

## What is D2L and what can it do for me?

D2L is a Learning management system (LMS) or Course Management System. It's a relatively easy way to create a course web site. A D2L course site allows "anytime, anywhere" access to syllabi, readings, multimedia files, electronic dropboxes, online quizzes, email, grading, student progress reports, project files, etc.

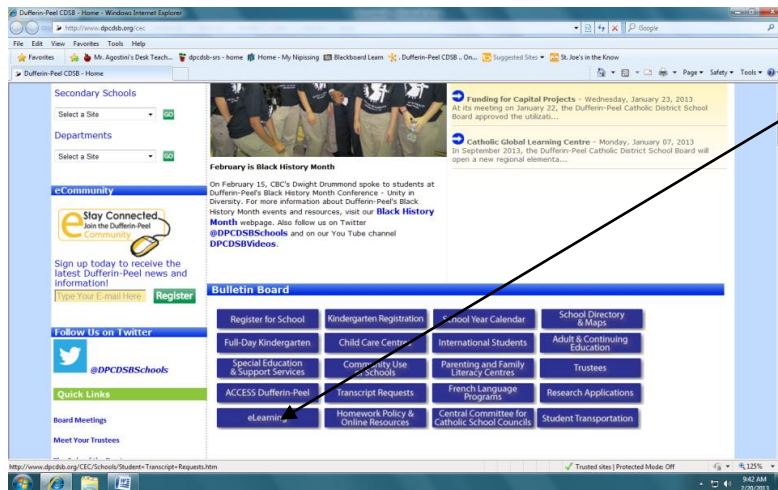
I will be creating a series of activities that will hopefully introduce the D2L system to you. The goal at the end of the series of activities is to design your own course. While exploring and developing your course you will learn how to create lessons, use lessons that have been previously created, create DROPBOXES, SURVEYS, CHECKLISTS, DISCUSSIONS and so much more.

In today's activity we will learn to i) login ii) change our password iii) set up email iv) order courses. Very basic stuff.

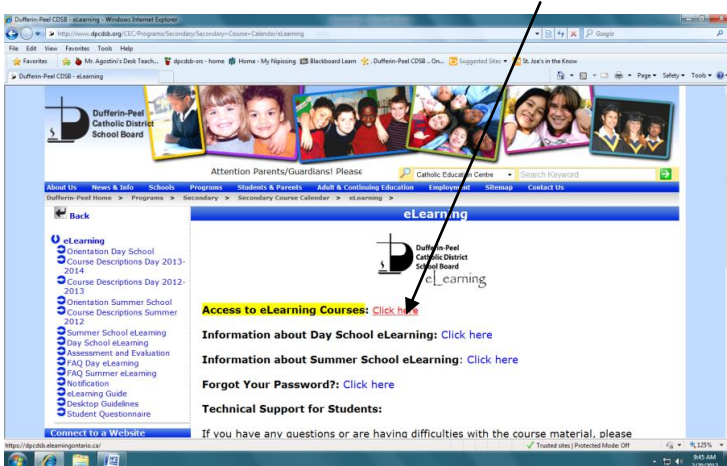
### A. How to Log In

In this activity we will look at only some of the basics of Desire2Learn (D2L) Learning Management System(LMS) and introduce the HOME screen. But first we need to login. To login into D2L we must go to the D2L login screen.

