

GETTING STARTED WITH D2L: STUDENT GUIDE



CONTENTS

Section I: Home Page/Profile	2
Updating your personal profile	2
Setting up an email contact method	2
Section II: Course Content	3
Accessing course content.....	3
Section III: Course Activities.....	4
Participating in a discussion forum	4
Modifying subscription status for discussion forums	5
Viewing feedback on quiz questions.....	6
Section IV: Checking Grades	7
How to check your grades.....	7

SECTION I: HOME PAGE/PROFILE

UPDATING YOUR PERSONAL PROFILE

Create and edit your personal profile through the Profile tool. Filling out your profile is optional, but this feature is a great way to introduce yourself to other users in a course. Your profile picture might appear next to your discussion posts and your name in class lists. **Note:** You should only publish information you are comfortable sharing with others within the Desire2Learn System. Follow the instructions below to update your profile.

1. Click **Profile** by selecting your name in the top right corner of the Desire2Learn home page (a drop down menu will appear).
2. Fill in the **text** fields. You can enter information about your social networks, contact information, education and work, and personal details such as hobbies and favorite things.
3. If you want to upload and display a profile picture, click **Change Picture**, browse and select your image, then click **Done**.
4. Click **Save** and **Close**.

Edit My User Profile

Gwyn Shelle



Nickname

Hometown

Change Picture 

Homepage

Social Networks

Facebook <input type="text"/> <small>e.g. http://www.facebook.com/myusername</small>	Google <input type="text"/> <small>e.g. https://profiles.google.com/myusername</small>
Twitter <input type="text" value="http://twitter.com/#!/gwynster"/>	LinkedIn <input type="text"/>

SETTING UP AN EMAIL CONTACT METHOD

You can manage your email address and notifications in the Notifications area. Follow the instructions below to check your information/settings.

1. Click **Notifications** from the drop down menu under your name in the top right corner of your screen.
2. In the **Email Address** section view your email settings – this is where course communication will be sent.
3. In the **Summary of Activity** section choose “Never” or you will receive daily updates on general course activity.
4. Click **Save**.

SECTION II: COURSE CONTENT

ACCESSING COURSE CONTENT

Within the Content area you can access lectures, activities, and assessments.

The Content link enables you to browse course materials and assignments and keep track of your progress, since the number beside a unit indicates how many topics within the unit you need to complete. The number decreases as you work through course materials. In the example below there are 6 topics and none of them have been completed yet by the student.

Use the Table of Contents panel on the left side of the course to view a specific module or sub-module directly.

NOTE: When you log back into the course site you will be directed to the last page you accessed.

The screenshot shows the course interface for "Introduction to Lakes". At the top, there is a navigation bar with "Course Home", "Content", "Course Tools", "Assessments", "Communication", and "Help". The "Content" link is highlighted with an orange box. Below the navigation bar, there is a search bar and a "Getting Started" section. The "Getting Started" section includes a progress bar showing "0% 0 of 6 topics complete", which is also highlighted with an orange box. Below the progress bar, there are three items: "Welcome to Introduction to Lakes!", "Course Syllabus", and "How to navigate D2L". On the left side, there is a "Table of Contents" panel with a search bar and a list of units. The "Getting Started" unit is highlighted in blue, and the number "6" next to it is also highlighted with an orange box. Below "Getting Started" are "Unit 1: Lake Ecology" with the number "9".

This close-up view of the "Table of Contents" panel shows a list of units with their respective topic counts. The units listed are: "Table of Contents" (61), "Getting Started" (6), "Unit 1: Lake Ecology" (9), "Unit 2: Lakes and Their Watershed" (9), "Live Chat Session #1", "Unit 3: Lakes and Their Shoreline" (11), and "Unit 4: Lakes and the Law" (10). A callout box with an orange border and a speech bubble points to the "Getting Started" unit, containing the text: "Use the Table of Contents to navigate through the units of the course".

SECTION III: COURSE ACTIVITIES

This section will describe how to use discussion forums and view feedback on completed quizzes.

