

STUDENT'S  
GUIDE to

DISTANCE  
EDUCATION

2022 – 2023  
COVID-19 Edition



COUNTY  
COLLEGE  
OF MORRIS



SCAN ME

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## WHAT YOU NEED TO KNOW

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## WHAT YOU NEED TO KNOW

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# COVID-19 INFORMATION

**COVID-19 UPDATE:** County College of Morris (CCM) is providing students with a number of options for how they can take their courses this semester so they can keep moving forward with their higher education. Currently, the college is enrolling students for the Spring and has built in a high level of flexibility to make it easier for you to pursue your goals during these challenging times. It also is implementing several health and safety measures, as per federal, state and local guidelines, to protect the well-being of the campus community.

**Stay up to date at the [COVID-19 Information & Resource Center](#)**

## COURSE OFFERING TYPES

Students enrolling this semester will be able to select courses that are being offered in one of the following formats:

**VIR Courses** are fully online courses, certificates, or programs designed to provide students quality distance education consistent with the Virtual Campus' mission statement. There is no on campus requirement. Read further about [Virtual Campus opportunities](#) at CCM.

**Online Courses** were designed to be taught in an online setting. Unless otherwise noted, online courses were developed to be taught without specific meeting times.

**Hybrid Courses** consist of a combination of traditional face-to-face instruction and remote or online sessions. This may include some on-campus labs with remote lecture, reduced in-classroom time or other instructional designs that meet the needs of the course materials. **The online portion begins the first day of the term, not the first meeting date.**



# COVID-19 INFORMATION

## TERM OPTIONS

Students enrolling this Spring also can select from several terms, ranging from 2-week to 15-week sessions. Students can search for courses and the format they prefer at <https://titansdirect.ccm.edu/Student/Courses/>

Use the Advanced Search feature to select one of the terms being offered this Spring.

## SPRING TERMS

| Term              | Start Date  | End Date    |
|-------------------|-------------|-------------|
| 15 Week           | January 19  | May 10      |
| Early 2-Week      | January 19  | February 1  |
| Early 7-Week      | January 19  | March 8     |
| Mid Start 2-Week  | February 2  | February 15 |
| 13 Week           | February 2  | May 10      |
| Late Start 2-Week | February 16 | March 1     |
| Late Start 7-Week | March 21    | May 7       |



WHAT YOU NEED TO KNOW

# BEFORE REGISTERING

## CCM VIRTUAL CAMPUS (more information on website)

...an all encompass experience without the need to access a physical campus, with a commitment to foster a “learning without borders” environment that provides opportunities for out students and faculty to engage in)

Learning about the global **C**ommunity.

**C**onnect your learning with real-world applications.

Gain **M**astery of the principles and skills needed for the workforce.

VIRTUAL CAMPUS COURSES (VIR) Fully online courses, certificates, or programs designed to provide students quality distance education consistent with the Virtual Campus’ mission statement. There is no on campus requirement. Read further about Virtual Campus opportunities or email [vclearning@ccm.edu](mailto:vclearning@ccm.edu) for additional information..



SCAN ME

# BEFORE REGISTERING

## BASIC INFORMATION: IS DISTANCE EDUCATION FOR YOU?

Learning online may be a new experience for you, but it is a method that is on the increase as we use the internet for education and the transmission of information. This exciting environment for the delivery of course material is not for everyone. Some students are more successful than others. Certain attitudes, study work habits, and skills are needed along with the flexibility to learn in a new environment. **Distance Education readiness quiz helps determine if Distance Education is for you.** Check out **The 411 - Learning at CCM** for additional information and an overview.

## IMPORTANT CONSIDERATIONS

- Do you feel comfortable with technology? Distance Education students must be able to use email, save and attach files, cut and paste from one document to another, and download software.
- Are you a mature learner? You will need to take responsibility for your own learning. This includes being able to plan your time and follow deadlines. It is your responsibility to carefully read all of the course instructions and materials in order to complete assignments as presented by your instructor.
- Can you devote the time needed? In many cases, an online course requires more time and commitment than a face to face course. You will need to devote at least 10 hours per week for a three credit course. Students should be logging into their course at least three times per week to be aware of any new assignments or instructions.
- Are you comfortable seeking assistance? Students may need to seek help from their instructor, the Virtual Campus office, or online support. All of these are available to every Distance Education student.

