

2025

D2L Navigational Guide For Students



Contents

Getting Started	2
What is D2L?	2
Accessing D2L	2
D2L Navigation & Tools	6
Course Home	6
Content	9
Assignments	10
Discussions	10
Dropbox	11
Quizzes	12
Rubrics	13
Communications	14
Email	14
News	15
Tools	16
Attendance	16
Grades	18
Class Progress	19
Classlist	21
Calendar	22
Contact Information	24

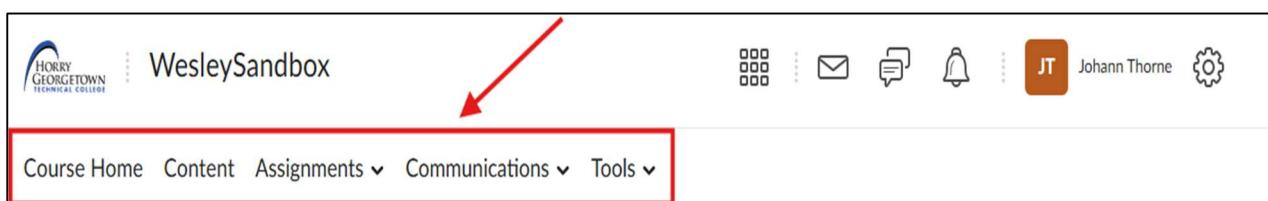
Getting Started

What is D2L?

Desire2Learn (D2L) is an online learning management system through which the College offers courses. All instructors at HGTC are required to keep a gradebook and attendance in D2L, even if the course is taught face to face. Contained within D2L are a variety of tools and features designed to ease navigation and support student success. This guide breaks down each tab in a D2L course and highlights important, commonly used features in each one.

The guide covers the following tabs shown in D2L:

- Course Home
- Content
- Assignments
- Communications
- Tools

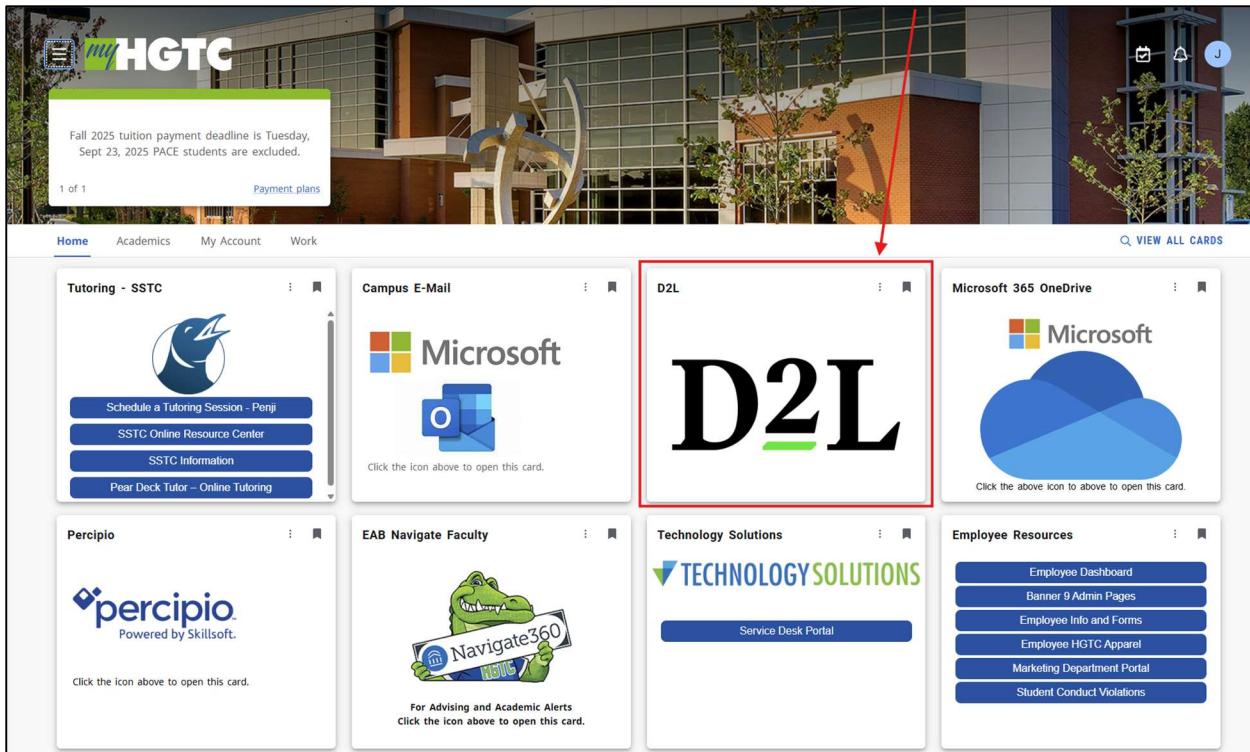


Accessing D2L

D2L is accessible through the myHGTC portal. To access the portal, either visit the HGTC website (hgtc.edu) and click on the top right corner on the myHGTC logo **or** visit myhgtc.hgtc.edu directly.



After logging into the myHGTC portal, look for the widget that says **D2L** and has the green and black D2L logo. A screenshot is provided below. Please note, D2L may be in a different part of the portal home screen; if it does not appear, please click on **View All Cards** on the right side and type in D2L to search for it.



The D2L widget displays the main landing page (see screenshot below), which provides navigation options to access courses. To navigate to a specific course, click on the course on the right-hand side, under **My Courses**, **or** click on the squares in the top right-hand corner to access the **Select a Course** menu. Both options will provide a list of current, active courses in which to navigate from that menu.

For students taking a **Fast Forward** course that begins part way through the semester, the course may not show up until the **View All Courses** option is selected at the bottom of the **My Courses** panel on the right side. It will display as normal on the course's specified start date.

This primary landing page will contain a generalized **News** section. This **only** contains news items that are pushed by College administration. Broad, institution-wide information will be provided here, such as tutoring and other services available.

 Horry Georgetown
Technical College











Johann Thorne
as Student

Locker Calendar Tuesday, October 21, 2025

News 

Student Support Services at HGTC

Chris Hyatt posted on Mar 31, 2025 9:43 AM

•  Edited

HGTC Students,

Students needing technology support, academic support, or collegiate guidance at HGTC can find it using our Student Support Services. Please see the information below on TECH central, the SSTC and our Technology Solutions Service desk to select the appropriate support solution for your needs.

STUDENT INFORMATION CENTER: TECH Central



TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. **In-person and remote assistance** are available for **Desire2Learn, Student Portal, Degree Works, and Office 365**.
3. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to **(843) 375-8552**.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call **(843)-349-5199**.

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

If a student is looking for academic coaching, content tutoring or writing center support, please send them to the SSTC.



The SSTC offers to all students the following **free** resources:

1. **Academic content tutors** for most subject areas and **Writing Center support**.
2. Academic coaching to improve **college success skills** such as **test anxiety, study skills and time management**.
2. **Online tutoring** and academic support resources.
3. **Professional and interpersonal communication** guidance in the **EPIC Labs**.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.

TECHNOLOGY SOLUTIONS SERVICE DESK:

My Courses 



Training SSTC Trng & Resource Course (BUS-152-RC1)

1860.520089

Ends December 31, 2050 at 11:59 PM

 2  4



JulieMooreSandbox

JULIEMOORESANDBOX

 1



Academic Services

ACADEMIC SERVICES

Training OER Development (COL-002-OER)

2306.520089

Ends December 31, 2050 at 11:59 PM



Training SandBox (COL-001-JM1)

2304.520089

Ends December 31, 2050 at 11:59 PM

Another important feature on this home page is the ability to **pin** courses to ensure currently active classes, or the most used, will always be shown at the top of the right-side panel *and* in the **Select a Course** menu at the top. To pin a course from the panel on the right, hover over the course and click on the three dots that appear. Then, there will be an option to pin the course. To pin courses from the menu at the top, click on the **Select a Course** squares in the top right. Each course will have a pin option next to them.

My Courses ▾

Course Offering Information

Change Image

Pin

Training SSTC - Course (BUS-1)