PARTICIPATING IN A DISCUSSION FORUM

1. From the **Communication** drop down menu select **Discussion**.
2. You will be directed to a page that lists all **discussion forums** for the course.
3. Select a **Discussion Forum Title** as shown below.

The screenshot shows the 'Discussions List' page. At the top, there are tabs for 'Discussions List' and 'Subscriptions'. A 'Filter by: Unread' dropdown is visible. A 'Settings' gear icon and a 'Help' question mark icon are in the top right. Below the filter, there is a dropdown for 'Unit 1: Discussion Forum' and a link to 'Hide Topics for Unit 1: Discussion Forum'. A table with the following columns is shown: 'Topic', 'Threads', 'Posts', and 'Last Post'. The first row is highlighted and contains the following information:

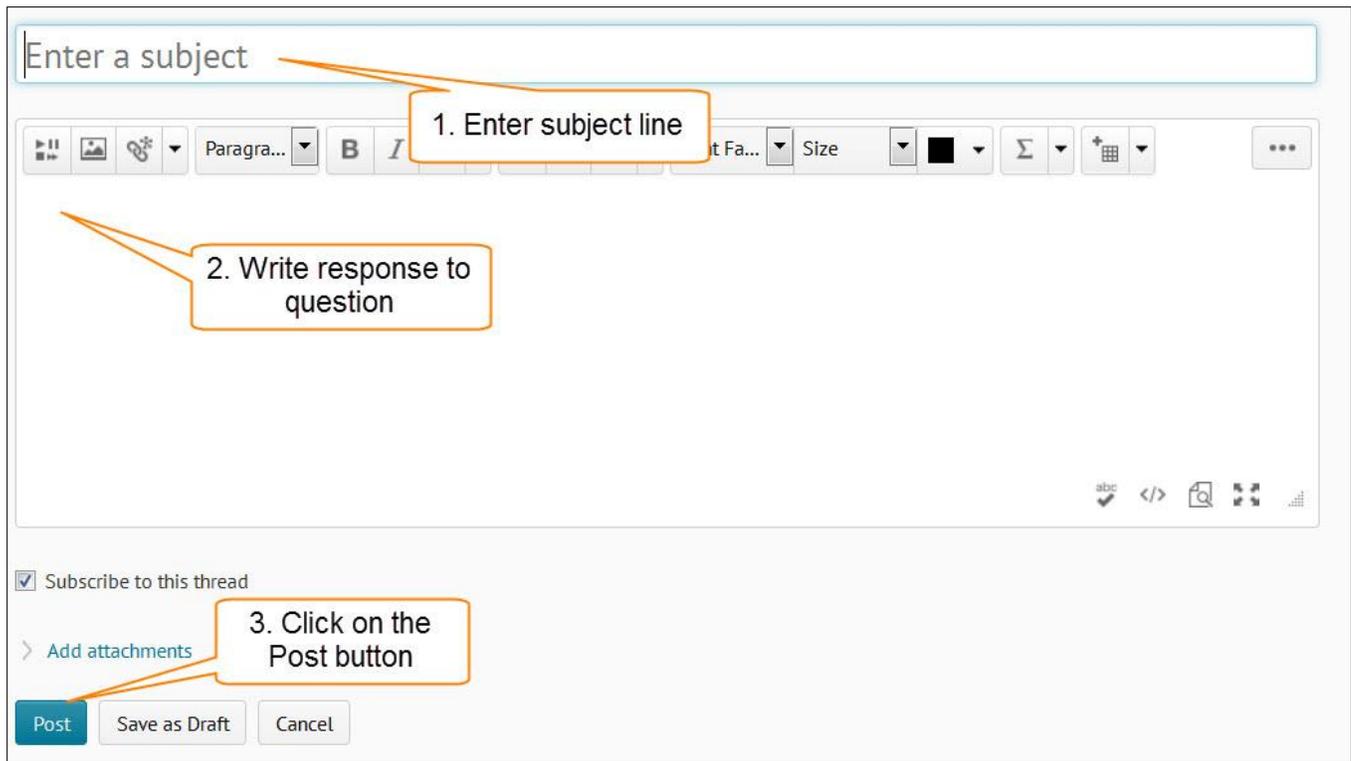
Topic	Threads	Posts	Last Post
Unit 1: Environmentally Friendly Solutions For Inland Lake Homeowners ▾ Respond to the following question: <ul style="list-style-type: none">• Give two examples of how those living on inland lakes can negatively impact aquatic ecosystems, as well as potential environmentally friendly solutions that can reduce these impacts. Instructions: To contribute to the discussion forum enter your response by selecting "start a new thread." It is also helpful to reflect on and discuss fellow classmate's opinions and experiences. To reply only to an individual's post select "reply" under their statement. Return to Unit 1	1	1 (1)	Bindu Bhakta Jun 24 at 12:10 AM

