



*A Student's Guide To*  
**E-Learning**

*at*  
**COUNTY COLLEGE**  
**of MORRIS**

**FALL**  
**2003**

# ***Table of Contents***

Is Online Learning for you? . . . . .	3
Types of Distance Education Classes . . . . .	4
Steps to Taking a Distance Course . . . . .	6
Minimum Requirements for Your Computer System . . . . .	8
Do I have the Technical Skills to be a Successful Online Student? . . . . .	9
Getting Your Computer Ready . . . . .	10
Tips for Online Success . . . . .	21
Plagiarism . . . . .	22
Important Telephone Numbers . . . . .	23



# *Is Online Learning for YOU at County College of Morris?*

Learning Online is a new experience for all of us; however it is a way of learning that will increase in the future as more schools, colleges and organizations use the Internet for education and the transmission of information.

This exciting environment for the delivery of courses is not for everyone. Some students are more successful than others. Certain attitudes, study and work habits and skills are required.

Students who are successful in the Online environment are mature learners who are committed to their studies. Online classes are convenient and flexible but they are more demanding of time and energy than regular classes.

## *Online students need to:*

- **Feel comfortable with technology** and know how to use it properly (e-mail, saving a file on their computer, attaching a file, cutting and pasting from one document to another, downloading software, etc.)
- **Be mature, independent learners** who can take responsibility for their own learning.
- **Log into their class** on a routine, scheduled basis and participate in the activities at least three times a week.
- **Plan their time well** to ensure enough time to read the materials, study and complete assignments. Most courses have a strict time table.
- **Exercise self discipline** to finish the readings and complete assignments on time. It is easy to fall behind and almost impossible to catch up.
- **Possess strong reading and writing skills.** Students with weaknesses in these areas who would still like to take an Online class will probably need to seek help.
- **Commit at least 7-10 hours a week** per three-credit class. Most students feel that an Online class requires much more time and commitment than a traditional face-to-face class.
- **Be open to a new learning environment.** Flexibility and adaptability is critical. New experiences are not always comfortable at first.



- **Actively seek help** when needed.
- **Enjoy meeting and communicating** with others Online through e-mail and discussions.
- **Work with others** Online to complete group projects. Through these activities you will get to know and interact with your fellow students.
- **Be able to think critically.** The ability to contribute something of “quality” is essential in an Online class. It is not enough to simply agree or disagree, you must be willing to share your ideas, consider your responses in relation to your fellow classmates and be prepared to express and defend your thoughts and opinions in a mature, cohesive manner.

## ***Types of Distance Education Classes at County College of Morris***

Distance Education is a convenient and flexible way to take courses for college credit. Students can take classes to earn a degree or to explore personal interests.

There are five different types of Distance Education for college credit at CCM. Read about each type to make sure you understand the difference and are choosing the best class for YOU. **You must be admitted to the College to take any of these classes.**

### ***CCM Online Classes***

Online classes take place via the Internet using a software tool called WebCT. WebCT provides a way for faculty to provide course content to students. Only those students enrolled in the class have access to the class. Students use their home computers, obtaining and completing assignments, viewing lecture materials, and participating in discussions with the instructor and fellow students. E-mail is used as the main communication tool. Online classes are NOT self-study. The class is structured with strict deadlines for assignments, projects and tests.

**Faculty may require students to come to campus for  
special course orientations, projects and tests.  
Photo ID is required.**



## ***New Jersey Virtual College Consortium (NJVCC) Online Courses***

As a CCM student, you may take a CCM preselected Online class given by another community college in New Jersey that will count toward your studies at CCM. There are certain limitations.

### ***Telecourses***

Telecourses use television as the primary medium for learning along with study guides, textbooks and written assignments. Students can watch the video segments via their home TV if they receive the Morris County Educational Network (Channel 22) or by videotape available in the CCM library. On-campus orientations are required. Syllabi are posted on the Distance Education web site prior to the orientation date.

### ***Telenet Courses***

Telenet courses are a combination of Telecourses and Online classes. Classes are viewed on cable television or by videotape. Students and instructors communicate through e-mail. On-campus orientations are required. Syllabi are posted on the Distance Education web site prior to the orientation date.