1860.520089

Ends December 31, 2020 at 11:59 PM

2 4

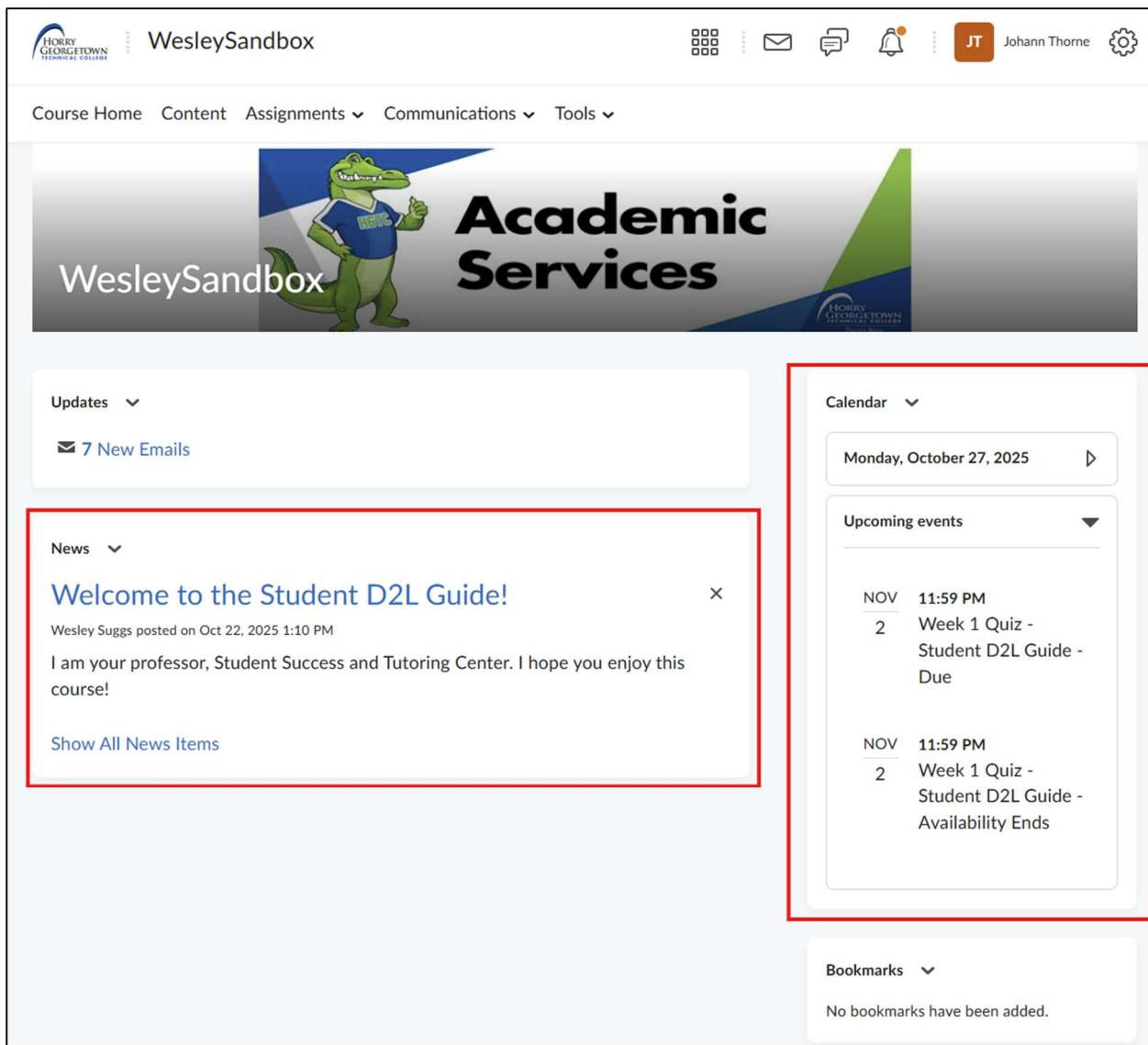
Johann Thorne

Locker Calendar Wednesday, October

Training SSTC Trng & Resource Course (BUS-152-RC1) - 1860.520089

D2L Navigation & Tools

Course Home



The screenshot shows the WesleySandbox D2L Course Home page. At the top, there is a navigation bar with links for Course Home, Content, Assignments, Communications, and Tools. Below the navigation is a banner for Academic Services, featuring a cartoon crocodile wearing a blue shirt with 'WSTC' on it. The banner text says 'Academic Services'. The main content area has a 'Updates' section with 7 new emails and a 'News' section. The 'News' section contains a post from Wesley Suggs welcoming students to the D2L Guide. It also includes a 'Calendar' section showing two events for November 2nd at 11:59 PM: 'Week 1 Quiz - Student D2L Guide - Due' and 'Week 1 Quiz - Student D2L Guide - Availability Ends'. A red box highlights the 'News' section.

WesleySandbox

Course Home Content Assignments Communications Tools

Academic Services

WesleySandbox

Updates 7 New Emails

News

Welcome to the Student D2L Guide!

Wesley Suggs posted on Oct 22, 2025 1:10 PM

I am your professor, Student Success and Tutoring Center. I hope you enjoy this course!

Show All News Items

Calendar

Monday, October 27, 2025

Upcoming events

NOV 2 11:59 PM Week 1 Quiz - Student D2L Guide - Due

NOV 2 11:59 PM Week 1 Quiz - Student D2L Guide - Availability Ends

Bookmarks

No bookmarks have been added.

After navigating to a course, the user is taken to the **Course Home** page. Here, students can navigate to other areas of the course as well as view **News** announcements that the professor has posted.

It is **highly important** to keep track of and check the News section each day, for each course. Most instructors will post pertinent information and reminders here each week, such as assignments due for that week or upcoming exams, so it is beneficial to check this section often for each course.

To access older News announcements that have been posted in the course, users can click on **Show All News Items** at the bottom of the News section. Note, it may be necessary to scroll down on the page to see this option if there are many News announcements. This feature will be the **most relevant towards the middle or end of the semester** as the instructor posts announcements throughout the semester.

The Calendar is another tool accessible through the Course Home page. Most instructors make use of the calendar feature and opt for assignment due dates to appear there for students. This feature is only available for **certain D2L assignments** (such as quizzes) that the instructor integrates into the calendar tool.

The screenshot shows the Wesley Sandbox D2L course home page. At the top, there is a banner for Academic Services featuring a cartoon alligator. Below the banner, there are several sections: 'Updates' (7 New Emails), 'News' (a post from Wesley Suggs titled 'Welcome to the Student D2L Guide!'), 'Calendar' (listing an event for 'Week 1 Quiz - Student D2L Guide - Due' on November 2 at 11:59 PM), and 'Bookmarks' (no bookmarks added). The 'News' and 'Calendar' sections are highlighted with red boxes.

News

Welcome to the Student D2L Guide!

Wesley Suggs posted on Oct 22, 2025 1:10 PM

I am your professor, Student Success and Tutoring Center. I hope you enjoy this course!

Show All News Items

Calendar

Monday, October 27, 2025

Upcoming events

NOV	11:59 PM	2	Week 1 Quiz - Student D2L Guide - Due
NOV	11:59 PM	2	Week 1 Quiz - Student D2L Guide - Availability Ends

Bookmarks

No bookmarks have been added.

The home page has numerous resources available, shown in the screenshot below, to support academic success across all courses. These include links to the Tutoring Center to get academic assistance **and** to the library website for research or library support.

WesleySandbox

Course Home Content Assignments **Communications** Tools

Academic Services

WesleySandbox

Updates **7 New Emails**

News **Welcome to the Student D2L Guide!**

Wesley Suggs posted on Oct 22, 2025 1:10 PM

I am your professor, Student Success and Tutoring Center. I hope you enjoy this course!

Show All News Items

Calendar

Bookmarks **No bookmarks have been added.**

Tutoring Center

Academic Tutoring Services

Schedule a Tutoring Session

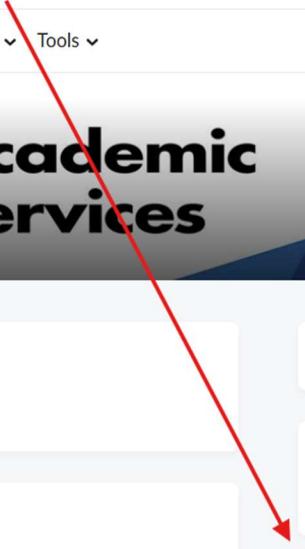
HGTC Library

LIBRARY

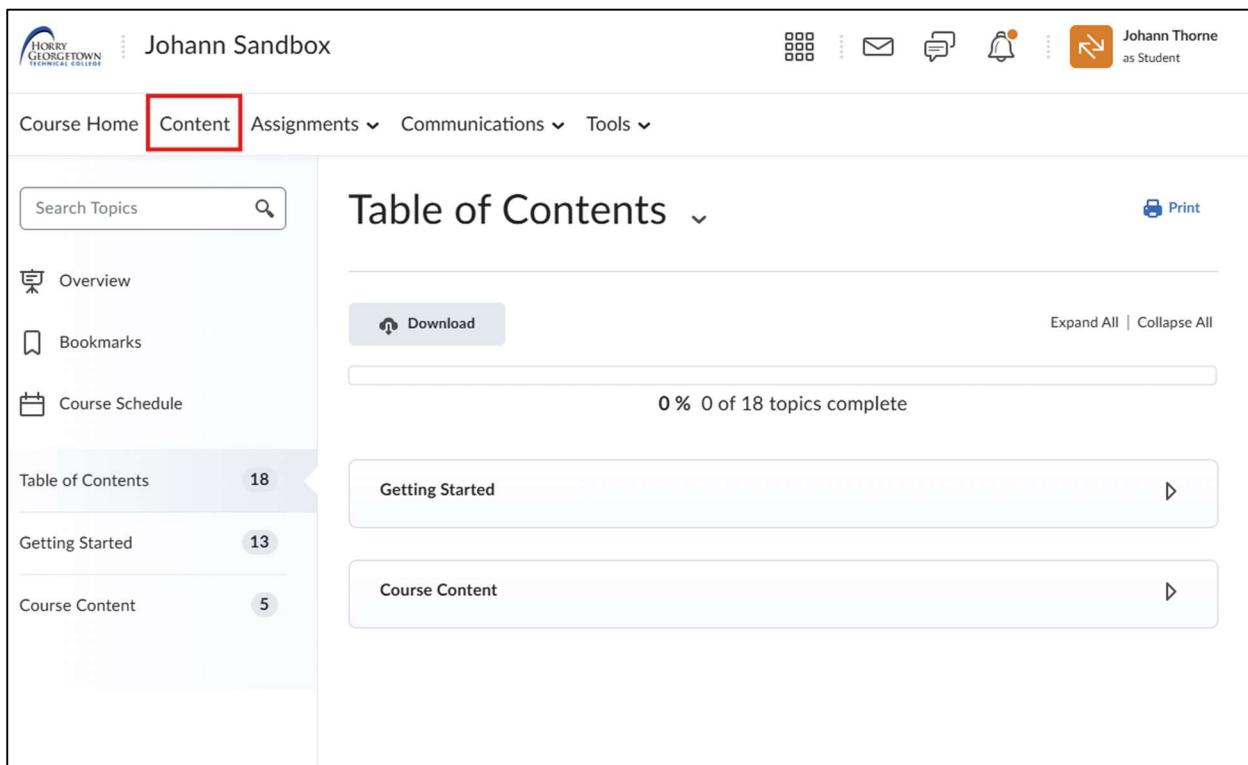
Embedded Librarian

Search for Articles, eBooks, Videos, and More

Get Help



Content



The screenshot shows the Canvas LMS interface. At the top, the header includes the Horry Georgetown Technical College logo, the course name "Johann Sandbox", and various navigation icons. Below the header, the main navigation bar has "Course Home" (highlighted with a red box), "Content", "Assignments", "Communications", and "Tools". A search bar labeled "Search Topics" is present. On the left, a sidebar lists "Overview", "Bookmarks", and "Course Schedule". The main content area is titled "Table of Contents" and shows a progress bar indicating "0 % 0 of 18 topics complete". It features two main modules: "Getting Started" and "Course Content", each with a "Download" button and a "More" icon.

