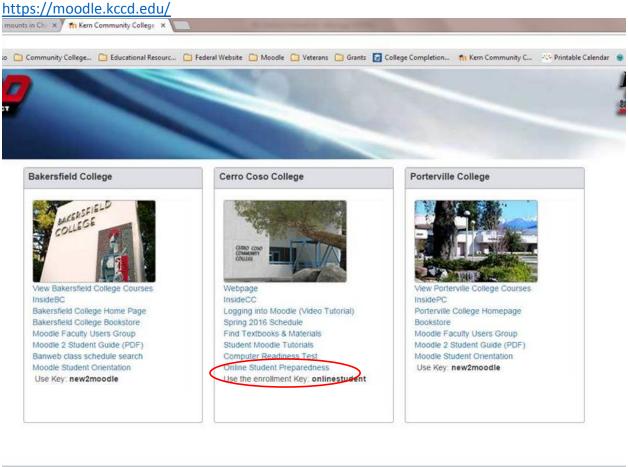
### **Learning Management System - Moodle**





### **Registration Confirmation Letter**

Email Address to Use: <u>DistanceEd@cerrocoso.edu</u>

**Subjectline:** Registration Confirmation for Online Course – [insert name of course]

Dear [insert name of person],

This is to confirm your successful registration for the online course below.

Course 1	erm:
Course (	Category
Course N	Name:
Course [	Date:

Please complete the "Online Student Preparedness" session prior to the first day of class if you have never completed the session before. This is a **session** on how to succeed in your online course. Below are the steps necessary to self-enroll in the session.

\* Click here (link the word "here" with the link - https://moodle.kccd.edu/course/view.php?id=4985) to login to your Moodle account.

- \* Enter "onlinestudent" when prompted for the enrollment key, then click on the "Enroll" button.
- \* Click on the "Course Home" button to see and begin the "Online Student Preparedness" session.

A few friendly reminders about Cerro Coso online (CCOnline) courses:

- You should order your textbook and materials prior to the first day of your online course.
- Student access to CCOnline courses is available on Friday by noon prior to the class start date. You must log in to your class before 8pm on the start date or you will be dropped.
- There are two methods to login to your online course. Click on video (link the word "video" with the link http://www.3cmediasolutions.org/privid/27804?key=3cd1655c1462325a1e87b9996d8d cd3e35ca7778)
- Help us help you faster by contacting the Help Desk (link the word "Help Desk" with the link http://support.kccd.edu/sims/helpcenter/layoutOne/SelfHelpHome.seam;jsessionid=D6

   7CA906BA95C1819B855C72F94AFF56.node6?inst name=kern&cid=39554) with your technical issues.

For additional information about CCOnline, please click here. (link the word "here" with the link - https://www.cerrocoso.edu/cconline/current-online-students)

Please do call if you have questions – we are here to help! We are delighted that you have chosen to take an online course from Cerro Coso Community College.

Sincerely,

Distance Education Office Staff (760) 384-6175

Please do not reply back to this email address. To be connected to the appropriate office at Cerro Coso Community College, please call (760) 384-6100.

#### Sample Pages of Online Student Preparedness Module

