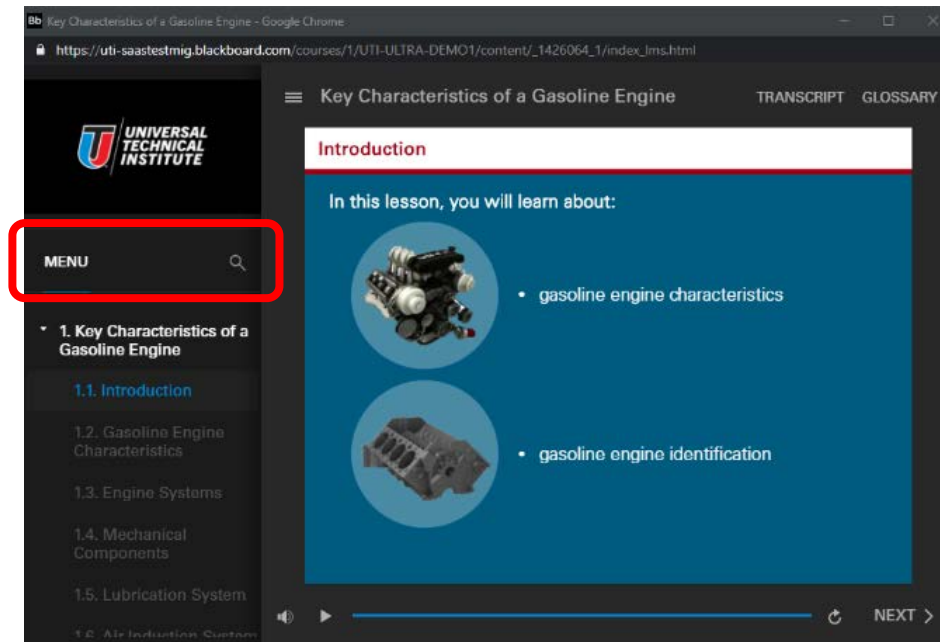


7. **Some of the IOL content** uses *Adaptive Release Settings*, meaning that a minimum amount of the content must be watched on each page prior to being able to advance to the Test Drive.

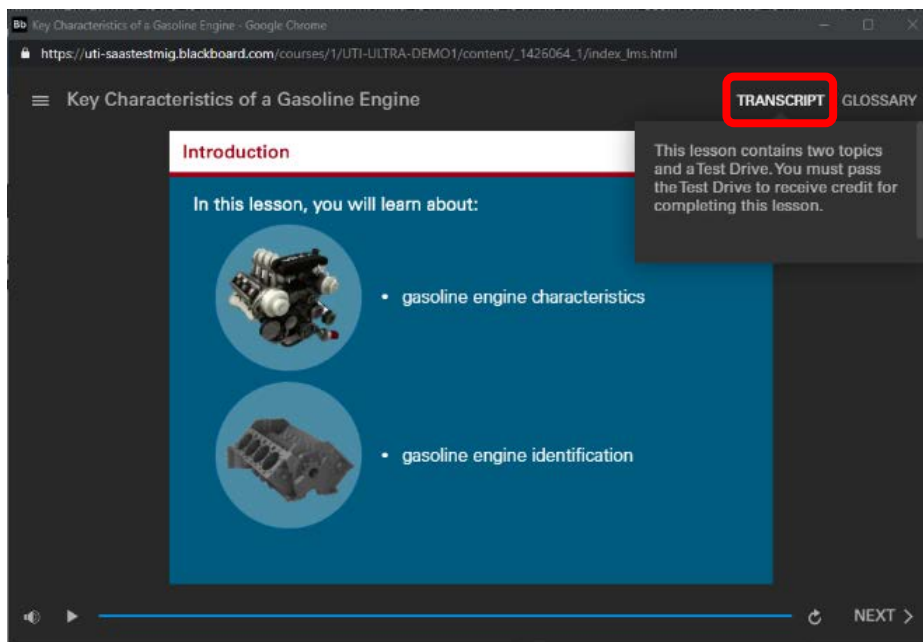


8. There are multiple features you can access within the IOL content.

a. **Menu:** Will list all sections contained in the IOL.

