

## Instructions for Webclass and Hybrid Class Students—Fall 2010

1. **IMPORTANT:** ALL Sowela students MUST use their Sowela email addresses for all school work, including Blackboard. Personal email addresses are NO LONGER acceptable. If you are a returning student, you will not need to activate your student email account again. Just use your password from the previous semester. Only students who have never accessed their student email accounts will need to activate them first. **To activate your Sowela Student Email Account, follow these steps:**
  - (1) Visit [www.sowela.edu](http://www.sowela.edu) and click on the link “Current Students”
  - (2) Type in your username: firstname.lastname (all lowercase letters)
  - (3) Type in your TEMPORARY password, which is the LAST **SIX** DIGITS of your Student ID number. If your Student ID # has only four or five digits, place a zero(s) before those digits so that you have **six** in total.
  - (4) Follow the on-screen instructions to complete the setup of your Sowela email account. Once you type in your username and TEMPORARY password, you will be directed to provide a NEW, private password.

If you have trouble signing on, please contact [helpdesk@sowela.edu](mailto:helpdesk@sowela.edu) or you may call (337) 491-2558 or 866-940-1979, Monday – Friday, 8:00 a.m. – 4:00 p.m. for assistance.

Features of the Sowela student email system:

- 7GB of storage
- Just like GMAIL – accessible via the web
- Official means of campus communication
- Lifetime email address – it’s yours to use forever
- Access to Google Apps: Calendar, Talk, Docs, and more!

2. **IMPORTANT: Contact the instructor of your web class by e-mail** after you register for the class. If you contact the instructor by e-mail and do not receive a reply within 48 hours, call or visit that instructor in person.

**\*\*\*\*\* It is YOUR responsibility to contact your teacher FIRST! \*\*\*\*\***

3. All students who register for an online OR hybrid class will be REQUIRED to complete an online Blackboard tutorial BEFORE you will be enrolled in the coursesite by your instructor. The tutorial must be completed BEFORE THE SEMESTER BEGINS on Wednesday, August 25, 2010. For those who register during the regular registration period, July 13-15, 2010, the tutorial site will be available in Blackboard by Monday, August 16. For those who register during the LATE registration period, August 17-19, the tutorial site will be available in Blackboard by Saturday, August 21. If you register AFTER August 21, please notify the eLearning Coordinator (contact info below), so that she can create your accounts manually. If you are NEW to Sowela’s Blackboard site, a Blackboard account will be automatically created for you, and you will be automatically enrolled in the tutorial coursesite. **If you are a continuing student, your Blackboard account will be in the system; however, your password may not be the same as what you changed it to last semester. All passwords revert to the temporary password (your username) at the BEGINNING of the semester. Please change it to something more private once you login for the first time. (Steps for doing so are in #4 below.)**

You can access the Blackboard login page in one of two ways: (1) go to the Sowela website, [www.sowela.edu](http://www.sowela.edu), look for the “Current Students” link, click on it, then click on the Blackboard logon link and enter your username and password, or (2) go to the DIRECT login site at <http://lctcs.blackboard.com> and enter your information.

4. **FOR NEW USERS:** Your Blackboard username will follow this format: sw + initial of your first name + your whole last name + the last TWO digits of your Social Security Number. EXAMPLE: If your name is Jane Deaux and your SSN is 540-94-1689, then your username would be swjdeaux89 (all lowercase letters). **Your TEMPORARY password is the SAME as your username.** Once you log in for the first time, you should change your password to something more private. Click on the “Personal Information” link on the left side of your welcome page and follow the directions for changing your password. Once you log in, please change it to something more private, as explained above.
5. You should see the link for the SOWELA “Student Online Blackboard Tutorial for Fall 2010” on your welcome page. Click that link to begin the tutorial. Once you have completed the tutorial, passed the quiz (you make take it as many times as necessary), and emailed your instructor the results, your instructor will then, and ONLY then, enroll you in his or her coursesite and send you instructions on how to get started with your classwork. **You must take this tutorial EACH semester that you register for webclasses.** Blackboard upgrades occur and instructions change, and these changes will be reflected in the updated assignments in the tutorial.

