Dear CNM Distance Learning Student:

Welcome to Central New Mexico Community College as a distance learning student. We would like to share some important information with you as you start your distance learning courses.

ALL DL courses and some web enhanced F-2-F courses are now using Blackboard Learn. You will be able to access your course(s) the first scheduled day of the course. Late start courses will not be available until the first schedule day of the course.

Prior to the beginning of the term:

1) Go to [http://learn.cnm.edu](http://learn.cnm.edu) log in and make sure you can access the system. If you are having difficulty with Blackboard, please contact the free 24/7 Embanet Help Desk at [https://supportcenter.embanet.com/cnm](https://supportcenter.embanet.com/cnm)

2) Please review the available tutorials for Bb Learn on the DL student page, [http://www.cnm.edu/blackboardlearn](http://www.cnm.edu/blackboardlearn) or [http://ondemand.blackboard.com/students.htm](http://ondemand.blackboard.com/students.htm)

3) If you are registered for a distance learning course, log into your myCNM account at: [http://portal.cnm.edu/cp/home/loginf](http://portal.cnm.edu/cp/home/loginf) and read the course instructions and syllabi for your distance learning courses (if available) on the My Courses tab.

4) If you are new to distance learning and have not taken a distance learning course before, we highly recommend that you self enroll for the FREE DL Virtual Lab online assistance which begins the week BEFORE the term begins and is available to you all term. Instructions to self enroll can be found on the Distance Learning web page at [http://www.cnm.edu/depts/dl/students/virtual-lab.php](http://www.cnm.edu/depts/dl/students/virtual-lab.php)

In the virtual lab, you will be able to learn to use the tools and skills you will need to use when taking a distance learning course, PRIOR to the beginning of the course. If you need assistance, please contact Michelle Renteria, DL Achievement Coach at mrenteria4@cnm.edu

Here are the steps to self enroll in the Virtual Lab on Blackboard Learn:

1) Log in at [http://learn.cnm.edu](http://learn.cnm.edu) using your myCNM username and password.

2) On the upper right hand side of the page are two tabs: CNM and Courses. Click on the Courses tab.

3) Type the words “Virtual Lab 2” in the Course Search box and click on the word Go.

4) At the bottom of the page, locate the words “Virtual Lab” in the Course ID column.

5) Purchase your textbooks online. Go to the CNM Bookstore at [http://www.cnm.edu/bookstore/](http://www.cnm.edu/bookstore/)
Extra Bonus! Blackboard Student Assistance Drop-in Labs and Individual Appointments

Drop In Labs
During the first two weeks of the term, DL staff will be holding drop-in labs at all CNM campuses. If you need personal assistance with your distance learning courses, such as using the Blackboard system, or accessing your course work, this would be a good opportunity for you to get personal assistance. The Drop-in Lab Schedule is posted on the CNM Calendar of Events on the main CNM webpage.

Individual Appointments
If you need extra help, individual appointments with the DL Student Employee, are available please contact Michelle Renteria mrenteria4@cnm.edu to make an appointment.

Best Wishes for the Term!
The CNM Distance Learning Team @ CNM