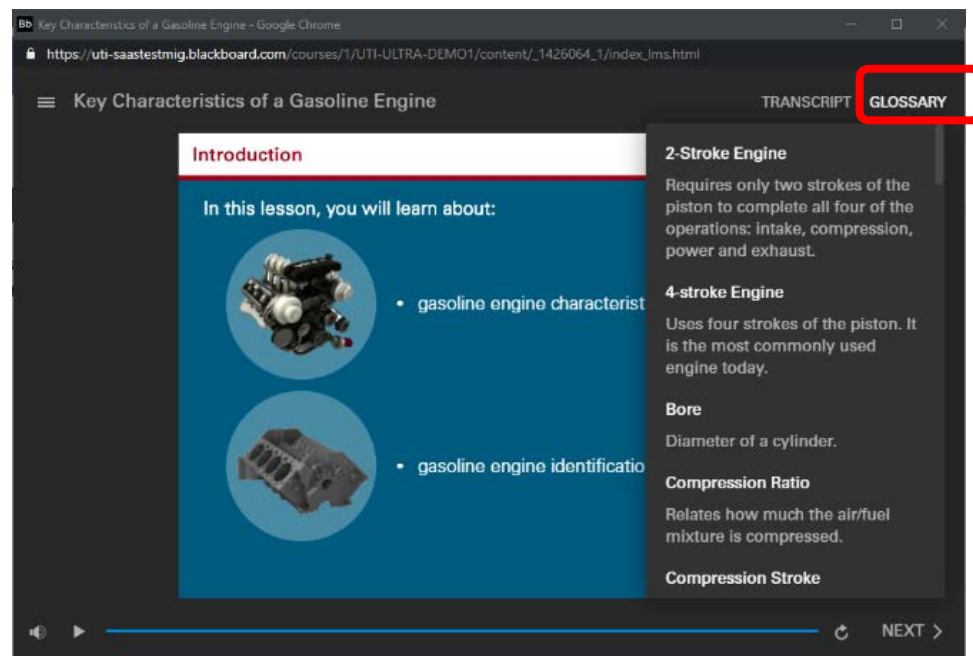


b. **Transcript:** a written version of the material presented in the scene.

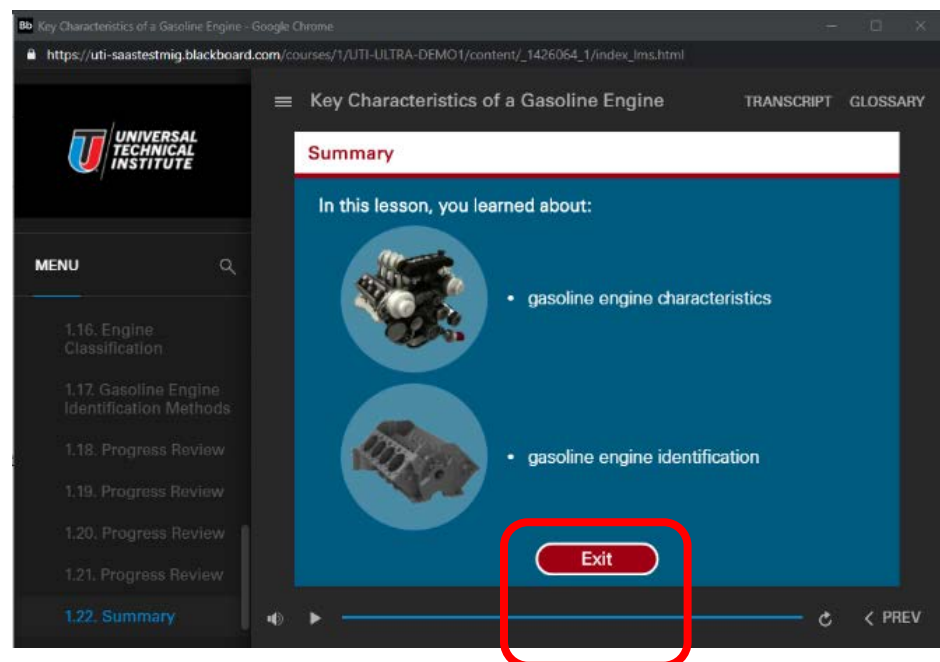


Notes

- c. **Glossary:** An alphabetical list of terms or words found in or relating to the subject, or text, with explanations.