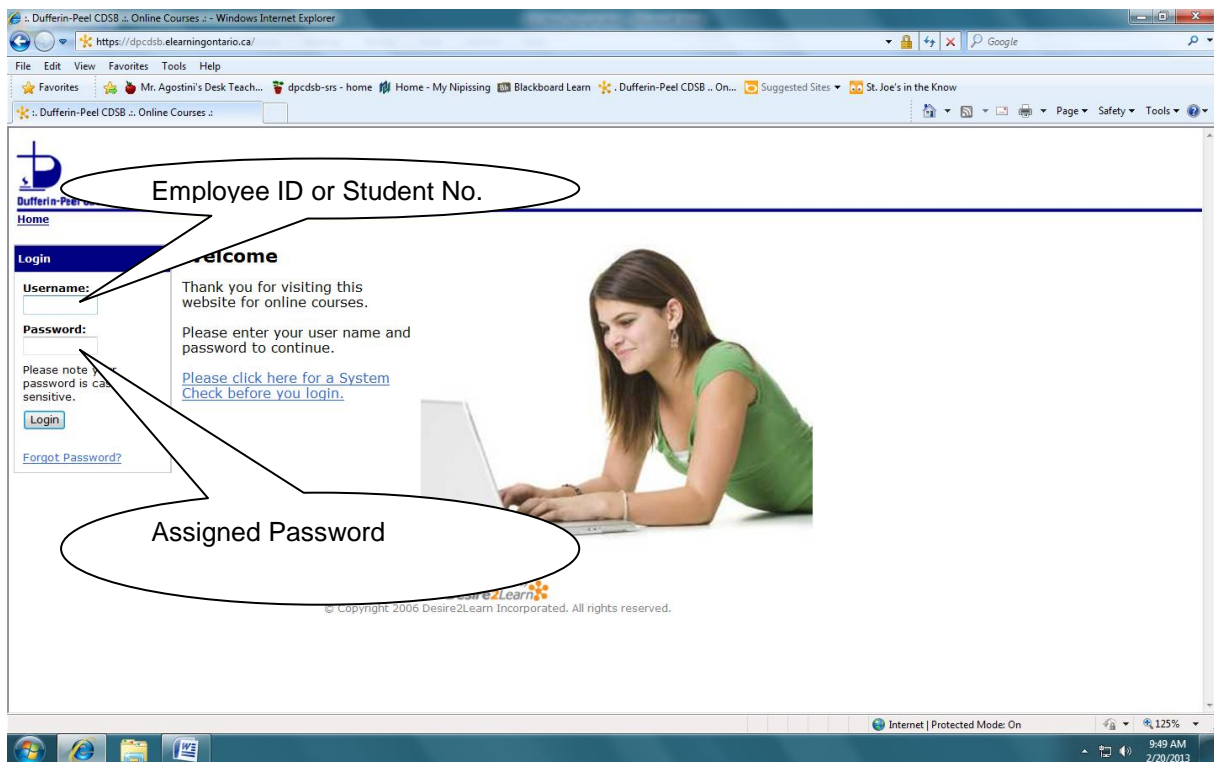
1. Open Explorer and from the DPCDSB main page scroll down and find the eLearning BUTTON and CLICK ON IT



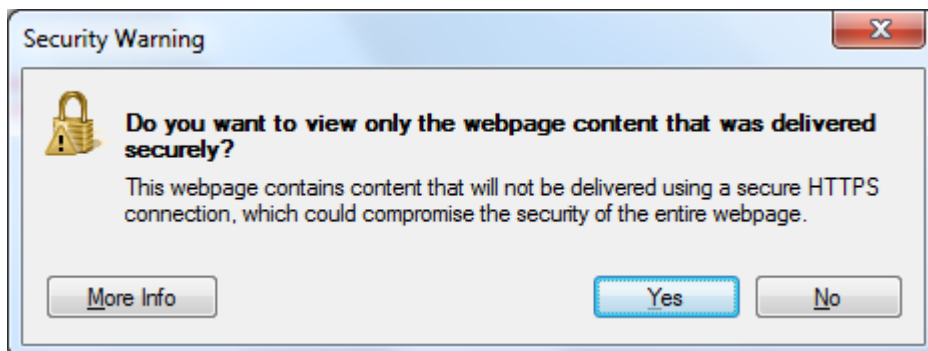
2. Next Click on the ACCESS to eLEARNING Courses link



- You will now reach the login screen. Students will follow the same process as you to login in from any computer. Teacher ID will be your employee number and the password will be provided to you after your in-service on D2L. (or in an email). For Students, their ID is their student number and their password will also be provided for them also.



