

Welcome to online learning at Century College! You have signed up for an [Online Internet Delivered](#) course or a [Blended Online and Campus-Based course, sometimes referred to as an Online with Some Seat Time or as a Web-Enhanced](#) course. Your all or some of your course will be delivered online utilizing Desire2Learn (D2L). Unless your instructor has communicated otherwise, you will be able to login and enter your online classroom on the first day of the semester (August 25, 2009) or on the first day of your class. Please note that Century's online courses are not independent study courses. It is Century's goal to make your online learning experience effective as well as enjoyable. Like any course, you'll get just as much out of this learning experience as you are willing and able to put in to it.

Things to do before your class begins:

"Are Distance Learning Courses for You?" - Take the self assessment quiz, here <http://century.readi.info> (Username: centurystudent and Password: student). It's designed to help you decide if online learning matches your learning style. If you have doubts, you may want to contact the instructor or a counselor. You may also want to consider enrolling in a section with a more traditional format.

"Getting Ready for Online Learning" - Complete the steps listed

[Check the computer requirements](#)

[Complete the D2L Online Student Orientation](#)

[Login to D2L](#)

Need to know more about D2L?

Come to a drop in lab session on the West Campus.

8/20	11-2	W1321
8/25	3-6	W1321
8/27	9-noon	W1322
9/1	1-4	W1325

Sources of assistance:

[Tips for Being a Successful Online Student](#)

Course content: contact your instructor

Technical issues: Century's Student Help, studenthelp@century.edu

Help: [MnSCU D2L Helpdesk](#)
[Ask Century!](#) - <http://century.custhelp.com>

Student HelpLine: 651.779.3295

Century College's Center for Educational Technologies wishes you success in your course!

I want to know more about?

D2L Online Student Orientation	Plugins / Media Players	To log in to Desire2Learn
Computer Requirements	Viruses	Learning D2L
Check Your Computer System	Spyware	Desire2Learn (D2L) FAQs
Navigating The D2L My Home Page	Popup Blockers	Quick Contacts
Online Learning Tips	D2L Course Access	Online Course Definitions

[Back to topics](#)

D2L Online Student Orientation

Welcome to D2L!

All web-assisted, web-enhanced and totally online classes at Century College are now using Desire2Learn (D2L) as their course management system. D2L is a web-based learning program designed to provide students with a user-friendly environment, so you can focus on your learning experience - not on the technology involved. It is an alternative to the traditional classroom setting, with the convenience and flexibility of being able to attend classes from anywhere that you have computer access.

Remember, the requirement for online course work is no less than that of any other quality educational program. The time that you would have spent going to class will be spent on self-guided learning, such as reading, assignments, or studying for an exam. The successful student will see that getting an education through online learning is not easier - it is simply more convenient. Before you can access your online courses you should have completed the following:

1. [Distance Learning Quiz](#) - From Minnesota Online
2. [Check the Desire2Learn Computer Requirements](#) - Prepare your computer for using D2L
3. [Login to D2L](#) - You will be able to log in to your Desire2Learn account prior to the start of the semester. You may not see your course listed until the first day of the semester or the first day of the course.
4. Go to the Century College Demo Course and see what online learning is all about.
 1. Go to <https://century.ims.mnscu.edu/>
 2. Login with the username of **ccdemo** and a password of **ccdemo**
 3. Click on Online in 1-2-3

Your D2L account is set up for you after you are accepted by the college as a student AND you

have registered for a totally online, web-enhanced, or web-supplemented course. If you have recently enrolled or registered, you may not be able to access your account yet. If you are having trouble logging in to D2L, try using the [Forgot Password?](#) link located on the Login page. If you've set up a portal account, your login information will be sent to your Century Direct email box.

[Back to topics](#)

Computer Requirements

D2L System and Software Requirements

Students taking online courses are expected to have an understanding of Internet basics. You will be navigating and searching the Internet and interacting with others in your class using web-based tools.

You do not need to have a computer at home in order to take an online course. Computers in the college computer labs have the necessary specifications and software for online course and are connected to the Internet.

Based on the resources used in a class, instructors may require additional software or hardware. Students should check directly with their instructor for course-specific requirements.