The Content area is where the resources and activities for most courses are stored. When navigating to the Content tab, the user is taken to the **Table of Contents** page which lists the modules for the course. As seen in the above screenshot, the modules are also listed on the left-hand side navigational menu. Most courses will be separated into two main modules: **Getting Started** and **Course Content**

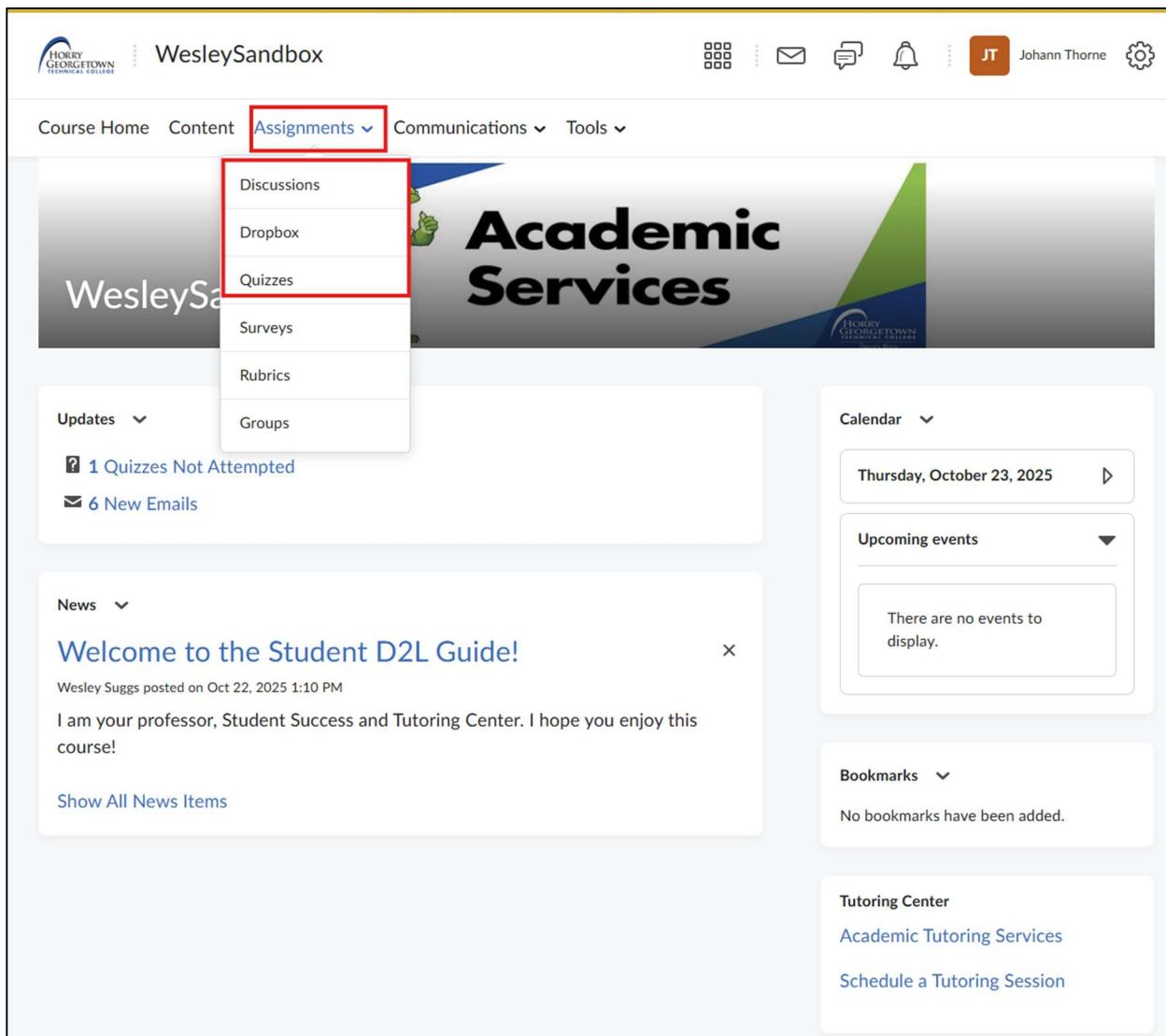
In the **Getting Started** module, there are **two important documents that should be read carefully and in their entirety**: the **Instructor Information Sheet** and the **Course Instructional Package**. Each of these documents gives an in-depth breakdown of the structure, navigation, and grading of the course as well as learning objectives and other general information. The **Getting Started** module will contain other important information, activities, and documents for starting the course.

The **Course Content** module will hold all other information for the course. These will usually be broken down into weeks or units to help with pacing and divide the content that will be most relevant for that upcoming week of class.

Assignments

A feature available to instructors within D2L is the creation and usage of a wide variety of **Assignments** within D2L itself. The three primary assignment types used are **Discussion**, **Quiz**, and **Dropbox** assignments. Additionally, the instructor may also utilize and create **Rubrics** to assist in grading certain assignments.

Most instructors will link assignments directly from Content for each corresponding week to make navigation easier.



The screenshot shows the Wesley Sandbox D2L course homepage. At the top, there is a navigation bar with links for Course Home, Content, **Assignments** (which is highlighted with a red box), Communications, and Tools. Below the navigation bar, there is a sidebar with a red box around the 'Assignments' menu. The menu includes options for Discussions, Dropbox, Quizzes, Surveys, Rubrics, and Groups. To the right of the sidebar, there is a large banner for Academic Services. Below the sidebar, there is a news feed with a post from Wesley Suggs. To the right of the news feed, there are three boxes: one for the Calendar (showing Thursday, October 23, 2025), one for Upcoming events (which is empty), and one for Bookmarks (which is also empty). At the bottom right, there is a section for the Tutoring Center.

Discussions

Discussion assignments are commonly used to facilitate interaction between the students and the instructor within a course. Some courses will utilize discussion posts

more often than others, especially for collaborative projects or weekly discussions if a course is fully online.

Opening the **Discussions** tab displays a full list of discussions currently available in the course. Selecting a discussion allows responses to be added by clicking **Start a New Thread** to address the initial discussion question or post created by the instructor. After starting a new thread, the **Post** button must be clicked to submit the response to the discussion.

Many instructors require a response to at least one other classmate's discussion post after the initial submission. This can be done by opening the discussion again. After posting an answer, a list of other responses becomes visible. From there, a classmate's response can be selected, and a response to a classmate can be made by clicking **Start a New Thread** again.

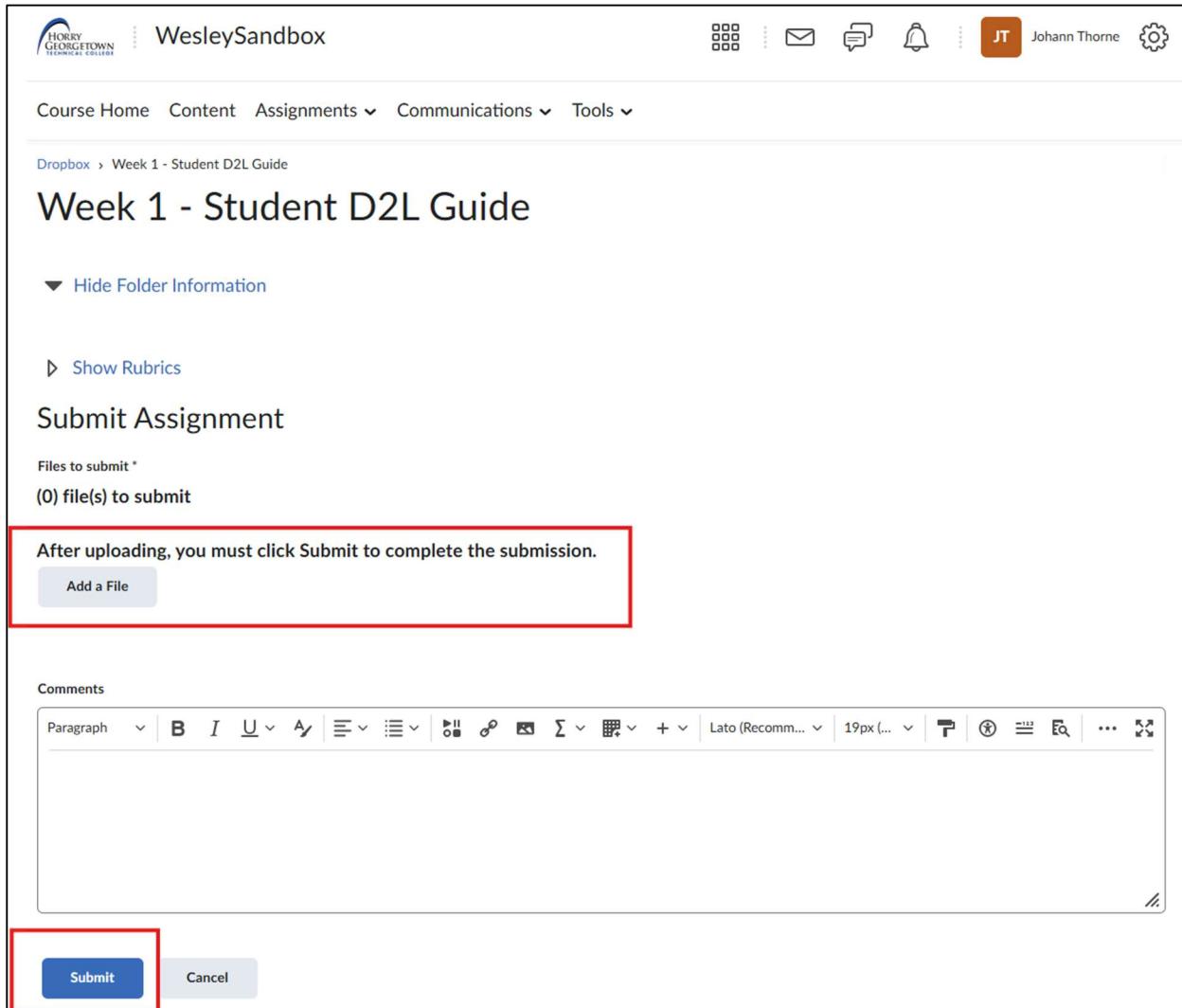
The screenshot shows the Wesley Sandbox LMS interface. At the top, there is a navigation bar with links for Course Home, Content, Assignments, Communications, and Tools. On the right side of the top bar, there are icons for a grid, mail, messages, and notifications, followed by a user profile for Johann Thorne and a gear icon for settings. Below the top bar, the main content area has a title 'Week 1 Discussion'. Underneath the title, there is a 'Subscribe' button with a star icon. A message says 'This is your week 1 discussion.' Below this, there is a blue 'Start a New Thread' button. Further down, there are two filter options: 'Filter by: All Threads' and 'Sort by: Most Recent Activity'. A message at the bottom states 'There are no threads in this topic.' At the very bottom of the page, there is another 'Start a New Thread' button.