Once you login you will be directed to the HOME screen as depicted below. You may need to answer YES to a security warning message.



- If you are new to D2L you will either have your sandbox course listed on the bottom (if you had the inservice) or no courses listed (If you are trying this out before the inservice). Either way, eventually you will need to order a course. I will show you that later. These are some of the basics areas you should see and know about.

### i. The News Section

News Section for the system, relates any important info for teachers. We can do the same for our classes

Ordering Courses Link-We'll come back to this one.

The screenshot shows the D2L homepage with a 'News' section on the left. A callout bubble points to the 'News' header. Another callout bubble points to the 'Order Courses' link in the 'Teacher Links' section.

### ii. Teacher Profile

When you click the down arrow by your name, you will be presented with the following options.

**Profile** – Personal Info

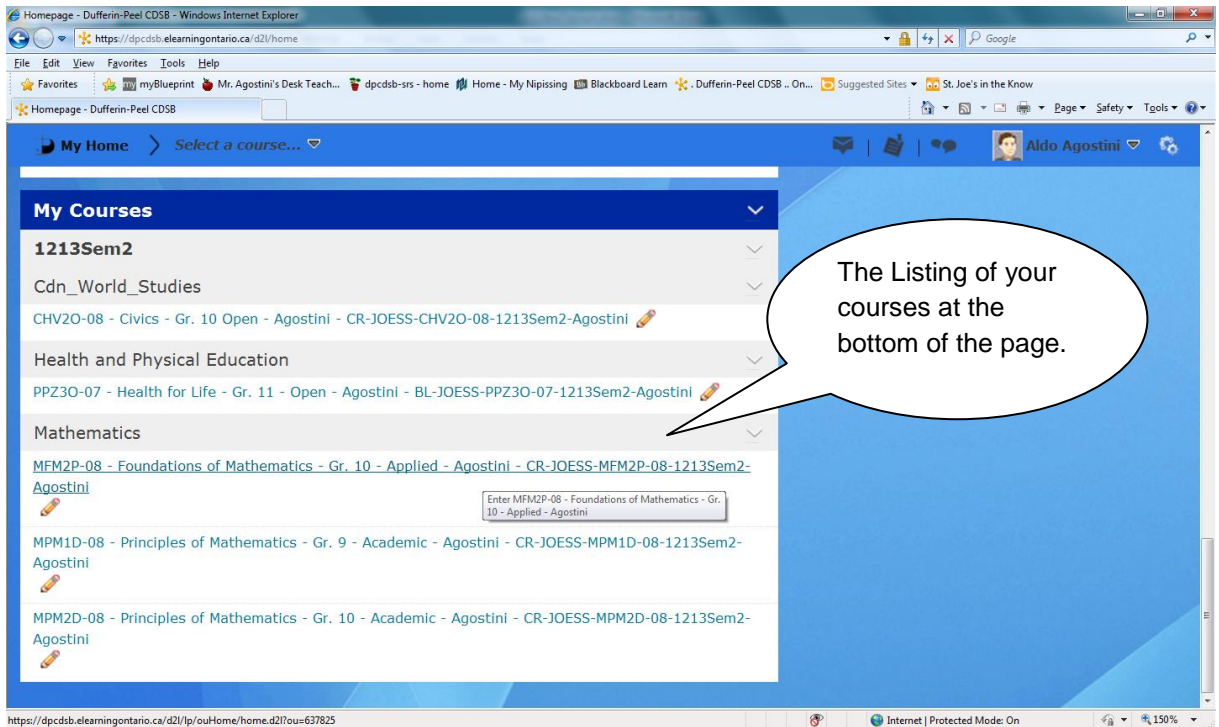
**Notifications** – Activity Alerts

**Account Settings** – password change – email setup, set up restrictions for your classes.

**Progress** – What you the user has completed

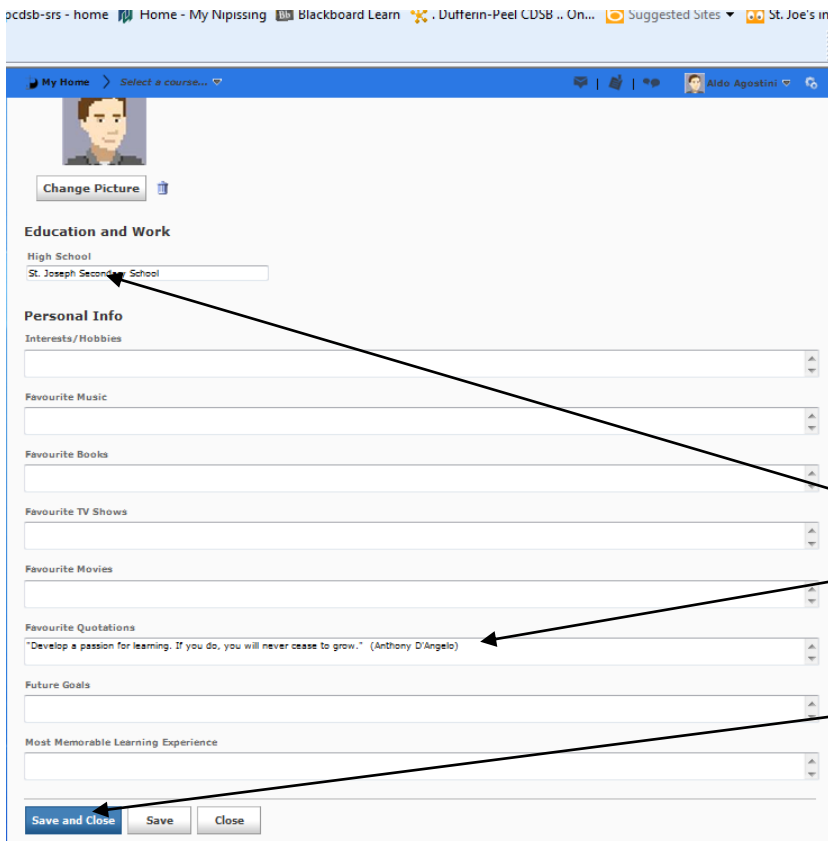
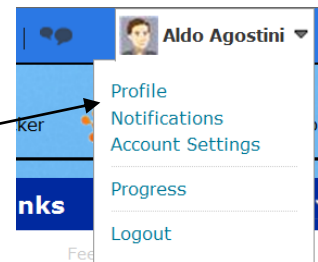
**Logout** – to exit D2L

The screenshot shows the user's name 'Aldo Agostini' in the top right corner. A dropdown menu is open, listing the following options: Profile, Notifications, Account Settings, Progress, and Logout. A callout bubble from the previous section points to this menu.



**B. How to Personalize your Profile**

1. We will need to access the Profile option beside your name, so **CLICK** on the down arrow by your name. Select **PROFILE**

