

Welcome to CCM 2019 Fall Distance Education Courses!

IMPORTANT: YOU CAN NOT LOG ONTO BLACKBOARD UNTIL THE FIRST DAY OF THE TERM. YOU WILL GET AN ERROR MESSAGE

Although you have already registered, we encourage you to complete the [online quiz](#) to get an idea of your “chances for success” as an online student. **For an overview and introduction to Distance Education at CCM, please check out our online orientation modules, [THE 411 – LEARNING at CCM](#).**

SOME IMPORTANT POINTSTo ensure your course runs properly we recommend that you:

- Use Firefox or Google Chrome as your browser ([mozilla free download](#))
- Do not use Internet Explorer or Safari
- **The best way to determine your computers compatibility is to complete the [Browser Check](#).**
- Turn off all pop up blockers & allow 3rd party cookies (very important for taking tests)
- For more in information on the tools used, view [Blackboard Help](#). You may also check out these [videos](#) for additional help.

Lastly, be sure to check the online course listing [on the Distance Education home page](#) and Titans Direct to determine if your course has a required on campus meeting. Select Fall and note any comments/links provided. If you have course specific questions and an information page is not provided, you may check Titans Direct or email your professor at the link provided on the course list. You will also find [The Student Guide to Distance Learning \(accessible version\)](#) handbook here.

ONLINE TUTORING: [Smarthinking](#) – Free supplemental 24/7 on demand tutoring support and resources across a wide range of subjects is available. Online tutoring is an added supplemental support service to assist all CCM students, especially those who may only be taking virtual campus/online and/or hybrid courses or who may not have access to campus every day.

IMPORTANT – *You will get started on the first day of the term (check Titans Direct for term start date).* Your course(s) will not appear if you log on before the first day of the term and you will get an error message. You can access your course any time after 8am on the first day, unless otherwise noted. Hybrid students should log on to Blackboard the first day of the term (for the online portion and not wait until the first meeting time).

Go to – [Distance Education home page](#) (Please bookmark this address and note announcements!)

1. Click on “BB Login”
2. **On the first day of the term after 8AM:**
3. Enter your **UserName:** (*lastname.firstname*) (use lower case, no hyphens, apostrophes or spaces)
4. Enter your **Password:** FOR ALL STUDENTS passwords are ccm, followed by your seven-digit student identification number; **however, if you changed your password, you should continue to use that. You may [change your password](#).** Remember, do not share your password and be sure to keep it in a secure place.
5. Click on the course name to enter your “class”.

Getting books: You may purchase books in person at the CCM Bookstore or online at [CCM Bookstore](#). You will need your course number and section number. You must purchase the version of your book to support a distance education class and the edition that is required by your professor.

THERE’S AN APP FOR THAT!!! The [CCM Blackboard app](#) is available for both Apple and Android devices. Please note the app does not mirror the full-version of Blackboard that you access via the Internet.

Technical difficulties/Trouble logging on: Please contact 973-328-5332 or email vclearning@ccm.edu. Answers to most questions may be found at [Distance Education quick link](#).

PLEASE DO NOT FORGET If you do not pay your bill on time, you may be deleted from the course.