

WELCOME

Welcome to the Educational Leadership, Curriculum, and Special Education (ELCSE) department. We are happy that you chose to complete a Masters or Program of Study with us. If you have never been a student at ASU, or if it has been a while, there are a few things that you need to take care of in order to get started.

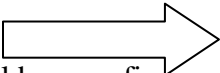
All faculty in ELCSE use Blackboard 6 for either all or part of their course presentation. Email is another tool that we use, and we prefer that you use your ASU email account. Using your ASU account will ensure that we can receive your email and that you can receive ours. We strongly discourage the use of other email accounts (e.g., Hotmail, Yahoo, your school account, etc.). The main reason is because our Virus protection software will often target these accounts as high-risk; thus, your emails are never received. Another reason is that your ASU email account is reliable. Most of the time, email will be sent using your ASU email account; if you do not get in the habit of using/checking it, you may miss important information. There are also some free software programs that you will need to download in order to open certain documents. Directions on where/how to do this are also included below. Please be aware that you are entitled to load Microsoft Professional because you are a student at ASU. In order to obtain the software Microsoft Word and Microsoft PowerPoint (which you will need in **every** class), go to your ASU library front desk and check out a copy. If you have any problems with your Digital ID, email account, Blackboard, etc., please call the tech center at 870-972-3033.

Let's get started. For the actions below, if you have already completed one or if you already have a particular software on your computer, skip on to the next one.

Activating Your ASU Account

To activate your ASU account, you need to:

1. Go to ASU's home page at www.astate.edu
2. At the top left side, click on Students.
3. Click on the Student Email (the fourth bullet down). Here you will be able to activate your Digital ID (if you have not already done so).
4. An Acceptable Use Policy will pop up. Click on "I Accept" and then hit Submit.
5. You will be asked the information below. Make sure your password is at least 6 characters – and make sure it is something you can remember, or write it down and put in a safe spot.

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6. Your User ID will be your first name, dot, last name. Example: Jane.Doe. You will use this User ID every time you check your ASU email, get onto Web for Students, access Blackboard 6, etc.
 7. Your email account will be your User ID plus ASU address. Example: Jane.Doe@smail.astate.edu

Choose a password of at least 6 characters long and enter it in the appropriate boxes. Please remember the password you enter as this will be the password you use with your new Digital ID.

SSN:	<input type="text"/>	
Campus Wide ID:	<input type="text"/>	<input type="button" value="Submit"/>
Password:	<input type="text"/>	<input type="button" value="Clear"/>
Confirm Password:	<input type="text"/>	

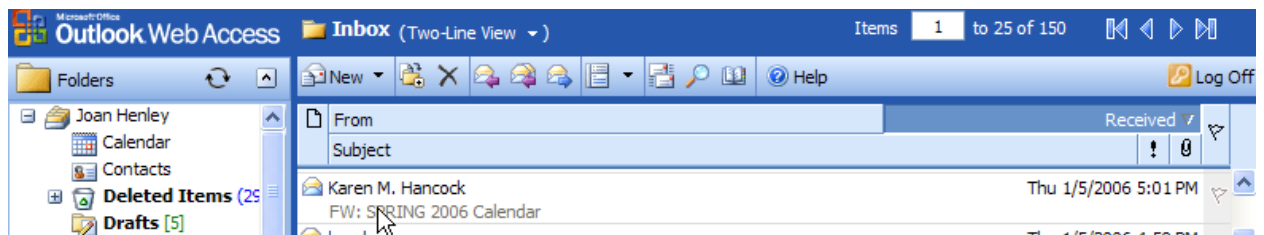
Using and Checking Your Email

Remember, we strongly encourage (and some instructors will even insist) that you use your ASU account. You will see later that you can send email through Blackboard 6; but you will also need to know how to send and check your email online. You may do this through any computer that has a connection to the internet (even at school, home, on vacation, etc.).

1. Go to www.astate.edu
2. Click on Students (top left)
3. Click on Student Email .
4. This time, click on [Click Here to access the new email system.](#)
5. Type in your User ID (User Name) and your password.
6. Click on the Log On Button. (See Example Below)



7. Once there, you will see your email account open. It will look something like...



8. Double click on any message and it will open for you. If you want to sent a New message, click on New at the top. If you want to delete a message, click on Delete on your Computer or the X at the top. It will work the same as your other email accounts. The nice thing in using it is that you know all of your emails are related to your ASU coursework.

Accessing Blackboard 6

To enter Blackboard 6, you will need to go to www.astate.edu . Follow the steps below:

1. On the right-hand side, go to the drop down menu and click on the down arrow.
2. Select Blackboard 6.
3. You will be taken to the Blackboard 6 Logon site. Click on Login.
4. In the box, type in your User ID and your password (the same one that you use to access your email and the ASU system).

Take me to ...

