D2L: An introduction for NEW STUDENTS
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What is D2L?

Desire2Learn (D2L) is the University of Wisconsin-Parkside’s online course management system. D2L provides students with an interface for accessing the content of their courses, including the syllabus, course calendars, lessons, an assignment dropbox, quizzes, discussion forums and much more.

NOTE: Only classes from those instructors who are utilizing D2L will appear in your class list.

How do I get to D2L and login?

It's easy! D2L can be accessed directly through the UWP homepage.

www.uwp.edu

1. Simply click “logins” from the menu bar at the top of the homepage.

2. Click on “D2L” under the logins and tools heading. This will get you to our login options.

3. Since you are a student of the University of Wisconsin-Parkside, you are considered a UWP user and NOT a guest, therefore, click on the green button.
4. In order to login, you will use your username and password attached to your email. When typing in your username, remember that it is only the alpha-numeric characters that precede @ in your email address and the password is the same as your email.

NOTE: If you change your email password at any time, your D2L password will change simultaneously as they are synchronized.

UWP Portal Page

After logging in, you will come to your UWP portal page. From your portal you can manage your profile, utilize the storage locker and navigate to your current D2L courses.

NOTE: There is also a news feed for relevant information regarding D2L updates, outages, etc.

Complete your profile

1. Click the dropdown menu at the top right by “your name”.
2. Select “profile”.
3. Complete your user profile and do NOT forget to save.
What is the locker?

The Locker tool is a personal document storage space within D2L’s Learning Environment and is created automatically for all D2L users. Instructors and students may upload files from their computers and may create HTML files in their personal locker space. The Locker tool is on the upper left navigation bar on the My Home page (Portal) and in most D2L courses at UWP.

Locker Types

Personal

- Created automatically for all users in D2L
- Files in your personal locker are private; only you are able to see your documents
- You may make documents public if you choose
- Documents in your personal lockers are not course-specific
- You may create folders in your locker to organize your documents if you wish

Group

- Created when instructors set up group lockers for small groups in D2L courses; not automatically created
- Group locker space is course-specific and allows students to share documents with group members
- Any member of the group may upload and modify files in group lockers
- The "Modified by" column displays the name of the last person who worked on the file
- The "Last modified" column displays the date and time the document was uploaded to or created in the locker
- Documents in group lockers cannot be made public
How do I access MY COURSES?

There are two ways to access your active courses from your D2L portal page. It is important to remember that not every course will be in D2L by default. Only the courses designed by their instructor to utilize the learning management system will be in D2L. Those courses in the system can be accessed in the menu bar at the top left or through the built in widget.

**Menu Bar**

1. Click the dropdown menu at the top left by “select a course”.

2. Only the courses that you are currently enrolled in will be displayed.

**Course Widget**

1. Click the dropdown menu on the right of the “My Courses” widget heading.

2. Only the D2L courses that you are currently enrolled in will be displayed.

*NOTE: Be sure to expand the menus (downward) by clicking the arrows to see all available options.*
Where do I go for D2L help?

Contact Information:

- Visit the Technology Help Desk in Comm Arts 120
- Call the Technology Help Desk: 262-595-2444
- Visit our D2L team in Wyllie D108
- Email us: d2l@uwp.edu
- Fill out the D2L support form

Useful tips to remember before contacting support:

- Make sure you are using the latest version of your internet browser. If you are having issues, try another browser. Mozilla Firefox, Chrome, Internet Explorer and Safari are most often used by UWP students.

- If you cannot find a class from your portal page, check with your instructor to see if it is a D2L course and when the course is to begin. The course will not appear in your portal until the class begin date unless otherwise specified by an instructor.

- While looking for information within your portal, make sure the dropdown menu has been selected to view all options.

Too much to read? Watch the video tutorial.

http://www.youtube.com/watch?v=R7t3iHS7LqM
FOR STUDENTS:

What is CALENDAR?

The Calendar provides a central location to record course and institution related events.

- Accessing the Calendar
- Adding an Event
- Viewing Events
- Searching for an Event
- Deleting an Event

Accessing the Calendar Tool

1. From the Course Home page, use the widget at the left with the heading Calendar. The Calendar appears. The dropdown arrow must be facing down to view today’s events.

