

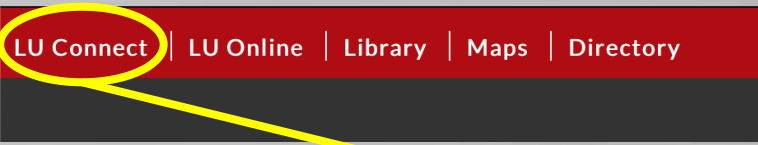
COMMON FACE 2 FACE QUESTIONS

- How do I sign into LU Connect (Blackboard)?
- How do I submit a face 2 face (F2F) course?
- How do I amend or cancel a face 2 face course?
- How do I know what I have submitted and the status of my requests?
- Who do I contact if I have questions related to F2F courses?



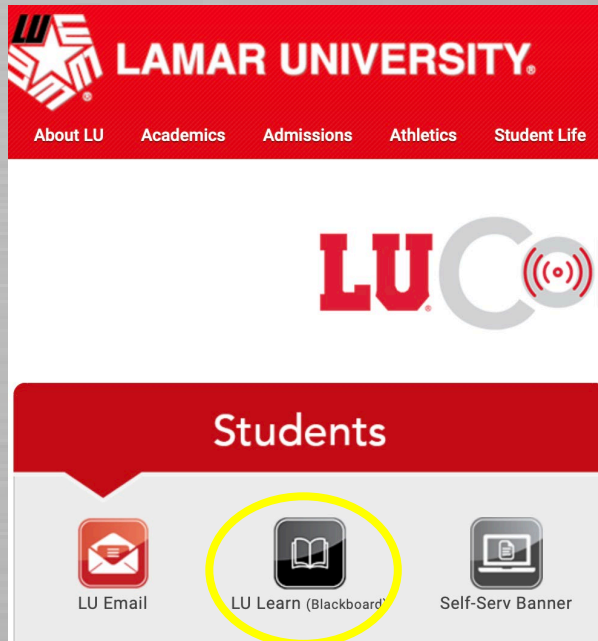
LU CONNECT HELP

(BLACKBOARD)