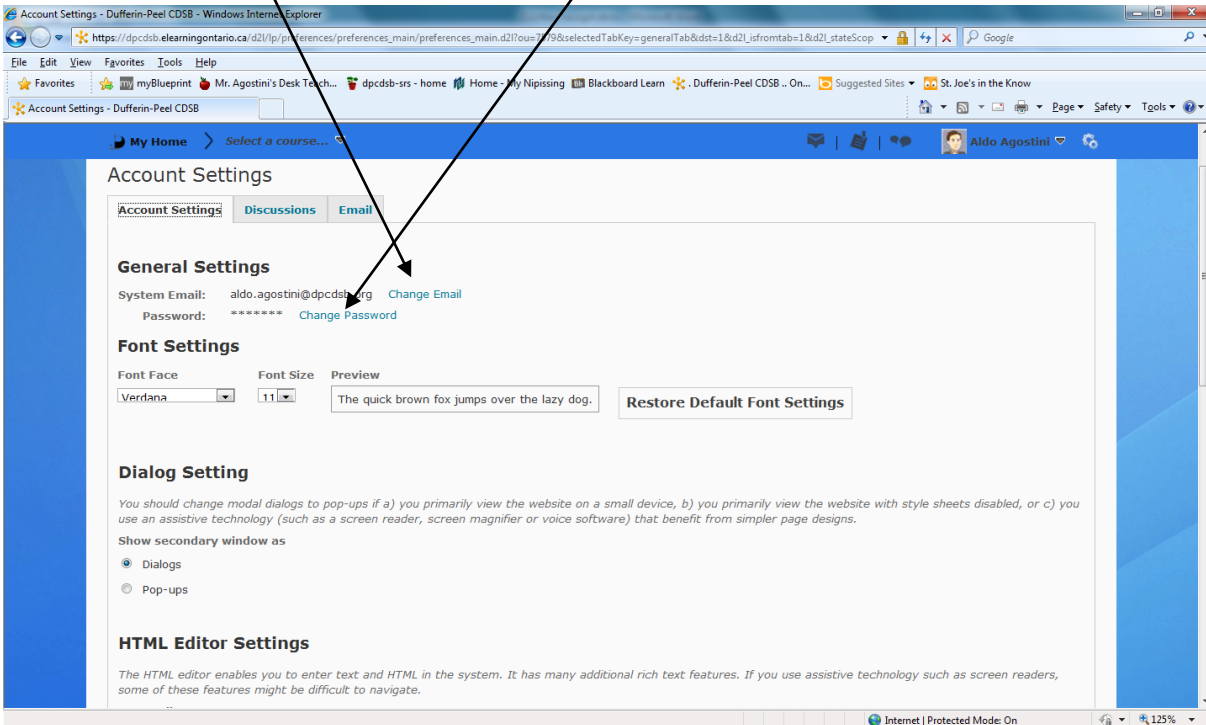
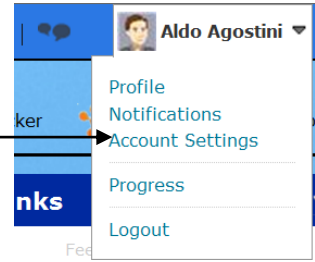


Profile – allows you set up a picture, and School and Personal Info you wish to share.

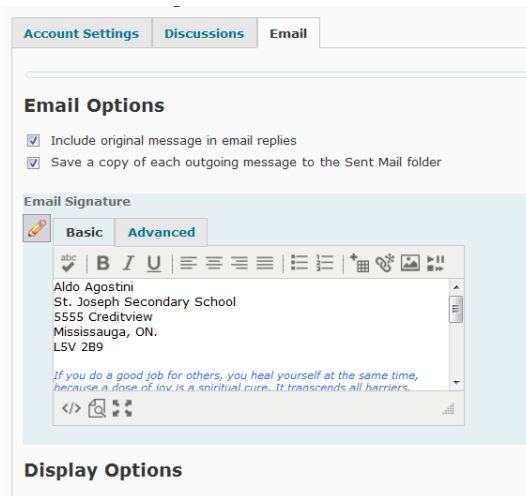
To change the picture, click on the Change Picture Button and select the picture you wish to display that was previously saved on the computer or you can leave it as is. As you can see, I downloaded an avatar and used it to replace the default photo. Furthermore, I typed in the **High School name** in the textbox and a **Favourite quote**. The rest of the information I left blank. To save and close this window, click on the **SAVE** and **CLOSE** button. (You do not need to change anything here if you don't wish to)

**C. How to Change Your Password and Email Address**

1. To change your email address and password go into **ACCOUNT SETTINGS**
2. Three tabs appear on the top, In the ACCOUNT SETTINGS Tab, you can change your email and password here by just clicking on the Change Email link and Change Password link and follow the instructions.



