

Safeguards

Password Protected Access

In order to access the Learning Management System or the Content Delivery System a user must sign in with a unique assigned username and password. All passwords require three of the four elements of strong passwords:

- 1) Capital letters
- 2) Lowercase letters
- 3) Numbers
- 4) Symbols

Screening Links

At times, students may need to access external links. These links are chosen, screened, and updated by the course instructor. All information is evaluated by the course instructor for quality by using the following questions:

- 1) Is the source an expert?
- 2) Is the information current?
- 3) Is the information complete?
- 4) Is the information accurate?
- 5) Is the information biased?

Furthermore, in addition to the quality questions, the course instructor uses the following questions to evaluate websites:

- 1) On what type of Internet provider or organization does the page reside? (i.e., government agency, educational Institution, business/company, association, news bureau, or personal)
- 2) Date of Production/Revision: When was the web page produced? When was the website revised? Are the links still viable?
- 3) What kind of advertisements, if any, are on the webpage? Where do the links on the page go?

When a link is no longer valid, students will report the problem to the instructor, who will update, replace, or remove the link.

Technical Issues

A student may report any technical issues to the course instructor or the technical support team either by email, messaging, or phone call. If the instructor is unable to easily solve the technical problem, the instructor will immediately turn the problem over to the technical

support team to resolve. The technical support team will solve the problem and report back to the person who reported the problem.