## To report problems or ask a question, contact the SOWELA e-Learning Coordinator:

<b>Name:</b>	Desiree Devereaux	<b>Cell phone:</b>	(337) 540-9416
<b>Location:</b>	Electro-Mechanical Bldg. Rm. 330	<b>BlackBerry®</b>	(337) 912-3215
<b>Office phone:</b>	(337) 491-2702	<b>E-mail:</b>	<a href="mailto:desiree.devereaux@sowela.edu">desiree.devereaux@sowela.edu</a>

### Names and e-mail addresses of webclass and hybrid class instructors for Fall 2010:

BYRD J – [jonathan.byrd@sowela.edu](mailto:jonathan.byrd@sowela.edu)

BALLOU L – [luann.ballou@sowela.edu](mailto:luann.ballou@sowela.edu)

CREEL A – [mandy.creel@sowela.edu](mailto:mandy.creel@sowela.edu)

FREYOU L – [larry.freyou@sowela.edu](mailto:larry.freyou@sowela.edu)

GREEN T – [tamalla.green@sowela.edu](mailto:tamalla.green@sowela.edu)

GUILLORY P – [patricia.guillory@sowela.edu](mailto:patricia.guillory@sowela.edu)

HANCOCK L – [lisa.hancock@sowela.edu](mailto:lisa.hancock@sowela.edu)

HUMPHUS B – [barry.humphus@sowela.edu](mailto:barry.humphus@sowela.edu)

KENNERSON M – [mary.kennerson@sowela.edu](mailto:mary.kennerson@sowela.edu)

LAFARGUE D – [david.lafargue@sowela.edu](mailto:david.lafargue@sowela.edu)

MCMURRAY D – [david.mcmurray@sowela.edu](mailto:david.mcmurray@sowela.edu)

NEVILS L – [lane.nevils@sowela.edu](mailto:lane.nevils@sowela.edu)

POURTEAU R – [rita.pourteau@sowela.edu](mailto:rita.pourteau@sowela.edu)

RIGMAIDEN M – [mathilda.rigmaiden@sowela.edu](mailto:mathilda.rigmaiden@sowela.edu)

SCHEXNEIDER J – [jo.schexneider@sowela.edu](mailto:jo.schexneider@sowela.edu)

SCHEXNEIDER R – [rocky.schexneider@sowela.edu](mailto:rocky.schexneider@sowela.edu)

SOILEAU N – [nettra.soileau@sowela.edu](mailto:nettra.soileau@sowela.edu)

SPOONER K – [kathryn.spooner@sowela.edu](mailto:kathryn.spooner@sowela.edu)

STEWART C – [charles.stewart@sowela.edu](mailto:charles.stewart@sowela.edu)

SULLIVAN S – [selma.sullivan@sowela.edu](mailto:selma.sullivan@sowela.edu)

TROY B – [beth.troy@sowela.edu](mailto:beth.troy@sowela.edu) She is also known as “Elizabeth Troy.”

### IMPORTANT NOTES:

- If your instructor is listed simply as “STAFF” in the class schedule or in the list of classes on the next page, this means that an instructor had not been assigned to teach the section at the time the list was created. Contact your advisor around the start of the semester and ask the name of the instructor who has been assigned to teach your class.
- Additional sections may be added prior to the start of the semester and, therefore, may not appear in the list on the next page. If your class section is not listed, please contact your advisor for the necessary information regarding the instructor and the class location (if the class is a hybrid class).