3. To personalize your Email with an email signature click on the EMAIL tab and type in a signature in the textbox provided. Select SAVE and CLOSE on the bottom.

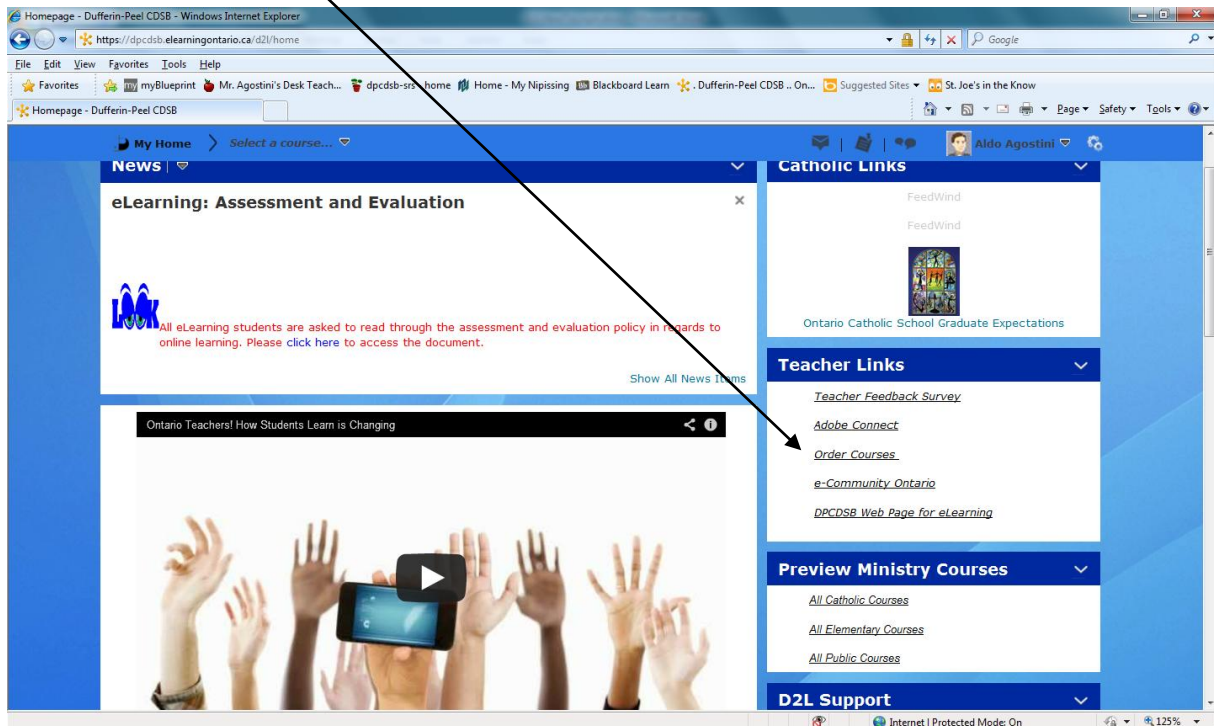


4. You should return to the HOME page. If not, click on **MY HOME** link on the Top LEFT.

