

Welcome to online classes offered through UT Online. Below is some information that may interest you.

1. **Blackboard Orientation**. An online demonstration that shows how Blackboard courseware operates and how it can serve you while taking courses this semester is available at <http://www.utm.edu/otutor.php>. I urge you to take time to review this material and come back to it any time to make sure you are getting full use of the courseware. Some students seemed to have problems with the digital drop box. The problem is that they had completed and saved their assignments, but they had not clicked on the “submit” to forward the assignment. Please take a few minutes to become familiar with the software and it will serve you well.
2. **Accessing Online Courses**. All online courses are on Blackboard, and they are accessed by going to <http://blackboard.utm.edu/>.

Your username will be as follows:

Username: the first three letters of your first name, your middle initial, and the first four letters of your last name.

Password: Security concerns continue to plague the computer world, and UTM is not exempt from these concerns. In order to better protect students and their information stored on UTM systems, a new DEFAULT password scheme has been put in place.

The DEFAULT password for Blackboard will be:

xxxxmmmyy

where xxxx is the last 4 digits of the SSN (NOT the student ID number) mmm is their birth month (first three letters of birth month with the first letter capitalized) and yy is the last 2 digits of their birth year. As an example, if your SSN is 444-55-1234 and you were born June 1984, then the password would be 1234Jun84.

If you cannot log into Blackboard with your default password, please contact the helpdesk at 1-731-881-7900 or by calling 1-800-829-8861 and ask for the helpdesk. To find out what your generated ID# is go to BANNER (https://banner.utm.edu/prod/twbkwbis.P_GenMenu?name=homepage), login, and click on personal information.

Please note that until your Professor enrolls you into their course Blackboard will not show that you are taking any courses. Don't panic! Professors usually add (“enroll”) students the first day of classes. If you have not been able to gain access to your course(s) by 1:30 p.m. on the second day of classes, please contact our office at 731-881-7589 (or 1-800-829-UTM1).

3. **Class calendar**. The Registrar's Office maintains a useful class calendar for every semester and it is located at <http://www.utm.edu/departments/registrar/dates.php>.

Please pay close attention to the add/drop dates. If you want to drop a course, you must contact the records office at 1-800-829-UTM1. Just not participating in the course will not drop you from the course.

4. **Email.** Once you have registered and paid your fees, UTM's Computer Center will assign you a UTM student email account. This is your default email address at UTM. The University (and Blackboard) will send you email through your UTM student account. It is important that you regularly check your UTM email online (<https://xmail.utm.edu/exchweb/bin/auth/owalogon.asp?url=https://xmail.utm.edu/Exchange/&reason=0>) or with email programs like Eudora, Outlook, Outlook Express, etc. Otherwise, you will miss important correspondence. Alternatively, you can change your default email address under personal settings in BANNER (<https://banner.utm.edu>) and in Blackboard under "Personal Information". If you decide to use your UTM student email account, the e-mail address is of the following format: username@utm.edu. A student e-mail address (user name) is generally the first three letters of your first name, your middle initial, and the first four letters of your last name, followed by @utm.edu. Example: John Q. Smith, johqsmi@utm.edu. Your email password or PIN # is the last four digits of your generated ID #.
5. **Books** – Textbooks may be ordered from the UTM Bookstore (call 1-800-829-8861 ext. 7760) or by going to the UTM Bookstore link at utm.bncollege.com.

If you have any questions, please feel free to contact me at 731-881-7959 or at 1-866-587-7589.

We are glad you chose to take classes with us.

Sincerely,

Derrick Head
Online and University Studies