

Desire2Learn:

Getting Started Guide

**OSU Information Technology
Helpdesk**

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Introduction

Desire2Learn is the online course management system that is replacing Blackboard and WebCT. OSU decided to abandon both BlackBoard and WebCT in favor of one central course management system in 2006. After researching numerous systems, they chose Desire2Learn because it best fits the needs of OSU students and faculty. Desire2Learn, or D2L for short, offers the same features as Blackboard and WebCT. It will allow you to:

- Access assignments and documents*
- Participate in online discussion groups*
- Upload papers
- Set up a personal calendar
- View your grades*

*These functions must be enabled by your instructor before you can use them.

Overview

This document is designed to familiarize you with some of the basic features of Desire2Learn. It contains both description and step-by-step instructions for various D2L functions. It covers the following topics:

- Conducting a system check
- Logging in to D2L
- Familiarizing yourself with D2L
- Personalizing D2L
- Accessing your courses
- Using course components

Usage Conventions

This document uses the following terms, symbols and conventions:

Terms to Know:

- Menu – An item on the screen that contains links to additional information.
- Pane – In D2L a pane looks like a menu, but it does not contain any clickable links, only information.

Symbols:



The cowboy hat appears besides notes containing additional information.

Conventions:

Text written in bold orange is used for the names of menus and site pages.

Example: **My Home** page

Accessing Desire2Learn

You can access the Online Classroom and Community created by Desire2Learn at the following web address: <https://oc.okstate.edu>.

Conducting a System Check

Before you login to Desire2Learn for the first time, you must conduct a system check to make sure that your web browser is configured correctly for the site. The system check verifies your browser version, browser settings, and the display settings on your computer. Follow the steps listed below to perform a system check.

1. Go to web address <https://oc.okstate.edu>
2. Click on the phrase **Please click here for a System Check before you login**. It is located near the bottom of the page. A new web page will open that shows your computer's settings.
3. Follow the Passed or Failed steps below based on the results of your system check.

Passed

If your computer is configured correctly, green check marks will appear next to each category checked. See Figure 1.

- a. Close the page to return to the D2L login page.
- b. Proceed with logging in.

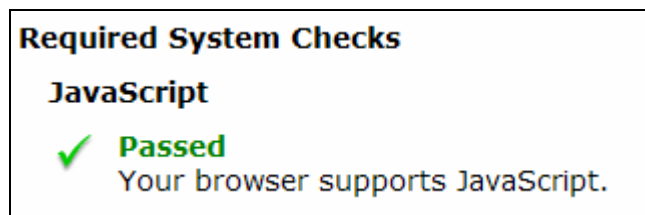


Figure 1: Passed system check

Failed

If your computer is not configured correctly then a red circle with an x in it will appear next to the category that failed. See Figure 2.

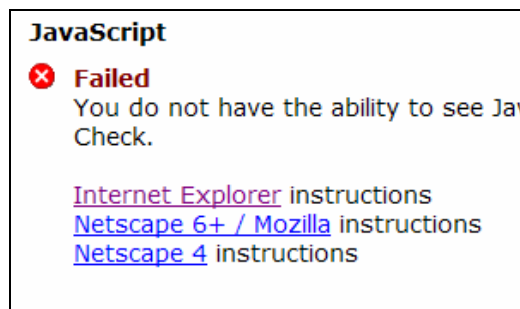


Figure 2: Failed system check

- a. Click on the links provided for instructions on how to change your computer's settings.
- b. After changing your computer's settings, close the page to return to the D2L login page.
- c. Repeat the system check.
- d. Repeat steps a through c until your computer passes the system check.

Logging in to Desire2Learn

To login to D2L you will need your OKEY user name and password. If you have forgotten your password, you can reset it by clicking on the **Forgot Password?** link located under the login button. If your password has expired, you will need to visit <http://okey.okstate.edu> to reset your password or contact the IT Help Desk by phone at 744-HELP (4357) or in person in 113 Math Sciences. Follow the steps listed below to login to the D2L site.