2. From the Calendar widget, click the solid arrow to go to a full size view of the complete calendar of events.
Adding an Event

The Calendar allows you to add public events along with details about them.

**Note:** You cannot create personal events in the Calendar, but you can create private tasks that have due dates associated with them using the Tasks widget to the right of the calendar.

1. Access the *Calendar*.
2. Click *Create Event*.
   The *Create Event* pane appears.
3. In the Title text box, type the desired event title.
4. In the Description text box, type a description for your event.
5. In the When section, click on the box to enter a date or time and use the drop-down menu that appears.
6. To have the event repeated at regular intervals, click Add Recurrence.
7. Enter the Recurrence information in the box that appears.
8. Make the desired selection and click Create.

Note: You cannot delete a single instance of a repeated event. The event either appears at the chosen interval every time, or all instances of the event are deleted.

Viewing Events

The Calendar allows you to view the details of scheduled events by the current day, week, or month. The default display is the Day view for the current date. Dates containing events are linked in the calendar.

1. Access the Calendar
2. From the Date Picker widget on the right, select a date.

3. To view the event within the context of its week or month, select Week or Month tab. The events for that week or month are displayed.

   Hint: To view a different month, use the arrows on the Date Picker widget.

Searching for an Event

The Calendar allows you to search for upcoming events.

1. Access the Calendar.
2. Type the title of the event or a keyword in the Search Bar.
3. Click the Search Button.

The date and event information appear in the Schedule window.
Deleting an Event

If an event is cancelled, or you no longer need to attend, you can delete it from your \textit{Calendar}.

\textit{Note: You can only delete events that you have created. You cannot delete events created by your instructor.}

1. Access the \textit{Calendar}.
2. Locate and click on the Event you wish to delete, then click \textbf{Delete}.

3. In the pop up box, click on the appropriate radio button, then click \textbf{Delete}.
FOR STUDENTS:

What is CONTENT?

The Content tab in D2L includes various materials that your instructor has compiled for the course including articles, websites, videos, podcasts, PDFs, etc. Instructors often organize materials according to the course units.

This page includes information on:
- Icon Descriptions
- Print/Download Course Files
- Downloading Course Files
- Working with PDF files

Icon Descriptions

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📖</td>
<td>When you are viewing a topic, this button allows you to bookmark a topic to make it accessible from your Bookmarks.</td>
</tr>
<tr>
<td>🕒</td>
<td>Course content type: Calendar.</td>
</tr>
<tr>
<td>📜</td>
<td>When you are viewing a topic, this button allows you to print the item.</td>
</tr>
<tr>
<td>📓</td>
<td>This view allows you to check the boxes of the items you would like to print or download from the course content.</td>
</tr>
<tr>
<td>📖</td>
<td>Course content type: Adobe Acrobat document.</td>
</tr>
<tr>
<td>📝</td>
<td>Course content type: Microsoft Word document.</td>
</tr>
<tr>
<td>🎨</td>
<td>Course content type: PowerPoint slideshow.</td>
</tr>
<tr>
<td>🔴</td>
<td>Course content type: Quicklink.</td>
</tr>
<tr>
<td>📚</td>
<td>Course content type: Checklist.</td>
</tr>
</tbody>
</table>
Course content type: Discussion.

Course content type: Dropbox.

Course content type: Survey.

Print/Download Course Files

To print individual course content items,
1. Open the desired item from the Content tab.
2. Click Print. Print
3. Select your printer » click Print.

To print multiple Course Content items,
1. Click the Content tab.
2. Click Download. Download
3. The downloade will create a zip file of all course contents. Open the zip file and select the items you wish to print.
   Note: If you select the box next to the unit, it will select all items within that unit.
4. Click Print. Print
   The Printable View dialog box will appear with your selected items.
5. Click Print.
6. Select your printer » click Print.

Downloading Course Files

While many files within your course may be web pages that simply appear when you click on them, other files may need to be downloaded to your computer before you can work with them. If you click on a file and it opens, your computer is configured to work with the file. However, if the file does not open, you will need to follow these instructions:

Windows
1. In Desire2Learn, click the arrow next to file link. The File Download dialog box appears.
2. You can simply view the document or download.
3. If you do not have the appropriate software to open the file, you will only be able to view and not download documents. If this is the case, click download, then save as and save the file. You will then need to acquire the appropriate software to open that saved file.
Macintosh
1. In Desire2Learn, click the file link.
   The Downloads dialog box appears and automatically downloads the file to the desktop.
2. When the download is completed, close the Downloads dialog box.
3. Using the appropriate software program, open the file.