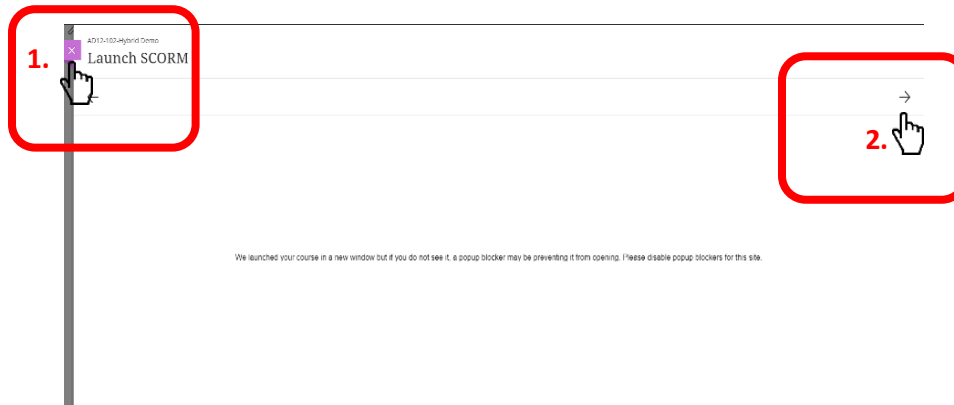
9. Upon completion of the selected IOL, click the **Exit** button and then complete the associated **Test Drive**.



## Access the Test Drive

There are two ways to access the **Test Drive**:

1. Click the “X” to close the page. This will return you to the **Course Content** page.
  - If you select this option and close the page, you will need to launch the **Test Drive** from the **Course Content** page.
2. Click the upper right arrow on the page which will take you to the **Test Drive** page.



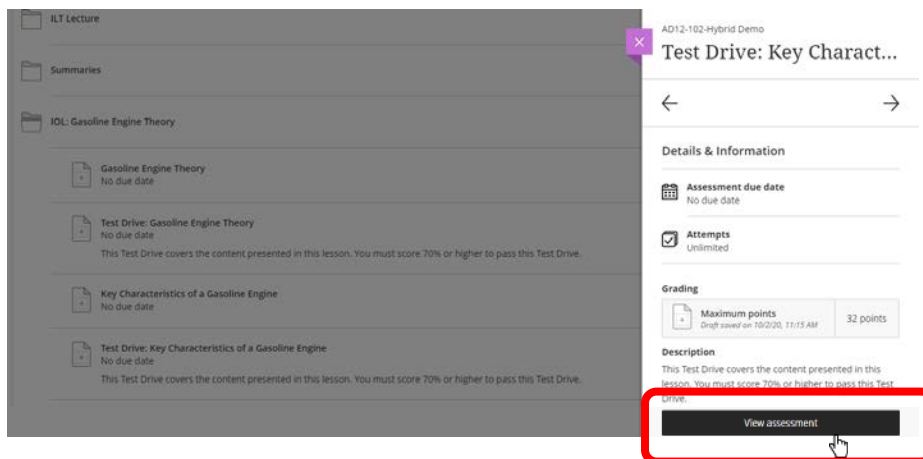
3. Launch the **Test Drive**.



**Test Drive: Key Characteristics of a Gasoline Engine**

No due date

This Test Drive covers the content presented in this lesson. You must score 70% or higher to pass this Test Drive.



**Note:** you cannot access a Test Drive until you have completed the part before it.

Notes

4. Complete all questions in the IOL Test Drive. Then click the **Submit** button when done.

AD12-102-Hybrid Demo

Test Drive: Key Characteristics of a Gasoline Engine

IOL Test Drive Content

Question 1 (4 Points)

A power balance test is being performed on an engine. Technician A says to note the engine RPM before and during the test for each cylinder. Technician B says to record the RPM drop for each.

(A) Technician A  
(B) Technician B  
(C) Both Technicians A and B  
(D) Neither Technician A nor B

Question 2 (4 Points)

Can a cylinder head be machine?