## REGISTERING FOR DISTANCE EDUCATION

- All processes are the same as if registering for a face-to-face course. Get admitted to the college by following instructions on admissions tab at [www.ccm.edu](http://www.ccm.edu)
- Returning students, see your CCM advisor for help with planning your classes or contact advisement services at 973-328-5530.
- Check TITANS DIRECT. This is where you will find pre-requisite requirements, the most current information re: seat availability in your course and on-campus requirements. Be sure to utilize the wait list feature if your desired section is full.
- View the [general information](#) section of the website for further information.
- Read the [technical requirements](#) on the [Distance Education website](#).
- Register for the class through the CCM registration process in Titans Direct. Registration assistance is available at 973-328-5200 or at [Records & Registration website](#)
- Be sure to pay your bill on time or you will be deregistered from the course.



# BEFORE CLASS BEGINS

## FINDING INFORMATION ABOUT YOUR DISTANCE ED CLASS

Information on technical requirements, course information, special announcements, tutorials and more can be found on the Distance Education website at [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms).

Just prior to the beginning of the semester, you should receive an email from the Distance Education office **in your CCM email box (all registered students have a CCM email account)** with all of the information you will need to begin.

## STUDENTS NEED TO

- Read the letter sent to your CCM email account by the Virtual Campus office which contains important getting started information and resources available.
- Look at the **Distance Education website** & review the computer requirements on the website.
- Check the **Distance Education website** for any special announcements.
- Complete the **Blackboard Browser Checker** to see if your browser is compatible with our version of Blackboard.

## GETTING STARTED IN DISTANCE ED COURSE(S)

- **The 411 – Learning at CCM.** (orientation modules)
- **View helpful video tutorials.**



# BEFORE CLASS BEGINS

## COMPUTER REQUIREMENTS

To participate in a Distance Education class at County College of Morris, students are expected to be familiar with their own computer and the internet. Students are responsible for purchasing and loading their own hardware and software. It is recommended that students not install new system upgrades during the semester. Changes to your computer configuration can effect your ability to accomplish course work. Contact your instructor immediately if your computer is down during your course. It is your responsibility to find an alternate way to submit your work. Computers are available in the Learning Resource Center or Sheffield Hall 200 at CCM during working hours. Due to Covid-19, use of on campus computers may be limited. Check the [Covid-19 website](#) for updated information.

## NECESSARY HARDWARE & SOFTWARE

- A PC running at 3.0 GHz CPU or greater with minimum of 4GB RAM or better with Windows 8 or higher OR on Apple Macintosh system 10.12 or higher.
- High speed cable broadband/high speed internet service for viewing of audio and video clips, participating in chat sessions, and downloading/uploading assignments.
- Processor Speed - The processor (or CPU) is the brain of your computer. Much like a human brain, it tells the computer what to do and when to do it. The speed of your processor is determined by how many commands it can perform in a given second and is measured in hertz (Hz). The higher your processing speed, the faster your computer is able to execute commands.
- Microphone, speakers and webcam is strongly encouraged (necessary for remote instruction)
- **Set Up Office 365 Accounts for Students:** CCM has made Office365 available for free for your use. Office365 offers Word, Excel, PowerPoint, Teams and a host of other useful tools.
- [Self Service Portal](#)





# BEFORE CLASS BEGINS

## PREPARING YOUR COMPUTER

### WEB BROWSERS

Access to your course is achieved through the use of a web browser. The most widely accepted and used browser program is Firefox and Google Chrome are supported browsers by Blackboard. These browser software come loaded on most computers. **Internet Explorer, Microsoft Edge & Safari has many known issues and is not fully supported.** To determine your browser capability complete the [browser checker](#).

Web browsers can be downloaded for free from the technical requirements page on the Distance Education website. Updates are available for free online.

### COMPUTER OPERATING SYSTEM

Microsoft Windows 8, Windows 10 and Apple Macintosh (10.12 or higher) are supported operating systems for online courses. Students should be sure to update their browsers before classes begins. Once your course has started you should avoid installing or updating software.

### ACCESSING YOUR ONLINE COURSE IN THE WORK PLACE

Some employers may have a firewall in place that blocks you from accessing your course online while in the workplace. You may want to speak with your employer for permission to access your class on your work computer. Your network technician should be able to configure access for you.

