

Distance Education 101

Survival Guide for New Online Students

Are you ready to go the distance?



Determination!

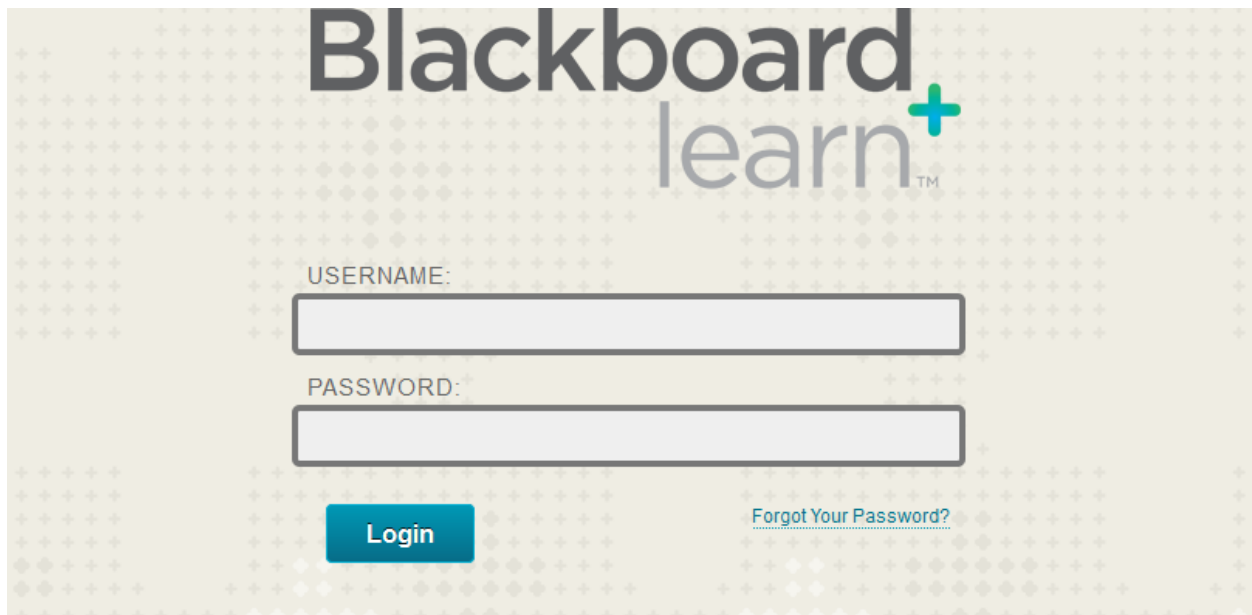
Success!

BLACKBOARD LEARN

LEARNING MANAGEMENT SYSTEM (LMS)

Blackboard Learn (also known as Learn) is a course management system that you may use in a traditional face-to-face class, as well as online classes.

You can access Learn from the Student Intranet student.luzerne.edu, or directly at learn.luzerne.edu.

The image shows the Blackboard Learn login interface. At the top, the text "Blackboard learn" is displayed in a large, dark font, with a green plus sign to the right of "learn" and a small "TM" trademark symbol. Below the logo, there are two input fields: the first is labeled "USERNAME:" and the second is labeled "PASSWORD:". Below the password field, there is a blue "Login" button and a blue link that says "Forgot Your Password?". The background of the login area is a light beige color with a pattern of small, light-colored plus signs.

Learn User Name and Password

(Tuesday, September 2, 2014)

Your Username and initial Password are both your first/last name initials followed by your 7-digit student ID number. For example, if your student ID number was 0987654 and your name was John Doe, your Learn Username and Password would be jd0987654. If you used Learn in the past, your password is whatever you changed it to then.

If the above does not work, please try using lc (ell-see) followed by your student ID number as your password only, not your username. Your account may have been created in a prior semester for a course that planned to use Blackboard Learn, and the old password is still being used.

After you log into Learn for the first time, be sure to change your password.

Directions for changing your password in Learn:

Course Email!

(Monday, September 1, 2014)

Please make sure you have a valid email address registered in Learn. Otherwise, your instructors will not be able to communicate with you individually.

