

## 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 \(Registrar\)](mailto:tx-records@tunxis.edu) at [tx-records@tunxis.edu](mailto: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** bar or the link near the top left side of the page.
3. Log on to myCommNet with your NetID and Password.
4. Select Banner Student & Faculty Self-Service (in the right panel).

5. Select Tunxis Community College (if you have a choice of colleges to select from).
6. Click on the Registration/Schedule tab.
7. Click on Student Schedule.
8. Select the appropriate Term.
9. Click on Submit.

## 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!

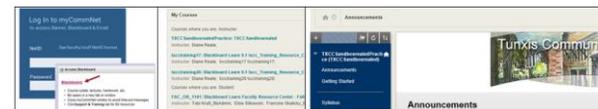
## Where can I find Help for using Blackboard?

1. Go to the Tunxis website:  
<http://www.tunxis.edu>
2. Click on Courses & Programs and point to Tunxis Online, then select Help Desk, then Help Desk Students (for the CSCU web support site, help line, and support center hours).
3. Use the same link to review FAQs, videos tutorials, and other resources.

# Tunxis Online

## FAQs (Frequently Asked Questions)

### Tunxis Community College 2016



## What is Tunxis Online?

**Tunxis Online** is any Tunxis Community College course that is accessible online through Blackboard – our Learning Management System (LMS) 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)** – online course 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 (i.e., 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.

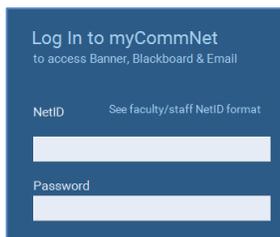
## How do I know if my instructor is using Blackboard Learn in their traditional classroom course?

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

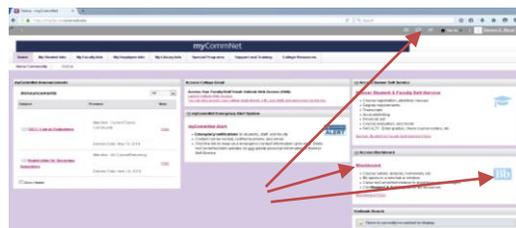
Another way to find out is to log on to Blackboard Learn and access the course (each instructor is provided a Blackboard Learn course shell to utilize for every course they teach). They may use Blackboard Learn for announcements, posting their syllabus, or more.

## How do I log on to Blackboard Learn?

1. Go to the Tunxis website:  
<http://www.tunxis.edu>
2. Click on the **myCommNet** link near the top left of the page or lower right blue bar.
3. Log on to myCommNet with your NetID and Password.



4. Click the **Blackboard** link (or either  icon).

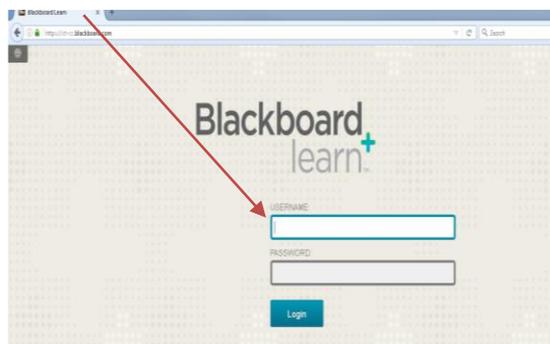


## What if the Tunxis website or myCommNet is down (can I log on to Blackboard another way)?

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

(<https://ct-cc.blackboard.com>)

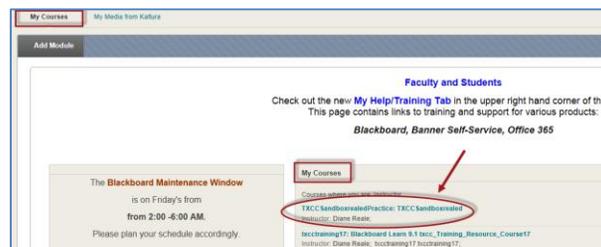
Log on with **only** your 8-digit **Banner ID** (e.g., 12345678) and NetID password)



*(Note: This option is useful when the Tunxis website and/or myCommNet are down.)*

## 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 the **Students** link (top menu strip).
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. Choose Advanced Search.
4. Select a Semester from the drop-down bar (scroll down the right side).
5. Select Tunxis Community College from the **Select a College** drop-down bar  
*Note: You can select one or more Instruction Types – ONLN, HYBR, OLCR, etc..(Scroll down left side.) You can also select a Start Time, End Time, Days, and multiple Subjects. (All is the default setting.)*
6. When ready, click the **Show Courses** button. Scroll down the screen to see the list of courses.