



DISCOVER THE WORLD OF COMMUNICATION  
**ONLINE STUDENTS**  
**WELCOME**  
**PACKET** **2021**

**June 1-July 15**  
**SESSION ONE**

**Class Begins:**  
Tuesday, June 1

**July 15-August 15**  
**SESSION TWO**

**Class Begins:**  
Thursday, July 15

**EMAIL ALL FORMS BY JUNE 1 TO:**

Email: [audiscover@american.edu](mailto:audiscover@american.edu)  
Phone: 202-885-2098  
Fax: 202-885-2019  
Website: [audiscover.org](http://audiscover.org)

American University  
Discover the World of Communication  
School of Communication, McKinley 237  
4400 Massachusetts Ave, NW  
Washington, DC 20016-8017



Dear DWC Online Student,

Welcome to American University, we are excited to have you participate in DWC Online. You will be able to explore the many facets of communication from creating a film to becoming a better public speaker; from wherever you are in the world. There are a few things that will need to happen to make everything run smoothly.

Please save this letter. It contains information you will need to have:

- Information about registration
- Information on your AU ID
- How to access Blackboard
- A release form

### **Registration**

Now that you have registered and paid for the DWC Online Course(s), here is what we are doing before you will be able to begin your class:

1. Your AU ID is created
2. You are officially registered by Students Accounts
3. Your account is created, this allows you to access your AU email and Blackboard.
4. Your AU ID, username and password are sent to you

### **Your AU ID**

We have taken the information provided to us by you in your registration to be able to create your AU ID number. The AU ID is a 7-digit number that is your unique identification within the AU computer system. You will need this to request a transcript (if taking a course for college credit), access the library, and receive help from the Help Desk. DWC staff will provide you with your AU ID before the start of the program. Please write it down so you don't forget it. If you do misplace or forget it, contact us at [audiscover@american.edu](mailto:audiscover@american.edu) and we can send it to you.

### **Your Student Account**

After Student Accounts has registered you, you will receive an email with your AU ID, username and password. You will use this username and password to log into your American University email as well as Blackboard.

You will receive detailed instructions on how to change your password and access Blackboard once your account has been created.

If you have technical questions, including a problem with your password or are unable to log in, you may contact the AU Help Desk at 202-885-2550 or

helpdesk@american.edu. The best time to call the Help Desk is Monday-Friday, 9 am to 5 pm EDT. Tell them you are a Discover the World of Communication Online student participating in the AU SOC Discover the World of Communication Online program and they will be able to assist you.

### Accessing Blackboard

American University students and professors take advantage of the Blackboard e-Education platform, a unique electronic classroom designed to transform the internet into a powerful learning environment. All class documents and readings are posted on the Blackboard site, and you will turn in your final assignments to the Blackboard site. To access your class Blackboard site, go to [blackboard.american.edu](http://blackboard.american.edu) and log in. Your course should automatically appear on your screen. Click on your class to access all the material your professor has put online for you.

1. To access your course on American University's electronic Blackboard platform go to: [blackboard.american.edu](http://blackboard.american.edu)

2. When logging on to Blackboard, please be sure to use this format: [username@american.edu](mailto:username@american.edu). *(Discover the World of Communication will send this information before the course begins. If you didn't receive it, please check your spam folder and if it is not there, email us at [audiscover@american.edu](mailto:audiscover@american.edu))*

3. Once you're in Blackboard, you will see your course(s) in the upper right-hand corner of the screen. If you forgot your password you can reset it here: <https://my.american.edu/content3.cfm?load=apps/tech/questionReset/acctForgotPass1.cfm>

**4. IMPORTANT! Please forward your AU email to an account that you regularly monitor.** Directions for Forwarding your AU Email to your email account:

AU runs its student email through Gmail. To forward your email from AU-Gmail to another address, log into <http://mail.student.american.edu> and click on "Settings" and then "Forwarding and POP/IMAP." There, you can click "add a forwarding address" and will be asked to enter a verification code from an email sent to the forwarding address. After this is done, all emails sent to your AU-Gmail account will be forwarded to your personal account.

**For questions regarding Blackboard, please call 202-885-3904 or email [blackboard@american.edu](mailto:blackboard@american.edu)**

## **FREQUENTLY ASKED QUESTIONS: FAQ's (Keep a copy of these, as you may need them in the future)**

### **What's my AU ID?**

Your AU ID number is a 7-digit number that is your unique identification within the AU computer system. You will need this to request a transcript, access the library, and receive help from the Help Desk. DWC staff will provide you with your AU ID before the start of the program. Please write it down so you don't forget it. If you misplace or forget it, contact us at [audiscover@american.edu](mailto:audiscover@american.edu) and we can send it to you.

### **What is my Username and Password?**

Your username is used to access all American University computer systems. DWC staff sent your username and password. Please write them down so you don't forget them.