Working with PDF Files

A PDF file is a document saved in the Portable Document Format. To read a PDF file, you do not need the original program used to create the file, but you do need Adobe Reader. This software is free and can be downloaded from the Adobe website.

Notes: The instructions may vary slightly depending on your individual computer setup. The Learning and Technology Services Help Desk is available to help if you have problems. They can be reached at 262-595-2444 or at helpdesk@uwp.edu.

Requirements for Accessing PDF files
Here are the requirements you will need in order to access PDF files:
- Adobe Acrobat Reader
- Internet Browser
- Network Connection
- Time to download the files

Downloading and Installing the Adobe Reader

Downloading
Adobe Reader is a program that is provided free by Adobe and will allow you to access PDF files. You only need to download and install the program on your computer once.
1. Go to the Adobe Reader website.
   The Adobe Reader Download page appears.
2. Unclick the check box if you do not want to install the Google Toolbar.
3. Click **Download Now**.
   A list of steps and a **Security Warning** dialog box appears.
4. Click **Run**.
   The software downloads and another security warning box appears.
5. Click **Run**.
   A **User Account Control** dialog box appears.
6. Click **Yes** to allow the program to make changes to your computer.
7. Save the file preferably on the desktop where you can find it easily.

   *Note: Depending on your type of computer, operating system, and Internet browser, these steps may vary slightly.*

**Installing Adobe Reader**
1. Go to the folder that you saved the Adobe Reader install program in.
2. Double click the install program icon.
3. Click **Next**.
4. To confirm the location, click **Next** again.
5. At the **Thank You** dialog box, click OK.
   The installation of the program is now complete.

**Reading PDF Files with the Adobe Reader**
Depending on your computer setup, you will either be able to read PDF files automatically, or read them by saving them to your computer first.

**Reading PDF Files by Saving Them First**
1. Right click the link to the PDF file » select **Save Link As...** or **Save Target As...**
2. In the **Save As** dialog box, select the location where you want to save the file.
3. Click **Save**.
   The file will begin downloading.
4. When the Download Complete dialog box appears, click **Open**.
   The file will open in Adobe Reader.

   *Note: You can access the file again by navigating to the folder you saved it in.*

**Reading PDF Files Automatically**
1. Click the link to the PDF file.
   The file should open in Adobe Reader automatically.
FOR STUDENTS:

What are DISCUSSIONS?

In the Discussion area, your instructor may create topics for discussion. Class members can write and respond to messages within the class, ask a question of the entire class, and view all of their classmates' responses. Instructors may post topics in which a class response is requested.

This page includes information on:

- Reading a Thread
- Replying to a Thread
- Start New Thread
- Attaching a File to a Thread
- Discussion Viewing Options
- Subscribing to Thread

Reading a Thread

From the course home use the navigation bar, click Activities or Communication, then click Discussions. The Discussions List pane appears.

1. From the Discussions List, click the topic you wish to view.
   The Topics List pane appears showing the description for the topic. Scroll to the bottom of the page and click the title of the topic you wish to view. All messages (threads) that have been posted within that topic will be visible.
2. Once you have entered a topic, you can read all threads corresponding to that topic.

There are two threads shown in this example.
3. You can change the view of your discussion lists by changing your settings.

Replying to a Thread

When you see a thread you would like to respond to, you can use the Reply feature. Reply differs from Start a New Thread in that the reply you are sending becomes part of the original thread.

1. On the navigation bar, click Activities or Communication, then click Discussions. The Discussions List pane appears.
2. From the Discussions List, click the topic you wish to view. The Topics List pane appears.
3. Click on the title of the topic you wish to view. All messages are now visible.
4. Click the linked subject of the message you wish to reply to.
5. From here, you have 2 options:
   A. By clicking **Reply**, you are joining the already started conversation with the reply “Pleasure to meet you” that was already sent to that thread.
   B. By clicking **Reply to Thread**, you are replying to the original thread “My name is John Doe”.