Dropbox

Dropbox assignments are most often used as a submission area for essays or other written assignments. After clicking on the **Dropbox** tab, a list of assignment folders that are available will display.

Clicking on a Dropbox folder displays the attached instructions for the assignment. **Please pay attention to the correct file format (.pdf, .doc)** requested by the instructor when submitting Dropbox assignments. A rubric outlining grading criteria will also be displayed when available.

There will be an option to **Add a File** underneath the Submit Assignment section of the Dropbox assignment. Select **My Computer** if the file is saved to the computer. After uploading the assignment, and adding a comment if needed, **please be sure to click submit at the bottom of the page or else the assignment will not be saved.**



The screenshot shows the WesleySandbox LMS interface. At the top, there is a navigation bar with links for Course Home, Content, Assignments, Communications, and Tools. Below the navigation bar, the page title is "Week 1 - Student D2L Guide". The main content area is titled "Submit Assignment". It displays a message: "After uploading, you must click Submit to complete the submission." Below this message is a "Add a File" button. At the bottom of the submission form, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted with a red box.

Quizzes

Quizzes are commonly used by professors to assess student knowledge in a course using multiple-choice, true/false, short-answer format, or essay-format questions. Some assignments under **Quizzes** can also be set up as major tests by the instructor, so it is important to keep an eye on due dates, time limits, availability dates, and other qualifiers that the instructor may include. Please note any special instructions, such as number of attempts allowed, before clicking **Start Quiz** on the quiz summary page. Below is a screenshot of a **completed** quiz that gives an example of useful information on the quiz summary page.

Summary - Week 1 Quiz - Student D2L Guide

Quiz Period Over Description

This quiz is a test for our Student D2L Guide.

Quiz Details

Current Time

3:46 PM [Update](#)

Current User

Johann Thorne (username: jthorne2)

Time Limit

Unlimited

Availability

Available on Oct 26, 2025 12:01 AM until Nov 2, 2025 11:59 PM

Attempts

Allowed - 1, Completed - 0 ([Attempt 1 in progress](#))

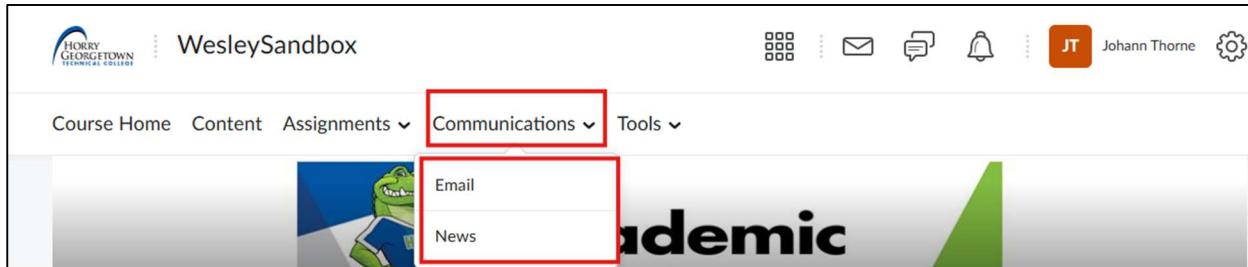
Status: Reopened

Rubrics

Rubrics are used in evaluating student work based on a set of criteria or objectives. If the instructor has rubrics published in the course, they will be viewable under the **Rubrics** tab in assignments. Any viewable rubrics can be clicked on from this section; once they are clicked, the rubric will open in a new window with the full rubric.

Communications

Under the **Communications** tab, there are two features: Email and News. The Communications features are intended to assist the professor with disseminating course-wide information *within* D2L.

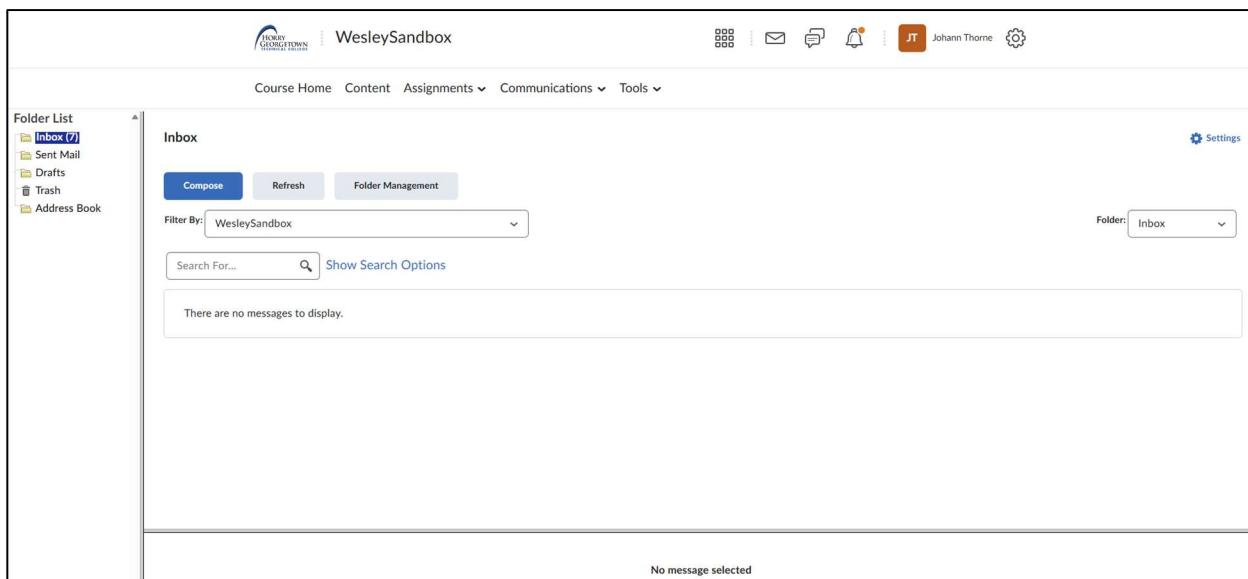


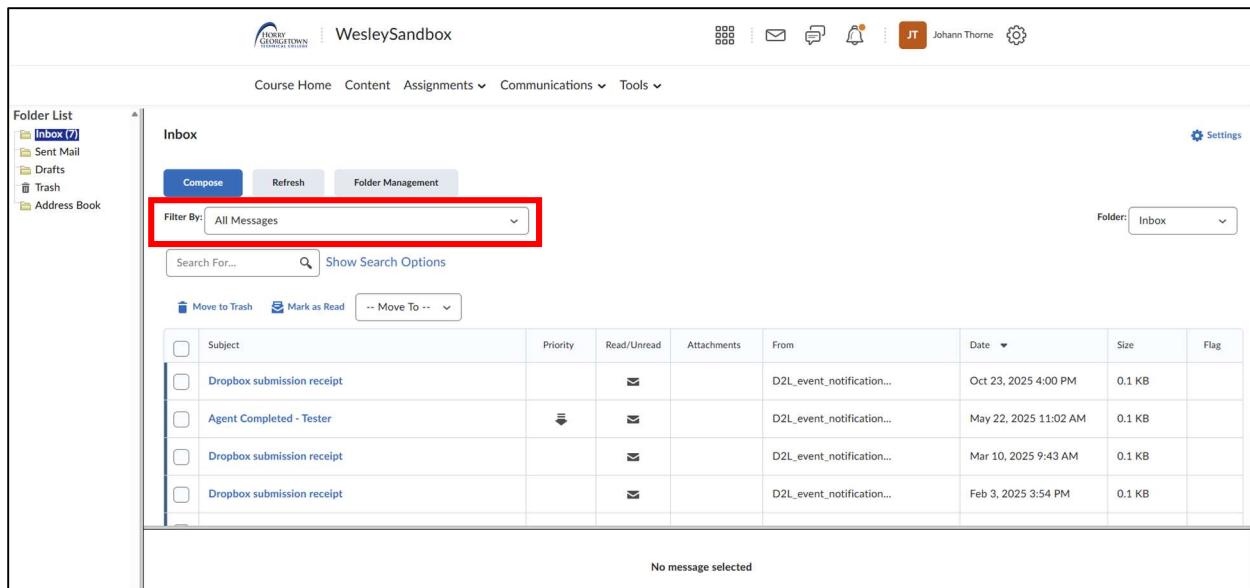
Email

While HGTC encourages all professors to use their official Microsoft Outlook email to communicate with students, instructors have the option to use D2L email if that is their **listed** preferred method of communication. **Always check each course's Instructor Information Sheet to see the instructor's preferred method of communication.**

This feature also allows the user to filter by course or **All Messages** to see all recent D2L emails. This filtering option will also include receipts for Dropbox submissions.