1. Click on your name at the top right of the screen.
2. A menu will drop down. Click on the Settings link at the bottom of the menu.
3. Click on the Personal Information link.
4. Click on the Edit Personal Information link.
5. Enter or change your email address, if necessary.
6. Click the Submit button.

Help for using Blackboard Learn 9.1

(Wednesday, January 18, 2012)

Blackboard provides a number of very informative videos for you to learn how to use various tools in this system. You can access those videos here:

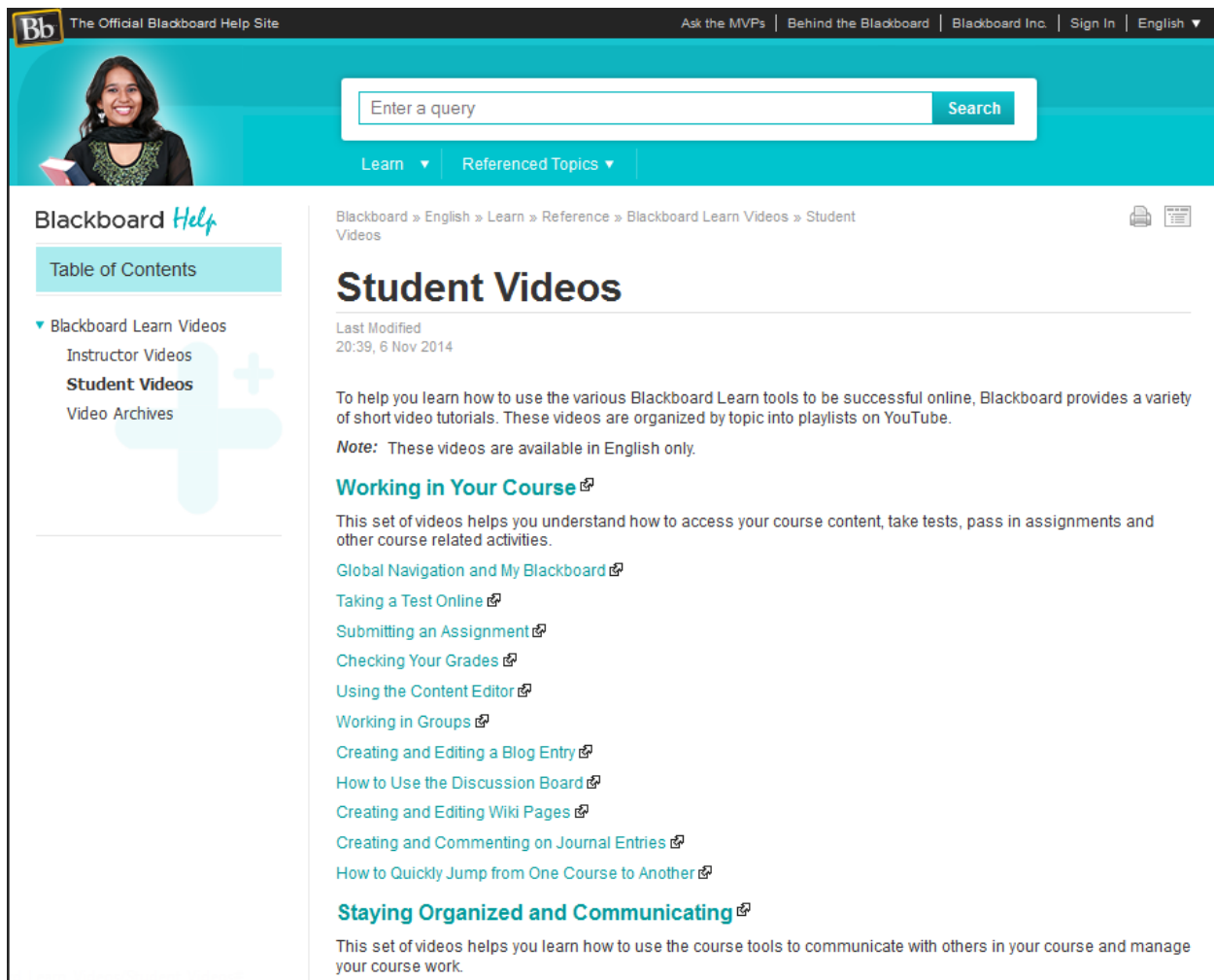
<http://ondemand.blackboard.com/students.htm>

You can log into Learn to change your password approximately three days before the first day of the semester. **Please note, your classes will not show up or be available until the first day of the semester.**

How do I learn how to use Blackboard Learn?