### ***Interactive Television Courses (ITV)***

ITV classes are similar to a traditional college classes and attendance is required. Course content is delivered to more than one college via a television and video network. Students can see their instructor and other fellow students attending class at different locations on the television screens. Participants can immediately communicate with the instructor and other students through the use of easily activated microphones.

**Consult the CCM Distance Education web site at [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms) for the most current information and offerings.**



# Steps to Taking a Distance Course at CCM

1. Make sure Distance Education is really for YOU! Visit the CCM Distance Education web site for more information at [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms).
2. Read the technical requirements needed for your computer carefully.
3. Consult the Frequently Asked Questions section of our web site for more information regarding Online classes.
4. Get admitted to the college if you are not a CCM student by contacting the Admissions office at (973) 328-5100.
5. See your CCM advisor for help with planning your classes or contact Advisement Services at (973) 328-5168.
6. Find a class you are interested in by looking at the printed schedule of classes offered or the CCM Distance Education web site at [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms).
7. Check the course information to see if you need to take a placement test if there are any pre-requisites for your course.
8. Record your CCM student ID number and the name you are admitted under. Keep this information accessible.
9. Register for your class through the regular CCM registration procedures. Contact Registration at (973) 328-5200 if you need assistance. Make sure you use the correct section number for the Distance Education course.
10. Pay your bill on time! Keep your bill as documentation of your CCM student ID number and your recorded name in the CCM student database.
11. Stop by the Office of Campus Life to obtain your student I. D. Card. Obtain a parking permit from Office of Security.
12. Purchase your books. Make sure you have the correct section number when obtaining your course materials.



The next step depends on the type of class you are taking . . .

## Online:

- A. Look for your confirmation letter prior to the first day of classes. It will contain your username and password. If you do not receive this letter, obtain a copy by going to the CCM Distance Education web site.
- B. Attend an orientation session or go through the Online Orientation on the Distance Education web site.



- C. Download any plug-ins needed and perform the browser check. Information is available via the Distance Education web site and within this manual.
- D. Disable anti-popup software if applicable.
- E. Check the Distance Education web site for any last minute instructions.
- F. Login to WebCT at [www.ccm.edu/webct](http://www.ccm.edu/webct)

**NOTE: Check course schedule for the starting date of Online classes for the semester. Your Online class is not available till this date.**

- G. Problems logging into your class? Consult "How Do I Log On" on our web site.

#### **Telecourses/Telenet:**

- A. Does your class have a required campus orientation? Consult Telecourse/Telenet information on the Distance Education web site or the course syllabi.
- B. Obtain a copy of course syllabi. Course syllabi are posted on the Distance Education web site prior to first day of classes.

All courses will be broadcast on Morris Educational Television, Channel 22. Note: The following townships do not receive Channel 22: Butler, Chatham, Chester, Harding, Kinnelon, Lincoln Park, Long Hill, Mendham, Pequannock, Riverdale and Washington. Students may check out tapes from the college library for 24 hours or may view them in the library. Tapes can also be rented from private companies not associated with CCM; companies' names and phone numbers are available upon request. You can preview the course the week before classes start.

Channel 22 is not available to satellite dish users.

#### **NJVCCC (New Jersey Virtual Consortium):**

- A. Information regarding your NJVCCC Online class and course materials needed for purchase is provided by the college hosting the class.
- B. You will be billed by CCM for your NJVCCC class.

#### **ITV Classes:**

- A. Check class schedule for day, time and room.
- B. Follow same procedures as a traditional face-to-face course.

**CCM Distance Learning web site: [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms)**



# Minimum Requirements for Your Computer System



To participate in an Online Class at County College of Morris students are expected to be familiar with their own computer and the Internet. Students are responsible for their own hardware and software. It is not a good idea to install any new system upgrades during the semester you are taking an Online class.

Contact your instructor **immediately** if your computer is down during your Online course! It is your responsibility to find another alternate way to submit your work. In this case you might have to use a computer here at CCM, a friend's system or submit your assignment by snail-mail, fax or hand delivery.

TIP: Write down the email address and telephone of your professor and keep it in some place safe. You will not be able to access this information from your Online class if your computer is down!

