



DISTANCE EDUCATION CENTER

Dear Distance Education Student,

Welcome to Spring Semester 2021 at Luzerne County Community College! You have registered for a challenging, but convenient way of meeting your educational goals at LCCC by selecting an online, hybrid, or virtual set of courses. Distance Education students such as yourself need to be disciplined, set instructional goals for themselves, and assess their own understanding of what they are learning. You will find that you will spend at least as much time on a distance education course as you do in a traditional classroom course (if not more), but it is time you spend when it fits your schedule.

To help you succeed in this learning environment, we have developed the following guidelines. It is very important that you complete these steps in the timeframe given so you are prepared to complete your Distance Education course(s). You can find detailed directions for completing these steps at www.luzerne.edu/distanceducation/; simply click on **Preparing for Online Classes** from the menu.

To Do Immediately:

- Make sure your computer is ready for you to complete your Distance Education course(s). Download and install a recommended browser, either Google Chrome or Mozilla Firefox. Make sure you have Adobe Reader installed as well.
- Create an LCCC student email and network account at <http://student.luzerne.edu> .

To Do List:

Find out what materials your course needs, including access codes, by going to <http://www.luzerne.edu/distanceducation> and selecting **Spring 2021 Classes**.

- Purchase your materials at the LCCC Bookstore at <https://www.bkstr.com/luzerneccstore/home>. **Be sure to select the online section when ordering.** Materials are usually available for purchase one to two weeks before the first day of classes. **Note: Home Delivery of textbooks is the only option currently available; orders cannot be picked up at the bookstore.** Watch your email for an announcement or check the bookstore webpage for updates.
- The College assumes no responsibility for textbooks or other materials, including access codes, purchased outside the College.

Blackboard Learn:

Log into Blackboard Learn 2 days prior to the first day of class at <http://learn.luzerne.edu> .

- **You will not see any classes listed before the semester starts. However, logging in early will allow us to help you solve any log in problems early so you are ready to start your classes as soon as they are available.**
- Your Username for Blackboard Learn is your first/last name initials (lowercase) followed by your 7-digit student ID number. For example, if your student ID number is 0987654 and your name is John Doe, your Learn Username would be jd0987654. If this is the first time you are using Learn, your password is the same as your Username.

To Do On the First Day of Classes - Check the class start date on your schedule!

- Log into Learn and make sure all your classes are listed.
- To access a course, click on its name.
- All distance education classes are different, but look for the following information:
 - Course Syllabus
 - Course Outline or Schedule
 - Course Requirements, such as quizzes, assignments, tests, discussions, etc.
- Many classes require you to complete additional work on another web site/learning platform. Follow the directions provided by your instructor for accessing and logging on to that site.
- Make sure you know how to contact the instructor, either by email or by telephone.

If you have any problems, please go to <https://www.luzerne.edu/distanceeducation/prepare.jsp> and review the information contained within the various links on the webpage. Many common questions can be answered by simply checking there. If you still have problems after checking this webpage, you can contact the following:

If you have trouble logging in to Learn or technical issues with your computer, contact our Help Desk:

helpdesk@luzerne.edu
1-800-377-5222 Ext.7711

If you have a question about Distance Education in general, contact the Distance Education Center:

distanceeducation@luzerne.edu
1-800-377-5222 Ext. 7335
<https://student.luzerne.edu/distanceeducation>