



# ACCESSING DIGITAL TEXTBOOKS

All of your required course materials are provided automatically to you in one of two formats: Digital or Physical. This flyer will let you know how to access your digital materials from D2L. All physical books will be sent directly to the college and you will receive an email to your Villa.edu email address with instructions on when/where to pick up physical books when they arrive.

**Digital Books are in 3 possible locations: Digital Bookshelf, VitalSource, or Publisher Platform.** Publisher Platform books may require you to redeem an Access Code, which can be found in the Digital Bookshelf or VitalSource areas.

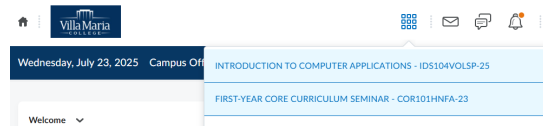
## For All Digital Books:

### 1. Log into D2L.

Welcome to Villa Maria College!

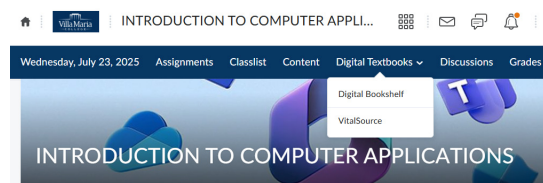
D2L is the Learning Management System used at Villa Maria College. Use your Villa issued username and password to login to access course content and materials for both on-campus and online courses.

### 2. Select the Course using the tiles icon on the top right.

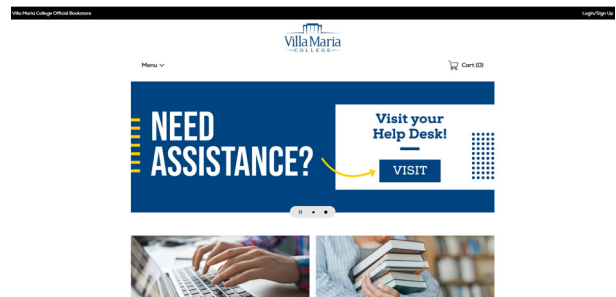


## Digital Bookshelf:

### 1. After selecting your course, select **Digital Textbooks**, then **Digital Bookshelf** from the navigation bar.



### 2. Click Log In/Sign Up at the top right corner.



### 3. Sign in using the top option "**Sign In via Villa Maria College Email.**"

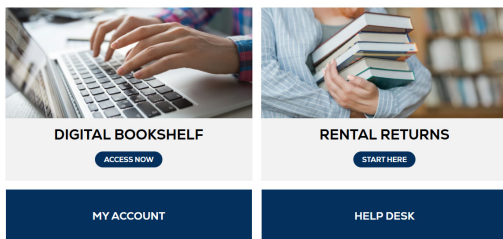
Do NOT use the other options –they will not work! Click Log In/Sign Up at the top right corner.



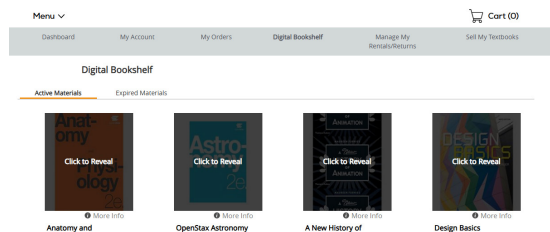
If you need assistance, please see a Librarian in the Bieler Center for help!

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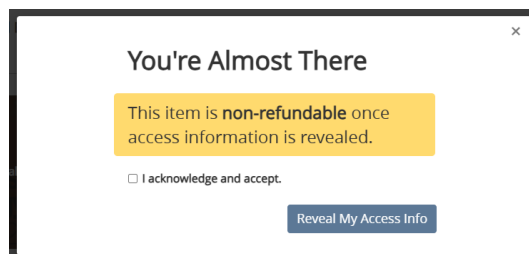
4. Scroll down to Digital Bookshelf and click "Access Now."