Online students must have access to the following equipment:

- A PC running Windows 98, ME, NT or 2000 (a Pentium or equivalent process at 166 MHz or better) **OR** a Macintosh system 7.5 or higher.
- 64 MB is highly recommended with at least 50 MB of available disk space for assignments.
- A modem or other device capable of connecting to the internet at 56K or better. If you are going to take a number of Distance classes, we recommend that you invest in a high speed cable/DSL service to take advantage of audio and video clips and to participate in Online chats.
- An ISP (Internet Service Provider).
- **Netscape** 4.05 to 4.7s. Netscape Version 6 does not work well with our Online courses. **OR Internet Explorer** 5.0 or higher. Many of the Online classes use video, audio, and multimedia presentations. You will not be able to view these learning materials if you are using an old browser. If you are updating your browser, do so far in advance of the start of the class to trouble-shoot any problems that might result.
- An Email account and Word Processing software (Microsoft Word).
- A sound card and speakers.
- Virus Software that has been updated.



# ***Do I have the Technical Skills to be a Successful Online Student?***

Online learning can be frustrating for students who do not have strong computer skills or computer equipment that is not working properly. Here are some preliminary questions to ask yourself to see if you need to brush up on your technical skills before taking an Online class at County College of Morris.

- Do I know what browser I am using and how it functions?
- Do I know how to connect to the Internet on my computer?
- Do I know who my ISP provider is?
- Do I know how to find out what version of software I am using (i.e. Internet Explorer, Netscape, Windows Operating System, etc.)?
- Do I know how to use a search engine?
- Do I know how to open and close multiple applications, minimize and maximize windows, manage files (deleting/copying/moving /renaming/finding files, creating and deleting folders)?
- Am I comfortable using Microsoft Word and Excel (name and save documents, cut and paste text)?
- Do I know how to cut and paste from one document to another?
- Do I know how to save a file to my hard drive or floppy drive?
- Do I know how to view Power Point slides?
- Am I comfortable downloading software from the Internet?
- Am I comfortable sending e-mail attachments? Do I know how to save an email or forward an email to another user?
- Do I know how to perform basic troubleshooting functions on my computer?
- Do I know how to Bookmark an Internet Site?



# Getting Your Computer Ready ....

## Browser Compatibility

Access to your Online class is through a web browser. You should understand the difference between a web browser and an ISP (Internet Service Provider).

An **ISP provider** is a company that provides you access to the World Wide Web for a fee through their network. Examples would be AT&T, AOL, Earthlink and Verizon. You access your ISP provider's network via your computer's modem, cable or your telephone.

The **web browser** is the software that you use to read a web page. The most widely accepted and used software programs are Netscape Navigator and Internet Explorer. If you have purchased your computer recently, this software is already installed. It is free to the public and updates are available to all to download at no charge via the Microsoft or Netscape web site.

Online classes at County College of Morris use Internet Explorer and Netscape (not version 6). You can use other browsers but you may run into problems that we might not be able to help you with.



# WebCT

Students and faculty access Online classes at County College of Morris using a software package called WebCT. Via your ISP provider, using Internet Explorer or Netscape, you use the World Wide Web to access the server at CCM where the courses reside.

We recommend that you use the latest browser versions available to access your class. If you have an old version of Netscape Navigator or Microsoft Internet Explorer, updates are available to download for free Online. There have been major improvements in their support of multi-media and you will want use all the tools available to you to enhance your learning experience!

Note: Netscape Version 6.0 is not recommended to be used to access your Online classes at CCM. Recommendations:

**Netscape 4.05 to 4.7 or 7.x**

**Internet Explorer 5.0 or higher (6.02 recommended)**





### To obtain Netscape Navigator

- Go to the Netscape web site download section at: <http://www.netscape.com/download/>
- Select either **Netscape Communicator** or **Netscape Navigator** (a smaller browser only version, use if you have limited memory on your system) from the list.
- Select the correct version for your computer. This will lead you to a download page.
- An installer will walk you through the installation process. Make sure you choose a version number higher than 4.0.5 and lower than 6. If you run into problems, there are very detailed instructions for installing Netscape Navigator on the Netscape web site.
- Try this URL if you are having problems. [http://home.netscape.com/download/install\\_instructions.html?cp=dowinfo6](http://home.netscape.com/download/install_instructions.html?cp=dowinfo6)



### To obtain Internet Explorer

- Go to <http://www.microsoft.com/downloads/>
- Find **Internet Explorer** in the dropdown list of products and select the appropriate version for your computer. Also make sure to select your operating system from the lower drop down list.
- Click the "Find It" button to proceed to the download page.
- An installer will download that will walk you through the installation process. Make sure you choose a version number higher than 5. If you run into problems, there are very detailed instructions for installing Internet Explorer on the download page.

