Welcome to the ITEC 2245 class. Please read this important message and follow the steps below:

1. Welcome to your on-line class. I will be your instructor, Mrs. Brannen. It is important that we make our first communication to verify the roster. **Please reply to the Attendance/Verification e-mail within D2L to confirm the roster on the first day of classes, August 13th.** If you are not going to take this class, you are responsible for dropping the class during drop/add or by requesting a withdrawal form from me before midterm to receive a "W".

2. Logging into D2L. This is our communication software (e-mail, syllabus, calendar, grades, and roster pictures). Find your D2L login by following the instructions. [http://www.abac.edu/myabac](http://www.abac.edu/myabac)
   
   The D2L website is populated by the banner web roster so you may not see the class link until the second day if you registered late (contact me, so I can add you manually) Click on the ITEC 2245 link. Click the MAIL link on the right side or at top. Reply to the weekly ATTENDANCE/Verification email. You can give a shout out if you like in the message. You will receive more details in D2L emails regarding information on how the class runs.

3. Read the Syllabus on the Content link in D2L.