### TABLETS/MOBILE DEVICES

Do not **ONLY** rely on a tablet or a smartphone to use Blackboard. **Bb Student** is available in iOS, Android and the Windows app stores for free. Please note the app may not mirror the full-version of Blackboard that you access via the Internet. View more information [here](#).

### POP-UP BLOCKERS

Your online course contains features such as email, discussions, and quizzes that require secondary window “pop ups” for access. If you are having problems with these extra windows, it may be due to a program that you have installed on your computer which blocks pop-up windows. To disable pop-up blockers, search your computer for any software with “pop-up” in the name. Pop-up blocking functions are also included as part of many other software packages such as anti-virus software (Norton for example), internet security, toolbars (Yahoo and Google for example), personal firewalls, and browser programs.

### BROWSER CHECKER

Your most important means of troubleshooting, is to run the [browser checker](#).



# BEFORE CLASS BEGINS

## PLUG-INS FOR YOUR COMPUTER

Plug-ins are software programs that extend the capabilities of your internet browser and allow you to access and view many of the materials and multimedia presentations in your online course. Each of these programs can be downloaded directly to your personal computer for free from the technical requirements page on the Distance Education website or the links provided.

### REQUIRED PLUG-INS

- ADOBE ACROBAT READER is used to view documents that were saved in the PDF file format by the author or course instructor. This format is used frequently to present articles and documents in their original format and is common on the Internet.
- ADOBE FLASH PLAYER may be required to play videos within the Blackboard system. You can download Flash from the Adobe website. The Flash plug-in is probably already on your computer. All of the newest versions of browsers have the Flash plug-in included.
- OFFICE 365: CCM has made Office365 available for free for your use. Office365 offers Word, Excel, PowerPoint, Teams and a host of other useful tools. Visit <https://portal.office.com> to log into and set up your Office365 account using your CCM credentials. Once you have established your Office365 account, it is active and ready to use.
- WINDOWS MEDIA PLAYER is used to store and view digital media. It is for use only with Microsoft Windows applications.

### OPTIONAL PLUG-INS.

- ADOBE CREATIVE CLOUD: As a result of the CCM campus closure, student access to Adobe Creative Cloud in labs and classrooms is not available. Adobe has provided temporary at-home access for impacted students and faculty, so that they can continue their work remotely.
- PROCTORU (Auto): An online proctoring service that may be used in some of your courses. This allows you to take your exam from the comfort of your home. This automated service is available 24/7 and does not require scheduling. Follow these instructions to get ready to take an exam with ProctorU. ProctorU highly recommends you determine your system compatibility by visiting Test-It-Out.
- PANOPTO: On occasion a faculty member will post videos that will be accessed via Blackboard using Panopto. If they are using this software, you will be prompted to register. Please use your CCM credentials to register and follow your professor's link to the video.