1. Go to the web site <https://oc.okstate.edu>
2. Enter your OKEY user name in the user name text box. See Figure 3.

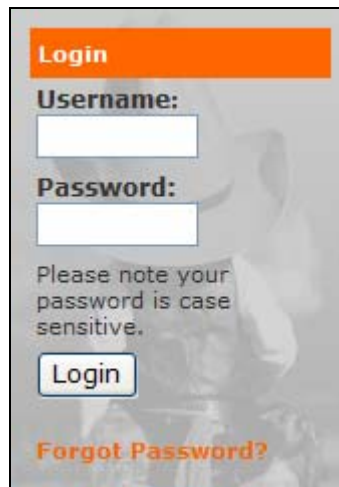
The image shows a login form with an orange header bar containing the word "Login". Below the header, there are two text input fields: the first is labeled "Username:" and the second is labeled "Password:". Below the password field, there is a note that reads "Please note your password is case sensitive." Below the note is a "Login" button. At the bottom of the form, there is a link labeled "Forgot Password?".

Figure 3: Login Text Boxes

3. Enter your OKEY password in the password text box.
4. Click the login button.

Familiarizing yourself with D2L

When you login to D2L you will be taken to the **My Home** page. See Figure 4. This page will allow you to view your classes and to make changes to the D2L environment. Take a moment to familiarize yourself with the **My Home** page.

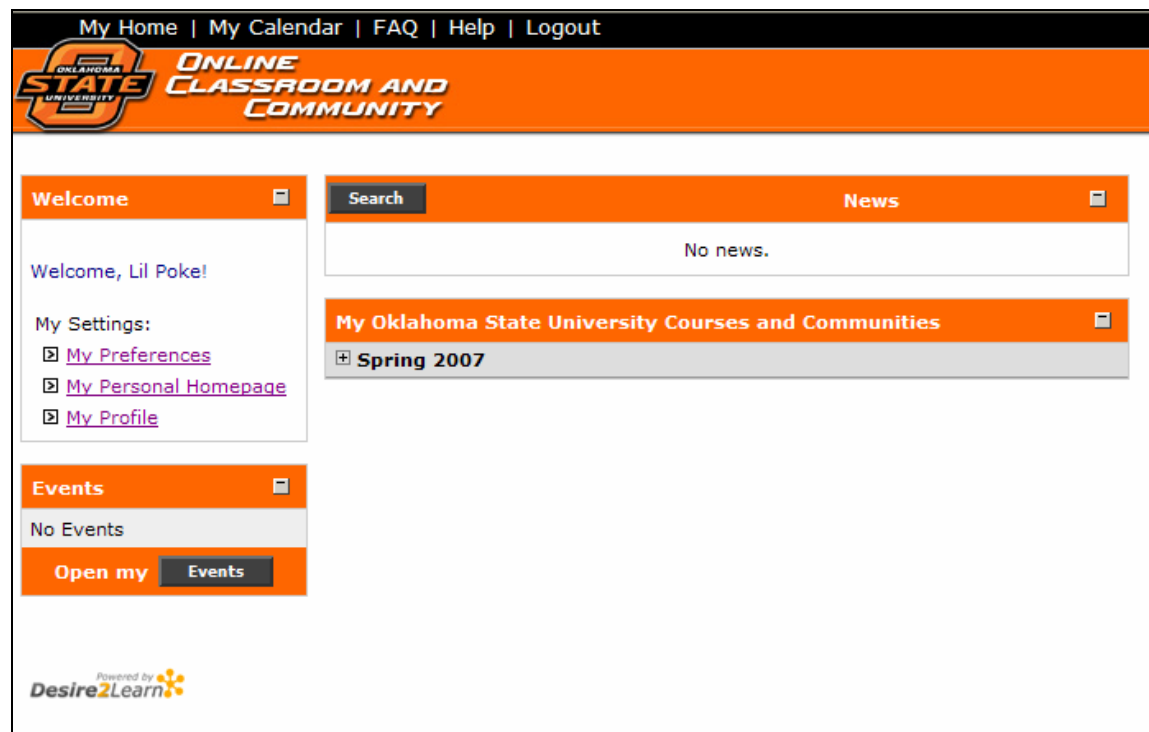


Figure 4: My Home

Navigation

The black navigation menu bar along the top of the page allows you to return to the **My Home** page from anywhere within the site. The menu bar also gives you the options to view **My Calendar**, view **FAQ**, view **Help**, or **Logout** of the site.

