

I just registered for a distance learning class – now what?



Make sure you check your accessBCC email account!

About a week prior to the start of the semester you will receive an email from the college containing important information about taking distance learning classes. Many instructors will also communicate with students using accessBCC so it is critical that you regularly check your accessBCC email account!



Make plans to attend an eLearning orientation session!

Regardless of the type of distance learning class you are taking, you are encouraged to come to an eLearning orientation session. You can find out more information about these sessions, including where and when they'll be offered by visiting <http://dl.bristolcc.edu>. The website also provides a link to an **eLearning 101 class** which we encourage you to complete in order to familiarize yourself with the online learning environment.



Make sure your computer is properly configured.

The BCC eLearning system is accessible to both Mac and PC users but may require you to modify system settings or install specific software packages in order to function properly. Please visit <http://dl.bristolcc.edu/wiki> for important information on browser and computer configuration requirements, technical help and answers to commonly asked questions. Please remember that if you do not have your own computer that you can use the library or designated computer labs at BCC!



Get your books!

Be sure to have your course books and other required materials by the first day of class. Remember that you can order your books online through the **BCC Bookstore** by visiting the college's website at <http://www.bristolcc.edu/> and following the links to the bookstore.



Log onto the system on the first day of classes!

It is important that you log onto accessBCC the first day of classes to access the course site. You should carefully review the syllabus so you understand the course expectations. Attendance policies do apply in the online classroom and instructors can mark you absent if they do not hear from you on a regular basis and can also administratively withdraw you from a class. So, be sure to log on and begin participating the first day of classes!

See the other side for answers to Frequently Asked Questions

Frequently Asked Questions



Do I need to come to campus for my distance learning class?

Web courses do not physically meet on campus at any time during the semester so you do not need to come to campus for any “class meetings.” All course work is completed 100% online.

Hybrid courses are a combination of online and face to face instruction. All hybrid courses meet on the day and time specified in the schedule. Each hybrid course is different regarding how many times during the semester it meets. Students should carefully review the meeting days/times to ensure that they are able to attend all required sessions.

Student Option Enrollment courses allow students to take the course as a traditional lecture course, 100% online or as a hybrid course (student creates combination of lecture and Web based instruction in consultation with the instructor). Attendance at the first class meeting is highly encouraged for those students unfamiliar with student option or distance learning.

Regardless of the type of distance learning class you are taking, you are welcome to come to campus for a “live” eLearning orientation session!



How do I access my distance learning class?

You can access your courses by logging onto accessBCC and then clicking on the eLearningBCC link. A list of the classes you are enrolled in for the term will be displayed. Select one of your courses and a new window will open. From this new window, click the title of the course to access the course space. eLearning course spaces will become available to students on the first day of classes. If you log on before the term start date, although you will see a list of your courses, you will not be able to access the course space.



I’m having problems logging on to accessBCC.

On the accessBCC log-in page, right below the log-in button, are two links that will help you obtain your user information if you forgot your username or your password. If after trying these links you are still having problems please contact the Help Desk by calling (508) 678-2811 x3333.



Who do I contact if I have questions or need help?

If you have questions about the class – where to find things in the course site, how to submit assignments, or questions of an academic nature - **contact your instructor**. If you are having technical issues – problems logging in, accessing course content, downloading files, etc... Please visit <http://dl.bristolcc.edu/wiki> . You can also contact the **Help Desk** by calling (508) 678-2811 x3333 or by sending an email to distancelearning@bristolcc.edu .