### AOL Users

If you are an AOL user you may or may not have problems. You will need an AOL version 4.0 or higher and Internet Explorer 6.02. Do not use earlier versions of AOL with earlier versions of Internet Explorer as you will have difficulty accessing many of the WebCT features. County College does not support AOL. This means that our experience with this browser is limited and we might not be able to help you if you have a problem.

#### ***For Best Results with AOL:***

- Connect to the Internet using AOL version 4.0 or higher
- Open a private chat within AOL (this allows AOL to remain open, without asking if your wish to disconnect while minimized)
- Minimize AOL
- Launch Netscape or Internet Explorer



## ***Accessing Your Online Class from Work***

There may be times when you would like to access your class from your place of employment on your lunch hour. Please note that some employers block sites that require you to type in a user-name and password. This is a firewall issue. If it is absolutely necessary to access your class from work and your company has set up it's firewall to prevent you from accessing the CCM server, you will have to speak to your network administrator to have the port or the firewall open.

## ***Operating System***

The two supported operating systems for accessing Online classes at CCM are:



**Microsoft Windows 98 or higher**

**Apple Macintosh 7.5 or higher**

Chances are good that your computer is running on one of these platforms. If you do not have one of these operating systems, you need to use a computer that has one or upgrade your existing computer in order to take a Distance Education class.

Consult <http://www.microsoft.com> for Windows machines, <http://www.apple.com> for Macs or your computer manual for more information.

### **Note:**

It is not a good idea to upgrade your computer's operating system during the middle of a semester you are enrolled in an Online class! Give yourself plenty of time to trouble-shoot problems that might come up.

If your computer is down during the semester, notify your Online instructor immediately via phone or email from another computer!

## ***Anti Pop-up Software***

WebCT uses certain features such as email, discussions and quizzes that open another browser window. If you have problems accessing these windows, it might be due to a program that you have installed on your computer which blocks pop-up windows. We hate these annoying advertisements but WebCT uses pop-up windows extensively.

You need to disable this software while you are accessing your Online class. To get more information concerning this problem, check out this link: <http://spot.pcc.edu/webct/student/popup.html>.

The same problem will occur if you are using any Internet security programs such as firewalls that protect against Java Scripts. You might have to disable the “anti JavaScript feature”. Pop-up windows used for email, discussions, etc. in WebCT use JavaScript. Also, some Internet Service Providers (ISP) are now providing anti-popup features.



### Are you an Earthlink user?

Earthlink comes now with a built-in anti pop-up feature automatically turned on. You need to turn it off while accessing your Online class! Visit this web page for help in turning the Earthlink pop-up blocker off. If you need help, see the Earthlink support website or call them at 1-800-719-4660.

Some software can be configured to reject or accept pop-up screens depending on the site accessed. **PopUp Killer** is an example.

## Cache

Computers have many different types of cache, but they all have the same purpose. Cache stores information that was used recently. For example, a web browser will use cache to store pages, images, sounds, etc. of web sites you visit on your hard drive. This will allow your computer to reload the web page information from your hard drive rather than downloading the information again from the website when you revisit the site. Loading the information from your hard drive will allow the web page to be displayed faster; this usually speeds up web browsing.



You can see cache in action by accessing your favorite web site. Notice how long it takes for the site to be displayed on your computer. Exit the site. Go back and revisit the site. The display should come up on your monitor much faster.

Your computer also uses disk caching, which stores information you have recently read from your hard disk in the computer’s RAM. Since accessing RAM is much faster than reading data off the hard disk, this helps speed up common functions on your computer. One other type of cache is processor cache, which stores small amounts of information. This helps make the processing of common instructions much more efficient, thereby speeding up computing time.