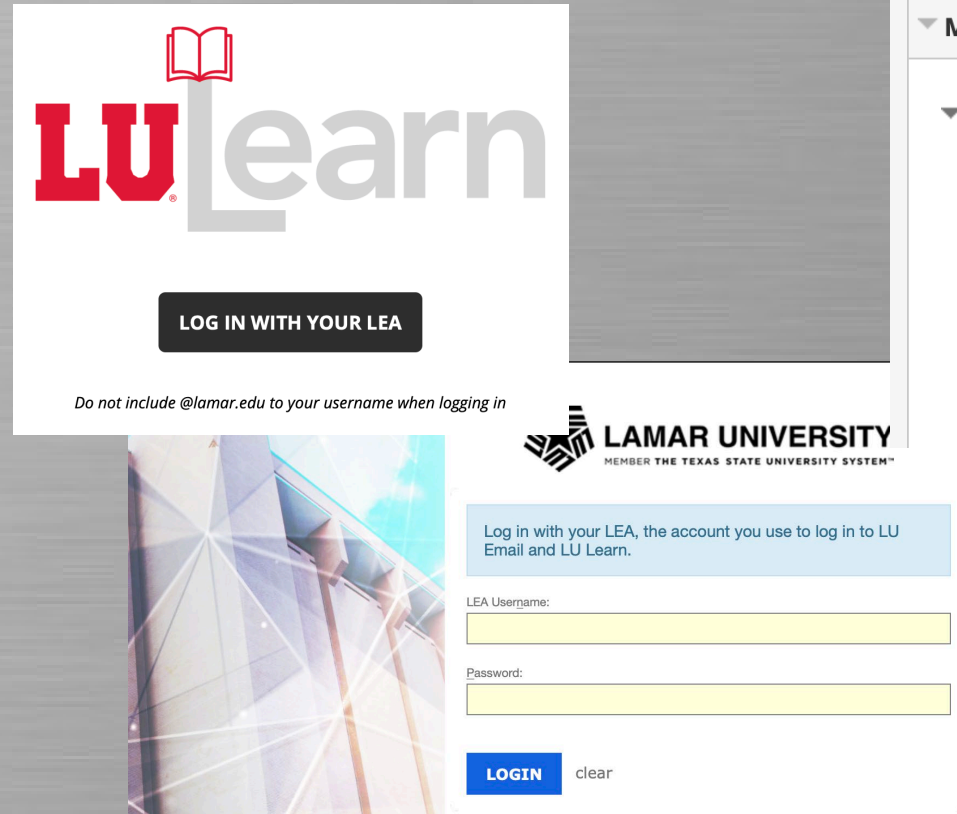
Step 1

From the LU home screen select the LU Connect link in the top left corner.



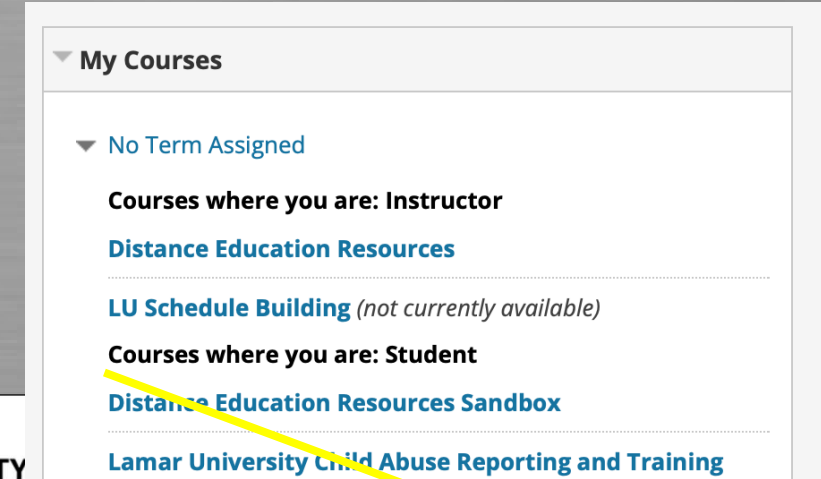
Step 2

Select the LU Learn (Blackboard) Icon found under students or faculty/staff



Step 3

Log in using your LEA Username and Password



Step 4

Under the "Courses where you are: Student" find "LU SCHEDULE BUILDING"



Commonly Asked Questions



HOW DO I SUBMIT A FACE 2 FACE (F2F) COURSE?

- 1) Sign into your LU Learn account ([Help](#))
- 2) Find the course “LU Schedule Building”
- 3) Click the F2F link and find the “Forms”
- 4) Click the “Course Build Request Form”
- 5) Fill out all required fields.
- 6) Once complete, it will be submitted to the college business manager, then to the registrars office who will build it in banner.
- 7) You will receive notification when it has completed the workflow process via email.

F2F

Other

Online

Home



Commonly Asked Questions



HOW DO I AMEND OR CANCEL A FACE 2 FACE COURSE?

- 1) Sign into your LU Learn account ([Help](#))
- 2) Find the course “LU Schedule Building”
- 3) Click the F2F link and find the “Forms”
- 4) Click the “Campus Schedule Amendment Form”
- 5) Fill out all required fields.
- 6) Once complete, it will be submitted to the college business manager, then to the registrars office who will make the adjustments or cancel the course.
- 7) You will receive notification when it has completed the workflow process via email.

F2F

Other

Online

Home



Commonly Asked Questions



HOW DO I KNOW WHAT I HAVE SUBMITTED AND THE STATUS OF MY REQUESTS?

- 1) Sign into your LU Learn account ([Help](#))
- 2) Find the course “LU Schedule Building”
- 3) Click the F2F link and find the “Reports”
- 4) These reports will show you your complete submission and approval workflow status including comments and changes.

F2F

Other

Online

Home



Send all questions or concerns about F2F courses to

Scheduling@lamar.edu

F2F CONTACT INFORMATION