Prepare ahead of time by viewing tutorials in Blackboard Learn, attend a Distance Education Information Session and/or Distance Education Orientation. Tutorials can be accessed via the Distance Education webpages or at:

https://help.blackboard.com/en-us/Learn/Reference/Blackboard_Learn_Videos/Student_Videos



The screenshot shows the Blackboard Help Site interface. At the top, there is a navigation bar with the Blackboard logo, the text "The Official Blackboard Help Site", and links for "Ask the MVPs", "Behind the Blackboard", "Blackboard Inc.", "Sign In", and "English". Below this is a teal header with a search bar containing the text "Enter a query" and a "Search" button. A navigation menu includes "Learn" and "Referenced Topics". The main content area features the "Blackboard Help" logo and a "Table of Contents" section with links for "Blackboard Learn Videos", "Instructor Videos", "Student Videos" (highlighted), and "Video Archives". The "Student Videos" section is titled "Student Videos" and includes a "Last Modified" date of "20:39, 6 Nov 2014". The text explains that these videos help users learn how to use Blackboard Learn tools. A "Note" states that the videos are available in English only. Two main categories are listed: "Working in Your Course" and "Staying Organized and Communicating", each with a list of video topics and external links.

Blackboard Help

Table of Contents

- Blackboard Learn Videos
 - Instructor Videos
 - Student Videos**
 - Video Archives

Blackboard » English » Learn » Reference » Blackboard Learn Videos » Student Videos

Student Videos

Last Modified
20:39, 6 Nov 2014

To help you learn how to use the various Blackboard Learn tools to be successful online, Blackboard provides a variety of short video tutorials. These videos are organized by topic into playlists on YouTube.

Note: These videos are available in English only.

Working in Your Course

This set of videos helps you understand how to access your course content, take tests, pass in assignments and other course related activities.

- [Global Navigation and My Blackboard](#)
- [Taking a Test Online](#)
- [Submitting an Assignment](#)
- [Checking Your Grades](#)
- [Using the Content Editor](#)
- [Working in Groups](#)
- [Creating and Editing a Blog Entry](#)
- [How to Use the Discussion Board](#)
- [Creating and Editing Wiki Pages](#)
- [Creating and Commenting on Journal Entries](#)
- [How to Quickly Jump from One Course to Another](#)

Staying Organized and Communicating

This set of videos helps you learn how to use the course tools to communicate with others in your course and manage your course work.

Learning Platforms

What is a learning platform?

In addition to Learn, your instructor may use different Learning Platforms for assignments and test taking. For instance, MyMath Lab is a Learning Platform used by math courses in both online classes and face-to-face classes. These Learning Platforms are accessed through the publisher websites and require an **access code and course ID**.

Access codes can be purchased with your textbook or purchased separately from the publisher website. **Course IDs** are provided from your instructor. Instructors will email you your Course ID just before the start of the semester, or provide the Course ID within Learn.

How Do I know what learning platform/publisher my course uses?

LCCC uses:

Pearson: MyLabs <http://pearsonmylabandmastering.com>

MyMathLab: MAT 050,060,101,105,109,110,121,140,151

MyStatLab: MAT 107

MyITLab: CIS 110

MySocLab: SOC 217

MyVirtualChild: PSY 217

MyFamilyLab: SOC 217

MyAccountingLab: ACC 111,112

McGraw Hill Connect: <http://connect.customer.mheducation.com/student-start/>

ACC 211,215

BUS 201,229,231,261

BUS 262

CIS 170

ECO 151, 152

PSY 103

Cengage: <http://www.cengage.com/us/>

ACC 214

BUS 101,209,248,251

Pearson Mastering for Blackboard:

BIO 135, BIO 251

BUS 107

Miscellaneous:

HPE 115 : <http://www.activeliving.info>

HPE 244: <http://www.asep.com>

Course information and Course materials can all be accessed from the Distance Education website.