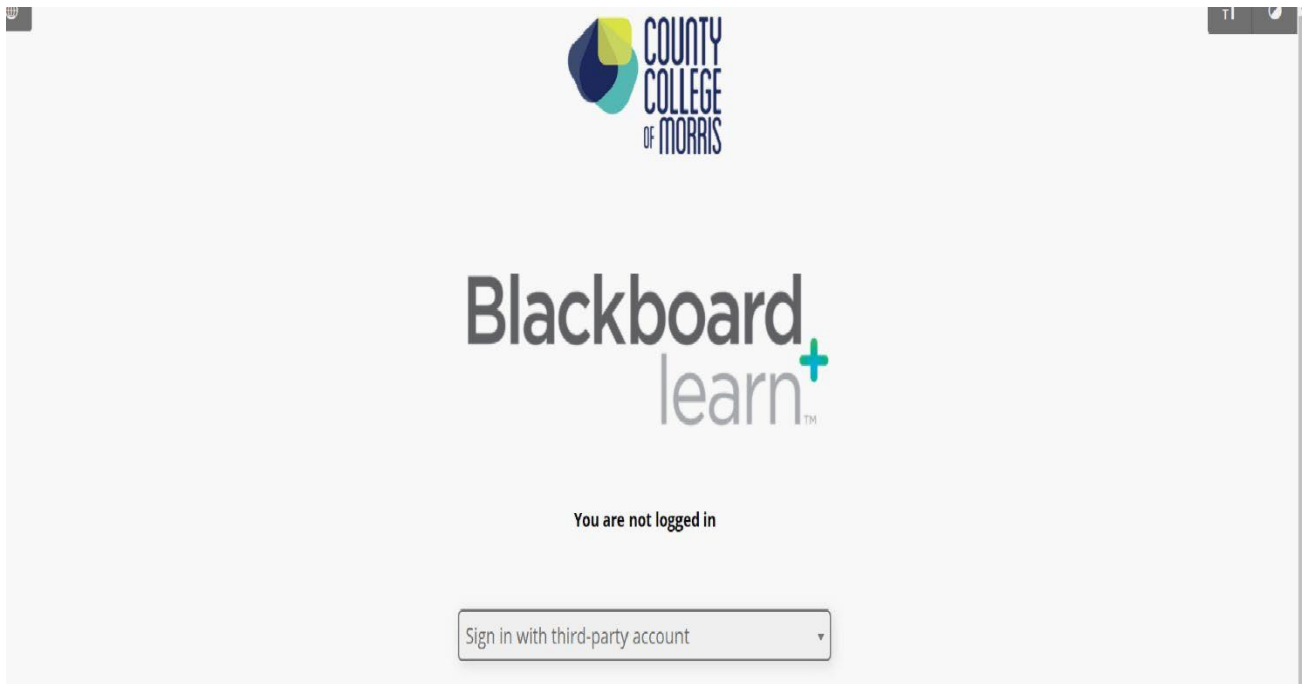
# WHEN CLASS BEGINS

## BLACKBOARD BASICS and LOGIN

Blackboard is the course management system that CCM uses for all Distance Education courses.

Students should begin by logging on to Blackboard through the Distance Education website at [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms). Each student is assigned a unique username & password. Simply click the LOGIN to BB icon. You will be directed to a page requiring your login information (see below). You will be asked to enter a username and password as explained below.

**REMEMBER: YOU CANNOT LOGIN TO YOUR CLASS BEFORE THE OFFICIAL START DATE.**



**USERNAME & PASSWORD:** Username is full CCM email address. For all students your password is ccm plus your student ID number. If you change it through the Student Password Maintenance Site that becomes your password for all CCM systems

## ACCESSING YOUR COURSE

Once you have logged in, a list of the class(es) you are enrolled in for the current term should appear. Simply click on the class that you would like to access. Once you are in your course click around through the links and familiarize yourself with where things are.



# WHEN CLASS BEGINS

## NAVIGATING YOUR COURSE

Once you have opened your course, you will most likely see icons on the left side of the page and the course menu. Click on the icons and links to maneuver through the course information. Here are a few things to keep in mind:

- Be sure to read “my announcements” or “what’s new.”
- The Course Calendar will let you access your calendar quickly and see a compiled version of the calendar for all of your online courses.
- Campus Announcements is an area where you can view important messages from the CCM Solution Center.

## PUBLISHER ACCESS CODES

A Student Access Code allows you to access course content, called an e-Pack, selected by your instructor. An access code may be needed to view publisher content. Payment is required to view the content. An access code is bundled with your book upon purchase from the campus book store. Not every course will require an access code. Be sure when you purchase your books that you buy the book that is specifically published for the online section of the course. A temporary access code may be requested, but is only good for 15 days and cannot be renewed.

An additional step may require you to enter a “course code”. This information will be provided by your instructor, usually in their welcome page or course introduction. Additional help can be found on the Distance Education webpage.

## HELP

Help is available for all online students. Do not wait if you are having a problem, resolve it right away!

- The Virtual Campus Office is available at [vclearning@ccm.edu](mailto:vclearning@ccm.edu) to assist students with technical issues.
- If you have forgotten your password, you can have it reset by following the instructions on the **Student Password Maintenance Site**
- Blackboard Student Help is available through the link on the **Distance Education website** (Learning Tutorials) or **Blackboard Help**.
- Your instructor is your resource for help with course content issues. He or she is the only person who can help you with questions about the course materials or assignments within your course.

## TESTING INFORMATION

As a result of COVID-19, many of the Testing Center services have been modified until further notice. Please email Testing Center. **PROCTORU (Auto)** is an online proctoring service that may be used in some of your courses. This allows you to take your exam from the comfort of your home. 24/7 and does not require scheduling. Follow these instructions to begin.



