

Frequently Asked Questions – last updated 3/17/17

Click the link below for questions related to:

[Course](#)

[Exams](#)

[Email](#)

Course-related questions

How do I contact my TA for the course?

Contact your TA via email or phone. Check your course homepage for office hours (times when your TA is available).

1. If you have the mail program in your browser set up, click the “Email TA Name” link on the course homepage. This link may not work if you have not set up your mail program.
2. Use the course email provided on your course homepage.
3. Reply to one of the Sunday Night emails sent out by the TA
4. See the contact information on the last page of the Student Program Agreement.

How do I log in to watch lecture videos?

UserID: ostudent

Password: Saluki1!

How do I submit a paper?

1. Click on the Submission link on left menu (the name varies by course: Minicase, Reflection Paper, Paper Submission, etc)
2. Click “Upload” (or “Browse” depending on the browser you are using) and find your document
3. Click “Submit to DropBox”
4. If you do not receive an email (almost immediately) confirming that your file has been successfully submitted, you should resubmit the file.

OR

1. Click on “DropBox” on top Navigation Bar
2. Click on the Module link or Submission link you need
3. Click the “Add a File” button in middle of page
4. Click “Upload” to browse for your file and click the “Add “ button in lower left
5. Click the “Submit” button in lower left
6. If you do not receive an email (almost immediately) confirming that your file has been successfully submitted, you should resubmit the file.
7. Click “Done” (or “View History” or “Upload More Files”)

How do I see files that I have submitted?

1. Click on “DropBox” on Navigation bar
2. Under the “Feedback” column, click “View” for the submission you want to retrieve.

3. Your submissions will be listed.

How do I retrieve a graded paper?

1. Click on “DropBox” on Navigation bar
2. Under the “Feedback” column, click “View” for the submission you want to retrieve
3. Under “Feedback,” click on the link to open graded paper.
4. Click “Done”

How do I post a response to the original discussion question? 4 steps:

Step 1: Access your *discussion question* either through the “Discussions” link on the top navigation bar, the side collapsible menu, or link on module content (if available).

Step 2: Click the title link, not the “Start a New Thread button.” NOTE: be sure you are selecting the post authored by the course TA.

Module 8: Discussion 2 ▾

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🕒 Available after Monday, July 1, 2013 12:01 AM CDT

Start a New Thread

Filter by: Unread Flagged Drafts Sort by: Newest Thread ▾

Human Resources and Success in Small Business ▾
MGMT350 TA posted Apr 22, 2013 8:08 AM ⚡ ☆ Subscribe

In 100 words or less, answer the following: If you were a small business owner, which of the 4 bottom line measures would be most important to you? Be sure to explain why the one selected would be important to you. Do you think this can change over time? Why?

13 Unread Replies 13 Replies 0 Views

Authored by the course TA.

Step 3: Click “Reply to Thread”

Human Resources and Success in Small Business ▾

Created by MGMT350 TA on Apr 22, 2013 8:08 AM ⚡ ☆ Subscribe

In 100 words or less, answer the following: If you were a small business owner, which of the 4 bottom line measures would be most important to you? Be sure to explain why the one selected would be important to you. Do you think this can change over time? Why?

Reply to Thread

Filter by: Unread Flagged Show: Threaded ▾

Step 4: Enter your response, check your spelling, and then click “Post.”

Small Business Environment and Idea Developr

<<< Replied to post below >>>
Authored by: MGMT350 TA
Authored on: Apr 18, 2013 1:43 PM
Subject: Small Business Environment and Idea Development

In 100 words or less, identify and discuss two (2) different ways in which an organization can stay innovative. Also, why do you think some organizations lose their competitive edge as the business grows?

Subscribe to this thread

> Add Attachments

Post Cancel

Spell checker

How do I post a response to another student’s post?

Follow steps 1-2 above (how to post to the original question).

Step 3: Scroll and read to find the post to which you want to reply.

Step 4: Click “Reply” on the student’s post to which you want to Reply

Filter by: Unread Flagged Show: Threaded

Ann Pearson
Posted just now

I think family is the most important. Many things can happen in one's life that you have no control over. Family remains forever. People an take from you your material belongings through debt, court cases, etc. They cannot take family. Family members cultivate their own values/goals/etc and may wander away from time to time. Family members' actions may affect choices in the short term; but over time, family is constant.

<<< Replied to post below >>>
Authored by: MGMT350 TA
Authored on: Apr 22, 2013 8:08 AM
Subject: Human Resources and Success in Small Business

In 100 words or less, answer the following: If you were a small business owner, which of the 4 bottom line measures would be most important to you? Be sure to explain why the one selected would be important to you. Do you think this can change over time? Why?

Reply

Step 5: enter your response, use the spell checker, and then click “Post” (see Step 4 above in responding to original question).

How do I stop the emails notifications for every discussion post?

1. Login to online.business.siu.edu
2. In the top-right corner of the gray navigation bar click where your name/picture appears and select the “Notifications” option
3. Scroll down to the heading titled “Instant Notifications”
4. Uncheck the checkmark under the ‘Email’ category from the “Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications” section
5. Click “Save.”

Why doesn't the .pdf file open?

You need to download Adobe Reader: <http://get.adobe.com/reader/>

How can I find my final grade on Salukinet?

1. On Salukinet, enter “grades” in the search
2. Select “View your grades and Academic Standing”

Exam-related Questions

Can I review results of a practice exam?

Depending on the course, you may be able to see the results of a practice exam immediately after submission of the exam. Otherwise:

To view the exam at a later time:

1. Click on “Exams” on the navigation bar.
2. Click on the down arrow next to the exam name.
3. Click “Submissions”
4. Click on “Attempt x”
5. Click “Close”

How can I tell my exam has been submitted?

1. Click on “Exams” on the navigation bar.
2. Click on the down arrow next to the exam name.
3. Click “Submissions”
4. Click “Attempt X”
5. You should see a message that your exam has been submitted successfully.
6. Click “Close”

Email-related Questions

Why do I need an siu.edu email account?

1. You will stay current in the information pertinent to your course and this program. Your siu email account is the main communication channel between you and your TA or program manager.
2. You will receive campus-wide e-mails
3. We know that/when the e-mail system is working
4. We know what types of documents we can attach to an e-mail

How do I forward my e-mail from my siu.edu account to another e-mail account

Go to: <http://helpdesk.siu.edu/office365>

See the links in the "Office 365 Email Information" box

HOWTO: Forward Email in Office 365.