The Email function in D2L **is an isolated, D2L-only email**. This means that emails can only be sent to and from other D2L email addresses within the platform. To send an email to another D2L user, click on their name in the **Classlist** tool or copy-and-paste the email address into the **To** box after clicking **Compose**.





Course Home Content Assignments **Communications** Tools

Folder List

- Inbox (7)
- Sent Mail
- Drafts
- Trash
- Address Book

Inbox

Compose Refresh Folder Management

Filter By: All Messages

Search For... Show Search Options

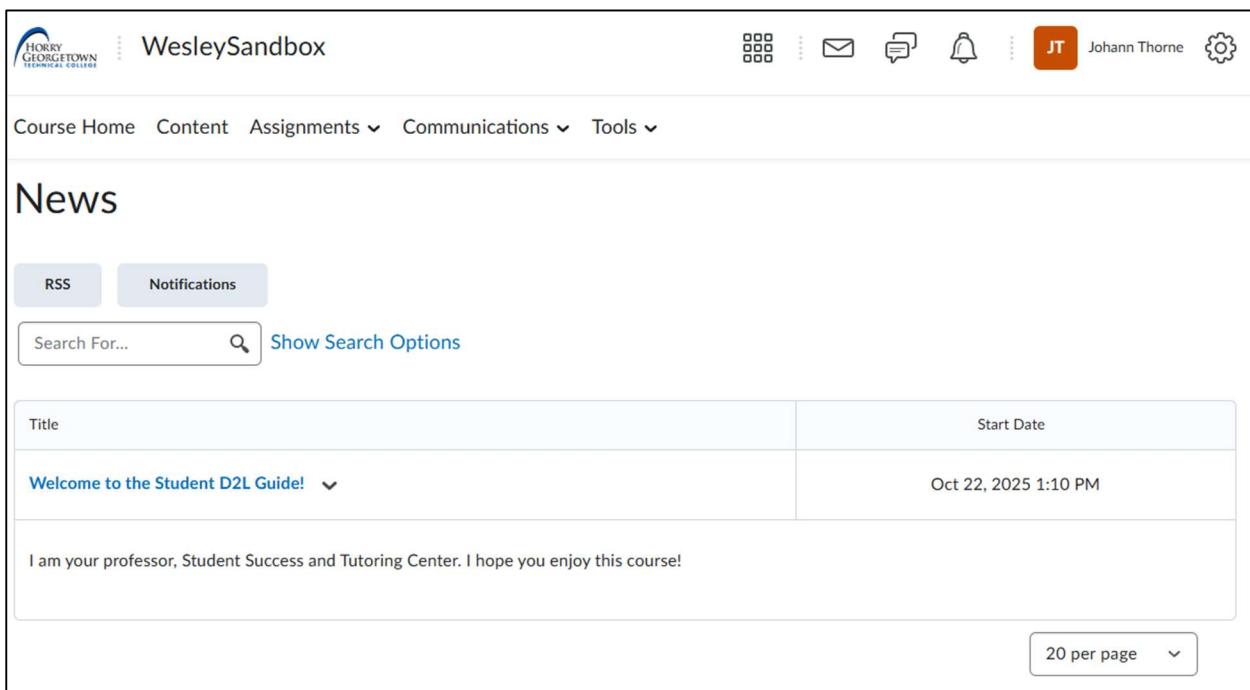
Move to Trash Mark as Read ... Move To

<input type="checkbox"/>	Subject	Priority	Read/Unread	Attachments	From	Date	Size	Flag
<input type="checkbox"/>	Dropbox submission receipt		<input checked="" type="checkbox"/>		D2L_event_notification...	Oct 23, 2025 4:00 PM	0.1 KB	
<input type="checkbox"/>	Agent Completed - Tester		<input checked="" type="checkbox"/>		D2L_event_notification...	May 22, 2025 11:02 AM	0.1 KB	
<input type="checkbox"/>	Dropbox submission receipt		<input checked="" type="checkbox"/>		D2L_event_notification...	Mar 10, 2025 9:43 AM	0.1 KB	
<input type="checkbox"/>	Dropbox submission receipt		<input checked="" type="checkbox"/>		D2L_event_notification...	Feb 3, 2025 3:54 PM	0.1 KB	

No message selected

News

As mentioned in the Course Home section, the News feature is a prominent spot for instructors to post important announcements and information for the course. When navigating to News through the **Communications** tab, available News announcements will be shown in a list view. To view them in more depth, click on the title of the News announcement.



Course Home Content Assignments **Communications** Tools

News

RSS Notifications

Search For... Show Search Options

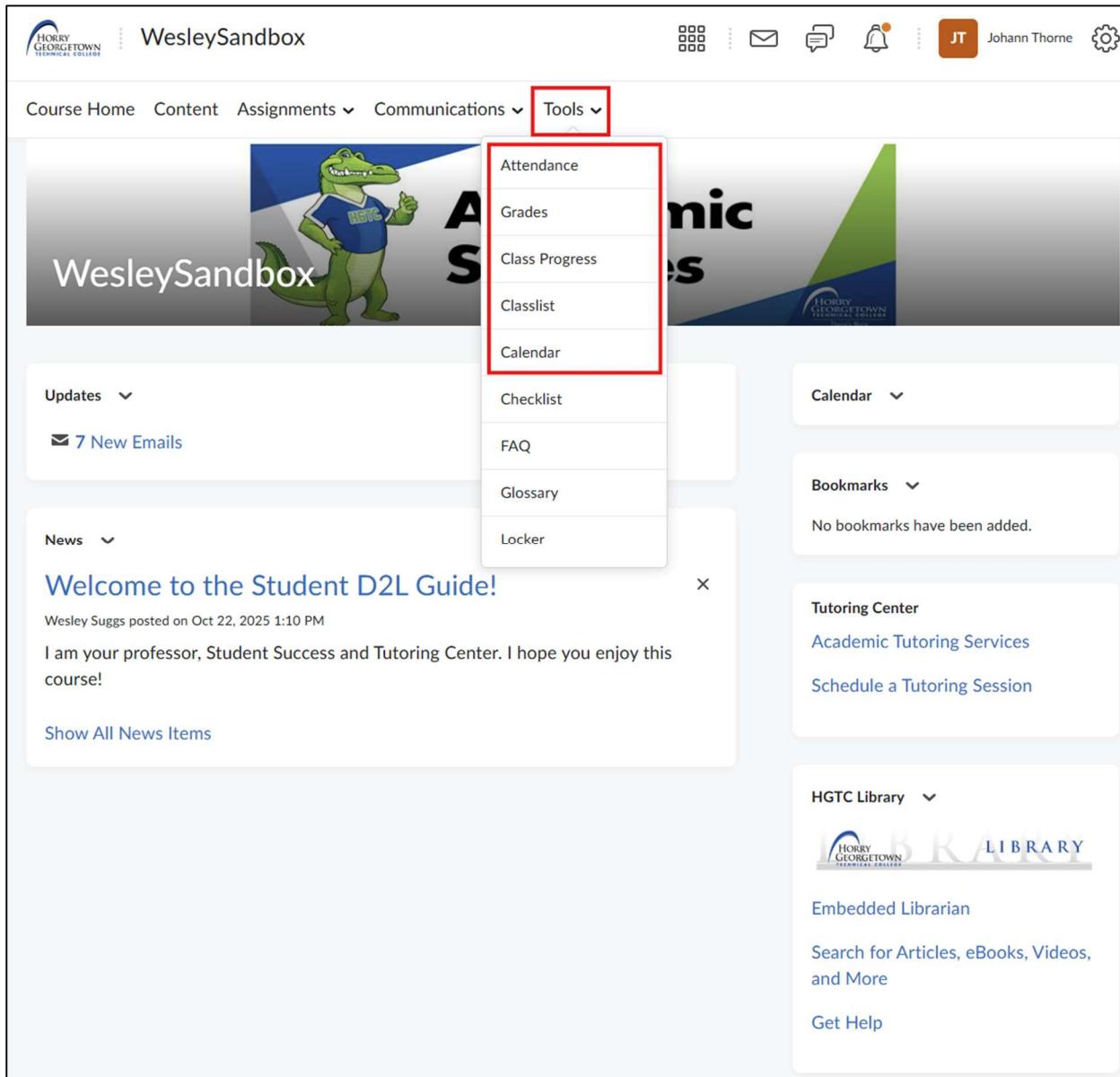
Title	Start Date
Welcome to the Student D2L Guide!	Oct 22, 2025 1:10 PM

I am your professor, Student Success and Tutoring Center. I hope you enjoy this course!

20 per page

Tools

D2L has a multitude of tools available within the platform that are designed to help students succeed. This guide will discuss **five** of the most useful tools available under the **Tools** tab in a course: **Attendance**, **Grades**, **Class Progress**, **Class List**, and the **Calendar**.