Browser (Windows)	Mozilla 1.0 or higher Netscape Navigator 4.7 or higher Internet Explorer 5.0 or higher	Mozilla 1.0 or higher Netscape Navigator 6.0 or higher Internet Explorer 5.5 http://www.mozilla.com/channels.netscape.com/ns/browsers http://www.microsoft.com/downloads
Browser (Mac)	Mozilla 1.0 or higher Netscape Navigator 4.7	Mozilla 1.0 or higher Netscape Navigator 6.0 or higher http://www.mozilla.com/channels.netscape.com/ns/browsers
Operating System	Windows 98 or higher Mac OS 9 or OSX	Windows 98 or higher Mac OS X or higher
Video	SVGA monitor ** set at a minimum resolution of 800 x 600 **	Resolution of 1024x768 or higher
Internet	56K modem with Internet	56k modem or DSL or Cable

Speed	access	
Java Script	Enabled	Enabled
Cookies	Enabled	Enabled

Check Your Computer System

Use the link below to perform a System Check on your computer. This check is designed to ensure your computer system is properly configured for our D2L web courses. It verifies your browser version, browser settings and display settings on your computer checks for D2L required plug-ins.

[D2L System Check](#)

[Back to topics](#)

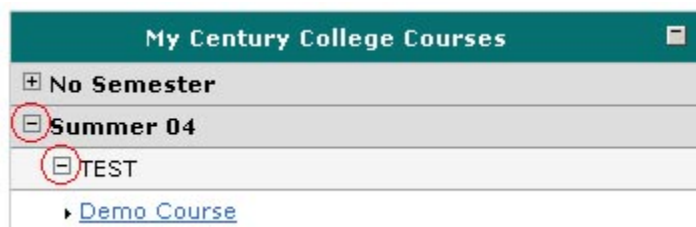
Navigating The D2L My Home Page

After you have logged in, you will see your **My Home** page. Take some time and look around. In most cases, the first day of class will be the first time you will be able to access your courses through **My Century College Courses** link.

Prior to being able to access your courses, you can review some of the other customizable options that are available, like setting up your pager, choosing a different text size and face, changing your password, or creating a homepage and profile. Make sure you check out the FAQs and Help for information that you don't find covered in this orientation.

Accessing Your Course

If you think you should have a course listed and do not see it, make sure that you've clicked on the **plus sign** next to the **Semester** and **Subject** heading. This will expand the information.



If you see a message that says "**You are not currently enrolled in any courses,**" this means that either your instructors are not using D2L with their courses or they have not allowed student access to their courses. Not all courses or instructors use D2L.

Once you have entered your course, you will see the Course Home page. Instructors will have

their own unique hompages, but each course will have a similar look and navigation. At the top of the screen, you will see a **NavBar**. This bar contains links to important tools that you will need to interact with your instructor and classmates such as Discussions, Dropbox, Email and Classlist. It also contains links to any course documents or information such as Content, Quizzes and Grades. Each course may employ one, some or all of these tools - your instructor will let you know which ones you will be using.

The course NavBar will remain visible at the top of the screen until you navigate outside of your course. If you want to return to the course homepage, use the **Course Home** link in the lower-left corner of the NavBar. To return to the Century D2L homepage, use the **My Home** link in the upper-left corner of the NavBar.



[Back to topics](#)

Online Learning Tips

Do make sure that you have the appropriate software or plug-ins necessary for the course

Many courses require you to upload files or send email attachments of your work. Your instructor may need your work to be in a specific format which would require you to either purchase certain software or find a public computer with that software already installed on it (like a school computer lab or library). Alternatively, your instructor may have created some assignments in specific formats, like Word, Excel, PowerPoint, or Adobe Acrobat. You will not be able to read these documents without the appropriate software on your computer or program (plug-in) on your browser. An inquiry email to your instructor prior to the class start will save you the last minute scramble of trying to find the correct software. Check out our [Free Software Downloads](#) page for links to "freeware" viewers.

Don't expect your instructor to solve your technical difficulties

When you decide to take an online course rather than a traditional one, you are essentially conveying to your instructor that you have the technical abilities necessary for online learning. You bear the responsibility of knowing how to use your computer and the internet and you must be able to troubleshoot technical difficulties on your own. Assess your skills and take any appropriate prerequisite courses or training. Do you know how to use email? Have you ever downloaded or uploaded a document? Can you use a search engine efficiently? These are just a few questions that you should ask yourself prior to taking an online course. You may also want to check out your local community education catalog or Century's [Continuing Education and Customized Training](#).