A callout box with an orange border and a pointer to the title in the table contains the text: 'Discussion Forum Topic - Click on the Title to Answer the Question'.

4. Select the **Start a New Thread** button.

The screenshot shows the detailed view of the discussion forum. At the top, the title 'Unit 1: Environmentally Friendly Solutions For Inland Lake Homeowners' is displayed with a dropdown arrow. Below the title are links for 'Subscribe' and 'Hide Description'. The main content area contains the same question and instructions as the table in the previous screenshot. At the bottom left, a blue button with the text 'Start a New Thread' is highlighted with an orange border.

5. Enter **descriptive text** in the Subject line area.

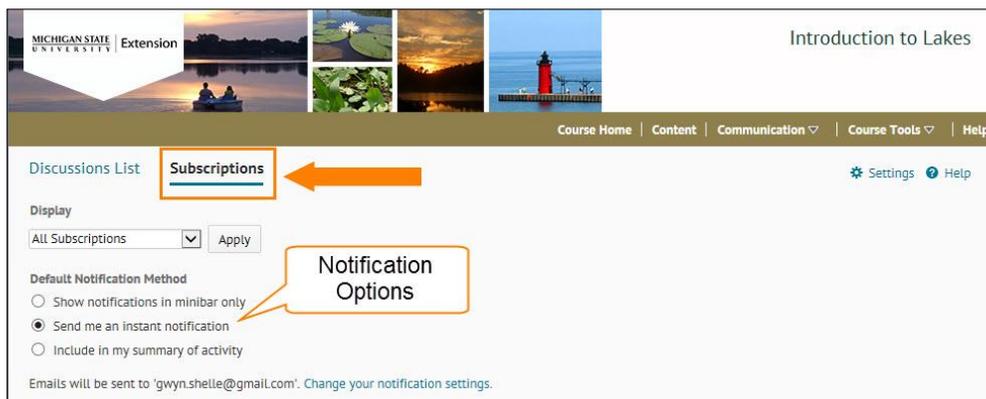


6. Write a **response** to the discussion forum question.
7. Click on the **Post button** and your response will be posted for the instructor and other participants to read.
8. You may also read responses from other participants in the class and **Reply** to their post.

MODIFYING SUBSCRIPTION STATUS FOR DISCUSSION FORUMS

Discussion forums are an effective tool for collaboration with instructors and other participants in your course. You can control the notifications that you receive when instructors or other participants post responses to discussion forum questions.

1. Select the **Communication** option in the navigation bar and select **Discussions**.
2. You will see the list of discussion topics in the course. Select the **Subscriptions** link as shown below.
3. Choose your notification method. Please note – if you select “**send me an instant notification**” you will receive an email notification every time an instructor or participant posts to the discussion forum. If you choose to only have notification display in your minibar, the notification will only be through the Desire2Learn system (you will not receive email notifications).



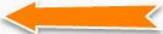
VIEWING FEEDBACK ON QUIZ QUESTIONS

After submitting a quiz you will see which questions were correct and incorrect. Click on the **View Feedback** link to read feedback from the instructors.