The cache on your computer is cleared out when you reboot the system.

**We ask that you set your cache to always reload so that you will always see the latest version of your Online class.**

### Set Cache to Always Reload a Page:



™ Netscape Communicator (Navigator 4.5 and higher):

- Select **Edit > Preferences**
- Click the + sign next to **Advanced** to see more options
- Select **Cache**
- Select the **Every Time** radio button at the bottom
- Click **OK**



Internet Explorer 4.0 and higher:

- Select **Tools > Internet Options**
- Select the **General** tab
- Select **Settings** from Temporary Internet Files
- Select the **Every Visit to the Page** radio button
- Click **OK**

## Java

Java is a technology that allows your computer to run small “programs” that reside inside of web pages. They are commonly used for pop-up windows and for features that allow users to interact with the software. WebCT uses this technology for tests, quizzes, email and discussions. Usually, upgrading to a supported operating system and browser version will take care of this automatically, but you may have turned this off in your browser’s settings.



## To turn Java on:



In Internet Explorer 4.0 and higher:

- **Tools > Internet Options**
- Select the **Advanced** Tab
- Locate **Microsoft VM**
- Make sure the Java console enable and java logging enable boxes are checked
- Click **OK**
- Restart your computer



In Navigator 4.5 and higher:

- **Edit > Preferences**
- Select **Advanced**
- Make sure that "Enable Java" and Enable JavaScript boxes are checked
- Click **OK**

## *Free Plug-ins (Required)*

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.



### **ADOBE ACROBAT READER**

The 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. The free reader is available from the Adobe site. Update the version of your Adobe Acrobat Reader yearly.



## Downloading or Updating the Adobe Acrobat Reader

- Go to the Adobe web site download section at:  
<http://www.adobe.com/products/acrobat/readstep2.html>
- Choose the appropriate **Platform** that matches your computer.
- Click the red **Download** button.



## MACROMEDIA FLASH

Macromedia's Flash is used by web developers to add animations, sound and interactivity to web pages. Not all of our Oline classes have Flash components but many of the Online classes that use material supplemented by a book publisher do. These sections are rich in multimedia.

The Flash plug-in is probably already on your computer. All of the newest versions of browsers have the Flash plug-in included.

You can download the free Flash Player plug-in from the Macromedia site. We recommend that you return to the Macromedia site on a yearly basis to keep your software updated.



## Downloading or Updating your Flash Player

- Go to the Macromedia web site download section at:  
<http://www.macromedia.com/downloads/>
- Click on the **Macromedia Flash Player** link under the Macromedia Web Players heading.
- Click on the **Install Now** button, or follow the instructions at the bottom of the page.



## QUICKTIME

QuickTime is a program for handling video, sound, animation, graphics, text, music, and even 360-degree virtual reality scenes. The QuickTime Player allows you to download and use audio and visual clips. Unlike Real Player, QuickTime is designed to handle movies that you download. This allows you to store the movies and view them at a later date without having to reconnect to the Internet. The free QuickTime Player plug-in can be downloaded from Apple's web site. Both Macintosh and Windows versions are available.

The QuickTime player is updated on a yearly basis. Check out some of the great QuickTime movies on the Apple site while you are there!



### Downloading the QuickTime PlugIn

- Go to the Apple web site download section at: <http://www.apple.com/quicktime/download/> (Macintosh and Window versions are both available.)
- Follow the instructions provided to download the free player.

## realONE™ PLAYER

Real Player is one of the programs that allow you to listen to streaming audio or view streaming video clips. "Streaming" refers to multimedia files that can be viewed on your computer without having to wait for the entire file to download. When the audio/video file size is large, or your modem speed is slow, streaming the clip can dramatically reduce the amount of time that you spend at your computer waiting for the file. If you have a DSL or cable line installed at home, these files will load more quickly.

If a streamed file was produced in the Real Player format it can only be viewed if you have the Real Player plug-in. A number of Online courses use Real Player clips.

The Real Player web site is a little confusing. **You do not need to pay for the Real Player Plug-in.** To make sure you download the correct Real Player plug-in for your computer, follow these instructions.