Do know the degree of flexibility in the course

Some online courses are self-paced, while others strictly adhere to a schedule. Don't assume that just because you are not in a classroom that your instructor will allow you to make up your own due dates or won't expect you to "show up" to class at specific times. Many online instructors include class participation in their grading. Some use email to assess your participation; others may use chat or discussion. Also keep in mind that some instructors do not want you to work ahead. Imagine how confusing it would be if your instructor and classmates are discussing issues from week seven and you're already working on week nine. You may want to ask the instructor for a copy of the syllabus to help you decide whether or not the course will fit your schedule.

Don't fall behind

Online learning requires a big commitment from you. Staying up with the class and completing all work on time is vital. Just like a traditional classroom, once you fall behind it is extremely difficult to catch up. Unlike the classroom setting, however, your instructor will often not know that you are "absent" or confused until it is too late. You are responsible for requesting extra assistance or letting your instructor know if you will be unable to complete a task on time.

Do expect your course to be as comprehensive and top-quality as a traditional classroom course at Century College

The requirements for online are no less than that of any other quality educational program. The time that you would have spent going to class will be spent on self-guided learning, such as reading, assignments, or studying for an exam. The successful student will see that getting an education through online learning is not easier - it is more convenient.

[Back to topics](#)

Plugins / Media Players

Download sites:

Quicktime	http://www.apple.com/quicktime/download
Realplayer *	http://www.real.com/realplayer.html
Flash Player	http://www.adobe.com/products/flashplayer/
Adobe Reader	http://www.adobe.com/acrobat/readstep2.html
Microsoft Office Viewers	http://www.microsoft.com/downloads

* The basic RealPlayer will work, and it is free.

[Back to topics](#)

Viruses

Computer viruses can be a major problem for home computers. To protect your computer, we suggest you get an antivirus program and keep it updated. (some common titles: McAfee VirusScan, Norton Antivirus, AVG antivirus).

[Back to topics](#)

Spyware

"Bug busting: Getting Rid of Spyware" - This article from Microsoft's website will guide you through some steps that will increase your chances of successfully ridding your computer of spyware the article at

<http://www.microsoft.com/windows/IE/community/columns/bugbusting.mspx>.

[Back to topics](#)

Popup Blockers

Popup blockers are software that will prevent multiple windows from opening on your screen. Unfortunately, they also can affect your online course. For optimal access, disable your popup blockers when using D2L.

[Back to topics](#)

D2L Course Access

You will be able to log in to your Desire2Learn account about 25 days prior to the start of the semester, but you will not be given access to the course until the first day of the semester or the first day of the course.

[Back to topics](#)

To log in to Desire2Learn

Go to Century's D2L login screen (<https://century.ims.mnscu.edu>)

Enter your Username

- 8-digit Student ID Number (including the leading zeros)

Enter your Password

- Your birth date in the format YYMMDD

(e.g. July 4, 1976 is 760704) OR

- The last six digits of your social security number OR
- The last four digits of your social security number OR
- A self-generated password you created

[Back to topics](#)

Learning D2L

If you want to learn how to use D2L, check out our online Student Orientation to D2L, a link is on the Online Learning page of our website (www.century.edu/onlinelearning). This will guide you through how to use all the tools.

- **Email:** To email a classmate or instructor, go to the Classlist and click on his/her email address. Note: Emailing is external to Desire2Learn.
- **Discussion:** To read a discussion, select the topic and click on a message title. To reply to a message, click on reply.
- **Content:** To find course information, click on Content.
- **Assignment Dropbox:** Some instructors will ask you to submit your assignments using the Dropbox. In the Dropbox, select the appropriate assignment folder and upload your assignment.

