Navigating the Course Web Site:

Green Band across top:
When you first log into your course, which will open on the day it is scheduled to start, you will see a green band across the top of the screen.

I. My Home: The “MyHome” link on the upper left-hand side of the screen will take you to the D2L home entry point, not to the home page of the individual course. You should see COL 101 listed here, as well as any other online course you are taking. Click on COL 101.

Note: Once logged into the course, the “Course Home” link on the left side of the gray band takes you back to the home page for COL 101.

II. Email: Clicking on “Email” in the green band, allows you to send an email to me or to other students within the course. To send an email, click on “compose” and then click on “address book.” Click on each person you wish to email.

III. Calendar: This calendar is a composite of the calendars for all of your online courses.

IV. Other: The “Locker” is a storage area for papers, etc. that you may be working on – available from any computer. Its space is limited, however, just like a real school locker. The “Help” link provides additional explanation of D2L and other resources.

Gray Band:
In the gray band, click on all the different headings, and get accustomed with what you find there. NOTE: For purposes of this course, each week begins on Monday morning at 12:01 AM and ends on Sunday evening at 11:59 PM.
I. **Content**
The “Content” section is one of the two most important sections of the course. In “Content” you will find the syllabus in the “Getting Started” section, as well as additional important information. Be sure to note due dates in the syllabus, as well as in the Calendar section of the course.

The course content is set up in eight modules corresponding to each week of the course. Under each module you will find an overview of the module and the objective of that topic, your reading assignment, and any other activities, quizzes or exams due that week.

II. **Discussions**
The second extremely important area is the “Discussion” section of the course. I will post two or more discussion questions each week, devoted to each topic of the course. Click on “Discussion” to log directly into this part of your course. You will be graded weekly on your keeping up with reading these postings, as well as adding to the discussion. (See Getting Started”)

Note: Your first posting each week must be submitted by Wednesday at 11:59 PM. At a minimum, you must post two additional times, one of them a response to another (student’s or instructor’s) posting.

III. **Dropbox:**
This is where you will submit all of your assignments. Your work should be done offline before attempting to load it into the course site. Do not create the assignment within the D2L course. [In case you lose your Internet connection, you won’t lose all of your hard work!]

To submit an assignment, click on the “Dropbox” section of the course, then click on the name of the assignment that you wish to submit. You will then need to “upload” the assignment, i.e. select it from where you have saved it on your computer, and then click “Submit.” The status should show that your assignment was successfully submitted. Once graded, you can see your grade here and any comments made by the instructor.

This section is also where you will post your Key Learning points each week.

IV. **Quizzes/Exams:**
Click on the “Quizzes/Exams” area of the course, and then click on the quiz or exam you wish to take and follow the instructions provided.

V. **Other:**
We will NOT be using the Chat, Groups, Checklist or Surveys functions in this course.
Course settings:

Below the two bands at the top of the **home page**, you will see your personal **Settings** – **feel free to edit these and create a profile, similar to Facebook, add a photo of yourself, a pet, etc.** This will show up whenever you make a posting, so it’s nice to associate you with an image, and is a great way to get acquainted with other students in the course.

**Calendar** specific to this course, which lists when everything is due, an **Update** section that tells you about new postings since you last logged in, such as discussion comments, emails received, etc. and a **News** section in the center of the page. I will be posting announcements in the News section regularly throughout the course, so be sure to check the News area each time you log in.

**Enjoy your studies!**