Welcome Menu

The **Welcome** menu, located on the left side of the page, greets you by name when you login to the site. It also gives you the ability to set your preferences, create a personal homepage, and create a personal profile.

Events Menu

The **Events** menu, located under the **Welcome** menu, allows you to view events you have set using the calendar feature of D2L. You can designate events, like birthdays, as personal events or you can use this feature to view university events.

Open my Events Menu

The **Open my Events** menu allows you to view, add, or modify your events. Clicking on the **Open my Events** button will take you to the **My Calendar** page.



You can also access this page by clicking on the **My Calendar** link at the top of the page.


News Menu

The **News** pane allows you to view information posted by the university. You may also search through news items by clicking on the search button on the **News** menu bar.

My Oklahoma State University Courses and Communities

This menu allows you to view the courses in which you are enrolled. Course information is given by semester and campus. Double click on the name of your course to enter the **Course Home** page.



Clicking on the box with a plus or minus sign  will allow you to expand or collapse menu items.

Personalizing Desire2Learn

D2L allows you to personalize the site. You can create a personal profile, add your own homepage, or change some of the site settings. All of these features can be changed from the **Welcome** menu located on the left of the page. This section of the user manual will walk you through the steps for setting user preferences, adding your own homepage, and creating a personal profile.

Setting User Preferences

1. Click on **My Preferences** on the **Welcome** menu to open the settings page. See Figure 5.

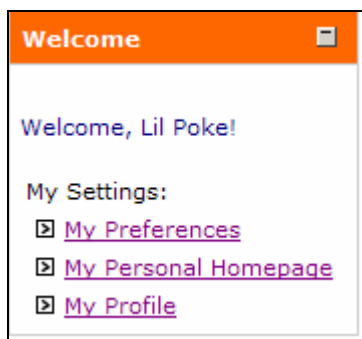


Figure 5: Welcome Menu

2. From the settings page, click on the pull down menus to change settings. See Figure 6.

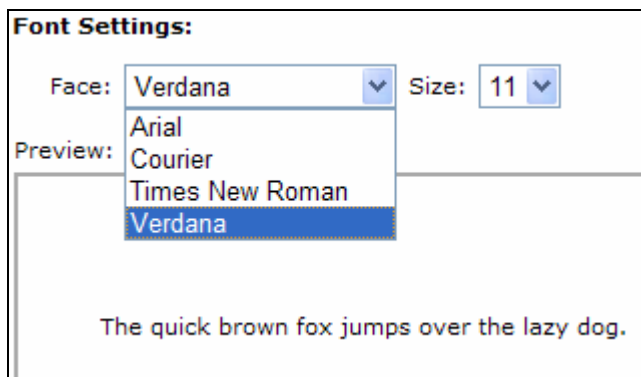


Figure 6: Pull Down Menu for Font

3. Refer to the instructions on the left of the page for further information about changing your settings.
4. After you have changed your settings, save your changes by clicking on the **Save** button located on the navigation bar at the bottom of the page. See Figure 7 on the next page.



Figure 7: Navigation Bar

5. You can make changes to additional settings by clicking on the tabs at the top of the settings page. See Figure 8.



Figure 8: Tabs

6. To make changes to these settings, click the tabs to open the page that displays their settings.
7. Refer to the instructions on the left of the page for further information about changing these options.
8. Save all changes before using the **Home** button to return to the **Course Home** page.

Adding a Homepage

1. Click on **My Personal Homepage** on the **Welcome** menu to open **My Homepage**. See Figure 9.
2. Click on the **New** icon to create a new page or the **Upload** icon to add an existing page.

