

# Blackboard Study Abroad Course

**Deadline for completion: May 4 at 5pm**

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## **What is it?**

The online class contains all of the same information provided in the *Study Abroad & Exchange Handbook*, with a quiz at the end of each section to ensure that you have read and understand the material.

## **Why do I have to do this?**

We **will not** be covering the majority of this information during orientation. Instead, we have designed this course, which allows you to study the material independently and at your own pace. This is not for credit, but must be done as a condition of enrollment for study abroad. Of course, you will also have the opportunity at orientation to ask questions on anything you'd like to clarify.

In our experience, students who complete this course are better informed about the logistics of study abroad and have fewer difficulties while abroad. We have also found at previous orientations that students are more likely to ask detailed in-depth questions after reading through this online course.

## **How long does it take?**

The entire process will take 30-90 minutes and may be completed at different times.

## **What is “passing” for the course?**

All quizzes must be completed with an 80% (4 of 5 correct) or better. You may retake quizzes if you do not pass the first time.

## **Enrolling in the online course:**

### **PLEASE FOLLOW THESE DIRECTIONS CAREFULLY**

Follow the instructions on this link: <http://www.cwu.edu/~media/cwuonline/getstarted.html>

### **Course Title: SAEP\_MASTER: Study Abroad Pre-Departure Orientation**

- If you are having trouble logging in, click “Forgot Password?” and an email will be sent to you giving you the option to create a new password.
- Once logged in, click the “Courses” tab at the top of the screen.
- Under “Course Search,” type SAEP\_MASTER.
- The course title “Study Abroad Pre-Departure Orientation” will appear; **click “Enroll” NEXT to the course title. DO NOT CLICK ON THE TITLE OF THE COURSE!**

## Once you are enrolled- Instructions within course

- Click “*Course Documents*” in the left column.
- Once this opens you will see a list of 12 sections.
- Begin the course by clicking on *Section I*. Advance through the pages of the section by clicking the right arrow (→) which is located under the section title. If you want to go back and reread a page click the left arrow (←).
- Read thoroughly through each page and complete the quiz at the end of the entire section. You *must* pass each quiz with an 80% (4 out of 5 questions correct). There are 10 sections, but only 8 quizzes that should be completed.
- After answering the questions, click submit at the bottom of the page. You will then have the opportunity to view your results.
- Proceed to *Section II*, and so on.
- If at any time while you are in a section and you would like to visit a link that is provided, click on the link and it will take you to the website. To return to the page of the section click the *right arrow* (→) to proceed to the next page within that section.
- When you have read all sections and completed each quiz with a passing grade of 80%, you have successfully completed the course.
- **If you want to check all your grades, and make sure they were submitted**, click on “Tools” and then “My Grades” to see your submitted scores.
- Remember to **logout**.

## What do I do when I’m finished?

Nothing! SAEP will check the online course grade book to see that the course was completed with an 80% or better on all quizzes. You will receive an email if the course was not completed or if you did not pass all quizzes. You will be required to redo quizzes that were not passed.

## What if I don’t complete it?

SAEP registers study abroad/exchange participants for credit only after they have completed this course and attended orientation. Students who do not meet both requirements are not registered, which **prevents financial aid disbursements**.

**Blackboard Website:** <http://courses.cwu.edu>

**Frequently Asked Questions:** <http://www.cwu.edu/~media/cwuonline/studentfaq.html>