How do I register for an online course at Tunxis?

1. Go to the Tunxis website: http://www.tunxis.edu
2. Point to Admissions and select Registration.
3. Click on Registering for an Online Course.

For more information, contact the Records Office (Registrar) at tx-records@tunxis.edu or call 860.773.1440 during regular business hours.

Can I register online?

You may register online during designated dates (if you meet certain criteria).

To verify that you meet the criteria and if you want to register online:

1. Go to the Tunxis website: http://www.tunxis.edu
2. Point to Admissions and select Registration.
3. Click on Current/Returning Students.
4. Click on the web registration link.

How do I know I’m registered?

To confirm your registration, view and print your Student Detail Schedule from Banner Self-Service:

1. Go to the Tunxis website: http://www.tunxis.edu
2. Click on the blue myCommNet link near the top of the page.
3. Log on to myCommNet with your NetID and Password.
4. Select Banner Self-Service (in the upper right corner).

Am I notified by email if there are new announcements posted in my online courses?

Blackboard automatically sends notifications to your Office 365 student email account when new announcements are posted in your online courses. You’ll also see new announcements in Blackboard under each course in My Courses:

You can edit the email notification settings in Blackboard for all or just some of your online courses by clicking on the Open Global Navigation menu drop-down button (in the upper right corner), clicking on Settings (at the bottom of the menu), and then selecting Edit Notification Settings. Be sure to click on Submit after you make any changes!

Where can I find Help for using Blackboard?

1. Go to the Tunxis website: http://www.tunxis.edu
2. Click on Courses & Programs and point to Tunxis Online, then select Help Desk (for the ConnSCU web support site, help line, and support center hours).
3. Click on Student Online Help Desk (for links to FAQs, videos tutorials, and other resources).

Tunxis Online

FAQs (Frequently Asked Questions)

Tunxis Community College 2014 - 2015

What is Tunxis Online?

Tunxis Online is any Tunxis Community College course that is accessible online through Blackboard Learn (our Learning Management System) and offered in one of the following ways:

- **Fully Online** – conducted electronically over the internet through Blackboard Learn and having no regularly scheduled on-campus requirement.
- **Hybrid** – face-to-face (on-campus) classroom instruction combined with online learning (where a portion of the course is conducted electronically over the internet via Blackboard Learn) resulting in a reduction of classroom seat time.
- **Online with Campus Requirement (OLCR)** – are online courses with a campus requirement. The campus requirement generally means that students are required to come to campus for an orientation session or to complete assessments (exams). On campus requirement dates are defined in advance of the registration process.

Traditional classroom instructors may utilize Blackboard Learn to post announcements, syllabi, assignments, course materials, and grades.
How do I know if my instructor is using Blackboard Learn in their traditional classroom course?

Your instructor will notify the class if they are planning to use Blackboard Learn in their course (during class and on their syllabus).

Another way to find out is to log on to Blackboard Learn and access the course (each instructor is provided a Blackboard Learn course shell to utilize for every course they teach). They may use Blackboard Learn for announcements, posting their syllabus, or more.

How do I log on to Blackboard Learn?

1. Go to the Tunxis website: http://www.tunxis.edu
2. Click on the blue myCommNet link near the top of the page.
3. Log on to myCommNet with your NetID and Password.
4. Click on the Blackboard link (in the upper right corner of the screen).

What if the Tunxis website or myCommNet is down (can I log on to Blackboard another way)?

Yes, you can log on to Blackboard directly via the following link:

https://learn-cc.ct.edu

Note: At this site your username is your eight-digit Banner ID (only) and your password is your Net ID password.

How do I access my online course?

Once you have accessed Blackboard, you can access your online course by clicking on the appropriate course name listed under My Courses on the My Institution page.

How often should I check my online course?

Typically, this would be a blend of the course requirements and your own availability within those requirements.

Am I ready to take a fully online course?

You can assess your readiness by taking the Distance Learning Quiz available on the Connecticut Distance Learning Consortium (CTDLC) website.

1. Go to the CTDLC website: http://www.ctdlc.org
2. Click on the Students link (across the top).
3. Select the Distance Learning Quiz link (in the New To Online Learning box—upper right).

How do I find online courses taught at Tunxis?

1. Go to the Tunxis website: http://www.tunxis.edu
2. Point to Courses & Programs and select Course Search.
3. Select a Term from the drop-down bar (in the upper left corner).
4. Select Tunxis CC from the College drop-down bar (in the upper left corner).
5. Select one or more Instruction Types (in the box on the left – ONLN, HYBR, or OLCR).

Note: You can select a Start Time, End Time, Days, and multiple Subjects, if you wish.

6. When ready, click on the Get Courses button.