



Quick Reference Guide to
ONLINE LEARNING @ SGTC
FULLY ONLINE COURSES

SINGLE SIGN ON LOGIN

Effective Fall 2018, all Blackboard users will be required to access the site using their Single Sign On (SSO) username and password. The same credentials will allow users to access their SGTC Outlook email accounts, Banner, as well as Blackboard. (Please note: Users must have first logged in to their Outlook 365 email accounts to initiate the SSO process.)

ATTENDANCE

All students enrolled in fully online courses must log in and submit work weekly for attendance purposes. Failure to do so can result in an instructor-initiated withdrawal from the course. Should the student deem it necessary to withdraw from the course, instructors should be contacted immediately.

EMAIL COMMUNICATIONS

Although emails can be initiated in Blackboard, all responses are sent to student SGTC email accounts. It is imperative that students check their email accounts a minimum of once per week as important announcements and notices are sent via email.

TEXTBOOK & COURSE INFORMATION

Each fully online course has a "Getting Started" module that informs students of important information for the course. Such items include the syllabus, textbook information, virtual office hours, as well as an initial course assignment. Please note that some courses utilize online textbooks. In addition, instructors engage in the course several times per week but designate virtual office hours for students to receive real-time assistance.

ACCESSIBILITY

If any content provided in the course is deemed inaccessible, please contact the instructor to receive modified or alternative, yet equivalent, materials.

SGTC1000 - BLACKBOARD ORIENTATION

Each semester, students in Blackboard-engaged courses are automatically enrolled in the SGTC1000 Orientation course. The course provides an overview of Blackboard functions as well as provides very important information regarding SGTC processes. Students are required to take the Orientation assessment. The course remains open for students to reference.

HELP

For Single Sign On login assistance, please access SSO web links or contact Admissions. For all other inquiries or concerns, contact Dr. Andrea Oates by phone at 229/931-2705 or via email at online@southgatech.edu.