Jones College Distance Learning Certification
for Distance Learning Students

The following steps will walk you through certifying for your Distance Learning courses. All Students who wish to remain enrolled in the course(s) they registered for; must certify for each course. This is a requirement and if you do not certify by the end of the drop period you will be dropped from the course. Please certify as soon as possible, if you require any additional help or have questions about this certification process please contact the Deans Office.

Login to Blackboard

Welcome to Jones College Distance Learning

Have an account?
Please enter your credentials and click the Login button below.

Username: 
Password:
Forgot Your Password?
Login
Under the Course List, click the course link of the course you want to certify for.

Click the Certify for this Course link under the course menu.
After clicking the Certify for this Course link; you will be presented with this page.

Read the directions carefully:

Jones College Distance Learning Certification Process;
By using this Jones College Blackboard Email tool to email the following text in the message box area, "I certify for this course" with the subject of certification to the recipient, "*Certify For This Course", you certify that you are the person who is currently logged in to this web site and intend to take this class. You have either just completed the Student Orientation lesson or have done it in the past. You are ultimately financially responsible for this course.

After reading the directions, you must click the Email Certification(Click here to begin).
The user you will send this email to is named; Certify For This Course. This user will be the top name under the Available to Select box. Highlight this name by clicking the name once.

Available to Select

Available to Select

Select All

Invert Selection

Selected

Invert Selection

Select All

From: JohnDoe (exlebrke@msn.com)

Subject

Message
After you have clicked the name once, you need to select it by clicking the > arrow to move it over to the Selected box.

Now you have Selected, Certify For This Course to be the recipient your email. Now, type Certification in the Subject text box.
After you have typed certification in the Subject text box, type **I certify for this course** in the Message box.

After you have completed the required fields for this email certification, click the Submit button to finish.
You will then receive confirmation that you sent your email. You may now continue on with your course. Please do not use the Blackboard Email feature for anything else besides Certification. After the drop and add period, this link will be no longer available. You may use the Message tool to send messages to your instructors or your private email to send email.

Note: If you have more than one course, you must complete this process inside every course you wish to certify for.