Biological Sciences
Blackboard 6
Board of Trustees

Login

Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME:
Jane.Doe

PASSWORD:
●●●●●●●●

Login

[jhenley003: ELSE 4/5033 Behavior Intervention](#)
No Announcements.

5. Your classes are automatically loaded. Click on the course name.

6. You should now be in your course. You will always be on the announcement page, and you will see an announcement if your instructor has posted any. Begin to click on various buttons so you can become familiar with the course. Your syllabus and more information about performing different activities will typically be under Course Information.

Announcements

Course Information

Staff Information

Course Documents

Assignments

Communication

Discussion Board

External Links

Tools

COURSES > ELSE 4/5033 BEHAVIOR INT

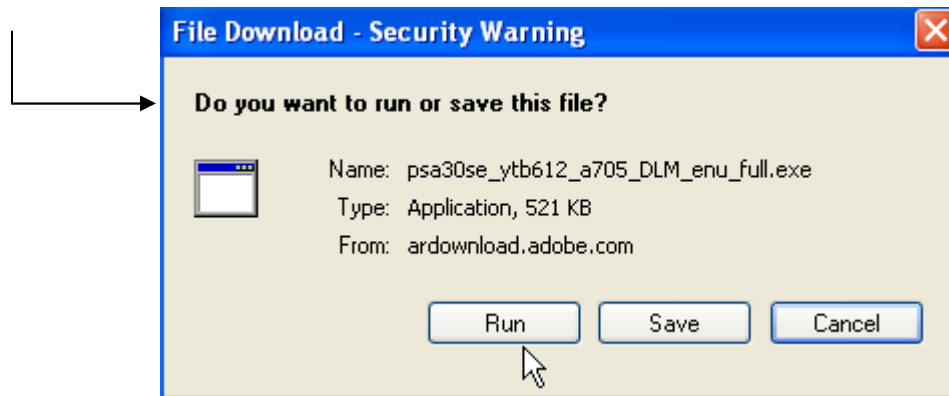
Blackboard Help

Crib sheets that will

Downloading Adobe Reader 7.0

Some ELCSE faculty and some websites will use pdf files and you will need Adobe Reader to access them. The Adobe Reader is free. You need to do the following steps.

1. Close all programs.
2. Go to www.adobe.com
3. On the left hand side, click on “Get Adobe Reader” →
4. Click on Download →
5. Click on Run



6. Another window may pop up asking you if you really want to run it – click on Run again. Or you may get a warning about security, but either click Run or Okay – or whatever your computer asks for that will get the program to run.

7. As the computer downloads and runs the program, follow the directions. Again, if you get security questions, etc., it is okay. Accept whatever defaults it asks you for.

Downloading Java

If your instructor is using a software called Impatica, you will need to download Java in order to open up the PowerPoint presentations. This is another free software program. In order to download and run on your computer, follow these steps:

1. Close all programs
2. Go to www.java.com
3. Click on Manual Download

JAVA SOFTWARE FREE DOWNLOAD

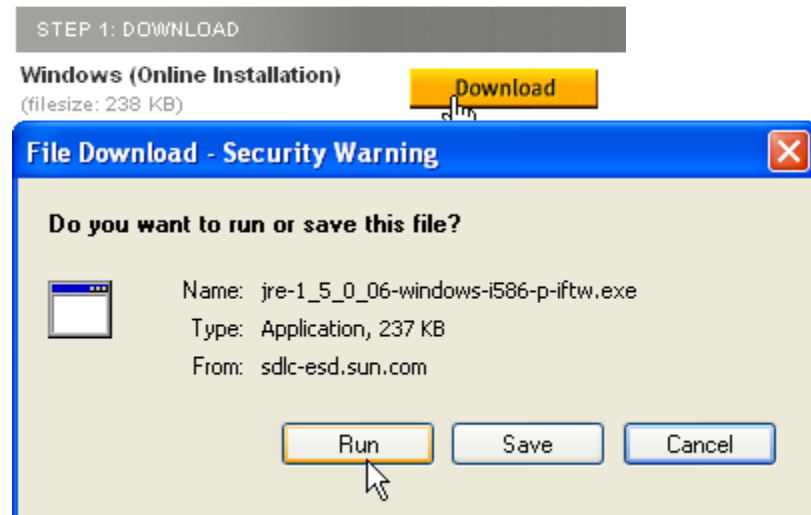
Download **FREE** Java Software for your desktop computer now!



Download NOW!

- = [Manual Download](#)
- = Help
- = Verify If Manually Download Java Softw

4. Select the Windows (Online Installation) – click on Download.
5. A box will appear. Select Run



6. As with other software, this is a reputable website. Continue to select Run, or Accept, until you get the software loaded. If you have an Impatica file on your course website, it will now automatically load once you double click on it.

This should get you started. If you have questions, please email your instructor, or call tech support.