(A) True  
(B) False

Question 3 (4 Points)

Details & Information

Assessment due date: No due date

Attempts: Unlimited

Grading

Maximum points: 32 points

Description

This Test Drive covers the content presented in this lesson. You must score 70% or higher to pass this Test Drive.

Save and Close Submit

5. You will receive a score upon completion of the **Test Drive**.

AD12-102-Hybrid Demo

Test Drive: Gasoline En...

Details & Information

Assessment due date: No due date

Attempts: 0 attempts left

Grading

Your Grade: 42.86%

Description

This Test Drive covers the content presented in this lesson. You must score 70% or higher to pass this Test Drive.

6. Complete all remaining IOL components in the lesson.

Note: you can retake an IOL Test Drive to improve your score. The highest score will count.



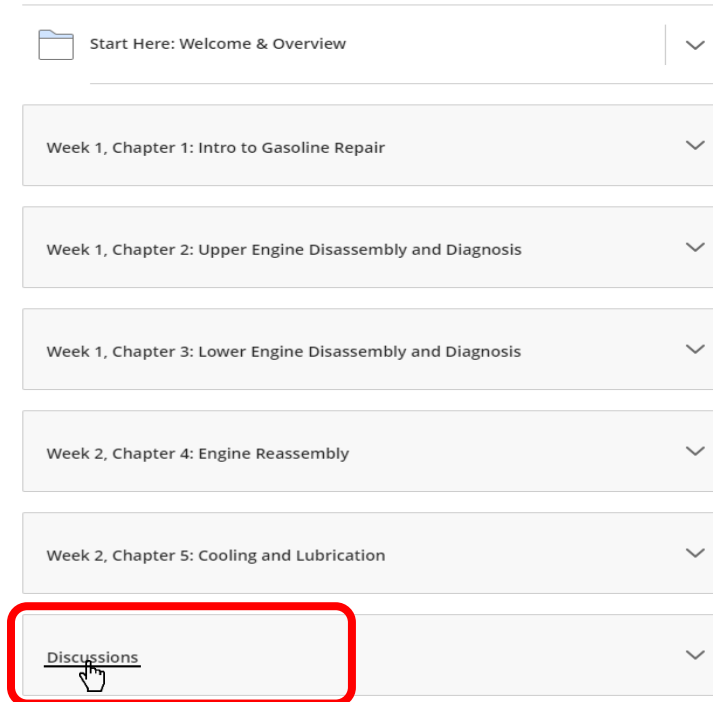
# Threaded Discussions

Open your course via the main **Course** tab, then select your course.

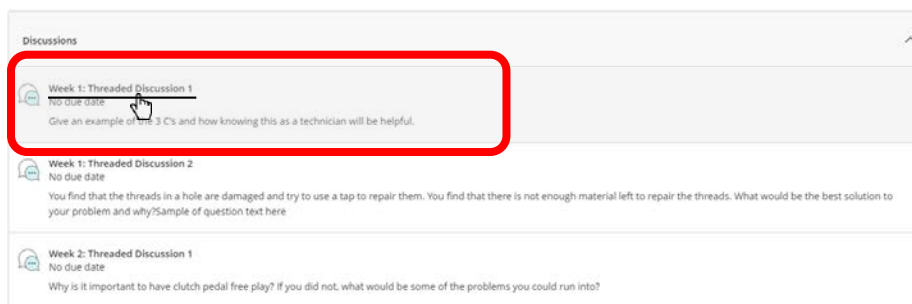
You can access threaded discussions in two ways:

1. On the **Course Content** page, scroll down to **Discussions**.

## Course Content



Select Discussion question to respond to from the options presented.

