



First-time learners to BeADisciple – What You Need to Know

As a first-time learner with BeADisciple.com, welcome! We're so pleased to be able to serve your online learning needs. Here are some things you need to know:

- BeADisciple online courses are held in a software called Blackboard Learn. This allows each participant to log in at the time of day which works best for their own schedule, while still allowing for interaction with other participants and the course instructor on a daily basis.
- We recommend planning on one hour of work per day in the course site, but you pick the hour that best fits your schedule.
- Participants start on the same day, move through materials together, and end on approximately the same day (although most instructors are flexible by a few days to allow as many to complete as possible.) The dates of your course are important; be sure to write them on your calendar so you won't miss your course!
- You should receive an email on the morning the course is scheduled to open which welcomes you to the course. Login instructions for first-time learners will be attached as a .pdf to that email. Courses will be open by noon Central time on the scheduled start day. *Please allow until noon Central time for the day's courses to be opened*, and check your spam/junk folder first if you don't see your welcome email by noon Central. If it's not in your spam or junk folders, then email us at beadisciple.com@sckans.edu.
- The first time you take a course with us, a brand-new Blackboard account will be created in our system just for you. Think of this like your key to the school building. Your username will be the email address you gave us when you registered and paid for the course. Your password will begin as a generic password which you are encouraged to change when you first login. (Instructions for changing your password will be in the email with initial instructions.) When you return to take other courses with BeADisciple.com

later, you'll use that same "key" username and password combination to log in to Blackboard, so don't lose it!

- If you have to miss a day in your course, then the work can typically be made up with a little extra time the next day.
- Some courses schedule live meeting times. If live sessions are part of the course, then the days/times are either in the course description or are set with participant input once a course begins. Regardless, live meetings are almost always "optional" and extra opportunities for learning. Instructions for logging into the live sessions will be given inside the course site.
- Some courses require an additional book purchase. Please re-read the course description for your course if you are unsure.
- Refunds are given upon request up until five days before a course is scheduled to begin. This allows us time to try to fill the vacated spot. Refunds are not granted after this time.
- If you have technical issues with the software once a course begins, email beadisciple.com@sckans.edu for help.
- If you have questions about assignments once a course begins, then you may email your instructor directly to ask questions for clarification.

If you have further questions, be sure to ask, or read through our [Frequently Asked Questions page](#). And again, welcome to BeADisciple!