## Downloading the Real Player Plug-in:

- Go to the real.com web site download section at: <http://www.real.com/player/>
- The page features many advertisements for purchasing Real Player. **You do not need to pay for the plug-in.** The required plug-in can be downloaded for free. Look for the link in the upper right corner of the page: **FREE RealOne Player.**
- After selecting the link, follow the instructions provided to download the player.



## SHOCKWAVE

Shockwave is a plug-in used to view multimedia presentations created with the Macromedia product Director. Director allows the developer to create very powerful interactive full featured movies. This program is often used for the creation of CD's and DVD's and allows for 2D-3D animations and special effects. It differs from Flash in that it allows for the integration of more file types. Flash is a creation tool while Director is used to put multimedia presentations together into a coherent presentation.

You can download the free Shockwave plug-in from the Macromedia site. We recommend that you return to the Macromedia site on a yearly basis to keep your plug-in updated.

## Downloading or Updating the Shockwave Plug-in

- Go to the Macromedia web site download section at: <http://www.macromedia.com/downloads/>
- Click on the **Macromedia Shockwave Player** link under the Macromedia Web Players heading.
- Click on the **Install Now** button, or follow the instructions at the bottom of the page.



## POWERPOINT VIEWER

If you do not have PowerPoint on your computer this viewer will allow you to open and view Power Point presentations from your Online class.

- Go to the Microsoft web site download section for the Power Point Viewer at:  
<http://www.microsoft.com/office/ork/xp/appndx/appa13.htm>
- Click on **PpView.exe.**
- Follow the instructions for downloading.



## Free Plug-ins (Optional)



### ADOBE E-BOOK READER

This reader by Adobe might be needed to open electronic books from the library. It allows you to download library resources.

- Go to the Adobe web site download section for Adobe e-Book at:  
<http://www.adobe.com/products/ebookreader/register.html>
- Choose **Download the English Version**
- Fill out the registration form. Remember to hit the red **Register** button at the bottom.
- Find the correct installation instructions and select the correct format displayed on the left.



### WINZIP

Zip files are “sets” of smaller files that have been “packaged” together in a compressed form to save space. Packaging files like this allows files to be archived, copied and transported easily because they are kept together. Normally, you can not view these files unless you “unzip” them. WinZip’s Internet Browser Support add-on allows users of Internet Explorer and Netscape Navigator to download and open zip files with a single click. With the add-on installed, there is no need to save to disk and then switch to WinZip or to Windows Explorer or File Manager to open the downloaded file.

All files that have been downloaded are automatically copied to a folder of your choice; this ensures that a permanent copy of the download is saved on your system. We suggest that you save zip files in a **Downloads** folder that you probably already have on your computer.

- Go to c/net Download.com at:  
<http://download.com.com/3000-2381-2760395.html?legacy=cnet>
- Make sure you are on the **WinZip Internet Browser Support Add-on (32 bit) 4.0 build 3234 popular** screen.
- Choose **Download Now**.





## MICROSOFT WORD AND MICROSOFT WORD VIEWER

We recommend for your work at County College that you purchase a copy of Microsoft Word (not Works) for your computer. This will allow you to easily view documents in your course, share files with your fellow students and submit work to your professor in a format that can also be viewed on their computer.

You can purchase Microsoft Word at a substantial savings from the CCM bookstore by calling: (973) 328-5151.

If this impossible for you, this plug-in can be downloaded to view and print documents created in Microsoft Word with the limitation that you can not create Word documents of your own. Word Viewer can open documents created with all previous versions of Word (Windows and Macs)

- Go to the Microsoft Support Center web site at :  
<http://support.microsoft.com/default.aspx?scid=kb;EN-US;q165908>
- Make sure you have the page titled: **WD: How to obtain Microsoft Word Viewers**
- Find the documentation for the operating system on your computer and then download the software according to the instructions.

## ***Free E-mail Accounts***

Your ISP provider usually gives you a number of e-mail accounts with their monthly service. You will want to check your service for more information on how to set up an e-mail account.

A separate personal e-mail account in addition to your email account inside of the WebCT interface is important. If the WebCT server is down for any reason or you can not access your Online class, this personal email account will be the only way for you to communicate with your professor. In the future we will be collecting e-mail addresses to send you information about Distance Education classes.



