Taking the course online

To prepare for each class meeting

- Open your MSU email account to review your email messages.
- Open a browser to review the course syllabus, refreshing your browser so that you can see any recent changes to the syllabus.
- Open a Word or Notepad document into which you can type questions, take notes, and copy or paste text between your document and the chat session.
- Open another browser window to log on to D2L.

To attend the class chat in D2L

1. Select Topic: Document Design Eng 680 01 from your list of courses.
2. Review the class agenda. (You may want to copy the agenda to a Word or Notepad document.)
3. Click Chat on the menu bar.
4. Click Eng 680: Main chat from the list of course chats.

When I type ** respond by immediately typing your name and clicking Add.
(The double asterisks mean that I want you to stop your current tasks and to attend to my instructions for your next task. I will use your response to the double asterisks to verify your attendance at each class meeting.)

To modify your chat settings

- Type 30 into the Lines box; then click Change.
- Click (the smiley face—the right-most of the 3 icons following the Chat box) to modify your name as it appears in the Participants (left) column.

In the Edit Your Chat Identity box,
- select bold; do not select italics
- select a color from the Colour box
To move to a (personal) small group chat
1. Right-click Chat from the menu bar immediately below the Course title bar.
2. Select Open Link in New Window.
3. Click the appropriate personal chat group.
   
   Or
   
   1. Select the appropriate personal chat group from the Chat box.

To page (IM) a classmate or to page me
1. Click (the pager button—the green rectangle to the far right of the Course title bar) to open the Pager window.
2. Click the name of the person to page; then, complete the message screen and click Send.

   To add names to your list of participants in the pager window,
   
   1. Click Add.
   2. Click Add Classmates(s); then, select 20073002293: Topic: Document D… from the list of classes.
   3. Select each participant; then, click Add.
   4. Close the Add Contact window.