

Distance Learning Letter

Term Spring 2012	<u>Distance</u> courses open for preview Tuesday, January 23	Term Starts Monday, Jan. 30	<u>100% Refund*</u> Monday, Feb. 6	Withdraw/Audit Wednesday, April 11	Term Ends Friday, May 18
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*Additional information can be found on the CCC website under the topic "[Refund Policy](#)".

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[How can I get started?](#)

- ✚ Log on to Blackboard (Bb)
 - Check your email address from the "Personal Information" link under the Tools menu.
 - Review the materials posted in your course site.
 - Visit "Student Bb Resources" (access from menu tab) to orient yourself to Bb.
 - Check the availability of Blackboard Mobile Learn on various wireless devices.
- ✚ For questions about your course contact your instructor. The instructor's email is listed in [WebAdvisor](#).
 - On the WebAdvisor webpage select "Credit Students". On the next screen, scroll down to "Registration" (right hand side of page) and select "Search for classes". Enter term and course identifying information → click on course name). Note: it is not necessary to login to WebAdvisor to search for classes
- ✚ For Bb assistance email blackboard@carrollcc.edu or call **(410) 848-8310** during [library operating hours](#).

Can't see your course in Bb? Unless you receive an email from an instructor - distance courses can be viewed in Bb on January 23, on campus courses on January 30. Bb is updated with registrations and drops from the previous day by 7:00 a.m. Refresh your Bb session if your course is not listed in Bb as expected; Address inquiries to blackboard@carrollcc.edu or records@carrollcc.edu.

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[How do I log into Bb?](#)

- ✚ Go to <http://carrollcc.blackboard.com/> or link from the college's website carrollcc.edu.
- ✚ Click on "Blackboard Login" tab located below the Carroll icon.
- ✚ The instructions for logging on are on the login page. **You will need your Carroll Student ID number to login.** *Your ID can be found on any official correspondence from the College and also on your ID card/ library card.* Once logged in - change your password; Tools > "Personal Information" > "Change Password" ([Demonstration](#)).

Can't login to Bb? Your account may not have been created. Bb is updated with registrations and drops from the previous day by 7:00 a.m. Address inquiries to blackboard@carrollcc.edu or records@carrollcc.edu.

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[Your student ID number](#)

It is the default password for Blackboard and the password for offsite access to our library's databases. **Look for your ID number on your student ID card and on correspondence or statements such as acceptance letters, registration statements, or class schedules.** ID numbers are 7 digits long. Leading zeros complete IDs that are less than 7 digits e.g. 0123456.

- ✚ New Students: You may pick up your ID/Library card in the college library at the circulation desk during [library operating hours](#). You do not need a library card to access databases and e-books, however you will need to know your seven digit student ID.
- ✚ Returning Students: Email Cindi Meyd (lmeyd@carrollcc.edu) if you need to replace a student ID card.

Can't locate your ID number? The school does not give out ID numbers over the phone, but you can request it by email. The request must originate from the same email address that is on your student record and should include identification information. Contact records@carrollcc.edu for more information.

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[How do I access the Library's resources off-campus?](#)

- ✦ Your 7 digit student ID will allow access to all of the [Library's](#) databases and e-books.

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[How do I verify or update my email address?](#)

All distance learning students must have an active email account. Carroll does not provide students with email accounts.

To verify or update your email address on file with the College:

- ✦ **If you are a returning Carroll student:** Login to [WebAdvisor](#) where you can submit or correct your email address.
- ✦ **If you are a NEW Carroll student:** Go to the [Records Office](#), Room 112; show a photo ID to have a missing or correct email address entered into the system.

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[How do I get my textbooks?](#)

- ✦ Review your [textbook buying options](#).
- ✦ Review [bookstore hours](#).
- ✦ Check with your instructor or with the Carroll Bookstore **before** purchasing a **used** textbook; some courses require a new textbook and/or are bundled with an access code for online materials.

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[Am I ready for distance learning?](#)

- ✦ Complete a [self-assessment](#) to evaluate if you are suited to distance learning.
- ✦ Complete the [skills assessment](#) to make sure you have the necessary computer skills required for an online course at Carroll.

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[Is my computer ready for distance learning?](#)

- ✦ Review PC/Mac [requirements](#) for online courses at Carroll.

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Have a Great Semester!

Office of Distance Learning, Blackboard Support, Room L-192, blackboard@carrollcc.edu

