Dear Online Student:

Welcome to the Summer 2012 at the University at Albany! You are receiving this email because you have enrolled in a University at Albany course that will be delivered fully online using the new Blackboard 9.1 (Bb9.1).

If you decide to withdraw from this course, please note that tuition liability is calculated based on the date the course is officially dropped. **Not logging into your course does not alleviate your financial liability.** The tuition refund schedule used to determine your liability can be found at http://www.albany.edu/studentaccounts/liability.php.

To log into Bb9.1, students will use their Net ID and password. **If you know your Net ID and password please skip to the last sentence of this paragraph.** If you have not established your Net ID and password, you will first need to complete the Password Set/Reset process. To complete the process, go to http://www.albany.edu/its with your Social Security Number and Personal Identification Number (PIN) and select the “Set/Reset Password” button. If you need assistance with your PIN please contact the ITS Service Desk at (518) 442-3700. After you complete the process, your Net ID will display on the confirmation screen. **Write down this information as you will use your Net ID and password to login.** To log in go to http://blackboard.albany.edu.

Students enrolled in a course using Blackboard can access their course(s) two weeks before the first day the course begins (beginning on Tuesday, May 15, 2012). We encourage you to use the two weeks before the summer semester begins to review the course schedule and syllabus and familiarize yourself with the system. You should resolve technical issues (if any) prior to the start date of the semester which can be found here: Summer 2012 Academic Calendar sessions. For best performance while using Blackboard Learn Release 9.1, please check the Supported Browsers & Operating Systems by going to http://kb.blackboard.com/x/f4F6AQ.

Additionally, students are encouraged to take advantage of the new Blackboard Student Orientation Resources course which can be accessed from your class list on your “My Blackboard” page. From the Introduction, you can select Learning Online from the menu on the left and find tips and tricks to taking fully online courses in the UAlbany Online Courses module. Students should also take advantage of the On Demand Learning Center which can be accessed on your “My Blackboard” page.

While enrolled in this course(s) you will not be required to attend any face-to-face class meetings or travel to campus for any reason. You will be able to access UAlbany services, including the University Library system, from a distance. For a list of FAQ’s about being a distance learner at UAlbany please visit: http://www.albany.edu/its/distance_learning_faqs.htm.

For additional assistance using Blackboard, including help with establishing your password or logging in, please contact the University at Albany ITS Service Desk at (518) 442-3700 or submit a Help Request at http://www.albany.edu/its/help.

Wishing you a successful Summer 2012 semester!

~Caroline

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Caroline M. Manssino-Cohen

Instructional Developer
ITS – Faculty Technology Resources
http://www.albany.edu/its/help