1. Go to student.luzerne.edu (Student Intranet)
2. Under Menu Selections, choose Distance Education
3. Choose View Courses (Course Information)
4. Choose the semester



Navigation menu: About, Admissions, Academics, Class Listings, Student Life, Support Services

CLASS LISTINGS / COURSE INFORMATION

Fall Session - 2014
Spring Session - 2015
Location Descriptions

Class Listings for all 'Distance Education Courses' for the Fall Session - 2014

Course prerequisites are required for many courses. Please check the College Catalog and verify that you meet the course prerequisites prior to registering. If you have any questions, please see your counselor or academic advisor.

Please Note: Section numbers for online courses have the designation number of 701 (702) (703).

Hybrid Courses have the section designation as 7H1 or 7H2. A hybrid course is a combination of online course work and traditional classroom lecture/lab.

Registration for out-of-state students taking online courses will be addressed on a case-by-case basis.

A | B | C | E | F | H | J | M | O | P | S

Desc	ACC-111-701	Principles of Accounting I, 3 Cr.	Instr: Anthony Dellarte	Seat(s) Avail: 6	
Loc	Bld	Room	Day(s)	Date(s)	Time(s)
MC-N				09/02/14-12/19/14	-
Textbook Title/Edition: Accounting/Tenth Textbook Author(s): Horgren Textbook Publisher: Pearson Textbook Different From Last Semester? No Course Management System: Learn Access Code: Yes Access Code Type: Bundled with Textbook and Sold Separately Provides Access To/For: - Publisher Web Site (www.pearson.com) Technical Support: www.pearson.com Recommended Browser/Plug-Ins: Click here Software Requirements: On Campus Requirements: No Other Special Requirements:					

For example: The Publisher Web Site for Pearson is www.pearson.com. This is where you will register your access code and course ID to begin using MyAccountingLab.

**What if my financial aid isn't finalized, can I still access my course materials?
Yes!**

Most publishers allow for a 14 day free trial called *"COURTESY ACCESS"*:

The screenshot shows the McGraw-Hill Connect website interface. At the top, there is a navigation bar with the following elements: the McGraw-Hill Connect logo, a search bar with the text 'Search', and a 'Sign In' button. Below the navigation bar, the page title is 'Get Started: Students'. The main content area is divided into two columns. The left column contains four sections: 'Sign In', 'Purchase Access', 'How to Register', and 'Courtesy Access'. The right column contains three sections: 'Student Features', 'LearnSmart Advantage for Students', and 'Student Ambassador Program'. At the bottom of the page, there is a dark teal banner with the text 'Get Connected Today' and a red 'GET STARTED' button.

connect What is Connect? Instructors ▾ Students ▾ Subjects Search Sign In

McGraw-Hill Connect /

Get Started: Students

Sign In: If you have already created a Connect account that is tied to your instructor's course, please click Sign In. If you have yet to register for your instructor's course, please click the "How to Register" link below.

Purchase Access: Learn how to buy access to a Connect course.

How to Register: Learn how to register for Connect if you have already purchased a code.

Courtesy Access: Connect's [Courtesy Access](#) program allows you to register in Connect before you purchase an access code. This program offers full access to your course (for 14 days) before you must purchase an access code. This option is helpful for those awaiting financial aid or a textbook in the bookstore, those who may drop the class and those who want to try the Connect Plus eBook before they buy.

If you are currently using Courtesy Access, be sure to upgrade to full access to Connect before the trial period expires to avoid any delays in completing your coursework. If your Courtesy Access period does expire, your work will be saved. Just login with the username and password you used to create your Connect account and choose to "purchase full Connect access here."

Student Features: Please click [here](#) to learn about how Connect can help you succeed.

LearnSmart Advantage for Students

Student Ambassador Program: Through this program, students will connect with faculty, peers and McGraw-Hill professionals to inform and educate them on many benefits the company offers. [Learn More.](#)

Technical Support: Please contact our Customer Experience Group with your technical questions about Connect.

Get Connected Today GET STARTED

**CONGRATULATIONS!
GET READY TO GO THE DISTANCE!**