Remember also that you **MUST COMPLETE THE MANDATORY ONLINE BLACKBOARD TUTORIAL PRIOR TO THE BEGINNING OF THE SEMESTER. You will not be able to begin your online coursework until you have passed the tutorial.** Generally, instructors will respond to student emails in a timely fashion, but if you email your instructor and do not hear back within 36-48 hours, please **call** the instructor or **visit** in person. Your email may not have been received, and this problem would need to be rectified immediately.

**List of webclasses Fall 2010: W= Web Class H= Hybrid Class (web+face-to-face format)**

COURSE ID	LAB	SECTION	COURSE NAME	LOCATION (for hybrid classes)	INSTRUCTOR	CLASS TYPE
BUSI 1030		W	Introduction to Business		GUILLORY PA	W
CRMJ 1310		W	Community Based Corrections		BYRD J	W
CRMJ 1332		W	Introduction to Criminal Law		MCMURRAY D	W
CRMJ 2112		W	Social Problems for Criminal Justice		BYRD J	W
ENGL 1010		W	English Composition 1		SULLIVAN S	W
ENGL 2535		W	Technical Report Writing		POURTEAU R	W
HIST 2010		W	American History 1		TROY B	W
HIST 2010		X	American History 1		TROY B	W
HIST 2010		Y	American History 1		TROY B	W
HIST 2020		W	American History 2		NEVILS L	W
HIST 2020		X	American History 2		NEVILS L	W
HIST 2020		Y	American History 2		NEVILS L	W
ITEC 1000		W	Application Basics		SCHEXNEIDER R	W
ITEC 1000		X	Application Basics		FREYOU L	W
ITEC 1001		W	Keyboarding		RIGMAIDEN M	W
ITEC 1005		W	IT Fundamentals		KENNERSON M	W
ITEC 1010		W	Web Site Development		KENNERSON M	W
ITEC 1050		W	Software Applications		HUMPHUS B	W
ITEC 1320		W	Introduction to Database Management		RIGMAIDEN M	W
ITEC 2911		W	IT Ethics & Career Development		SCHEXNEIDER J	W
LEIS 2009		A	Adobe Acrobat		SCHEXNEIDER J	W
MATH 1100		W	College Algebra		STEWART C	W
MATH 1100		X	College Algebra		STEWART C	W
MATH 2100		W	Elementary Statistics		BALLOU L	W
PSYC 2010		W	Introduction to Psychology		CREEL A	W
PTEC 2030		W	Plant Safety		LAFARGUE D	W
PTEC 2070		W	Statistical Quality Control		SPOONER K	W
ACCT 1100		N	Principles of Accounting Part 1	ADMN 1214	STAFF	H
ACCT 1200		N	Principles of Accounting Part 2	ADMN 1207	GREEN T	H
BUSI 2300		A	Business Communications	ADMN 1212	GUILLORY PA	H
CRMJ 2552		A	Criminal Justice Externship	TBA	HANCOCK L	H
ENGL 2535		B	Technical Report Writing	AVCR 0818	POURTEAU R	H
ITEC 1020		A	Advanced Web Site Development	ADMN 1209	SCHEXNEIDER J	H
ITEC 1531		A	Introduction to C Programming	ADMN 1209	SCHEXNEIDER J	H
OADM 1110		A	Introduction to Keyboarding	ADMN 1103	GUILLORY PA	H
OADM 1110		N	Introduction to Keyboarding	ADMN 1103	SOILEAU N	H
OADM 1210		A	Intermediate Keyboarding	ADMN 1103	GUILLORY PA	H
PTEC 1610	LB	W	Process Equipment (PT 1) Lab	CPTR 0106	LAFARGUE D	H
PTEC 1610	LB	X	Process Equipment (PT 1) Lab	CPTR 0106	LAFARGUE D	H
PTEC 1610		W	Process Equipment (PT 1)	CPTR 0300	LAFARGUE D	H
PTEC 1610		X	Process Equipment (PT 1)	CPTR 0300	LAFARGUE D	H
SKIL 1000		A	Skills For Successful Studies: Life Building Strategies	TBA	STAFF	H