The screenshot shows the D2L WesleySandbox course home page. At the top, there is a navigation bar with links for Course Home, Content, Assignments, Communications, and Tools. The Tools link is highlighted with a red box. A dropdown menu for Tools is open, showing options: Attendance, Grades, Class Progress, Classlist, and Calendar, all of which are also highlighted with a red box. To the right of the Tools menu, there are several other course modules: Updates (with 7 New Emails), News (with a welcome message from Wesley Suggs), a Checklist, a FAQ, a Glossary, and a Locker. On the right side of the page, there are three large boxes: a Calendar box, a Bookmarks box (which is empty), and a Tutoring Center box (which includes links to Academic Tutoring Services and a Schedule a Tutoring Session). At the bottom right, there is a HGTC Library box with a library logo, an Embedded Librarian link, a search bar for articles, eBooks, and videos, and a Get Help link.

Attendance

Course attendance will be tracked within D2L. The **Attendance** feature displays a list of attendance sessions for the given course. Within the Attendance Register(s), sessions and the percentage of **past** sessions that were attended can be seen. Sessions for

which the user was marked present or absent are visible after clicking on the respective register.

WesleySandbox

Course Home Content Assignments ▾ Communications ▾ Tools ▾

My Attendance

Attendance Registers

Register Name	# of Sessions	% Attendance
Student D2L Guide Attendance for the D2L Guide.	8	67

WesleySandbox

Course Home Content Assignments ▾ Communications ▾ Tools ▾

Attendance Data

Student D2L Guide

Attendance for the D2L Guide.

of Sessions: 8

% Attendance:
66.67

Attendance Summary:

2 Present (=100%)
1 Absent (=0%)

Sessions **Attendance Status**

Week 1	Present
Week 2	Present
Week 3	Absent
Week 4	-
Week 5	-
Week 6	-
Week 7	-
Week 8	-

10 per page ▾

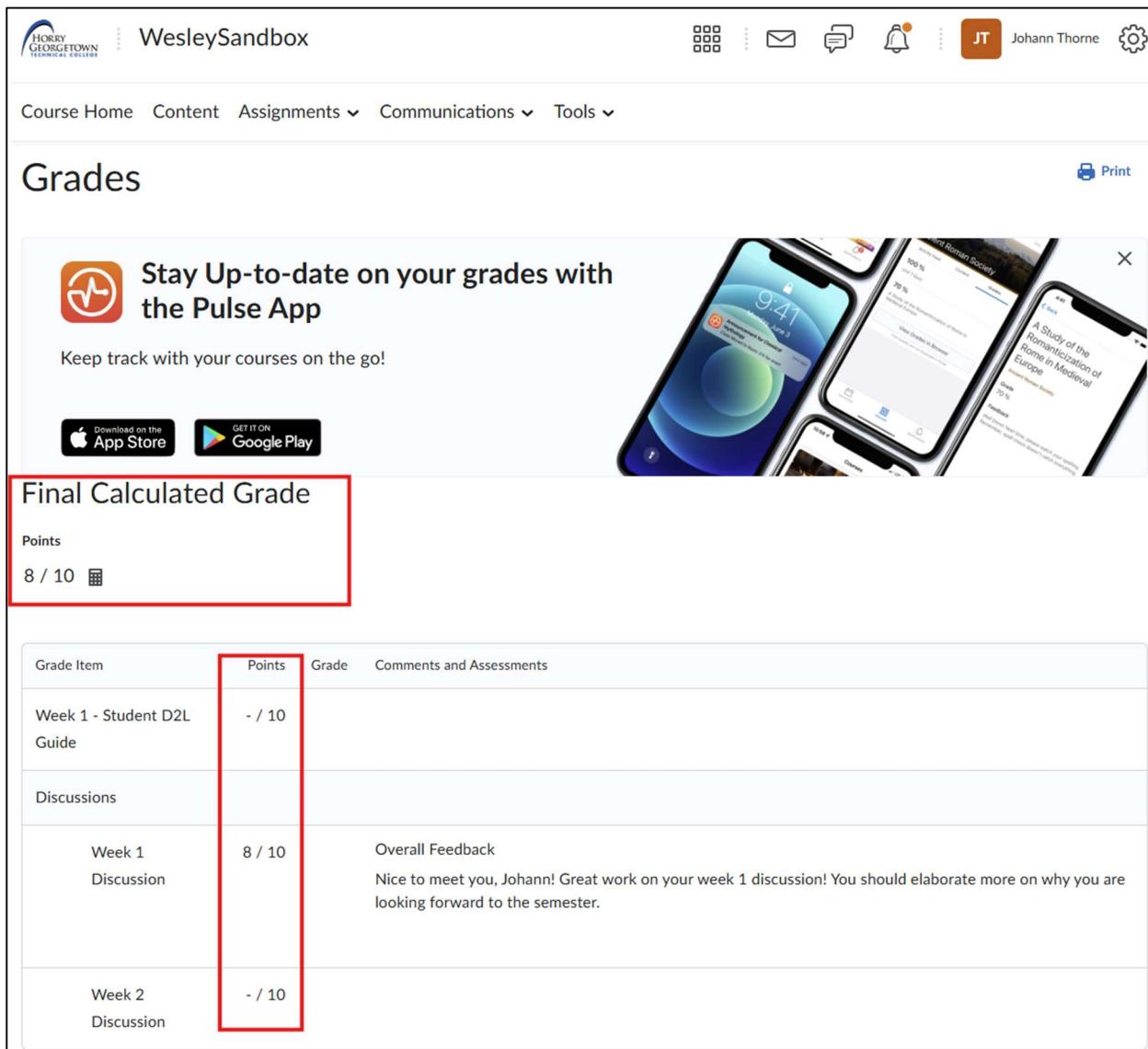
Done

Grades

The **Grades** tool displays assignments that have been graded and entered into the gradebook by the instructor. **This area should be reviewed regularly** to monitor progress and maintain awareness of overall performance throughout the semester.

Published feedback for assignments can also be found within the Grades tool, in addition to being attached to the assignment itself.

Please note variation in the grading schemes for some courses. Commonly, some courses will use a points system to measure the percentage grade in a course. **Always** refer to the Instructor Information Sheet for information on the grading scheme in the course. Please be sure to contact the instructor as soon as possible if there are any questions regarding grades or grading in the course.



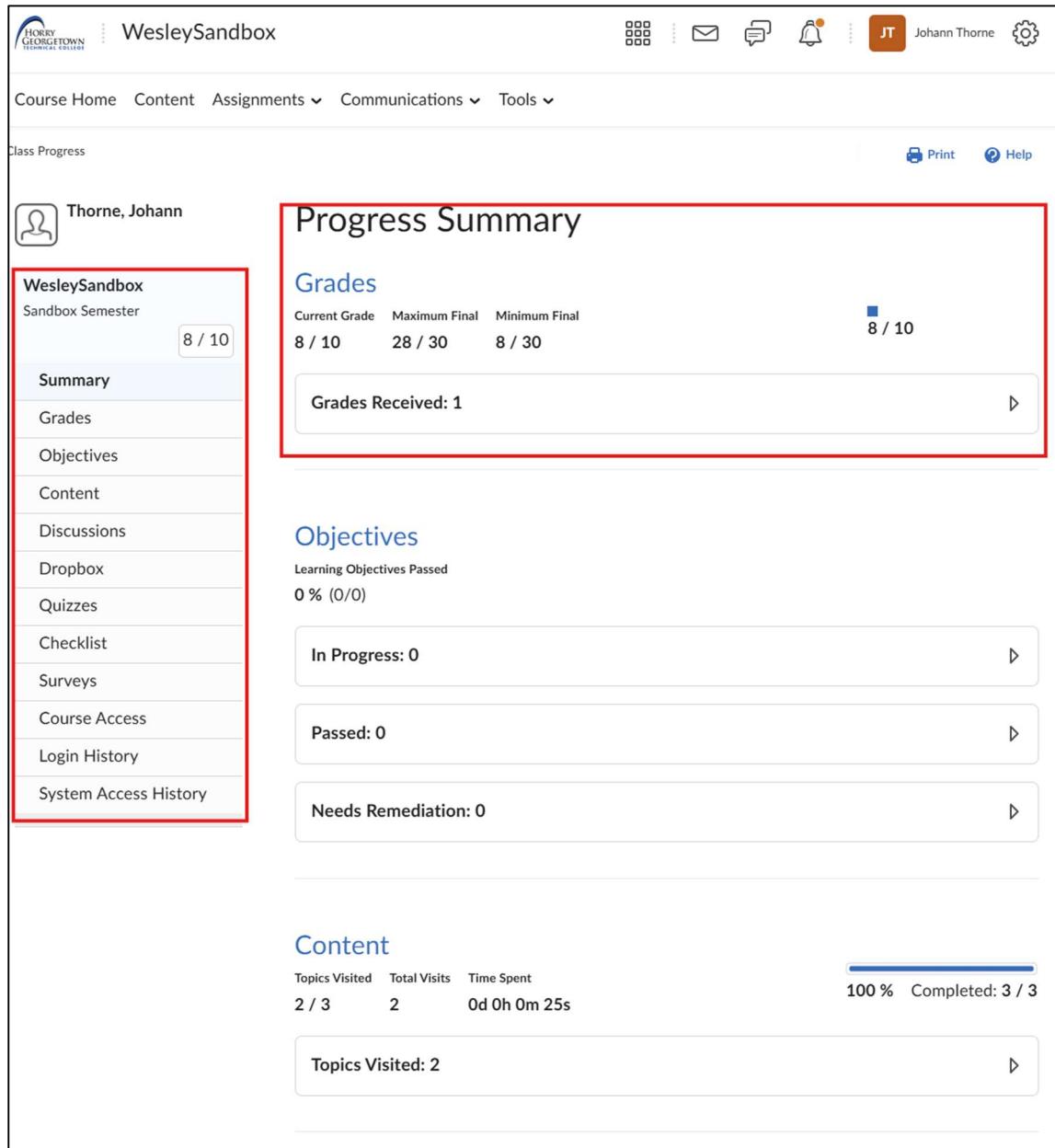
The screenshot shows the WesleySandbox LMS Grades page. At the top, there is a banner for the Pulse app with the text "Stay Up-to-date on your grades with the Pulse App" and download links for the App Store and Google Play. Below the banner, the page title is "Grades". A red box highlights the "Final Calculated Grade" section, which shows "8 / 10" with a grid icon. A table below lists graded assignments:

Grade Item	Points	Grade	Comments and Assessments
Week 1 - Student D2L Guide	- / 10		
Discussions			
Week 1 Discussion	8 / 10		Overall Feedback Nice to meet you, Johann! Great work on your week 1 discussion! You should elaborate more on why you are looking forward to the semester.
Week 2 Discussion	- / 10		

Class Progress

In addition to being accessible under **Tools**, Class Progress can also be accessed by clicking on the user's name in the top right-hand corner and selecting **Progress**.