# WHEN CLASS BEGINS

## BLACKBOARD TOOLS

Blackboard uses a series of tools that are necessary for emailing, submitting assignments, and taking tests within your course. **Blackboard Help** is available for assistance. Just type a description of what you need help with in the search tool and follow the instructions. **You may also view short videos for common tools.**

### SMARTHINKING – ONLINE TUTORING

Online tutoring at CCM is available for all students via ***Smarthinking*** by Pearson. Smarthinking is one of the leading online tutoring tools available. They provide students with free supplemental **24/7** on-demand tutoring support and resources across a wide range of subjects. This is a supplemental support service for our CCM students, especially during the evening, on holidays, weekends, and winter and summer terms, when the Tutoring Center may be running on a limited schedule or closed. In addition, online tutoring supports our online learners, who may not be able to access campus.

**All enrolled CCM** students have access to Smarthinking via Blackboard Learn – <https://courses.ccm.edu/> through the Tutoring Center: Math, Writing & Science Center online course. **Click here to see instructions on how to log in.**

### SUBJECTS AVAILABLE

Accounting, Economics, Finance, Writing, Biology, Chemistry, Intro to A&P, Organic Chemistry, Physics, Introduction to Computer Science, Microsoft Office Suite: Access, Excel, PowerPoint, Word, Adobe Suite: Illustrator, InDesign, Photoshop, Popular Programming Languages: C++, C#, Python, Web Layout & Design: CSS & HTML, Web Development: JavaScript & PHP, SQL, Operating Systems: Windows 7/10 & Linux. Math – Algebra, Basic Math, Bilingual Math – English/Spanish, Calculus, Geometry, Liberal Arts Math, Statistics, Trigonometry Statistics, Reading, & Spanish.

### **Additionally, Smarthinking offers specialized nursing and allied health tutoring:**

Anatomy & Physiology, Care Plans, Geriatrics, Medical Surgical Nursing, Mental Health & Psychiatric Nursing, NCLEX, Nursing Administration, OB/GYN, Oncology, Pathophysiology across Systems, Pharmacology, and Pediatrics.

For a full detailed list of available tutoring subjects, **click here!**

For any other Smarthinking or tutoring related questions, please contact the Tutoring Center – DH156 in person or by phone at 973-328-5367.



# WHEN CLASS BEGINS

## IMPORTANT PHONE NUMBERS

|   |                |
|---|----------------|
| <u>VIRTUAL CAMPUS (main number)</u>             | (973) 328-5332 |
| <u>CCM SOLUTION CENTER</u>                      | (973) 328-5600 |
| <u>TESTING CENTER</u>                           | (973) 328-5362 |
| <u>CCM MAIN NUMBER/ SWITCHBOARD</u>             | (973) 328-5000 |
| <u>CCM RECORDS &amp; REGISTRATION OFFICE</u>    | (973) 328-5200 |
| <u>CCM ADMISSIONS OFFICE</u>                    | (973) 328-5101 |
| <u>CCM ADVISEMENT &amp; ENROLLMENT SERVICES</u> | (973) 328-5168 |
| <u>CCM BOOKSTORE</u>                            | (973) 328-5151 |
| <u>TASC</u>                                     | (973) 328-5530 |

## ACADEMIC INTEGRITY STATEMENT

In order to maintain academic integrity at County College of Morris, the college community does not tolerate any forms of academic dishonesty. Examples of unacceptable forms of dishonesty include but are not limited to cheating, copying, fabrication, plagiarism, unauthorized collaboration, submitting someone else's work as one's own; dishonesty through the use of technology such as sharing disks, files, or programs; access to, modification of, or transfer of electronic data, system software or computing facilities. The intent of this policy is to maintain academic integrity, and to arrest all forms of academic dishonesty and misrepresentations as one's own submission, the work product and academic proficiency of another person.

When incidents of academic dishonesty occur and the faculty member chooses to submit a formal complaint of the incident to the office of the Vice President of Student Development and Enrollment Management, the Vice President will refer the complaint to the Academic Integrity Review Board, which is composed of faculty, academic administrators, and the Vice President of Student Development and Enrollment Management. The Academic Integrity Review Board will review the circumstances surrounding the incident and make a recommendation of appropriate disciplinary action. Penalties imposed on the student who violates this policy may vary from failing the unit of work to expulsion from the college.

