NEED HELP

ORIENTATIONS TO YOUR ONLINE CLASS
Orientations are available Online or in a lab setting.
Check current schedule at,
www.aims.edu/online/orientation.php
and
Self-register for the Orientation to Aims Online
at, https://online.aims.edu/d2l/lms/legacy/
selfregistration.d2l?ou=6605

IT HELP DESK
Get myAims log-in support!
Phone: 970.339.6380
Email: helpdesk@aims.edu
Fall & Spring Hours 8 a.m. - 9 p.m.
Summer Hours 7:30 - 8 p.m.

LEARNING COMMONS
The Learning Commons has many resources
and personnel to help with most of your technical
questions. Make sure to note hours for the campus
location you attend.
www.aims.edu/student/learning-commons/

Aims Online tutorials are found at:
www.aims.edu/online/tutorials/

Ask your instructors about using Techsmith Relay,
Camtasia and Snagit to provide
more engaging assignments.
Ask your instructor to use Zoom web-meeting software
to meet in Online office hours!

Online Tutoring is available at:
www.aims.edu/student/learning-commons/tsi/

Aims Online: www.aims.edu/online

5401 West 20th St., Greeley, CO 80634
970.330.8008
Created by the Office of Online Learning
Aims Community College is an EEO Employer, an
equal opportunity educational institution and is accredited by
the Higher Learning Commission.
HOW TO GET STARTED

1. Access your MyAims portal (the same place you go to register, pay your bill, and view schedule)

2. Select the Student tab

3. Select Aims Online (D2L) Access block in top left corner of Student tab

SELECTING YOUR COURSE:

1. Once you are in Aims Online (D2L), select your course from the My Courses List

   - Orientation to Aims Online (D2L) 3/13/2017 - 6/2/2017
   - Intro to Philosophy (AH1) 10/4/2016 - 1/13/2017
   - Art Appreciation (AH1) 1/19/2017 - 4/6/2017

2. After selecting a course, take time to review the course layout. Each course will be somewhat different

TOOLS WITHIN EACH COURSE MAY INCLUDE

- **Course Home** – Button will always take the user back to the course home page.
- **Announcements** – Important course news from the instructor.
- **Class List** – A list of participants and the course instructor. Selecting a name within this list will open the email tool and allow you to send a D2L email/message to that recipient.
- **Discussions** – A communication area to post and reply to discussion topics related to course assignments and activities. This is a public area for all course participants to discuss course activities.
- **Assignments** – An online folder where students submit assignments. This tool functions similar to attaching a document to an email message.
- **Grades** – An online gradebook where course grades are recorded and students can view their current grade.
- **Quizzes** – Quizzes, tests and other forms of homework can be required in this area. Contact your instructor about quizzes and exams. Know the time allotted for the activity and the due dates.
- **D2L Email/Messages** – Similar to outside email programs, you can forward D2L course emails to your Aims.edu email account. This helps to stay connected to your instructor and classmates. Visit online tutorials.

POINTERS FOR SUCCESS

- Be prepared
- Have reliable access to the Internet
- Complete the Aims Online System Check found under Resources and Support on the Home Page.
- Locate the course Syllabus and Schedule
- Time Management (a 3 credit hour class requires at least 12-15 hours a week of study time to stay on track)
- Verify access to all required programs
- Talk to an Advisor for assistance
- Ask questions when you need to
- Always contact your instructor first if you need any support with content
- Seek help through the Learning Commons

BASIC SKILLS YOU WILL NEED FOR SUCCESS

- Basic Computer Skills:
  - Browsing the Internet
  - Open video and audio files
- Word Processing ability to:
  - Type
  - Create, save, send and upload documents
- Manage Email and Aims Online (D2L) Emails
  - Compose and send email and messages
  - Read, retrieve, and reply to email
  - Forward your D2L email to your aims.edu if desired.

Find assistance for basic skills at the Learning Commons.