[Back to topics](#)

Desire2Learn (D2L) FAQs

What is Desire2Learn (D2L)?	Desire2Learn is the online course management tool chosen by Minnesota Colleges and Universities (MnSCU).
What do I do if I forgot my Username & Password?	Your Username is your 8 digit Student ID number that Century assigned and is on your Student ID card. To retrieve your password, use the Forgot Password? link on the D2L login page (https://century.ims.mnscu.edu)
Why can't I see my Courses listed?	Unless your instructor has opened your course early, access to courses is available on the first scheduled day of the class. When you first login to you may not see any courses listed under My Century College Courses. (the plus sign (+) next to the semester and department heading to expand information.
What do I do if I get	Go back into your course's quiz page and you should see an asterisk next

disconnected while I'm taking a quiz?	quiz you were taking. That tells you that you have a quiz attempt in progress. Go into the quiz and click on Continue Quiz. Any questions that you answered and saved will still be saved.
Why can't my instructor open my paper?	You may be using a word processing program that your instructor doesn't have. If you are having problems with others being able to open your documents, save your files as a Rich Text Format or Plain Text. Most word processing programs, including Microsoft Word, can open files of that type.
How do I play sound or video files?	To play a audio or video file, you must have the appropriate media player. If you have the media player installed and the file still won't open, right click on the link and save the file to your desktop. Then open the media player and open the file.
Why can't I open up last semester's class?	All classes end at midnight of the last day of the semester. The classes close to students unless the instructor has arranged otherwise.
How do I get into the class if I register late?	If you registered for a class after the first day of the class, your information should automatically show up in the classlist within 24 hours. If it does not, please contact the Century Student Helpdesk.

[Back to topics](#)

Quick Contacts

Century College	Local: 651-779-3200 Toll free: 1-800-228-1978 TTY: 651-773-1715
Academic Advising/ Counseling	Phone: 651-779-3285
Academic Support Center	East Campus: 651-773-1729 West Campus: 651-7793258
Admissions	Local: 651-773-1700 Toll free: 1-800-228-1978 ext. 1700 Fax: 651-773-1796E-mail: admissions@century.edu Online: http://www.century.edu/futurestudents/admissions
Bookstore	Phone: 651-779-3284 Online: http://centurybooks.collegestoreonline.com
Career Services	Phone: 651-779-3218 Online: http://www.century.edu/currentstudents/careerservices
Computer Lab / Student Help	Phone: 651-779-3295 E-mail: studenthelp@century.edu

ESOL Lab	Phone: 651-747-4039
Financial Aid Office	Phone: 651-779-3305 Fax: 651-779-5816 E-mail: FinAid@century.edu Online: http://www.century.edu/currentstudents/financialaid
Library	East Campus: 651-779-3968 West Campus: 651-779-3263 Online: http://www.century.edu/library
Math Resource Center	Phone: 651-779-3375 Online http://www.century.edu/currentstudents/academics/mathresourcecenter.aspx
Multicultural Student Center	Phone: 651-779-3312 Online: http://www.century.edu/currentstudents/multiculturalcenter/
Peer Tutoring	Phone: 651-748-2606 Online: http://www.century.edu/currentstudents/peertutoring
Reading / Study Skills Lab	Phone: 651-779-3351
Records & Registration	Phone: 651-779-3299 Fax: 651-773-1708 Online: http://www.century.edu/currentstudents/records
Student Life	Online: http://www.century.edu/currentstudents/studentlife
Student Support Services / TRIO	Phone: 651-779-3226 Online: http://www.century.edu/studentervices
Writing Center	Phone: 651-779-3400 Online: http://www.century.edu/currentstudents/academics/writingcenter.aspx

[Back to topics](#)

Online Course Definitions

ONLINE INTERNET DELIVERED COURSE

Media Code 03 - Description/Definition: Course material is presented almost exclusively over the Internet. There may be an initial orientation meeting, but the course does not meet "in-person" regularly and course material and assignments are exchanged electronically (via the internet and e-mail).

WEB ENHANCED COURSE WITH LIMITED SEAT TIME

Media Code 09 - Description/Definition: Web enhanced course with limited seat time. A significant portion of the course is delivered via the web. Differs from Online Internet Delivered courses in that the class does have scheduled meetings beyond initial orientation sessions. Meeting time is less than for traditional sections of the course.

WEB SUPPLEMENTED COURSE WITH NO CHANGE IN SEAT TIME

Media Code 10 - Description/Definition: Web-supplemented course with no change in seat time. The web is a significant component of the course and is a required or an optional component of all enrolled students. There is no difference in the class seat time as compared to traditional sections.

[Back to topics](#)