

University of Technology, Jamaica
Academic Affairs Division
Office of Distance Learning (ODL)
Facilitating Technology-mediated Educational Opportunities for Diverse Learners

Dear Student,

Welcome to your Summer Semester 2020! Welcome to the Online Learning Environment.

This semester, you will access your lectures, tutorials and other learning resources through the **UTechOnline** Learning Management System, along with **Blackboard Collaborate** - a web-conferencing tool for live video communication. Your instructors may use additional platforms¹.

This innovative blended approach to learning is focused on your success as a student, so all instructional activities and learning resources have been designed to support your experience in the online environment. This online blended approach will facilitate interactive communication between your lecturer and you, also you and other students in both real time and delayed time.

You may find the link to UTechOnline under the student section of the UTechJa website. Your options for accessing **UTechOnline** include using a web browser, or by downloading the **Moodle App** from **Google Play**, **Apple App** or **Microsoft Store**. Please see further details on page overleaf.

To ensure that you are comfortable with navigating UTechOnline, you are required to complete the Student Orientation Module found at <https://utechonline.utech.edu.jm/course/view.php?id=189>

Your enrolment key is **OrientMe**. Please begin your orientation as soon as possible. When you are done, download & save your certificate of achievement, which may later be required as proof of your completion.

Meanwhile, the Orientation Guide for Blackboard Collaborate is provided on the University's website at <https://www.utech.edu.jm/online-resources/student-resources-1>. Please read before your first video session.

If you are having technical difficulties with **UTechOnline**, please email tier1support@utech.edu.jm

Your online module provides you with the opportunity to study at your own pace and to develop your weekly schedule. However, for this semester you are required also to attend live video sessions. Therefore, it is important for you to *stay on track or stay ahead* by reviewing the lectures and reading material, completing and submitting the related assignments by the timelines indicated for each week. You are strongly encouraged to access your online module daily.

In order to confirm that you understand all academic expectations and technical requirements for this online module, you are to discuss these items during your first week of class with your online lecturer and/or your academic advisor. Over the next few days, you may receive notices about contacting your lecturer or designated faculty representatives about the enrolment key for your module. If you have not received a notice or heard from your lecturer directly, then please contact your faculty office.

Please ensure that you are online and on time for each online module! All Best wishes for Your Success!

Dr. Jeanette M. Bartley-Bryan
Associate Vice President – Open & Distance Learning

¹ Support issues with those platforms must be routed to your instructor.

First time logging into UTechOnline?

1. Go to the UTech Jamaica website – (<http://www.utech.edu.jm>) to the student section at the top of the page.
2. Find the link for UTechOnline: <https://utechonline.utech.edu.jm>
3. Once you navigate to the link above, you will see the screens below

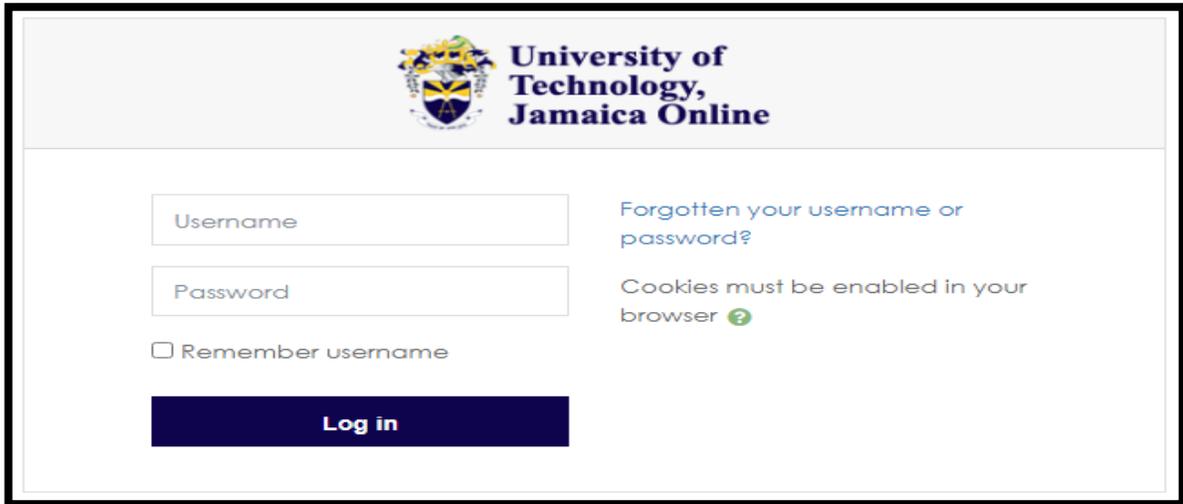


Figure 1 - UTechOnline login page

- ✓ Enter your credentials in the form of your ID number or Assigned username (special circumstances) and password.
- ✓ You will always find your enrolled modules under My Courses.
- ✓ After logging into “*UTechOnline*”, navigate to *Site Home* using the page menu
- ✓ If you have not already been enrolled in the module, scroll down on the site home page and use the search bar to find your module using either the module name or module code provided to you by your lecturer.

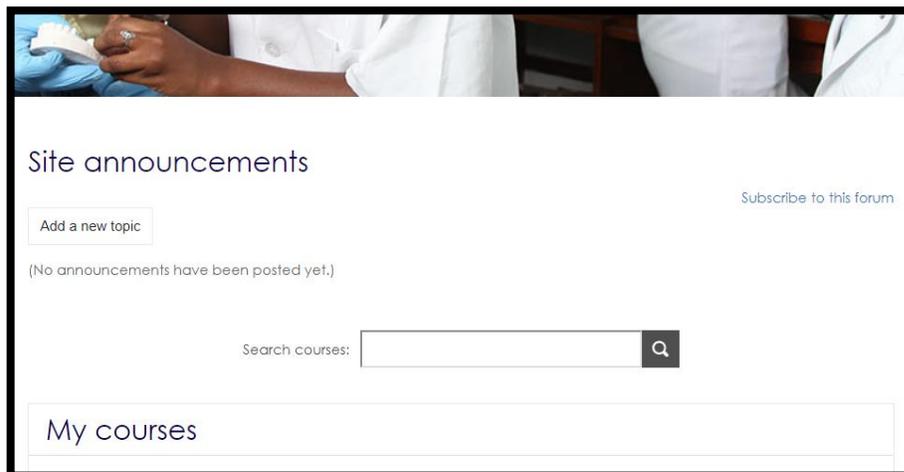


Figure 2 - Module search in UTechOnline

- ✓ Edit your profile in the top right hand corner to include your picture and other personalized details