



DISTANCE EDUCATION AT LCCC

An overview of how to access the learning
management system and other
important technology used for distance
education courses

Overview of Distance Education

- Distance education courses at LCCC are accessed through the College's learning management system, **Blackboard Learn**.
- Courses are offered in several modalities, with section numbers beginning with a "7":
 - ♦ *70x = fully-online/asynchronous*
 - ♦ *7Hx = hybrid (mix of in-person and online)*
 - ♦ *7Vx = virtual/synchronous (live via video platform)*
- Electronic textbooks (e-texts/virtual texts), online resources, and external publisher materials are integrated into the courses.

Getting Started with Distance Education

- Distance education students have access to the same services as students taking in-person courses.
- Visit the [Current Students](#) page of the LCCC website to find information on activating your student accounts, accessing Student Services, the Bookstore, or the IT Help Desk.
- Further down the page, you'll find links to the Distance Education page, the Library, the Writing Center, Tutoring, and more.

Current Students

Browser window showing the Luzerne County Community College website. The address bar displays www.luzerne.edu/currentstudents/. The navigation menu includes links for **ADMISSIONS@LUZERNE.EDU**, **(800) 377-5222**, social media icons, **CURRENT STUDENTS** (highlighted with a yellow circle), **ATHLETICS**, **ALUMNI**, **APPLY**, and **GIVE**. The main navigation bar lists: **ABOUT LCCC**, **ADMISSIONS & Aid**, **ACADEMICS & Classes**, **STUDENT Services**, **CONTINUING Education**, and **BUSINESS & Public Safety**.

The central image shows a campus scene with a building, trees, and a gazebo.

The footer section provides quick links and descriptions for various services:

Email	MyLCCC Apps	Support Services	Bookstore	IT Help Desk	Wi-Fi
Access your LCCC Student Email and boost productivity with our integrated suite of collaboration tools.	Blackboard Learn, Self Service (registration, grades, pay bill, 1098T, etc.), and more.	Access comprehensive support services for all your academic needs, including testing, registration, tutoring, and more.	Order textbooks, supplies and gear at our college bookstore - your hub for academic essentials and campus pride.	Navigate campus tech with ease at our IT help desk. From connectivity to software, we're your go-to for all things digital.	Get connected quickly with our simple steps for seamless Wi-Fi internet access on campus.

Getting Started with Distance Education

Set-up LCCC Email and Network Accounts


- Select [IT Help Desk](#) from the Current Students page to create your Email and Network Accounts.
 - ♦ *Students MUST activate their LCCC student email account to access content and eTextbooks in Blackboard Learn.*
- Continue with the instructions to set-up authentication on your mobile device – this provides a higher level of security for your LCCC accounts.

IT Help Desk

Luzerne County Community College

www.luzerne.edu/currentstudents/helpdesk.jsp

ADMISSIONS@LUZERNE.EDU (800) 377-5222 f i t y d CURRENT STUDENTS ATHLETICS ALUMNI APPLY GIVE

ABOUT LCCCADMISSIONS & AidACADEMICS & ClassesSTUDENT ServicesCONTINUING EducationBUSINESS & Public Safety

Welcome to the Online Help Desk! How May We Help You?

LCCC's Technology Help Desk provides a single point of contact for students, faculty, and staff to get timely help with their technology needs. We offer friendly and efficient support via telephone, email, and the web for problems and questions about LCCC's student and faculty email, wireless internet access, and technology equipment including video conferencing.

We also arrange onsite technical support and other services provided by Information Technology, including support for classrooms, labs, and office computer equipment and software, as well as for the college network and website.

I need help with ...

My Student ID

Email and Network Account

- How do I create an e-mail account?
- How do I log into my e-mail account?
- How do I set up authentication for my e-mail account?
- How do I log into my network account?
- How do I setup Outlook on my hand held device to receive my student e-mail?

