WEB-100: The WEB-100 tutorial will help you learn how to navigate through D2L, experience what an online class will look like, and how to complete tasks required of online students. You may find that you are a good candidate for online classes. **It is not required for registration for online classes.**

**Registration:** Current students may register by logging into D2L, clicking on "Self Registration," selecting "An Intro to Online Learning Apps," and following the prompts. You will have one week from the day you sign up to complete the tutorial. The course is free. Depending on your computer experience, the course may take from 45 min. to 3 hours.

**Results:** Completion scores for WEB-100 are uploaded Monday - Friday at 8:30 a.m.

**Support:** For more information please visit: http://www.yorktech.edu/departments/distance-learning/ or contact Distance Learning at DistanceLearning@yorktech.edu or call the Distance Learning Department at 803-327-8038. If you have not been able to gain access to D2L within 24 hours after registering for a course, please contact Distance Learning at distancelearning@yorktech.edu.

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**Online Courses**

Online courses (identified by INT in the registration system) are taught via the internet. Students who register for online courses should have an up-to-date computer and operating system. We recommend a satellite/cable/broadband internet connection. Higher bandwidth and speed will greatly assist you in the online learning environment. Online courses may include materials, such as video and collaboration tools that require a high-speed internet. For more information on software, hardware, and connection requirements see http://etc.yorktech.com/DistanceLearning/Browsers.htm. Please contact the Distance Learning Office at (803) 327-8038, or check the Distance Learning webpage at http://www.yorktech.edu/departments/distance-learning/ for more information. Continuing Education classes can be found under individual https://www.yorktech.edu/continuing-education/.

**Testing:**

Many online course instructors require students to take their tests in the Assessment Center on campus or in an approved proctored environment off campus. **If you need a proctored assessment, outside of the three YTC assessment centers, you must contact the Distance Learning Department (gdewey@yorktech.edu, 803-327-8038 or smyers@yorktech.edu, 803-981-7245) for assistance in locating an approved assessment center and setting up the communication.** Please visit our website for more information: http://www.yorktech.edu/departments/distance-learning/.

**Attendance:**

Student attendance in online classes is determined by engaging in academically related activities such as reading content, posting discussion messages, uploading files to a dropbox, or taking a quiz/exam. An instructor will establish specific attendance criteria in the course addendum. Please contact your instructor for specific information regarding online attendance. Additional information can be found below.

**Helpdesk**

YTC provides a technology helpdesk. You may contact the helpdesk via the web (YTCWebSupport@yorktech.edu), in person (library) or phone (803-981-7111). A troubleshooting helpdesk is available.

**Monday—Thursday:** 7:30 a.m. - 9:00 p.m.  
**Friday:** 7:30 a.m. - 3:00 p.m.  
**Saturday:** 10:00 a.m. - 2:00 p.m.  
**Sunday:** 1:00 p.m. - 5:00 p.m.
Recommended and Suggested Browsers for D2L

The recommended browsers are as follows: Windows and Mac: Firefox (newest). Supported browsers for Windows are IE 11.0, Chrome (newest) and for Mac is Chrome (newest). Please see the following website for information regarding supported browsers on mobile and tablet devices. http://etc.yorktech.com/DistanceLearning/Browsers.htm

Summer D2L Orientations for Online, Hybrid and Enhanced classes

If you have completed WEB-100, you do not need to attend an orientation session. However, it is important to attend one session if you have never used D2L. You will learn how to log in to your D2L class site and how to use the important tools in D2L. You will not meet with your instructor. Following the D2L orientation, there will be a brief library orientation. For more information and to confirm rooms, please visit: http://flash.yorktech.com/D2L/Orientation/Orientation/index.html

<table>
<thead>
<tr>
<th>Student Drop-In Chester</th>
<th>Faculty Drop-Ins Chester</th>
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</thead>
<tbody>
<tr>
<td>May 16 from 1:00—2:00 p.m. in E-118</td>
<td>May 16 from 2:00—5:00 p.m. (E-118)</td>
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<td>Indian Land</td>
<td>Indian Land</td>
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<tr>
<td>May 17 from 3:00 — 4:00 p.m. in W-103</td>
<td>May 17 from 4:00—5:00 p.m. (W-103)</td>
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<tr>
<td>Rock Hill</td>
<td>Rock Hill</td>
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<tr>
<td>May 16 from 8:00—9:00 in A-246</td>
<td>May 16 from 9:00—noon in A-246</td>
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</tbody>
</table>

Need Help With Technology?
The Education Technology Center (ST-243) is available to help with technology Tues.& Wed. from 7:30—4:00.

State Authorization
York Technical College is authorized to offer distance education (hybrid, teleclass, and online) courses to persons who are located in South Carolina. YTC is also authorized in Arizona, California, Florida, Georgia, New York, North Carolina, Ohio, Texas, Virginia, Washington, & West Virginia for the delivery of online courses and securing proctored testing. Students receiving their learning outside of the United States may be exempt from this requirement. If you have questions, please contact Academic Records at 803-325-2879 or registrar2@yorktech.edu. Students must contact the Distance Learning department (Ginger Dewey: gdewey@yorktech.edu, 803-327-8038 or Shelly Myers: smyers@yorktech.edu, 803-981-7245) should they need to take a test outside of the YTC assessment centers. Please check the Distance Learning website (http://www.yorktech.edu/departments/distance-learning/) for updates.

How Do I Find and Log into My Course in D2L?
Students who are enrolled in an online course or a course that uses D2L for enhancements can access their course by clicking on Login on York Technical College homepage (http://www.yorktech.edu) and then on D2L. Your username is your first initial followed by your last name and the last four digits of your College Identification Number (all in lowercase). Your password is the same password as your WebAdvisor password. Your WebAdvisor password must be set up before you can access D2L. For additional information, please visit the distance learning homepage at http://www.yorktech.edu/departments/distance-learning/.