

April 2, 2019

Dear \_\_\_\_\_:

Welcome to your online course. All online interaction will be through the **Canvas Learning Management** System; check Self Service, Student Planning, to see if you need to purchase a textbook. Additional communication from your professor may be through postal mail and/or Brookdale email. For access to the Canvas LMS, you must log on using the assigned User Name and password, also known as MyBrookdale NetID.

**Here is your User Name:** \_\_\_\_\_

If you are a first time user of Brookdale online resources, and do not know your password, or don't remember your password, please visit this web site: <https://netid.brookdalecc.edu>

**If you have difficulty finding your information or accessing the system,**

**please call the OIT Help Desk at 732-224-2829.**

- For information about online courses, go to the Brookdale Community College home page, <http://brookdalecc.edu>.
- Click on **Academics. Click on Online Courses.**
- Read about course and computer requirements, including expectations about academic integrity.
- To access your online courses using Canvas, click on My Brookdale on the home page; then click on the Canvas icon. Enter your user name and password.
- You will be required to change your password every term as an identity verification measure.
- In addition to your scheduled courses, you will have access to our **Intro to Online Courses class**, where technical and other information may be found.

Your courses will be available to you in Canvas on the first day of the term. Books may be purchased through Brookdale's bookstore.

<http://www.brookdalecc.edu/college-store/textbooks>.

Testing processes are at the discretion of your instructor. Check Student Planning for details. Please be sure to check your Brookdale email before the start of the term as your professor may send course related correspondence.

## IMPORTANT COURSE INFORMATION

Welcome to the Distance Education program at Brookdale Community College, where you will have the opportunity to earn college credit in courses that can be accessed at flexible times, while still retaining the rigor of more traditional courses.

Online courses are not self-paced; rather, you will follow a schedule and meet deadlines in order to complete course work. Testing methods are at the instructor's discretion. Check Student Planning for more information. Some professors require the purchase of an access code with the text book in order to access course content. Communication from your professor before the start of the term will be by postal mail or Brookdale email, so make sure you can be reached in those ways.

Access to courses is over the Internet behind a secure log-in and password; this information is on the other side of this letter. **You will have access to your course on the first day of the term, January 23, 2019.**

All online students are strongly urged to attend a face-to-face or virtual orientation, where you will be presented with strategies for online course success, and introduced to the features of the Canvas learning management system. Please note that your professor will expect that you know how to navigate in Canvas.

Face-to-Face Orientation      Tues., Jan 22, 2019      5:30 p.m.  
Student Life Center, Twin Lights 1 and 2

Virtual Orientation              Fri., Jan. 25, 2019      12:00 noon  
From your location

<https://www.brookdalecc.edu/onlineclasses/virtual-meeting-information>

You are also enrolled in Intro to Online Courses where you may view information and interact with me throughout the term.

Good luck with your course. Please feel free to call my office at 732-224-2089, or email [innovations@brookdalecc.edu](mailto:innovations@brookdalecc.edu) if you have questions.

Sincerely,



Norah Kerr-McCurry

Director, Teaching and Learning Center and  
Distance Education

**On or after January 22, 2019, please change your password at**  
<https://netid.brookdalecc.edu>.

**Should you require additional assistance, please email the Help Desk at: [helpdesk@brookdalecc.edu](mailto:helpdesk@brookdalecc.edu) or call (732) 224-2829.**