You can set up a free email account at Microsoft Hotmail and Yahoo Mail if you need another email address. Sometimes students do this to separate their mail or for temporary email accounts. Both are free.

MSN HotMail Web Site:  
<http://login.passport.net/ui/login.srf?id=>



Yahoo Mail Web Site: <http://mail.yahoo.com/?intl=us>



## ***Tips for Online Success***

1. **Communicate in your Online class frequently.** It is very easy to feel isolated. Participating in discussions is usually required but take advantage of every opportunity to get to know your fellow classmates by participating in projects, chats, discussion threads and by email.
2. **Contribute and share your ideas/experiences and read those of your classmates.** You will gain insight from your peers and they can learn from you as well.
3. **Make sure you have a quiet, private space to study.** Explain to your family and friends what the special requirements are of this learning environment. When most people are through with work and want to relax, you will be most likely doing your course work. Family responsibilities on weekends increase and it is difficult to carve out time to do your work at home without being interrupted.
4. **Log on to your course at least three times a week.** If you let too many days go by without logging on you will quickly get behind and find it difficult to catch up.
5. **Be polite and respectful.** An Online class is not the same as Instant Messaging a buddy. Refrain from using Internet slang.
6. **Speak up if you are having problems.** Remember that from a distance, no one can tell if you are experiencing difficulties. Sometimes fellow students are having the same problem and can help you or are looking for the answer themselves. Make sure to communicate your problem clearly.
7. **Apply everything you learn to your workplace or home.** You will remember it better. Try to make connections between theories, facts and practical applications in everyday life.



# Plagiarism

“Plagiarism is using another person’s words or ideas without giving credit to the other person. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by revealing the source in a citation. Even if you revise or paraphrase the works of someone else or just use their ideas, you still must give the author credit in a note. Not giving due credit to the creator of an idea or writing is very much like lying.



Copying papers or content in web sites short circuits a number of learning experiences and opportunities for the development of skills: actually doing the work of the research paper rather than counterfeiting it gives you not only knowledge about the subject, but improves research skills, thinking and analyzing, organizing, writing, planning and time management, and even meticulousness. Those picky citation styles actually helps to improve one’s attention to detail! All this is missed when the paper is faked, and it is these missed skills which will be of high value in the working world. A degree will help you get your first job, but performance – using the skills developed by doing just such assignments as research papers—will be required for promotion.

**When you cite a resource, you are actually strengthening your writing!** Citing helps make the essay stronger and sounder and will probably result in a better grade. It shows your respect for the creators of ideas and arguments—honoring thinkers and their “intellectual property.” Since you are becoming a knowledgeable worker yourself, you have an interest in maintaining respect for intellectual property and giving proper credit of ideas and words.”

Harris, Robert. “Evaluating Internet Research Sources.”

VirtualSalt. 17 Nov. 1997. 17 Oct 2000

<<http://www.virtualsalt.com/evalu8it.htm>>.

# ***Call The Right Place!***

## ***Important Telephone Numbers for Online Students***

<b>Distance Education Office</b> . . . . .	<b>(973) 328-5184</b>
CCM Main Number and Switchboard . . . . .	(973) 328-5000
CCM Registration . . . . .	(973) 328-5200
CCM Admitting . . . . .	(973) 328-5100
CCM Advisement Enrollment Services . . . . .	(973) 328-5303
CCM Bookstore . . . . .	(973) 328-5151
CCM Center for Academic Support & Enrichment (CASE) .	(973) 328-5284
CCM Center for Assessment & Learning . . . . .	(973) 328-5362





COUNTY COLLEGE of MORRIS

**Distance Learning**

214 Center Grove Road

Randolph, NJ 07869-2086

First Class Mail  
U.S. Postage  
PAID  
Dover, N.J. 07801  
Permit No. 263

**Visit Our Website: [www.ccm.edu/vclassrooms](http://www.ccm.edu/vclassrooms)**

Title IX, Section 504 & Americans with Disabilities Act Compliance

County College of Morris does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, or disability in its employment practices or educational programs. Inquiries regarding compliance with federal or state anti-discrimination laws may be directed to Affirmative Action Officer, Rob Stoto 973-328-5037.