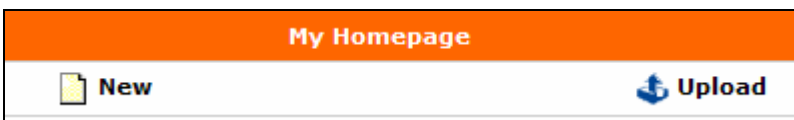


Figure 9: My Homepage Menu

3. Refer to the instructions on the left of the page for further information about creating, editing, or uploading a homepage.

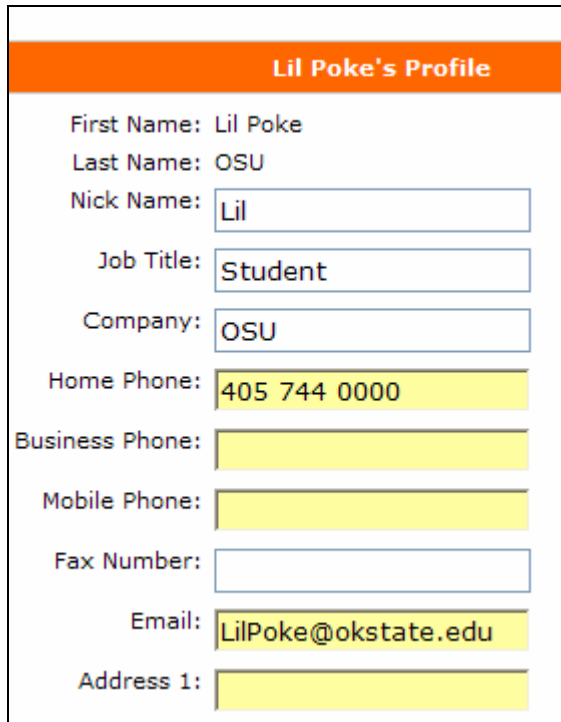


D2L contains a basic HTML editor that will allow you to make changes to your homepage once you have created or uploaded it.

4. Use the Back button to return to **My Home** page.

Creating a Personal Profile

1. Click on **My Profile** on the **Welcome** menu to open your personal profile.
2. Provide as much or as little information as you want by filling in the text boxes. See Figure 10 on the next page.



The screenshot shows a profile form titled "Lil Poke's Profile". The form contains the following fields and values:

Lil Poke's Profile	
First Name:	Lil Poke
Last Name:	OSU
Nick Name:	Lil
Job Title:	Student
Company:	OSU
Home Phone:	405 744 0000
Business Phone:	
Mobile Phone:	
Fax Number:	
Email:	LilPoke@okstate.edu
Address 1:	

Figure 10: My Profile Information

3. Save your information by clicking on the **Save Changes** button at the bottom of the page.
4. Use the **Back** button to return to **My Home** page.

Accessing your Courses

Desire2Learn allows you to view and download course content, participate in discussion groups, upload files, take online quizzes, email classmates, and view your grades. All of these features can be accessed through the **Course Home** page. See Figure 13, page 13. Follow the instructions below to access this page for each of your courses.

Opening your Course Home Page

1. From the **My Home** page, click on the plus sign next to the semester in which you are enrolled. See Figure 11.



Figure 11: Plus Sign

2. Clicking on the plus sign will expand a list of the classes in which you are enrolled. See Figure 12.



You may have to expand additional folders to view all of your courses as pictured in Figure 12.



Figure 12: Open Course Home

3. Double click on name of a course to access the page for that course.



You can return to the **My Home** page at any time by clicking on **My Home** on the black navigation menu bar at the top of the page.

Familiarizing yourself with the Course Home page

Each course you are taking will have its own individual home page. As you can see in Figure 13, the **Course Home** page has many of the same items as the **My Home** page. Take a moment to examine the new page items. They are discussed below.

