

## Welcome to Online Learning at Northampton Community College

You have enrolled in a funded offering through the PA Keys. You registered for this offering in the PA Portal. Your offering is being held at Northampton Community College as an online program.

Your offering uses Blackboard, NCC's Online Learning System, for your course site. Your course may use other online resources and sites (Connect, My Math Lab, etc.) but you will access these from within your Blackboard course site. You may access Blackboard from the NCC home page at <http://www.northampton.edu> by clicking the 'logins' area and then choosing 'Blackboard' or you can go directly to <http://northampton.blackboard.com> Please note this direct link does not contain www and ends in .com rather than .edu.

You will not have access to Blackboard or your course site until the day of the offering and/or the time that the offering officially begins.

When you have access to your course site in Blackboard, your syllabus and other information will be available to you online.

### **Blackboard Login Procedure:**

1. Your Blackboard username is your access code #. You can locate your access code #, which begins with an II, in the email that is sent to you after the registration deadline in the PA Portal. This is not your social security number. If you do not have your access code # starting with an II, you can fax a signed request to the Early Childhood Education Office at (610) 861-4110, or mail a signed request to NCC ECE Office, 3835 Green Pond Road, Bethlehem, PA 18020 or come to the ECE Office (Reibman Hall) with a photo ID.
2. Your initial Blackboard password is also your access code #. If you previously used Blackboard and have a different number other than provided here, you will not be able to access this course. Again, please refer to the email sent to you before offering start to find your access code #.
3. You can email requests for technical assistance to [helpdesk@northampton.edu](mailto:helpdesk@northampton.edu)

## Characteristics of a Successful Online Learning Student

To be a successful online learner at Northampton Community College, you will need to remember the following:

- Avoid procrastination whenever possible
- Keep track of the deadlines for your assignments
- Look ahead and make plans according to your posted class schedule
- Check your blackboard grade book and watch for feedback from the instructor about your participation and assignments
- If you have received one, always use your [spartan.northampton.edu](mailto:spartan.northampton.edu) account when using email for requests, questions and submissions. Otherwise, please use the email that you registered with.
- Stay in touch.
- Use the supplemental learning tools for your course (if applicable)
- If you have questions about how to submit your assignments, please contact your instructor immediately. Don't wait to do so.
- Seek out tutoring assistance from the Learning Center when needed.
- Contact the NCC Help Desk (610-861-5413 or [helpdesk@northampton.edu](mailto:helpdesk@northampton.edu)) if you need any technical assistance (e.g., problems accessing Blackboard)
- Contact the Online Learning Office (610-332-6089) or [onlinelearning@northampton.edu](mailto:onlinelearning@northampton.edu) if you have any general questions or concerns about your course and/or instructor.

Thank you for choosing Online Learning at Northampton Community College. We extend our best wishes for your academic success. Please let us know how we can better serve you and assist in achieving that success in any way.

Doreen M. Fisher, Ed.D.  
Director of Online Learning  
Office of Online Learning  
Kopecek Hall, Room 238  
(610) 861-4160

## Accessing Your Blackboard Account

1. On the first day and/or the time of the offering, login to your Blackboard account by going to [http:// northampton.blackboard.com/](http://northampton.blackboard.com/)
2. Your username and password will be your NCC access code # starting with an II. (Your initial Blackboard password is your access code # starting with an II. Please remove any leading zeros. If you previously used Blackboard and changed your password, you will not be able to access this course with that number).
  - I. Your NCC access code # was in the email sent to you when you were uploaded in the offering after the deadline for enrollment in the PA Portal.
  - II. If you do not have your NCC access # starting with an II, you may submit a faxed, signed request to the ECE Office at 610-861-4110. Please include the course title, and course code and section. Also include the regional key who is funding the offering.
  - III.
    1. You can also mail a signed request to the NCC ECE Office, 3835 Green Pond Road, Bethlehem, PA 18020
    2. Another option is to come to the ECE Office (Reibman Hall) with a photo ID
3. Look for a link to the online learning offering you are taking. If you do not see your online offering listed in Blackboard, call the Office of Online Learning for assistance at 610-332-6089 or email us at [onlinelearning@northampton.edu](mailto:onlinelearning@northampton.edu)

For additional information about online learning courses and programs, please visit: <http://www.northampton.edu/OnlineLearning>