The Class Progress tool provides a comprehensive dashboard to look at activity in the course, **especially for seeing completed assignments**. In navigating the Class Progress tool, the dashboard and associated tabs will display assignments that have been completed in the course. This tool also provides a broad overview of the user's current grade in the course and assignments that have been graded.

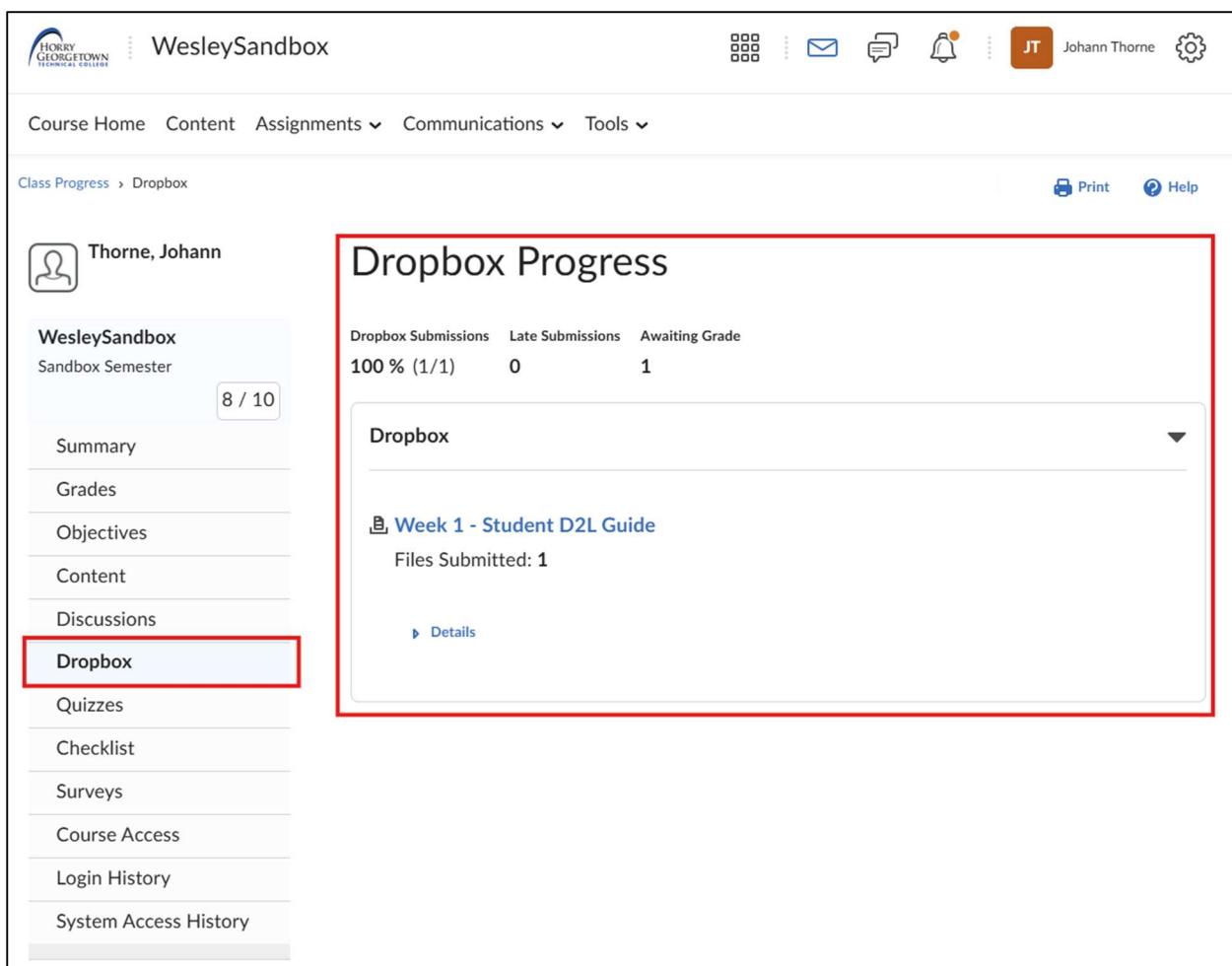


The screenshot shows the Class Progress dashboard for the course 'WesleySandbox'. The dashboard is divided into several sections:

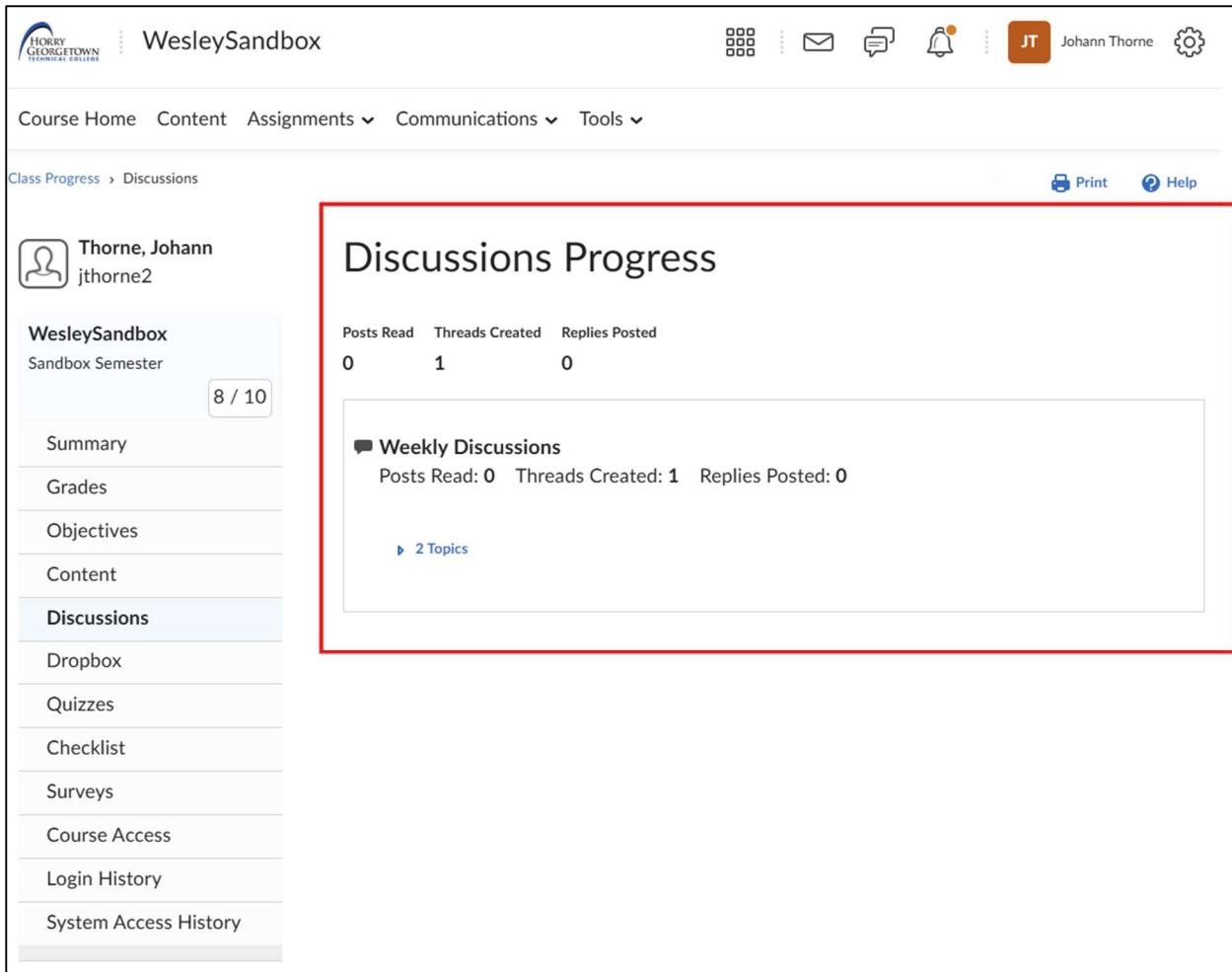
- Left Sidebar:** A vertical sidebar with a user profile picture for 'Thorne, Johann' and a list of activity tabs:
 - WesleySandbox (highlighted with a red box)
 - Sandbox Semester
 - Summary
 - Grades
 - Objectives
 - Content
 - Discussions
 - Dropbox
 - Quizzes
 - Checklist
 - Surveys
 - Course Access
 - Login History
 - System Access History
- Top Bar:** Includes the course name 'WesleySandbox', navigation links (Course Home, Content, Assignments, Communications, Tools), and user information (Johann Thorne, gear icon).
- Progress Summary:** A large section with a red border containing:
 - Grades:** Current Grade 8 / 10, Maximum Final 28 / 30, Minimum Final 8 / 30, and a progress bar showing 8 / 10.
 - Grades Received:** 1
- Objectives:** A section showing learning objectives passed (0 % / 0/0) and three status boxes: In Progress: 0, Passed: 0, and Needs Remediation: 0.
- Content:** A section showing topics visited (2 / 3), total visits (2), and time spent (0d 0h 0m 25s). It includes a progress bar at 100 % completed (3 / 3) and a box for Topics Visited: 2.

The **Class Progress** feature is especially helpful for viewing **Discussion and Dropbox assignments** that have been completed. In the screenshots below, the **Class Progress** tool displays which **Dropbox** assignments have been submitted as well as which **Discussion** posts have been replied to. Similarly, the **Quizzes** tab within the **Class Progress** tool will give brief information on completed quizzes.

It is **highly encouraged** to view this tool in each course to get a brief overview of grades on specific assignments to gauge progress in the course. As noted previously, the **Grades** section may look different between courses due to differences in gradebook set ups. Please reach out to the instructor for the course if there are any questions about the grading scheme. The Instructor Information Sheet and Instructional Package should be consulted for further information.



The screenshot shows the WesleySandbox Class Progress tool interface. The top navigation bar includes the Horry Georgetown Technical College logo, course name 'WesleySandbox', and user 'Johann Thorne'. The main menu has links for Course Home, Content, Assignments, Communications, and Tools. Below the menu, a breadcrumb trail shows 'Class Progress > Dropbox'. On the left, a sidebar lists course sections: Summary, Grades, Objectives, Content, Discussions, **Dropbox** (highlighted with a red box), Quizzes, Checklist, Surveys, Course Access, Login History, and System Access History. The main content area is titled 'Dropbox Progress' and displays statistics: 100% (1/1) submissions, 0 late submissions, and 1 awaiting grade. A dropdown menu for 'Dropbox' is open, showing a single item: 'Week 1 - Student D2L Guide' with 'Files Submitted: 1'. A 'Details' link is visible at the bottom of the dropdown.



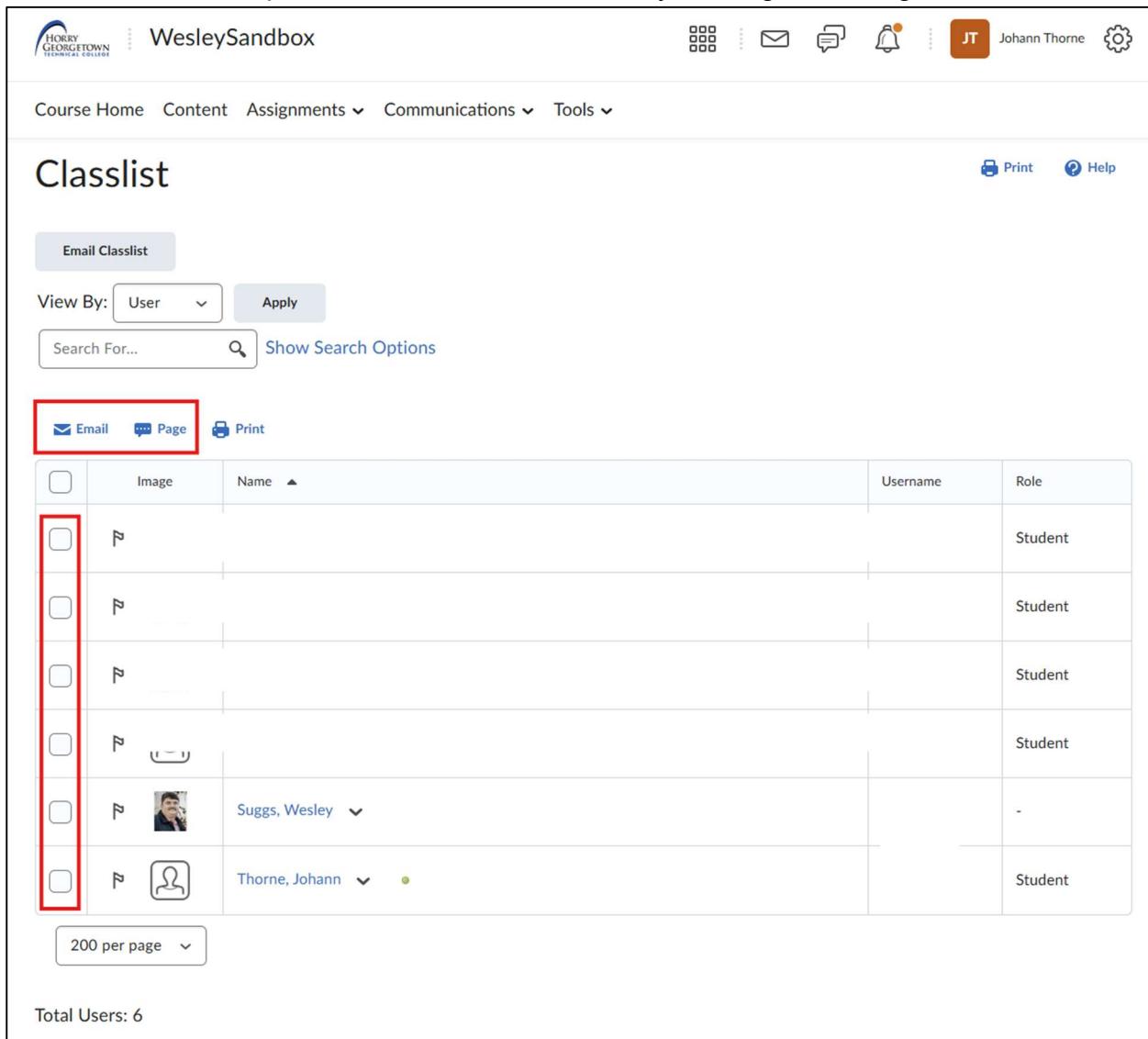
The screenshot shows the WesleySandbox course page. The top navigation bar includes links for Course Home, Content, Assignments, Communications, Tools, and a user profile for Johann Thorne. Below the navigation is a 'Class Progress' section with a 'Discussions' link. On the left, a sidebar lists course sections: Summary, Grades, Objectives, Content, **Discussions** (which is selected and highlighted in blue), Dropbox, Quizzes, Checklist, Surveys, Course Access, Login History, and System Access History. The main content area is titled 'Discussions Progress' and displays statistics: Posts Read (0), Threads Created (1), and Replies Posted (0). A box labeled 'Weekly Discussions' shows Posts Read: 0, Threads Created: 1, and Replies Posted: 0, with a link to '2 Topics'. A red box highlights the 'Discussions Progress' section.

Classlist

The **Classlist** tool displays a list of students in the class. This tool can be useful to reach out to classmates to try and set up study sessions or to generally reach out for assistance. The instructor will also appear in the **Classlist**—they are easily identifiable through the “dash” (-) listed next to their name in the role column.

D2L provides two built-in options for contacting classmates, or the instructor, from this screen. A message can be sent by clicking a student’s name in the **Classlist** to use D2L email, or by selecting the checkboxes on the left and choosing the **Page** option. To email multiple classmates, select several names using the checkboxes and then click ‘Email.’ Since this feature uses D2L email, it is isolated within D2L itself and cannot be used to reach out to Outlook emails. However, some students may have an alternative

email listed on their profile, which can be viewed by clicking their image in the class list.



WesleySandbox

Course Home Content Assignments ▾ Communications ▾ Tools ▾

Classlist

Email Classlist

View By: User ▾ Apply

Search For... Show Search Options

Email Page Print

<input type="checkbox"/>	Image	Name ▾	Username	Role
<input type="checkbox"/>	✉			Student
<input type="checkbox"/>	✉			Student
<input type="checkbox"/>	✉			Student
<input type="checkbox"/>	✉			Student
<input type="checkbox"/>		Suggs, Wesley ▾		-
<input type="checkbox"/>		Thorne, Johann ▾	•	Student

200 per page ▾

Total Users: 6

Calendar

The Calendar tool is accessible either through the **Tools** tab itself, or by clicking on **Calendar** in the Course Home page.

There are a handful of helpful features within the Calendar tool. It will display, on the date they are due, any D2L assignments that have calendar integration. These are listed both on the large-format calendar that is shown below as well as the smaller calendar on the right-hand side panel which has dots underneath the days to indicate assignments are due on those days.

The Calendar tool includes an option to create tasks. These tasks function as private notes and reminders. When a task is added from the right-hand panel, a due date can be assigned as a personal reminder for the user. Tasks do not appear on the main

calendar but are displayed under **Tasks** on the right side each time the calendar is opened. Tasks can be manually marked as complete.

As mentioned before, **only assignments that have been integrated into the D2L calendar will appear on this calendar menu.**

WesleySandbox

Course Home Content Assignments Communications Tools

Agenda Day Week Month List Print Settings Search Events

November 2025 WesleySandbox

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Tasks (1)

Upcoming (1)

Complete WesleySandbox HW ... Due Oct 31, 2025

Add an upcoming task...

Someday

Add a task...

Contact Information

If there are any questions about D2L or the contents of this guide, please do not hesitate to contact the Student Success and Tutoring Center at SSTC@hgtc.edu. Each campus can also be reached separately at the numbers or locations below:

Conway Campus

Building 1100, Room 201 in the Library
(843) 349-7872

Grand Strand Campus

Building 200, Room 134
(843) 477-2113

Georgetown Campus

Building 100, Room 200
(843) 520-1455