Wireless

Microsoft Software (Students and Staff) / Adobe Software (Staff only)

Managing LCCC Passwords

I need more information on ...

Blackboard Learn

MyMathLab


Pearson MyLab - Brytwave

Computer Labs

Help Desk Hours

Getting Started with Distance Education

Find your Course Materials

- Visit the College Bookstore @ <https://www.bkstr.com/luzernecccstore/home> and select the textbook icon  at the top of the page
 - ♦ *Be sure to select the correct course section number when ordering*
- Note some eTexts/virtual textbooks are provided through an "inclusive access" program. In this instance, e-texts, access codes, and other course materials are directly integrated into the Blackboard Learn course and the cost is included on your bill in addition to tuition and fees.

Getting Started with Distance Education


Test Blackboard Learn Account

- Login several days before the start of classes at <https://learn.luzerne.edu/>
- Your initial student Blackboard Learn *Username* and *Password* are both set to your first/last name initials followed by your 7-digit student ID number. For example, if your student ID number was 0987654 and your name was John Doe, your Learn Username and Password would be jd0987654 (note the lower-case initials).

Blackboard Learn

Blackboard

learn.luzerne.edu



Username

Password

Sign In

[Forgot Password?](#)

Getting Started with Distance Education

Test Blackboard Learn Account (cont'd)

- Once you login, you'll be on the *Institution Page*. Here, you'll find several links that provide more detailed information on using Blackboard Learn.
- By clicking on your name (here it says Test Student) you can customize settings for your profile plus items on the Navigation Menu (left).
- You may also have a course that has been upgraded to Learn Ultra – check out the resources on the page to see what's new.

Institution Page

The screenshot shows a web browser window with the address `https://learn.luzerne.edu/ultra/institution-page`. The page features a dark sidebar on the left with the following menu items: Institution Page (selected), Test Student, Activity, Courses, Calendar, Messages, Grades, Assist, Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. The main content area has a header image of a building with the text 'COUNTY COMMUNITY COLLEGE' and a circular logo for 'LUZERNE County Community College'. Below the header, the section 'Blackboard Learn Student Information' contains a welcome message and several links: [Getting Started with Blackboard Learn](#) (Ultra Base Navigation), [Blackboard Learn Quick Start for Students](#), [Quick Start Information](#), [Browser Check Link](#), [Blackboard Student YouTube page](#), and [Distance Education Orientation](#). A bold announcement states: **NEW for Fall 2024: Blackboard Ultra Courses!**. The 'Blackboard Learn Ultra - Student Resources' section includes a diagram showing a transition from a traditional Blackboard logo to a new 'Bb' logo with the Luzerne logo. To the right of this diagram is a list of resources: Blackboard Ultra Video Playlist for Students, Quick Start for Blackboard Learn Ultra, Blackboard Learn Ultra Help for Students, and Blackboard Learn Supported File Types. A help icon (?) is located at the bottom right of the page.

Institution Page

Test Student

Activity

Courses

Calendar

Messages

Grades

Assist

Tools

Sign Out

Privacy
Terms

Blackboard Learn Student Information

Welcome to Luzerne County Community College's Blackboard Learn learning management system

We recommend taking some time to familiarize yourself with some of the basics of how this system is used here at the College: [Getting Started with Blackboard Learn](#) (Ultra Base Navigation)

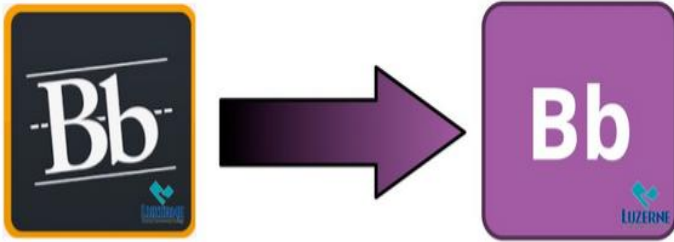
Blackboard Learn Quick Start for Students: [Quick Start Information](#). We also recommend running the Blackboard browser check prior to the start of your classes: [Browser Check Link](#)

Don't forget to check out some of Blackboard's student-specific YouTube resources: [Blackboard Student YouTube page](#)

If you are a new student and missed our online student orientation session, here's a link to learn more about Blackboard Learn and some other accounts that you will need to access: [Distance Education Orientation](#)

NEW for Fall 2024: Blackboard Ultra Courses!

