

**RE: Preparing Yourself for Online Learning**  
**March 27, 2020**

Dear PCCC Student,

As a result of the coronavirus pandemic, College buildings will remain closed for the foreseeable future. And all of your in-person classes will now take place online through Blackboard and Zoom—PCCC’s videoconferencing software. Classes will resume on Saturday, March 28<sup>th</sup>.

To prepare yourself for the online learning, please do the following:

1. Watch some of the introductory videos found at: PCCC Student Technology Support and view some of the Blackboard Quick Start for Students videos. You’ll find other useful content at these sites as well.
2. Set up email forwarding from your PCCC email account (@students.pccc.edu) to your personal email account. Continue to keep the original email in your PCCC account in Microsoft 365 and select “keep a copy of forwarded messages”. See Forwarding a Copy of Your PCCC Emails for full details. This will enable you to continue to receive and read your emails should you get temporarily locked out because you’ve forgotten your password.
3. Check your Spring 2020 classes now (both the 15 and 12 week semesters) in Blackboard. Your courses appear in the My Courses module in the central section of the Blackboard homepage.
  1. Use the icon of the geared wheel when you mouse-over the upper right corner of the My Courses module to access the Manage my Courses Settings Module to arrange semesters and classes so that you can easily access your current classes.
  2. Click the title-link of your class to access the class itself in the My Courses module.
4. Be patient with your teachers, keeping in mind that they are trying to adjust just like you.
  1. Look for instructions from them on how they plan to proceed with their classes.
  2. Check your PCCC email frequently.
  3. And use the email tool in Blackboard to communicate with them when you have questions.

We wish you the best in your studies this semester. Remember that we will always be here to support you.

Stay safe and be well!

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