Figure 13: Course Home Page

Navigation

The **Course Home** page gives you an additional navigation menu bar across the top of the page. This white navigation bar lets you access different course components, like content, discussions, etc

New Course Information

The **New Course Information** pane, located to the right of the **Welcome** menu, allows your instructor to post messages for the entire class to view. The default greeting is shown in Figure 13.

Updates

The **Updates** pane allows you to view recent additions made to the course site. You can click on the links displayed here to view the new material.

My Links

The **My Links** pane gives you quick access to web sites you visit regularly. You can add or edit links by clicking on the **Edit My Links** button.

Using Course Components

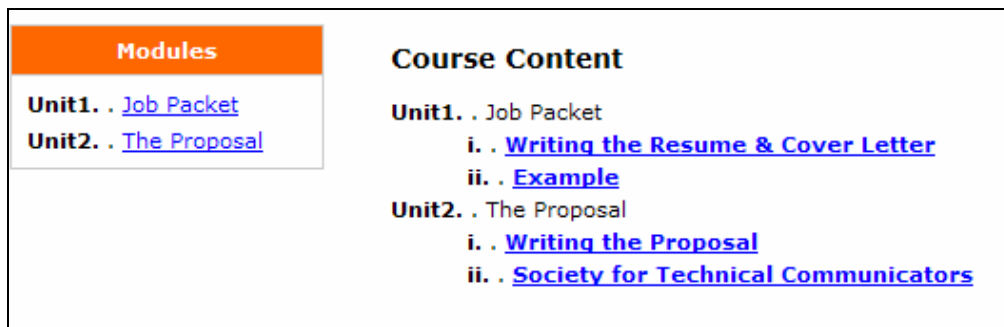
Desire2Learn allows you to view course content uploaded to the site by your instructor, participate in online discussions, upload assignments to a digital dropbox, take online quizzes, view contact information for your classmates, and view your grades. You can access all of these features by clicking on the corresponding links on the white navigation bar at the top of the **Course Home** page. See Figure 14. This section of the guide will provide a basic walk through for using the various course components.

Course Home | Content | Discussions | Dropbox | Quizzes | Classlist | Grades

Figure 14: White Navigation Bar

Viewing Course Content

1. Click on the word **Content** in the white navigation bar to open the course content page. See Figure 15.



The screenshot shows a web page with two main sections. On the left is a 'Modules' sidebar with an orange header and two items: 'Unit1. . [Job Packet](#)' and 'Unit2. . [The Proposal](#)'. On the right is the 'Course Content' section, which lists the same units with sub-items: 'Unit1. . Job Packet' followed by 'i. . [Writing the Resume & Cover Letter](#)' and 'ii. . [Example](#)'; and 'Unit2. . The Proposal' followed by 'i. . [Writing the Proposal](#)' and 'ii. . [Society for Technical Communicators](#)'.

Figure 15: Course Content Page

2. If your instructor has added course materials, click on the file name to open or download the file.



To download content you may have to change your browser's security settings. In Internet Explorer, you do this by clicking on the yellow security bar that appears at the top of the screen.

3. Click the **Open** button to view the file or click the **Save** button to save the file to your computer or disk for later viewing. See Figure 16 on the next page.

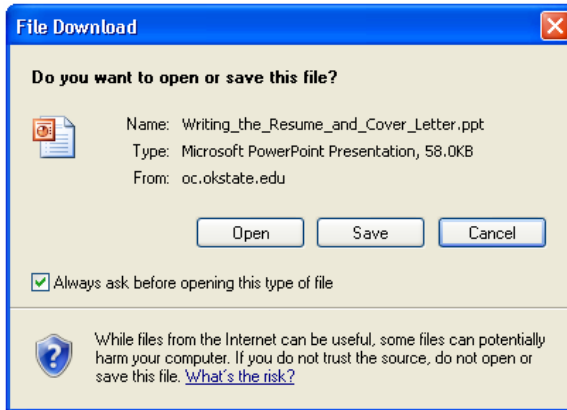


Figure 16: File Download

4. If you saved the file to your computer, close the **File Download** box after the download is complete.
5. Return to the **Content** page by clicking on the word **Content** on the white navigation bar.