6. In the scroll box, type your message.

7. When finished, click **Post**.
   Your reply is posted as part of the thread.

**Optional:** Add an Attachment by clicking on the **Add a File** or **Record Audio** buttons.
**Starting a New Thread**

When you *Start a New Thread*, you begin a new thread in the discussion under the topic instead of replying to a thread (message) already posted.

1. On the navigation bar, click **Activities** or **Communication**, then click **Discussions**. The **Discussions List** pane appears.
2. From the **Discussions List**, click the topic you wish to view. The **Topics List** pane appears.

   ![Discussions List example](example_image)

3. Click on the title of the topic you wish to view. All messages are now visible.
4. Click the **Start a New Thread** button. The dialog box appears.
5. In the **Subject** text box, type the desired subject for your message.
6. In the **Message** text box, type your message.

   Optional: Add an Attachment by clicking on the **Add a File** or **Record Audio** buttons.

7. Click **Spell Check**. Misspelled words will appear in red.
8. To preview your message as it will appear,
   A. Click **Preview**. The **Preview** window appears with your message displayed.
   B. Click **Close**.
9. If you are satisfied with your message, click **Post**.

Your message is posted and starts a new thread in the discussion.
Attaching a File to a Thread

1. On the navigation bar, click Activities or Communication, then click Discussions. The Discussions List pane appears.
2. From the Discussions List, click the topic you wish to view. The Topics List pane appears.
3. Click on the title of the topic you wish to view. All messages are now visible.
4. Reply to a message or add a new one.
5. If necessary, in the Subject text box, type the desired subject for your message.
6. In the Message text box, type your message.
7. In the Attachments section,
   A. Click Add a File. The Submit a File dialog box appears.
   B. Select an area (My Computer, My Locker, or Group Locker).
   C. Click Browse . . .
   D. Click Open.
      The file appears in the Attach File text box.
   E. Click Upload.
8. When you are finished composing your message, click Post.

Discussion Viewing Options

With Desire2Learn, you can change how you view discussions list and replies.

Note: Changing the layout of one discussion topic will change the layouts for all topics in all D2L courses.

1. Click 🌟 Settings, choose whether or not you wish to view the Discussion List pane while in a topic.
2. Choose whether or not you wish to view the original post in a reply.
   
   Note: Settings will also be available after you have opened a topic.
3. When finished, click Save.
Subscribing to a Thread

1. On the navigation bar, click Activities or Communication, then click Discussions. The Discussions List pane appears.
2. From the Discussions List, click the topic you wish to view. The Topics List pane appears.

3. From here, you have 2 options.
   A. Click this subscribe link to subscribe to the topic.
   B. Click this subscribe button to subscribe to the thread.
FOR STUDENTS:

What is DROPBOX?

If your instructor has the Dropbox tool available, you can use it to turn in digital assignments and to retrieve graded files. Students can also view feedback from their instructors and see a list of submitted files in the folders.

This documentation contains information on the following topics:
- Submitting an Assignment
- Viewing Submitted Files
- Viewing Feedback

Submitting an Assignment

Notes: Best practices for naming files to ensure they can be opened by your instructor:

- File names may contain alpha characters A-Z or a-z, numbers 0-9, underscores and hyphens.
- File names should not contain spaces. Use hyphens or underscores in place of spaces.
- File names should not contain the following special characters: * / ; > < | ' & # { } ".
- File names should only contain one period (.) and that period should be located between the text name you assign to the file and the file extension (e.g., pdf, doc, docx, xls, xlsx, pptx) assigned by the application used to create the file.

1. From the Course Home page, on the navigation bar, click Activities, then scroll to Dropbox. The Dropbox Folders pane appears.
2. Click the name of the folder for your assignment(s). The Submit Files pane appears.
3. Click **Add a File**.
   The **Submit a File** dialog box appears.
4. Choose a file location (*My Computer*, *My Locker*, or *Group Locker*).
   
   **Note**: The default location is *My Computer*.
5. Click **Browse...**
   The *Choose file to Upload* box appears.
7. Click **Open**.
8. **Optional**: To upload another file, click **Add Another File**; repeat steps 4-7.
   