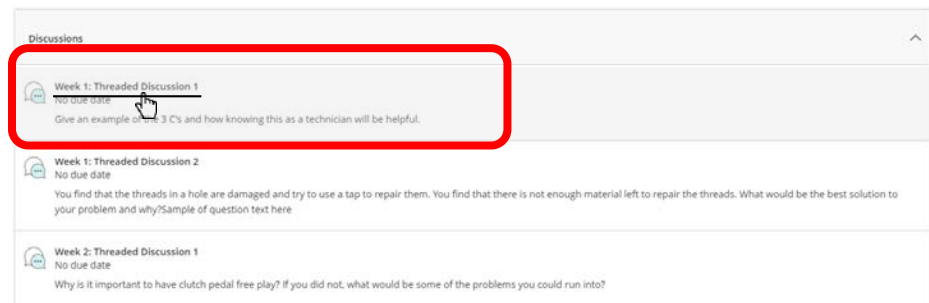


Notes

2. Select the Discussion icon in the menu.



Select Discussion question to respond to.



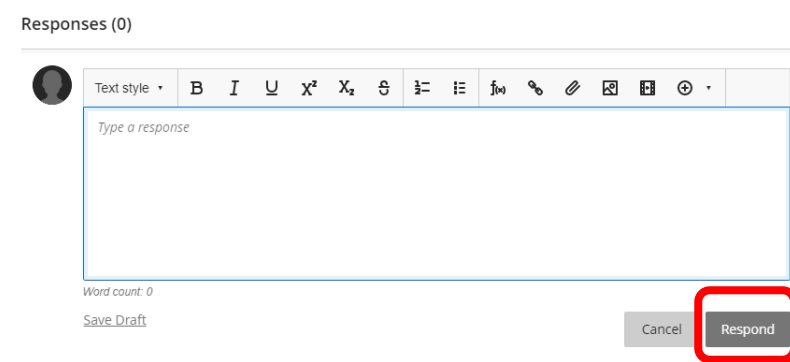
## Respond to the Discussion question

1. Scroll over the **Response** box and click the **Response** box.

### Week 1: Threaded Discussion 1



2. A text field will open for you to type in your response.



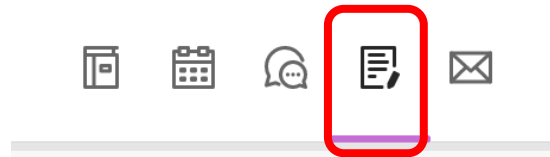
3. When finished with your response click **Respond**.

# Using Course Grades

Notes

## Accessing Course grades

You can access the **Course Grades** for a real-time view of your progress in the course by clicking on the **Course Grade** icon in the top right corner of the screen.



Your Course Grades page contains many items that represent your grades and content items in the course.

## Throughout your course, monitor the following grades:

1. **Quiz progress:** this will show you the average score of all the quizzes that have been entered.
2. **Lab progress:** this will show you the average score of all the labs that have been entered.
3. **Professionalism progress:** this will give you the number of infractions you have received.
4. **Video Completion progress:** this will give you your combined score on the videos you have watched.  
**NOTE:** only the numerator (the first number) gives an accurate reflection of your performance. In the example below, this student has completed 2.63% of their videos.









5. **IOL Test Drives progress:** (Tech I and II Auto/Diesel only) this will give you your combined score on the IOL Test Drives, Diagnostic Exercises and Professional Exercises you have completed.  
**NOTE:** only the numerator (the first number) gives an accurate reflection of your performance. In the example below, this student has completed 4.13% of their IOL Test Drives.



6. **Chapter Video Progress:** (Tech I and II Auto/Diesel only) this will give you your video completion percentage for specific chapters. You can get a 10% bonus on your test if you complete at least 70% of the videos in that chapter.
7. **Chapter IOL Progress:** (Tech I and II Auto/Diesel only) this will give you your IOL Test Drive completion percentage for specific chapters. You must obtain 70% of your test drive points to be eligible to take the quiz.

## How do I pass my course?

In general, as long as all of your scores are above 70%, and your professionalism infractions are at 7 or lower, you will pass the course. Completion requirements vary from program to program. Your instructor will tell you on the first day how you can successfully pass the course.

Item Name	Due Date	Status	Grade	Feedback
 Quiz Progress			80%	
 Lab Progress			91.8%	
 Professionalism Progress			70.04 / 65.76	
 Video Completion Progress			2.63 / 3.8	
 IOL Test Drives Progress			4.13 / 5.79	

In addition, your online attendance will be recorded and can count towards receiving attendance awards. You will receive attendance credit for the day if you do at least one of the following:

- Fully complete at least one video.
- Finish a Test Drive with a score of at least 70%.
- Participate in a Threaded Discussion.
- Attend an on-campus lab session.

