

Name: _____

Bell _____

Welcome to Desire2Learn (D2L)

1. Click on the Internet browser (Internet Explorer, Netscape, or Safari).
2. Go to the D2L site using either of the methods below:
 - a. Click on the address bar and type in the following link:
<https://cpschools.hrvlc.org/> (notice there is no “www” prefix).
 - b. Click on the address bar and type in the following link:
<http://www.hawktheatre.com/> (and click on the D2L bar)
 - c. Type in your user name as 136–firstname.lastname (i.e.136–marla.wood) and your password.
3. Click login
4. Click on your course
 - a. HHS Acting – Ms. Wood F07 (for 3rd bell students)
 - b. HHS Drama 1 – Ms. Wood F07 (for Drama I Students)
5. The opening screen is the welcome screen. At the very top (left hand corner) you will see
[My Home](#) [Email](#) [Locker](#) [Calendar](#)
 - a. The screen you are in is “My Home”
 - b. “Email” is your D2L email account (remember everything is to be school related and will be monitored) you can only send to others on the D2L list.
 - c. “Locker” is a temporary storage area.
 - d. “Calendar” will have important dates marked. Pay close attention to due dates; this should be checked every time you login.
6. Below the Chesapeake Public Schools logo, you will see
[Course Home](#) [Content](#) [Discussions](#) [Dropbox](#) [Quizzes](#) [Classlist](#) [Grades](#) [Glossary](#) [Self Assessments](#)
 - a. “Course Home” will bring you back to this screen
 - b. “Content” is where you will find the term modules and all assignments.**
 - c. “Discussions” is where we will have threaded discussions on the topics we’re studying. *Remember to use proper netiquette when threading. ALL CAPS means yelling– don’t!

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- d. "Dropbox" is where you will be able to upload your work and turn it in online.
 - e. "Quizzes" is where the tests are located. On test day, I will give you the password to take the test.
 - f. "Classlist" is where your classmates names will be listed.
 - g. "Grades" is where you D2L grades will be shown. This does not represent your grade for the class as a whole.
 - h. "Glossary" will eventually have terms to help you study.
 - i. "Self Assessments" are checklists and rubrics for you to determine whether you have done what is needed to get the grade you want. At the end of the semester, a final exam review will be posted here to help you study.
7. Note the pager in the upper right hand corner – you can page one another and me (except when taking tests).
8. If you have problems, you can page me or email me through D2L or at woodwood@mchsi.com or woodmer@cps.k12.va.us (I don't check my D2L account daily, but I do check the other accounts). Remember if you have a problem that won't wait until the next school day and I don't respond to your email right away (I'm often at rehearsal) you can call me at 407–mama (407–6262).