D2L ORIENTATION

Policy
Students who registered for an online or hybrid course(s) for the first time at CMU must successfully complete the D2L Orientation to access the content in their online or hybrid course(s). Students will be given unlimited attempts to pass the Orientation with an 80% or higher before the deadline identified. The deadline is identified based on the semester or mod in which the course is offered and the time a student registers for a course. Failure to pass the Orientation before the deadline will result in being dropped from the online or hybrid course(s). No overrides will be granted.

Procedure
1. A Welcome email will be automatically sent to students’ CMU email account shortly after an online or hybrid course is registered. The email contains important information about the Orientation and the due dates.

2. Students will be given unlimited attempts to pass the Orientation until the due dates for the part of term in which the course is offered (i.e. 1st mod, full term, etc.).
   - The Office of Distance Education uses the ADDING dates announced by the Registrar Office as reference points to schedule the due dates for the Orientation. (e.g. http://www.coloradomesa.edu/registrar/important-dates/fall-deadlines.html)
   - If a course is registered before the “May Require Instructor Signature” dates, the due date for the Orientation is usually two days after the “May Require Instructor Signature” dates.
   - If a course is added after the “May Require Instructor Signature” adding dates but within the “Requires Instructor Signature” adding dates, the due date for the Orientation will be 2 days after the course is registered. Please advise students to check their emails for the specific dates and time.

3. Students will have to complete all the required activities and pass the final quiz with an 80% or higher in the course in order to successfully pass it.

4. Students will receive several reminder emails before each deadline until they pass the orientation.

5. Students will receive a Congratulations email if they pass the Orientation before the deadline.

6. Hybrid course students should continue to attend the on campus portion of the course while they attempt the orientation.

Failure to Pass
- Failure to pass the Orientation before the add/drop dates will result in denied access to the corresponding online or hybrid course(s). The student will be dropped from that class. No overrides will be granted.
- Students will be notified by CMU email if they will be dropped from their online or hybrid course.
The instructors will be notified by CMU email if their students will be dropped from their online or hybrid courses due to their failure to pass the Orientation.

The instructors have the right to drop or withdraw students from their course.

Students should not contact the instructor about the Orientation.

Students will be able to register for online or hybrid courses in future semesters; however, they must pass the Orientation in the future semester to be eligible to take those courses.