

Blended Courses Cheat Sheet

What is a “blended course”?

A “blended course” is a course provided in part residually and in part via the Internet during the week when the student is not resident. Such a course is considered to be a residential course or an Internet course depending on whether the instruction is provided principally on campus or via the Internet to the student at a distance. Blended courses approved at AU are those that have at least 23 in-residence contact hours and are, therefore, categorized as in-residence.

What is Embanet?

Embanet is the portal where you log onto your online courses. Embanet is a leading provider of fully hosted and supported e-Learning solutions to Educational Institutions. To log onto your online classes go to <http://online.argosyu.edu>. There is an online coordinator who manages the information on Embanet through the central office.

Why do my courses need to be blended?

The Department of Education wants to ensure that students have weekly instructional contact when students are not in the classroom setting. Since our weekend courses meet once a month, we provide this weekly instruction online.

When do I get my password?

You will get your password approximately one week prior to the start of the course. If you register after the date the passwords are sent out, you will receive your login information by email 48 hours after your registration is entered in Student Link. As soon as you receive your login and password, you can access your course after completing the online required orientation

Where do I log in to a blended course?

Go to <http://online.argosyu.edu> or you can go to www.ausfba.com and click on AU Online from the quick links menu.

What happens if I don't log into my course or participate by the deadline?

Blended courses start on the first day of the term or session of a semester. If a student does not at least login to the course within the first 5 days of a 7.5 week course or first 10 days of a 15-week course including weekends, and has not submitted an official add/drop form, the student will be dropped from the course automatically and receive a refund based on the Argosy University refund schedule.

What if I do not get my password?

Check student link to make sure you are registered for the course and the correct e-mail address is on file. If you are registered for the correct course and it has been 48 hours since you registered as well as having the correct e-mail address on student link, please contact technical support or the online coordinator (see below).

What are your requirements as a student when taking a blended course?

In addition to logging in weekly to the online portion of the class, students must fulfill weekly contact and participation requirements as outlined by instructors. Online courses start on the first day of the term or session of a semester.

How do you know that you are taking a blended course?

When you register for a course and the section number begins with a BL, then it is a blended course (ex. PC6001 BLA). The course type is also listed on the schedule in the registration bulletin.

What can I expect from the weekly interaction?

The weekly instructional contact is designed to augment the on campus learning experience. The online component allows for substantive discussion among students, monitored by an instructor or designee, respecting matters

covered in the course which will sharpen students' knowledge and learning about the course.

Whom do I contact if I need technical support?

The technical support number is available 24/7 at 1-866-256-5883 ext.1

Whom do I contact if there is not a syllabus or weekly assignment when I log in?

Contact the instructor of the course. If you do not have the instructor's contact information, please contact the Department chair of your program.

What if the wrong course/ section/ instructor is listed on EMBANET?

1. Check your registration in student link first to see if you registered for the wrong course. If you are registered for the wrong course please fill out an add/ drop form to make the appropriate changes to your schedule (be mindful of the add drop deadlines and the 48 hour period it will take to access the course).
2. If you are registered for the right course and the wrong course is showing up on EMBANET, please immediately contact the department chair of your program.

What happens if my course does not show up on EMBANET?

Check Student Link to make sure you are registered for the course. If you are registered for the correct course and it has been 48 hours since you registered, please contact technical support or the online coordinator.

Why, at the end of the course, does my course say that it is not complete (a full circle)?

It is because of the tracking software in Embanet. Unless you have an exam in every lesson in your course, the system cannot track whether you've finished the course, so you get the half circle. If there was an exam in each lesson and you completed all of them, the system would track that you completed it and give you a full circle.

A final grade in student link is documentation of your completion of the course.

Issue	Contact Person	Contact Information
Technical Support	Technical Support	24/7 at 1-866-256-5883 ext.1
EMBANET questions	Colette Landry – Online Services Coordinator	clandry@argosyu.edu 800-626-4123 ext. 3956
Log in information not received	Check student link to make sure you are registered for the course and the correct e-mail address is on file. If you are registered for the correct course and it has been 48 hours since you registered as well as having the correct e-mail address on student link, please contact technical support or the online coordinator	clandry@argosyu.edu 800-626-4123 ext. 3956 or 24/7 at 1-866-256-5883 ext.1
No syllabus or weekly assignment on EMBANET when I log in	Your instructor or department chair.	Contact information available in the student handbook which is online at www.ausfba.com
Registration	Monica Garcia , Registrar Mara Palumbo , Student Services Assistant	mgarcia@argosyu.edu 510-215-0277 x224 mpalumbo@argosyu.edu 510.215.0277 x 225
Course Participation or course questions	Your instructor or department chair.	Contact information available in the student handbook which is online at www.ausfba.com
Wrong course/ section/ instructor on EMBANET but registered for the correct course on Student Link	Department Chair	Contact information available in the student handbook which is online at www.ausfba.com