Hello MBA670 Students,

Welcome to MBA670, Operations Management. I am Dr. Jerz and I will be your instructor for the upcoming MBA670 course.

This is my first (and the longest) email that you get from me. **Please read it carefully**. I am sending this email to all the email addresses that are on Beeline for you, so you might get more than one from me. I will make adjustments as soon as you finish my "Student Survey" (on Moodle).

This semester, I will be offering our course **online**. I use an asynchronous delivery model, which means that you will not need to be behind your computer at any particular time. You can work through the materials at somewhat your own pace; however, all activities have due dates that cannot be missed.

The syllabus can be found at http://www.rjerz.com/c/opsmgt/MBA670/MBA670_Syllabus.html. The textbook (shown on the syllabus) is in our SAU bookstore. On the syllabus, click the "Course Calendar" link (near the top) to view what we will be covering, and when, this semester. Please notice on this "Course Calendar" webpage that I have a small Pre-Course assignment for you to do before our first week. This assignment and most other course resources are found on my Moodle link at http://www.rjerz.com/moodle/, which is also on the shown on the tops of my syllabus webpage. The Pre-Course assignment is there to make sure you do not have any problems and are ready to go on the first week.

When you get to Moodle, click on the Operations Management - MBA670-S16 Online course (see the attached graphic). Then you will need to "Create a new account" (right-bottom button). This should be a simple process (read and do the seven simple steps shown, or follow my video at this link . By the way, you can create any login id and password that you will remember as long as the password contains at least 8 characters and one number. It does not have to match your SAU login. After you create your account you will get your confirmation email with a URL to copy and paste into your browser, then you can then access the course with the following enrollment key "**opsmaneg32**" (case sensitive). Let me know if you have any problems. This version of Moodle is still a little new to me, so your feedback is very important. I think you will enjoy using Moodle. Please do not contact SAU's Information Technology staff with any questions you might have about Moodle, my webpages or the course because they do not manage my content and cannot help you.

I make nearly all the course resources available to you in Moodle. Once you are logged into Moodle, you can see these resources and try some of them. Don't worry, you can't break anything nor affect your grade, yet. Chapter 1 and Chapter 2 materials will be available to you soon. We will be covering these chapters the first week.

I usually prefer using email whenever possible.

Please let me know if you ever have any questions or if something on my website is not working for you.

I look forward to seeing you soon (virtually.)

Sincerely,

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