Blackboard Learn Ultra - Student Resources



Blackboard Ultra Video Playlist for Students

Quick Start for Blackboard Learn Ultra

Blackboard Learn Ultra Help for Students

Blackboard Learn Supported File Types

?

Getting Started with Distance Education

Login on First Day of Classes

- To access your courses, simply click on *Courses* from the Navigation Menu and the course(s) you are registered for will display as picture tiles or in a list.
- ***NOTE:*** Although you'll be able to login to Learn a few days before the start of the semester, *you will not be able to access course content until the 1st day of the semester.*

Course Selection Page

Course Selection Page Screenshot

The screenshot displays the "Courses" page on the <https://learn.luzerne.edu/ultra/course> website. The page features a dark sidebar with navigation links: Institution Page, Test Student, Activity, Courses (highlighted), Calendar, Messages, Grades, Assist, Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms.

The main content area is titled "Courses" and includes a search bar labeled "Search your courses". To the right of the search bar are filters for "Terms" (set to "All Terms") and "Filters" (set to "All courses"). A dropdown menu shows "25 items per page".

Below the filters, it indicates "1 result". Under the heading "Others", a course card is displayed for "DE_Training Online Learning 101". The card features a landscape image of a river flowing through a canyon. Below the image, the text reads "DE_Training Online Learning 101 Open". A link labeled "Multiple Instructors" is provided, accompanied by an information icon and a star icon.

Getting Started with Distance Education

Login on First Day of Classes (cont'd)

- Once in a course, you'll see the left-side Course Menu, where you'll find links to Instructor Announcements, a Getting Started folder, Course Content & Syllabus, Schedule, Assignments, etc.
- You should also have links to College Resources and be able to find your Instructor contact information.
- **NOTE:** Instructors format their courses in a variety of ways, so *if you have questions on navigating within a course, please contact your Instructor.*

Inside a Course

The screenshot shows a web browser window with a single tab titled 'Content'. The address bar displays the URL: https://learn.luzerne.edu/ultra/courses/_5778_1/cl/outline. The page header indicates the course is 'Online Learning 101' and the current status is 'Getting Started!'. A dark sidebar on the left contains a navigation menu with icons and labels: 'Online Learning 101' (selected), 'Announcements', 'Getting Started!', 'Discussion Board', 'Assignment', 'Help', 'College Resources', 'Distance Education', and 'Student Services'. The main content area is titled 'Getting Started!' and lists several course sections, each with a folder icon and a 'Reviewed' button:

- Getting Started!** (Mark Reviewed)
- Introduction to Online Learning** (Reviewed)
- PSY 103 Introduction to Psychology - Online Section** (Reviewed)
- Assignments and Tests** (Reviewed)
- Examples of other Learning Platforms** (Reviewed)
Several courses use additional learning platforms(publisher websites) in addition to Blackboard Learn. Most publisher websites will be accessed through Blackboard, although for some math courses, you can log directly into MyMathLab. These are few examples of what you can expect when using publisher related content. You must register with your access code and course ID which is provided by your instructor.
- Blackboard Ally** (Reviewed)
[Blackboard Ally Student Information](#)

Getting Started with Distance Education

Access Additional Resources

- [Quick Start for Blackboard Learn Students](#)
- [Blackboard Student Help Center](#)
- [Blackboard for Students YouTube](#) channel
- [Blackboard Ally](#) – creates alternative formats for course content, allowing students flexibility in how they access information; a few examples include audio, ePub, and language translations