

DLD Course Support – Need to Know!

Thank you for attending the DLD course support orientation. It was a lot of information to digest, so here is a quick sheet of “Need to Know” information for your reference.

DLD Home page

<http://digitallearning.k12.wa.us/>



Registrar and Mentor Sign In

DLD Home page, right side, “Sign In”, [DLD Registration System](#). Use the username and password you created when you signed up with the DLD.



Student Sign In and start

The Registrar or Mentor needs to give the student their DLD email address and password to sign in to the [DLD Student Email](#). It is the link just below the DLD Registration System in the “Sign In” section of the DLD home page. Or, here is the direct link to give students:

https://digitallearning.k12.wa.us/online_courses/email.php. The student will receive a welcome email from the online provider with instructions on how to log on to their online course. The email will not arrive until the start date of the course, or just before.

Find DLD Student Email address and password

Registrars can access the student’s DLD email address and password when logged in to the registration system. Go to the “View Submitted Registrations” section and click on the link of the current term.



Mentors can access the student’s DLD email address and password when logged in to the registration system. Click on the ‘Mentor: View My Students’ link.

At this point, both Registrars and Mentors will see the registration information in a fairly similar format. Click on the ‘Student info’ label to expand the section and view the email address and the password.



Student	Waggle, Maggie
Email (Help)	Waggle, Maggie@digitallearning.k12.wa.us
Initial Email Password	lawn304

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Online Teacher information for CEDARS

After the course registration has been processed by the provider, they will send the online teacher information back to the DLD registration system. The DLD Registrar needs to provide this information to the school registrar for input into your school's student information system.



An Excel spreadsheet file can be downloaded from the registration home page by clicking on the 'Download Teacher Data' link.



Teacher data may also be accessed within each student's registration by clicking on the 'Teacher info' link.

State course codes for CEDARS

The school registrar will also need the State Course Code for the online course which can be found in the "Special Notes" section of the course details in the course catalog or in the DLD master listing of [course codes](#).

Drop a course or request an extension/change

Registrars may drop courses on the registration home page by accessing 'View Submitted Registrations' for the student and clicking the 'Request Drop' button. To request an extension or report any other problem, use the 'Email the DLD' button. (Note: the 'Request Extension' button is not active at this time.)



Other "Need to Know" information

[Overview DLD online courses](#) (10,000 foot view)

[Getting Started: Schools](#) (the complete orientation)

[ALE support](#) (level of support can you expect from the online provider)

[District and school decisions](#) (guiding questions to consider as you start up)

[Drop policy](#) (affects how much you are charged)

[NCAA eligibility](#) (important to check for students pursuing athletics in college)

[Provider caveats](#) (how providers do things differently)

[Science course information](#) (guidance for granting lab-based science credit)

[Summer school](#) (running the catalog in the summer)