There are very limited opportunities to make up on-campus sessions, so having 100% attendance during these sessions is strongly advised.

Not completing any of the above activities for an entire week will result in automatic course failure, regardless of your other grades.

## Blackboard Support

Concern	Try this	Need more help? Contact:	Contact Information
Can't access Blackboard	Type <a href="http://uti.blackboard.com">uti.blackboard.com</a> into your browser window and enter your login credentials	IT Technical Support	Toll Free: 1-877-340-4447
Forgot Blackboard Username	Your username is your @student.uti.edu email address	IT Technical Support Education	Toll Free: 1-877-340-4447 See campus contact list below
Blackboard Password Reset	Click on the Forgot Password link on the login module and follow the prompts	IT Technical Support	Toll Free: 1-877-340-4447
Browser compatibility issues	Click <a href="#">HERE</a> to test your device compatibility	IT Technical Support	Toll Free: 1-877-340-4447
Video won't load/won't play	Click <a href="#">HERE</a> for accessing videos	IT Technical Support	Toll Free: 1-877-340-4447
Course not listed in Blackboard	Contact Education	Education	See campus contact list below
Wrong course showing in Blackboard	Scheduling Coordinator	Student Services	See campus contact list below
Don't know UTI student email address	Contact Education or Student Services	IT Technical Support Education Student Services	Toll Free: 1-877-340-4447 See campus contact list below Email: <a href="mailto:campus_support@uti.edu">campus_support@uti.edu</a>
Forgot UTI student email password	Click <a href="#">HERE</a> to reset your password	IT Technical Support	Toll Free: 1-877-340-4447

## Education Contact Numbers

Campus	Number	Campus	Number
Avondale	623-245-4600	NASCAR Tech	704-658-1950
MMI Phoenix	623-869-9644	Orlando	407-240-2422 press 0 and ask for Education
Long Beach	562-541-7000	Bloomfield	973-866-2297
Rancho	909-484-1929	Exton	610-646-8551
Sacramento	916-263-9100 press 7 for Education	Lisle	630-529-2662
DFW	972-505-2200	Houston	281-443-6262 press 0 and ask for Education