5. Click the greyed-out cover of the item you want to view.



6. Check the box beside "acknowledge and accept" and then **Reveal My Access Info.**



7. Follow the instructions that appear to access your book.

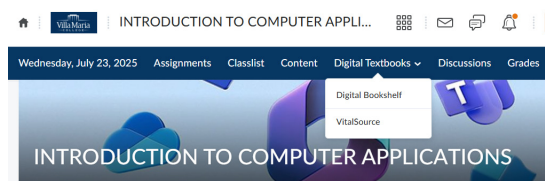
## Please note:

- In some cases, there is not an access code and selecting Access takes you into the product, or you may need to download a PDF.

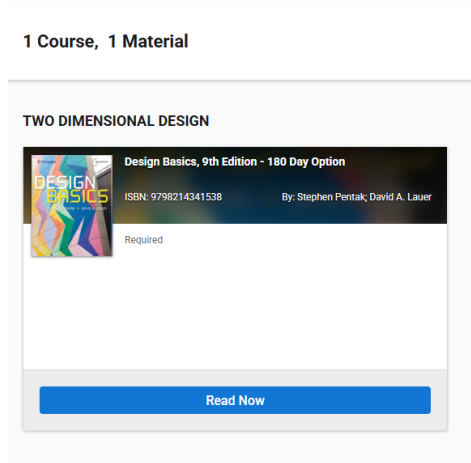
- There may be additional instructions for a specific product that you need to follow. These will be located under More Details > Instructions.
- If you see the note "Access to this material is available via your LMS", you will need to access your course materials in VitalSource or through the Publisher Platform (both are in D2L).

## VitalSource:

1. After selecting your course, select **Digital Textbooks**, then **VitalSource** from the navigation bar.



2. Under the cover of the book, click **Read Now** (or **Reveal Access Code**).

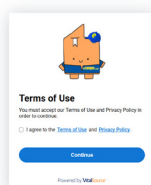


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3. Accept the Terms of Use by checking the box.

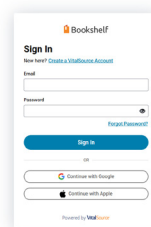
## Study Smart



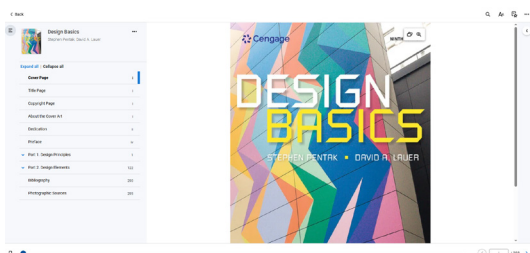
4. If you have a VitalSource Account already, enter your credentials to sign in. If you have never used VitalSource, click Create Account. Use your Villa.edu email address and password to make it easy to remember!

## Study Smart

Read anytime, anywhere.



5. Once you have signed in or completed the account creation process, your textbook will appear and you can use the VitalSource viewer to read. There is also an app you can download to read the book offline.



## Publisher Platform:

This can be very tricky, because every publisher does things slightly differently. This guide should help you get started, but if there are any questions, please ask a librarian or your instructor for assistance.

1. Some publishers require access codes. These can be found by going into your **Digital Bookshelf** or **VitalSource** to retrieve it (see above instructions).
2. Some publishers use widgets in D2L. These are on the Course Homepage. Scroll down along the Announcements to see the widget on the right-hand side. Example:

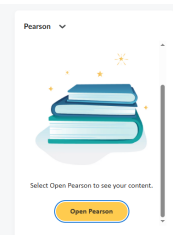
### Assignment Amnesty - May 16th

Posted Apr 23, 2025 8:23 PM

Hi everyone,

I hope that all is going well with you as we finish up the last two weeks of the semester! It is crunch time, and I know that many of you have a lot of projects and final papers for your other classes. I know it can be difficult to juggle all that, so I am declaring a second amnesty period. Any assignments that you are missing from the second half of the course (Week 8 through Week 15, or Word Chapter 4/all PowerPoint chapters/all Excel chapters) can be turned in for credit up until May 16th.

Same as the first amnesty period: I can't give you the attendance and participation points back, but I can give the points for completing the assignments themselves. You can go back into the Completed folder in the Assignments tab to see anything that you might be missing and submit it in the appropriate spot. I will have to accept the assignments manually, then it will display your grade - so don't worry if you don't see your grade right away.



3. Some publishers use direct links to the textbooks. You can access them by clicking **Content** on the navigation bar, and then going to the location where your instructor has placed the link. Example:

