

## D2L: Desire to Learn Virtual Tour Video

**DLi Virtual Tour:** D2L Required Video for Regular Classroom & Online Students

**DLi Virtual Tour Video:** [http://www.hgtc.edu/academics/distance\\_learning/virtualtour.html](http://www.hgtc.edu/academics/distance_learning/virtualtour.html)

– Click Play. Double click Screen or click Full Screen Icon to View. Press Esc to Exit Full Screen.

### INSTRUCTIONS FOR ACCESSING D2L

**Step 1:** Go to [www.hgtc.edu](http://www.hgtc.edu). Click on the **WaveNet** icon in the right top corner. Log in with **User Name & Password** received in your PACE Acceptance Letter.

**Step 2:** In WaveNet, click on **My Courses**, then click on the **Home** icon. Once in **WaveNet**, look at the right top corner, and under **My Courses** click on the **Home** icon, you will immediately go into D2L. Courses listed are your courses enrolled in for regular classroom and/or online courses this semester.

**Step 3:** Click on one of the courses enrolled in this semester. ALL course related activities and communications will take place here, if you are enrolled in an Online course. For regular classroom courses, you will still utilize aspects of D2L. From this first page, you can navigate to any area of the course.

#### News Section

The first thing you will see is the **News** section. The **News** section is where you may find items such as welcome messages, weekly updates, clarifications and communication from your instructor. Be sure to read ALL messages under the news section.

**Step 4:** Click on the **Content** Tab to Access **Getting Started** and **Course Contents**. In D2L **Content** is key! Your course materials will be available through the **Content** tab. It is the tab you will click to gain access to all course information, resources and assignments. There are two main areas under content that you will need to access.

#### Getting Started: Instructional Package And Course Content Information Sheet/Syllabus

The first information you will see is titled **Getting Started**. Here you will find the instructional package and instructor information sheet. Much like a syllabus, these will help you understand expectations and means of assessment for your course. The instructor information sheet will offer important information regarding communicating with your instructor including contact information. Also in **Getting Started**, you will find the **Student Resources** information. These resources range from the library, testing, and tutoring.

#### Course Contents

The **Course Contents** provides the content developed by your instructor and their department to meet the learning objectives for your class. The content can be arranged in a variety of ways. Some instructors will develop content needed to complete that week's worth of work. Some instructors will organize their content by topics and categories. The content found within the **Course Contents** tab will be clearly communicated as to how to navigate through the information. If at any time you have questions or concerns with your class, contact your instructor immediately as they can assist you with finding content and addressing concerns.

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**Step 5:** Click on the **Assignments** tab to access **Discussions, Dropbox, & Quizzes**.

The completion and submission of assignments in a timely manner for your online class is critical to your success. Your instructor will communicate the expectations of each assignment, including due dates and where/how the assignment needs to be entered or submitted.

### Discussions

**Discussions** are a great way for instructors to facilitate dialogue and review content. Instructors may pose a question to the class. You will be asked to reply to the topic. Replying to your instructor's question in the discussion is quite easy. Once the dialogue box opens, you can begin to type your response and then click post. Sometimes you may be asked to reply to peer responses. Make sure you are professional and appropriate with all of your responses. Discussion topics may be time released, depending on how your instructor designs the course. If this is the case, discussion topics will appear as they are made available.

### Dropbox

To submit assignments for your online or regular class use the **Dropbox**. The **Dropbox** is created by the instructor for assignments to be uploaded. The assignments are uploaded as an attachment similar to how you would attach a document to an email. Identify the correct **Dropbox** for the assignment you are submitting, simply attach Upload the Document... Once the document is uploaded, your instructor can review and grade the assignment. Typically the grade and any feedback from the assignment will be visible in the Gradebook located under the **Tools** Tab.

### Quizzes

Some instructors require proctored exams for their online classes. Review the Proctored Exam Section of this orientation for specifics. In many cases, instructors will offer exams and quizzes right within the D2L. In that case, the test will appear under the **Quizzes** Tab. Simply click on the Quiz and follow the on screen prompts to begin and complete the exam.

### Important Note: A Few Key Things To Keep In Mind With Quizzes...

Quizzes are more than likely timed, suggesting you will only be given a certain amount of time to complete the entire quiz and in some cases, there may be timed questions. All quizzes utilize a lockdown browser add-on. This means you will not be able to navigate away from the exam while in the exam, through the opening of additional tabs or new browsers. Finally, quizzes are meant to be completed individually. IP addresses and question times are logged throughout the exam as a means to track and deter unethical behavior.

**Step 6:** Click on the **Tools Tab** to access **Gradebook** and **Attendance**.

### Gradebook

Once your instructor has graded your assignment, the grade will be available in the **Gradebook**. You can access the **Gradebook** by clicking the **Tools** tab at the right top corner and clicking **Grades**. Once in the **Gradebook**, you will see all assignments that have been graded and any feedback that has been offered. Grades will not be available instantly as it takes time for your instructor to complete.

### Attendance

Refer to your course instructional packet for instructor guidelines regarding course attendance. View your **Attendance** records by clicking on the **Tools** tab. Each instructor is required to submit student attendance to HGTC. Students may be withdrawn by an instructor for excessive absences and/or excessive missing assignments resulting in a WF/Grade of 51 on your High School Transcript.