This guide was designed to help students navigate their d2L Lite course shell. Please see the Table of Contents to find the specific information on the various tools in d2l. Not all instructors use all tools. Please consult with your instructor to see what tools they use. Welcome to D2L Lite!
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Home Page Overview

Overview

Welcome to the course. We will cover a number of topics in a short period of time. Please let me know if you have questions.

Basics of the Homepage

(1) Mini Bar
(2) Navigation Bar
(3) Overview
(4) Bookmark
(5) Upcoming Events
(6) Table of Contents
(7) Modules
Mini Bar

Clicking "My Home" will take you to the District Homepage and a list of all prior courses you have offered in d2l.

Hovering over this link will allow you to tell what course you are in.

The drop down menu will display the prior courses you have taken in d2l.
Mini Bar (notifications)

The next three items are part of a notification system in d2l. When you have a pending item a small red ball will appear on each of the three icons. (Envelop, updates, and discussions)

- **Updates (notifications)**
  
  Click on this icon and you will see what has happened since the last time you were in your course. These links will hyperlink you to the actual item.

- **Envelope**
  
  Click on the envelop and you will see the “pager” and “email” appear.
  
  Pager is an instant messaging system for students and instructors.
  
  Email will link to your school email.
Discussion (notifications)

“Discussion Notification”

When someone has responded to a discussion you posted a red dot will appear. Then you can hyperlink to that particular discussion post.
Mini Bar Continued

“Profile”
This is a social networking aspect to D2L. This is also where you can add your picture and interests.

“Notifications”
This area allows you to get notified when specific things change within your courses. It will also allow you to sign up for email notifications for a daily summary of your course or text messaging for instance notifications.

“Account Settings”
“Account Settings” allow you to:
Set fonts, set discussion views, and forward email to another account.

“Progress”
You can check your overall progress in the course.
Navigation Bar

“Course Home” returns you to the home screen for this particular course.

“News” is where you can see announcements made by your instructor.

“Grades” you can see your grades.

“Discussion” is where you can have asynchronous talks with your classmates.

“Calendar” is where you can see what is coming due in your course.

“Attendance” allows you to see when you have attended class.

“Classlist” is where you can view who is in the course.

“Online Tutoring” services for students.

Ventura College Online “Library” Services.
Overview

Welcome to the course. We will cover a number of topics in a short period of time. Please let me know if you have questions.

“Overview” contains a brief description of your course.
(You know you are on “Overview” because the area is blue.)
**Bookmarks**

1) **Bookmarks** allows you flag material in the table of contents that you can later come back to.

2) In the content section while reading you can **Bookmark** material by clicking on this bookmark icon and it will turn red.

3) Now you will see the reading appear in the **Bookmark** section.
**Upcoming Events**

“Upcoming Events” shows what is due in the course over the next 7 days in your course.

“Course Schedule”

This will list out the due dates in your course.

<table>
<thead>
<tr>
<th>Today</th>
<th>Tomorrow</th>
<th>Next 7 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 6, 2014</td>
<td>Chapter 2 reading</td>
<td>Jun 6, 2014 - Jun 6, 2014</td>
</tr>
<tr>
<td></td>
<td>Chapter 1 reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 1 due</td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents (d2l tool)

The "Table of Contents" is where you will find the material that has been uploaded by your instructor. This can contact links, documents, and videos.

From here you can download information to your computer or send it to "Binder".

"Binder" will allow you to push the content to an app on a mobile device. This will allow students to view material while offline.
These folders will contain the material your instructor wants you to view. If you click on the folder the material in that folder will appear on the middle of the screen.

There may be multiple folders or just one. The small number next to the folder shows the number of items it contains.

To access the material simply click on the title of the material.
From the "Course Home" click on "News"

This will show you important announcements from the Ventura College and your instructor. The announcements appear in the middle of the screen from newest to oldest. You can also search announcements from this page.

When you have a new news announcement you will also be notified under "Updates" as well. The red dot shows that there is a new announcement in the "News".
Click on “Grades” from the home screen. This will allow you to view your progress in the course thus far.

(Not all instructors use this tool. Please check with your individual instructor for assistance.)
“Discussions” allow you to communicate with other classmates online in a guided format. If you click on the discussion topic you will enter that particular discussion.
Discussions Continued

Here you will see the question your instructor has assigned.

These are the directions for your post.

Next click on “Start a New Thread” to begin your response to the question.
Discussions Continued

Make sure your post is 150 words at a minimum. Also, please quote the reading as well.

Enter a subject

Title your discussion
Then you can type in this text box
You can add attachments such as a document
Click Post when you are done
The “Calendar” feature allows you to see due dates for your course.

The “Calendar” defaults to showing all courses that you are currently enrolled in. If you click the (x) you will dismiss other courses from this calendar view.

Click on the event to get the full details for that assignment.

You can choose the view you would like to see your calendar in.
**Attendance**

If you click on "Attendance" you will be taken here.

To access your attendance click on the title (these will be different for each course)
Here you can see the percent of classes you have attended and a total attendance summary.

You can view your status for each class below.
From “Classlist” there is the option to email classmates.

You can also view who is in the course.
Clicking on "Library" will give you access to VC Online Library Resources.

This library page will appear and you will have access.
Online Tutoring

Online Tutoring will ask you for your user name and password for banner. Then it will take you to Smart Thinking. This company offers free online tutoring for Ventura College Students.