## IT Technical Support

**Toll Free: 1-877-340-4447**

Campus	Standard Time Support Hours:	Daylight Time Support Hours:
Avondale	Mon-Thu: 5:00 AM (PST) - 7:00 PM (PST) Fri: 5:00 AM (PST) - 5:00 PM (PST)	Mon-Thu: 5:00 AM (MST) - 7:00 PM (MST) Fri: 5:00 AM (MST) - 5:00 PM (MST)
MMI Phoenix	Mon-Thu: 5:00 AM (PST) - 7:00 PM (PST) Fri: 5:00 AM (PST) - 5:00 PM (PST)	Mon-Thu: 5:00 AM (MST) - 7:00 PM (MST) Fri: 5:00 AM (MST) - 5:00 PM (MST)
Long Beach	Mon-Thu: 5:00 AM (PST) - 7:00 PM (PST) Fri: 5:00 AM (PST) - 5:00 PM (PST)	Mon-Thu: 4:00 AM (PST) - 6:00 PM (PST) Fri: 4:00 AM (PST) - 4:00 PM (PST)
Rancho	Mon-Thu: 5:00 AM (PST) - 7:00 PM (PST) Fri: 5:00 AM (PST) - 5:00 PM (PST)	Mon-Thu: 4:00 AM (PST) - 6:00 PM (PST) Fri: 4:00 AM (PST) - 4:00 PM (PST)
Sacramento	Mon-Thu: 5:00 AM (PST) - 7:00 PM (PST) Fri: 5:00 AM (PST) - 5:00 PM (PST)	Mon-Thu: 4:00 AM (PST) - 6:00 PM (PST) Fri: 4:00 AM (PST) - 4:00 PM (PST)
DFW	Mon-Thu: 7:00 AM (CST) - 9:00 PM (CST) Fri: 7:00 AM (CST) - 7:00 PM (CST)	Mon-Thu: 6:00 AM (CST) - 8:00 PM (CST) Fri: 6:00 AM (CST) - 6:00 PM (CST)
Houston	Mon-Thu: 7:00 AM (CST) - 9:00 PM (CST) Fri: 7:00 AM (CST) - 7:00 PM (CST)	Mon-Thu: 6:00 AM (CST) - 8:00 PM (CST) Fri: 6:00 AM (CST) - 6:00 PM (CST)
Lisle	Mon-Thu: 7:00 AM (CST) - 9:00 PM (CST) Fri: 7:00 AM (CST) - 7:00 PM (CST)	Mon-Thu: 6:00 AM (CST) - 8:00 PM (CST) Fri: 6:00 AM (CST) - 6:00 PM (CST)
Bloomfield	Mon-Thu: 8:00 AM (EST) - 10:00 PM (EST) Fri: 8:00 AM (EST) - 8:00 PM (EST)	Mon-Thu: 7:00 AM (EST) - 9:00 PM (EST) Fri: 7:00 AM (EST) - 7:00 PM (EST)
Exton	Mon-Thu: 8:00 AM (EST) - 10:00 PM (EST) Fri: 8:00 AM (EST) - 8:00 PM (EST)	Mon-Thu: 7:00 AM (EST) - 9:00 PM (EST) Fri: 7:00 AM (EST) - 7:00 PM (EST)
NASCAR Tech	Mon-Thu: 8:00 AM (EST) - 10:00 PM (EST) Fri: 8:00 AM (EST) - 8:00 PM (EST)	Mon-Thu: 7:00 AM (EST) - 9:00 PM (EST) Fri: 7:00 AM (EST) - 7:00 PM (EST)
Orlando	Mon-Thu: 8:00 AM (EST) - 10:00 PM (EST) Fri: 8:00 AM (EST) - 8:00 PM (EST)	Mon-Thu: 7:00 AM (EST) - 9:00 PM (EST) Fri: 7:00 AM (EST) - 7:00 PM (EST)

## FAQs

Notes

### What academic standards are required of students within a course in Blackboard?

Students must complete at least 70% of their online coursework by the second-to-last day of the course rotation to successfully complete the course:

- Video assignments
- ILT demos
- Lab demonstrations
- IOLs (for select programs)

In addition, Tech I and II Auto/Diesel programs also have IOL requirements to be eligible to take the quizzes and finals.

### How many hours should students dedicate to their online course component on a per day basis?

The time spent each day is variable, and based on enrolled program and complexity of the courses. The student's learning style, industry experience, previous learning, skill and ability, study habits, and motivation contributes to the time dedicated to complete the online component. We also encourage students to review additional material and resources that are available online to supplement their learning.

UTI believes the range of daily work would be up to three (3) hours, with an average of approximately two (2) hours each day.

### If students have questions about Blackboard, who should they contact?

For questions regarding course access, Blackboard navigation or course completion, please contact the Instructor or campus Education department.

For technical support issues (logging in, etc.), students can contact the UTI Service Desk:

Toll-Free: 877-340-4447

### Will the classes in Blackboard be interactive?

The online course content will be recorded instructor lectures, instructor classroom demonstrations and instructor led lab demonstrations. The courses will allow for live interaction with the instructor through on-campus labs and scheduled tutoring sessions.

### **What are Interactive Online Learning assignments (IOLs)?**

For select programs in the UTI delivery model, Interactive Online Learning components (IOLs) are built as foundational introductions to content. For a student to be maximally successful, the student should complete the IOL before coming to class, giving the student a solid foundation. Requirements vary based on program enrollment.

### **Will tutoring be available?**

Tutoring will be available upon request and can be scheduled through the Instructor or the Education department.

### **How will quizzes and Interactive Online Learning assignments (IOLs) work?**

Students will take all quizzes while on campus and as assigned by the Instructor. Students in Tech II Automotive and Diesel programs, will be expected to complete all assigned IOLs by the second to last day of the course, including Test Drives where a 70% minimum score must be achieved.