### **I forgot my password! What do I do?**

If you forgot your password you can reset it here: <https://my.american.edu/content3.cfm?load=apps/tech/questionReset/acctForgotPass1.cfm>

### **Do I have AU Email?**

As an AU student, you will be assigned an AU email address. To check your AU email, log in to <http://mail.student.american.edu> using your username and password. To ensure that you don't miss any important emails from us and to fully participate in the Blackboard site, you should forward your AU email to an email account you regularly check.

### **Forwarding your AU Email?**

AU runs its student email through Gmail. To forward your email from AU-Gmail to another address, log into <http://mail.student.american.edu> and click on "Settings" and then "Forwarding and POP/IMAP." There, you can click "add a forwarding address" and will be asked to enter a verification code from an email sent to the forwarding address. After this is done, all emails sent to your AU-Gmail account will be forwarded to your personal account.

### **What is [myau.american.edu](http://myau.american.edu)?**

This is the University's main student web portal. From here, you can access a host of student services. Use your login and password to log in to the portal. Once you log in, personalized menus will appear that will allow you to change the settings on all your AU accounts.

### **What is Blackboard?**

American University students and professors take advantage of the Blackboard e-Education platform, a unique electronic classroom designed to transform the internet into a powerful learning environment. All class documents and readings are posted on the Blackboard site, and you will turn in your final assignments to the Blackboard site. To access your class Blackboard site, go to [blackboard.american.edu](https://blackboard.american.edu) and log in.

**Note: To log in to Blackboard use this format for your**

**username: username@american.edu.** Your course should automatically appear on your screen. Click on your class to access all the material your professor has put online for you.

### **Can I access the AU Library electronic resources?**

As a student, you have access to the AU Library and ALADIN, its collection of on-line databases. This is a tremendous resource for you as you complete your course assignments. To access the library, visit <https://www.american.edu/library/>

### **Need help?**

For general assistance from AU Discover the World of Communication email us at [audiscover@american.edu](mailto:audiscover@american.edu). If you have technical questions, including a problem with your password or are unable to log in, you may contact the AU Help Desk at 202-885-2550 or [helpdesk@american.edu](mailto:helpdesk@american.edu). The best time to call the Help Desk is Monday-Friday, 9 am to 5 pm EDT. Tell them you are a Discover the World of Communication Online student participating in the AU SOC Discover the World of Communication Online program and they will be able to assist you. They will ask you a few questions to confirm your identity before resetting your password. For questions regarding Blackboard, please call 202-885-3904 or email [blackboard@american.edu](mailto:blackboard@american.edu)



# AMERICAN UNIVERSITY DISCOVER THE WORLD OF COMMUNICATION RELEASE FORM:

The following agreement is intended to protect all participants and personnel involved in the American University Discover the World of Communication ("Program"). To participate in the Program, all participants, and a parent or legal guardian of any participant under the age of eighteen (18) years, must sign and return this form to American University ("University") prior to the beginning of the Program.

Program Conditions and Rules: In signing this Agreement, I agree and/or represent that:

1. I understand that I am expected to follow the directions of the Program Supervisor;
2. I will conduct myself in a safe and prudent manner while participating in this Program;
3. The University may take photographs and make other recordings of me during the Program. I consent to the use of my name and these photographs and recordings, without compensation, in any promotional materials and publications related to the educational activities of American University.
4. I understand that if I do not comply with these rules or otherwise conduct myself in a responsible manner, American University ("University") may remove me from the Program. And I will be sent home at my own cost.

Fitness to Participate and Emergency Medical Treatment: 1) I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted by or under the auspices of American University; 2) I represent to American University that there are no health-related reasons or other problems of which I am aware that preclude or restrict me from participating in this Program, and 3) I hereby authorize the University to secure necessary emergency medical treatment in the event of injury or illness while participating in the Program.

Assumption of Risk: I understand that participation in the Program is voluntary. I understand that the Program is to be held on campus and will have field trips to off-campus activities around the DC Metro area and acknowledge that there are risks associated with traveling off campus and participating in the Program. Understanding these risks, I agree that I am knowingly and voluntarily assuming them.

General Release: In consideration of American University for allowing me to participate in the Program, for myself and my legal guardian or other representatives, I agree to indemnify and hold harmless American University, its trustees, officers, employees, faculty, agents, and co-sponsoring institutions and their agent(s) from and against any blame and liability for any inconvenience, injury, death, loss to person or property, or any other damage of any kind whatsoever, which may result from or be connected in any way to my participation in the Program or in transit to or from the Program.

I and my Legal Guardian (if applicable) have read and understood all the provisions in this Release Agreement. I and my Legal Guardian (if applicable) agree to be bound by all terms of this Agreement, as indicated by our signatures below.

If Participant is under the age of eighteen (18), signature of parent or legal guardian is required.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Legal Guardian's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian's Signature

\_\_\_\_\_  
Date