Using the Discussion Board

1. Click on the word **Discussions** in the white navigation bar to open the discussions page. See Figure 17.



Your instructor must set up the discussion board before you can use it. He or she must also create the discussion categories.

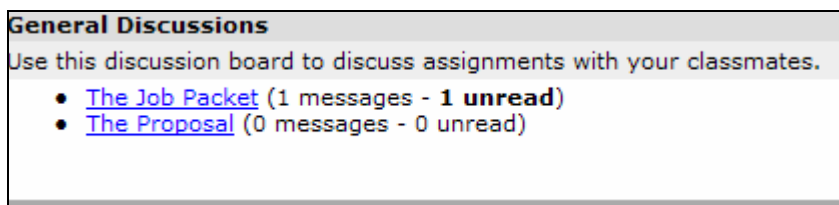


Figure 17: Discussions Page

2. Click on the discussion category you wish to view. This will open that discussion board.
3. Read messages posted to the discussion board by clicking on the subject of the message.



Figure 18: Discussions Toolbar

- To add a message click on the **Add Message** button on the discussions toolbar. See Figure 18.
- Type the subject of your message in the Subject textbox and your message in the discussions textbox.

Figure 19: Discussions Textbox

- Click the submit button at the bottom of the page to add your message to the discussion board.

Using the Dropbox

- Click on the word **Dropbox** on the white navigation bar to open the dropbox page. See Figure 20.

Instructions	Folder List		
<ul style="list-style-type: none"> Click on a folder name to submit an assignment. 	<ul style="list-style-type: none"> Folder Job Packets (94/100) 	Submitted Files	Feedback
	Deadline: Dec 20, 2006 4:00 PM	0	-
	History		

Figure 20: Dropbox Page

- Follow the instructions on the left of the page to upload files to the dropbox.



Your instructor has the ability to set restrictions on when you can upload a file.

Taking Quizzes

1. Click on the word **Quizzes** on the white navigation bar to open the quizzes page. See Figure 21.

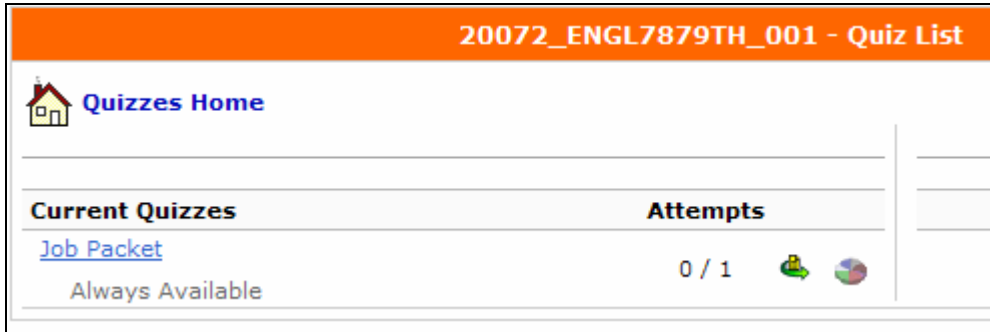


Figure 21: Quizzes Page

2. Click on the name of the quiz to begin taking the quiz.
3. Refer to the instructions on the left of the page for further information about taking online quizzes.

Viewing the Classlist

1. Click on the word **Classlist** on the white navigation bar to open the classlist page. See Figure 22.



Figure 22: Classlist Page

2. Refer to the instructions on the left of the page for further information about using the class list.

Viewing Grades

1. Click on the word **Grades** on the white navigation bar to open the grades page. See Figure 23.





Grades for Lil Poke OSU				
	Item Name	Points	Grade	
	Job Packet	94/100	94%	
	Job Packet Quiz	0/10	0%	
	Proposal	140/150	93.33%	
	Quiz 2	0/10	0%	

Figure 23: Grades Page

2. Refer to the instructions on the left of the page for further information about viewing your grades.