



January 5, 2010

Dear online student,

Welcome to the distance education program at Montana State University – Great Falls College of Technology. Please read this letter carefully before the semester begins so you know how to access orientation information on how to log into your online class and navigate through the Desire2Learn (D2L) learning management system.

It is **imperative** that you begin accessing your course(s) by January 13, the first day of the semester. However, you should be able to log into D2L as early as January 6 to become acquainted with the new learning management system. Some instructors will activate their courses early to allow you an opportunity to read the syllabus and become comfortable with the course. Do not be alarmed if you log in and do not see your course listed until the first day of class, but if your course is not available by January 13, please contact the Distance Learning Department so we can begin troubleshooting the problem.

We offer training sessions through our Distance Learning Department to teach you how to use D2L. Enclosed are a D2L training schedule, a schedule of important dates, a handy business card with contact information on how to get technical help, and instructions on how to log into D2L. **This semester you will be using your NetID as your username for D2L.** Use the enclosed card to jot down your NetID and password for a quick reference. With so many passwords to remember, we are hoping this card is useful to you. We are currently working on a new Distance Learning Guide which will be posted on our distance website by January 6. We are also working on online tutorials for Desire2Learn (D2L) that will be posted on our distance website shortly. Both the guide and the tutorials can be accessed by clicking on Student Resources. If you would like a guide mailed to you, please email me.

Be sure to pay close attention to the important dates that are enclosed. To avoid a late fee, you must confirm your attendance with the business office by January 12th unless your bill is paid in full. There are deadlines for dropping and adding classes as well. Although you can add courses online until January 20, your instructor's signature is now required should you drop a class after February 3. If you are unable to obtain their signature on the drop card, email them your intention to drop. An email from your instructor can be printed and turned in or faxed in with the drop card if you are not able to obtain their signature on campus.

Also, if you are registered for a Math course, log in to D2L as usual for further instructions from your instructor. You may be redirected to either MyMathLab or Course Compass. If this is the case, the instructor will provide you with a web address and Course ID information to register with Course Compass before you can log in to begin your course.

We are pleased that you have chosen to take classes online with MSU-Great Falls and look forward to working with you this semester. Please feel free to contact our office as questions or problems arise. You can contact us through email at [distance@msugf.edu](mailto:distance@msugf.edu) or by calling 406-771-4440 or 800-446-2698, ext. 4440 if you live outside Great Falls.

Again, welcome to MSU – Great Falls. We look forward to working with you to attain your educational goals.

Karen Vosen  
Distance Learning Student Support Coordinator