   Select the file(s) to upload from your computer:

   1. [Add Another File]

9. Click **Upload**.
10. **Optional**: To leave a comment about this file, in the *Comments* text box, type your message.
11. When finished, click **Submit**. This completes the submission process and makes your document(s) available to the instructor(s) in your course.

**IMPORTANT NOTE**: This step is often missed, but if you do not click Submit, your files will not appear in the dropbox. When you successfully submit to the dropbox, you will receive an email with the subject line Dropbox submission receipt confirming your file submission. It is important to check for this email, as well as verify the submission by viewing your submitted files as described in the next section. If you can’t see your submitted files, neither can your instructor.
Viewing Submitted Files

You can view all the files you have submitted in the Dropbox.

1. From the Course Home page, on the Navigation bar, click Activities, then click Dropbox. The Dropbox Folders pane appears.
2. Click View History. The Submission History pane appears.
3. From the Folder pull-down menu, select the desired folder. A list of submitted files appears for the folder.
4. Optional: To retrieve a file.
5. Optional: To save the file.
   a. Click the link of the file you wish to save. The File Download dialog box appears.
   b. Click Save. The Save As dialog box appears.
   c. Navigate to the desired save location.
   d. Click Save.
   e. Click Close.

Viewing Feedback

You can view feedback from your instructor about the files you submit to the Dropbox.

1. Go to Dropbox in your D2L course.
2. One of the columns in the list is Feedback. If an instructor has left feedback, an icon will appear in this column. Click the icon to view feedback on that submission.

   Note: You will see a difference between read and unread feedback (read feedback will have bold text and a slightly different icon, as seen below):
FOR STUDENTS:

What are QUIZZES?

Instructors may require students to take quizzes online in Desire2Learn. This allows students to conveniently take quizzes outside of the classroom, while instructors can still set a time frame. In addition, if the instructor allows quiz results to be posted to the class, class statistics can be accessed instantly.

This documentation contains information on the following topics:

- Taking the Quiz
- Viewing Quiz Information

Taking the Quiz

Typically you will have a time frame within which to take the quiz at your convenience. We strongly recommend that you check the D2L homepage to determine when regular maintenance of the D2L system is scheduled (usually early morning hours). While you can access your course during maintenance, we do not recommend taking a quiz during that time. Additionally, we do not recommend trying to take a quiz over a wireless connection.

1. From the Course Home page, on the navigation bar, click Activities, then click Quizzes. The Quiz List pane appears.
2. Click on the title of the desired quiz. The [Quiz name] pane appears.
3. Click Start Quiz! The confirmation dialog box appears.
4. Click Ok. The quiz begins.
   Note: Read the directions for the quiz. The time allotted for the quiz is displayed at the top of the Quiz page.
5. Answer the quiz questions.
   Note: Depending on the type of question, select or type the best answer or select all answers that apply.
6. After answering each question, click Save.
   Note: It is recommended you save each response as you take the quiz.
7. When finished, click Go to Submit Quiz. The Quiz Submission Confirmation page appears, along with warnings about any unfinished questions.
   Hint: This is the last chance to change any answers.
8. To change an answer,
   a. In the Quiz Info pane on the left, click the appropriate question number. The question appears.
   b. Make the desired changes.
   c. Click Save.
   d. Repeat steps a-c for other questions.
   e. Click Go to Submit Quiz.
9. If you are satisfied with your quiz answers, click Submit Quiz.
10. To submit the quiz, click Yes. To return to the quiz, click No.
**Viewing Quiz Information**

Before and after completing the quiz, certain information is made available to you based upon your instructor's settings. The *Submissions* and *Reports* links contain that quiz information.

1. From the *Course Home* page, on the navigation bar, click *Activities*, then click *Quizzes*. The *Quiz List* pane appears.
2. Click on the black dropdown arrow next to the quiz name; your options for viewing additional quiz information will appear.

**Notes:** Your options are *Submissions* and *Reports*. The *Reports* information will be available only if your instructor has set up a *Quiz Report*.

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**Submissions Information**

The *Submissions* information pane allows you to view the number of quiz attempts you have made as well as the date and time of the attempts. If the instructor has made the questions and answers available, that information will also appear in this section. Click on Attempt 1 (or Attempt 2, etc.) to view your quiz results.

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**NOTE:** *Number of attempts allowed depends upon your instructor. Often, only one attempt is allowed.*