Question 1 0 / 1 point

Which of the following describes a feeding relationship that might exist in an inland lake food chain? (select all the apply)

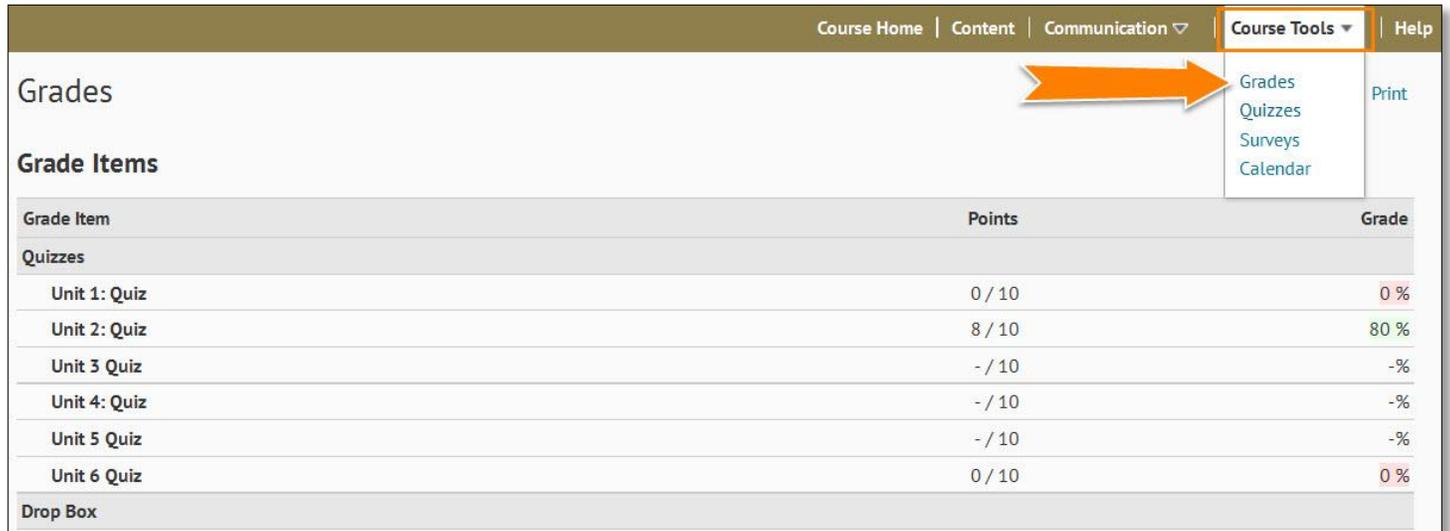
-   Algae utilize nutrients such as phosphorus that is suspended in the water column.
-   Bottom-feeding organisms re-suspend nutrients within the benthic zone, allowing these nutrients to be recycled back into the open water.
-  Algae eat piscivorous fish.
-   Zooplankton (microscopic animals that swim in water) eat algae.

[> View Feedback](#) 

SECTION IV: CHECKING GRADES

HOW TO CHECK YOUR GRADES

1. Select **Course Tools** from the course menu area.
2. Select **Grades**.
3. You will be directed to a page where you can **check your grades** for the course.



The screenshot shows a course management interface. At the top, there is a navigation bar with links for 'Course Home', 'Content', 'Communication', 'Course Tools', and 'Help'. The 'Course Tools' menu is expanded, showing options for 'Grades', 'Quizzes', 'Surveys', and 'Calendar'. An orange arrow points to the 'Grades' option. Below the navigation bar, the page title is 'Grades'. Underneath, there is a section for 'Grade Items' which includes a table of quiz results.

Grade Item	Points	Grade
Quizzes		
Unit 1: Quiz	0 / 10	0 %
Unit 2: Quiz	8 / 10	80 %
Unit 3 Quiz	- / 10	-%
Unit 4: Quiz	- / 10	-%
Unit 5 Quiz	- / 10	-%
Unit 6 Quiz	0 / 10	0 %
Drop Box		