DISTANCE EDUCATION CENTER

Dear Distance Education Student,

Welcome to Spring semester 2024 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 course. Distance Education courses are accessed through the College learning management system, Blackboard Learn (https://learn.luzerne.edu/). Distance education course sections all begin with a '*7*' and are offered in several different modalities:

- *70x = fully-online (asynchronous)*, where all course instruction and learning activities are completed online
- *7Hx = hybrid*, where at least 20% of a course is conducted in-person at specified dates/times and the remainder is completed online
- *7Vx = virtual (synchronous)*, where all course instruction is completed via a live video conferencing platform at specified dates/times

Distance education courses utilize eTextbooks, online resources, and external publisher/course management system materials – all of which are available through the College Bookstore and are integrated into Blackboard Learn.

To help you succeed in this learning environment, we have developed the following guidelines. It is very important that you complete these steps in a timely manner. You can find detailed directions for completing these steps at https://www.luzerne.edu/distanceeducation/ ; simply click on *Preparing for Online Classes* from the menu.

Setup Computer/Accounts:
- 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,** and conduct a **Browser Check.** Make sure you have Adobe Reader installed as well.
- **Create an LCCC student email and network account** at https://www.luzerne.edu/accounts/ .

Find Course Materials:
Find out what materials your course needs, including eTextbooks and access codes, by going to https://www.luzerne.edu/distanceeducation/ , selecting *Spring 2024 Classes,* and scrolling to your section.

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- Purchase your materials at the LCCC Bookstore at https://www.bkstr.com/luzerneccestore/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. Watch your email for an announcement or check the bookstore webpage for updates.
- **If course materials are not indicated, contact your Instructor via email.**
- The College assumes no responsibility for textbooks or other materials, including access codes, purchased outside the College.

Test Blackboard Learn Account:

Login to Blackboard Learn 2 days prior to the first day of class at https://learn.luzerne.edu/ .

- 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**.
- **You will not be able to access any classes listed before the semester starts (*note the start date of your particular section*). However, logging in early will allow us to help you address any issues so you are ready to start your classes as soon as they are available.**

Login on First Day of Classes (*Check the class start date on your schedule!*):

- Login to Learn and make sure all your distance education classes are listed.
- To access a course, click on its name or picture.
- All distance education classes are slightly 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 that site.
- Make sure you know how to contact the instructor, either by email or by telephone.

Make Adjustments to Learn Settings:

The new Blackboard Learn interface allows users to personalize settings for their Profile, Activity Stream, and Messages. For a quick look at how to do this, reference this short video on the Student Intranet: https://studentportal.luzerne.edu/learn/ . (**Note: Check that your LCCC student email address is listed with your Profile.**) Need more detailed assistance? Contact distanceeducation@luzerne.edu or 570-740-0335.

Experiencing technical problems? Contact our Help Desk at helpdesk@luzerne.edu or 1-800-377-5222 Ext.7711 (570-740-0711).

All information contained above is always available on the Student Intranet on the Distance Education page (https://studentportal.luzerne.edu/distanceeducation/).

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