### **Will the Blackboard courses include video and have visual aids?**

Yes. The online content will be recorded instructor lectures. If applicable to the lesson, the instructor will use visual aids.

### **Will students be able to choose their lab schedule?**

Courses are scheduled based on campus and student need, which is determined by the Scheduling Coordinator. If a student has specific scheduling needs, please contact the campus Student Services department to speak with the Scheduling Coordinator.

### **Will students be allowed to double course?**

Yes, students could be allowed to double course based on course availability. Students will need to meet specific criteria to be eligible to double course. If interested, students should reach out to their campus Scheduling Coordinator.



### What is the interaction between students and the Instructors? Via email? In Blackboard?

Students have many opportunities for interaction with their Instructor and classmates during a course.

- Instructor to student assignments and communications via email and Blackboard.
- Student to Instructor communication via email and messaging in Blackboard.
- Student to student communication through threaded discussions.
- Communication and collaboration during on campus labs with Instructors and classmates.

### Will students fail a course if they don't request a Leave of Absence (LOA), and don't complete their Blackboard assignments?

Students who are enrolled in a course will need to complete all course requirements to successfully complete the course.

- Online only students must complete a minimum of 70% of the online coursework by the second to last day of the course rotation to successfully complete the course.
- Hybrid course students (Blackboard and on campus labs) must complete a minimum of 70% of the online coursework by the second to last day of the course and meet or exceed all on campus course requirements to successfully complete the course.

If students stop 'attending' the online course work, on campus labs and/or do not work with Student Services to take an LOA, they will fail the course. An LOA generally will not override a course failure. The consecutive days absent policy is also applicable so it is important to communicate with Student Services if there are any anticipated attendance issues to avoid being withdrawn from school.

### What will student communications look like? Emails to @student.uti.edu? Texts? Blackboard messages?

UTI assigns email addresses to students, and uses these addresses to communicate important messages and reminders. Students are expected to check email on a regular basis and are responsible for any information communicated this way. Student communications will be sent as necessary through UTI student email, text, etc.

### When will students have access to their courses?

Students will have access to their currently-enrolled Blackboard course on the start date for that course cycle.

*Notes*

**If a student is enrolled, but doesn't see a course available within Blackboard, who do they contact?**

If a student does not see a course available within Blackboard, they should contact the Scheduling Coordinator in Student Services.

**How do I find out my lab schedule?**

This will vary by campus. For questions regarding your on campus lab schedule, please reach out to Student Services.

**Will students have access to prior course content?**

Courses are closed in Blackboard after the course has completed. In 'My Courses' in Blackboard, students will retain access as long as they are an active student.

**Will students be able to complete Blackboard assignments on campus in case they have questions for their Instructor?**

Yes. Students will be able to get help from Instructors with online assignments while on campus outside of class time.

**If a student has questions about an accommodation plan or how to request accommodations, who should be contacted?**

Students should discuss their specific needs and requests with their Student Services Advisor.

**If a student is having difficulty completing assignments in Blackboard, what should they do?**

Students should reach out to their Instructor if they are having any difficulty with their online or on campus assignments.

**If a student fails the online portion of a course, can they still pass?**

No. A student must complete 70% of the online coursework (Videos and IOL Test Drives, if applicable) by the end of the second-to-last-day of the course rotation to successfully complete the course.

**If a student fails a course, will they have to retake all the online content in addition to the hands-on and testing components the next time?**

Yes. If a student fails a course, all components will need to be retaken when the course is rescheduled.

**How do students know what assignments to complete? Will there be due dates in Blackboard? Are there reminders?**

The Blackboard gradebook provides students with full visibility into their course assignments and progress. Students can use this visibility to see what assignments have been completed and those that still need to be completed. All assignments are due by the second to last day of the course. Students will also have access to the Instructor and additional course resources to support assignment completion.

**Are students graded on attendance?**

Students are graded on academic progress which is the foundation for attendance/participation in the online component of the course. Lab attendance/participation is based on quiz and lab assignment completion.

**Will there be student awards?**

Yes. Student awards will be distributed. If students have specific questions about an award, please reach out to the Education or Student Services department.

**What will happen to Google Classroom?**

Access to Google Classroom will not be available after March 2022

*Notes*