



In partnership with



Kitchen & Bath Designer Courses *Online Delivery*

Getting Started

Online kitchen and bath design courses are offered within the user-friendly online platform Desire2Learn, or D2L. Follow these easy steps to get started!

1. Review course descriptions and prerequisites.
2. Register
 - Contact NKBA at www.nkba.org or 1-800-843-6522.
 - Payment due at time of registration.
Cancel policy: You will receive a full refund less \$25 per class processing fee if NKBA receives your cancellation prior to 3 business days before the first class date. Sorry, we cannot issue refunds for cancellations received within 3 business days of the first class date.
 - Maximum of 2 courses concurrently
 - Supply the address, phone, and email address where you wish to receive course materials and communication
You may want to get a free email account from gmail.com (Google's email service). We have had no problems with emails being blocked with gmail.
3. Purchase textbooks and supplies
 - NKBA Professional Resource Library (PRL) texts are purchased directly from NKBA.
 - Drafting supplies may be required. (You will receive supply lists when you receive your course login and password information for KBD 1.)
4. Check your software
 - If you do not have Adobe Acrobat reader, download a free copy at: <http://get.adobe.com/reader/>
 - If you do not have Adobe Flash player, download a free copy at: <http://get.adobe.com/flashplayer/?promoid=DXLUJ>
5. On or near the designated course start date:
 - You will receive via email: log in instructions, user name, and password.
6. First week of course:
 - You will receive a welcoming message via email from your instructor.

- You will access your course via the Internet. Use the log in instructions, user name and password you received via email (see step 5) to log in to Century College D2L, the learning management system.

The course content and assignments are delivered in D2L. You must log in weekly.

- For some courses, you may receive course-related material via mail.
- If you have difficulty viewing course lessons (provided as pdfs of Powerpoint documents), you may request to have the lessons sent to you on CD.
The CD duplicates materials posted online; you will need to use the CD *only* if you are on dial up and have difficulty downloading some of the larger documents.

NOTE: CD will not be sent to you unless you request it. To request a CD, please contact Cassie at cassie.morrisette@century.edu

7. Throughout your course:

- You will log in to your course via the Internet at least once a week (many students log in several times each week).
- You will access course content including lessons in Powerpoint, assignments, and other information by logging in to the Century College D2L site on the Internet. Click on Content in the menu bar to display weekly items.
- You are responsible for going through each lesson and completing the assignment requirements as specified by your instructor.
- You will complete reading assignments as specified on your syllabus (posted in D2L) and various other assignments to be submitted to your instructor.
- Concerns? Please ask your instructor. She can be flexible with your assignment due dates as long as you communicate!

Submitting assignments:

- Some assignments may be submitted via the internet Dropbox feature in D2L (viewed only by the instructor) or sent via email, as specified on the assignment.
- Assignments to be faxed, use fax number 612-373-2732 (or 651-779-5802 attn: Cassie)
- Assignments to be mailed are sent to:
Century College
Attn: (your instructor)
275 Market Street, Suite C19
Minneapolis, MN 55405

8. At the end of your course:

- All required projects and assignments must be submitted for final grading (pass or fail) within the timeframe specified by the instructor
- Some courses will have a final exam
- You will complete the course survey online
- You will receive a course completion certificate upon satisfying all course requirements

Questions?

- For registration questions, contact NKBA at 1-800-843-6522,
- For questions about national certification, contact NKBA at 1-800-843-6522.
- For questions about online learning, contact Lorrie MacGillivray at Century College, lorrie.macgillivray@century.edu
- For questions about your user name, password, course handouts and optional CD, contact Cassie Morrissette at cassie.morrissette@century.edu
- For questions about course content, contact Century Faculty Arlynne Wolf at arlynne.wolf@century.edu or Margaret Krohn at margaret.krohn@century.edu

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