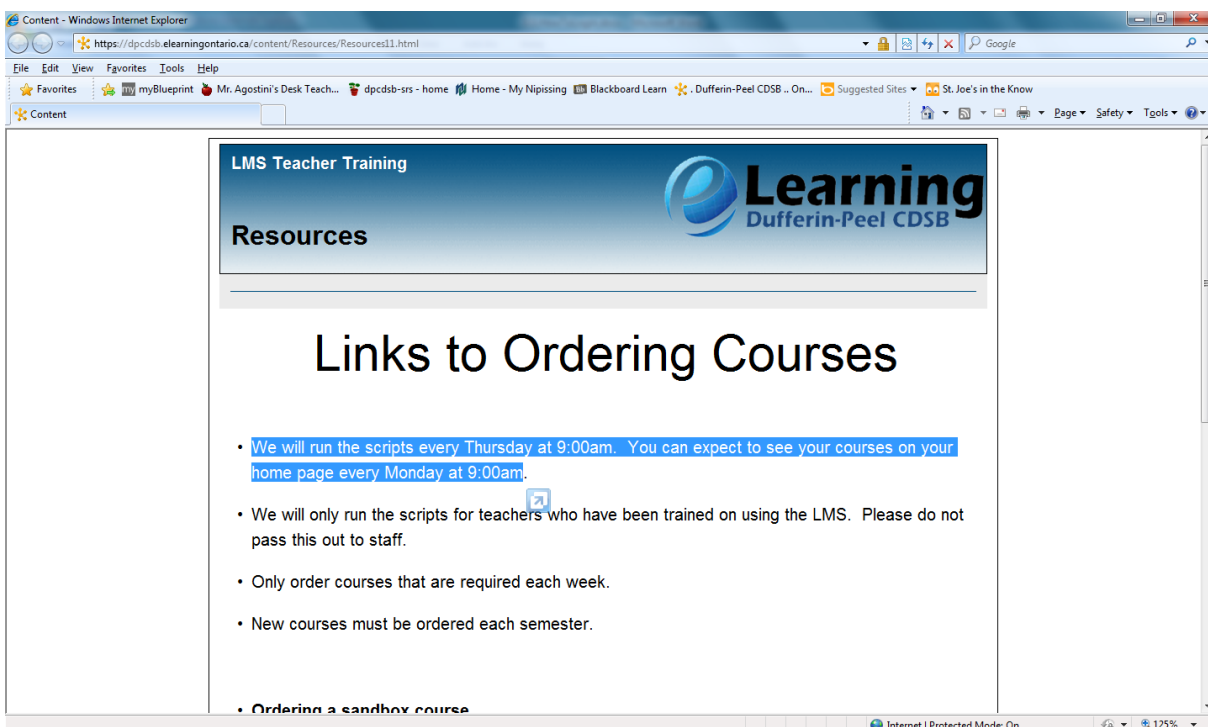


## E. How to Order Courses

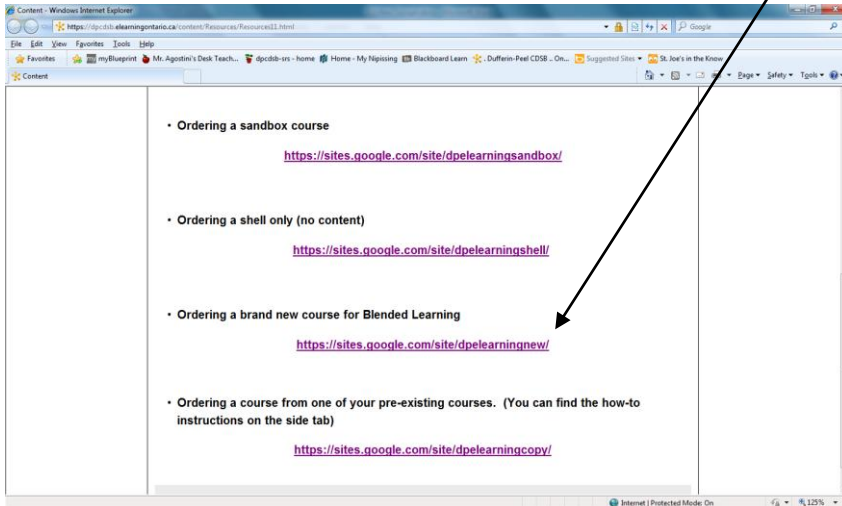
1. Ordering courses is easy through the HOME page and the Ordering Courses Link.
2. Select the Ordering Courses link:



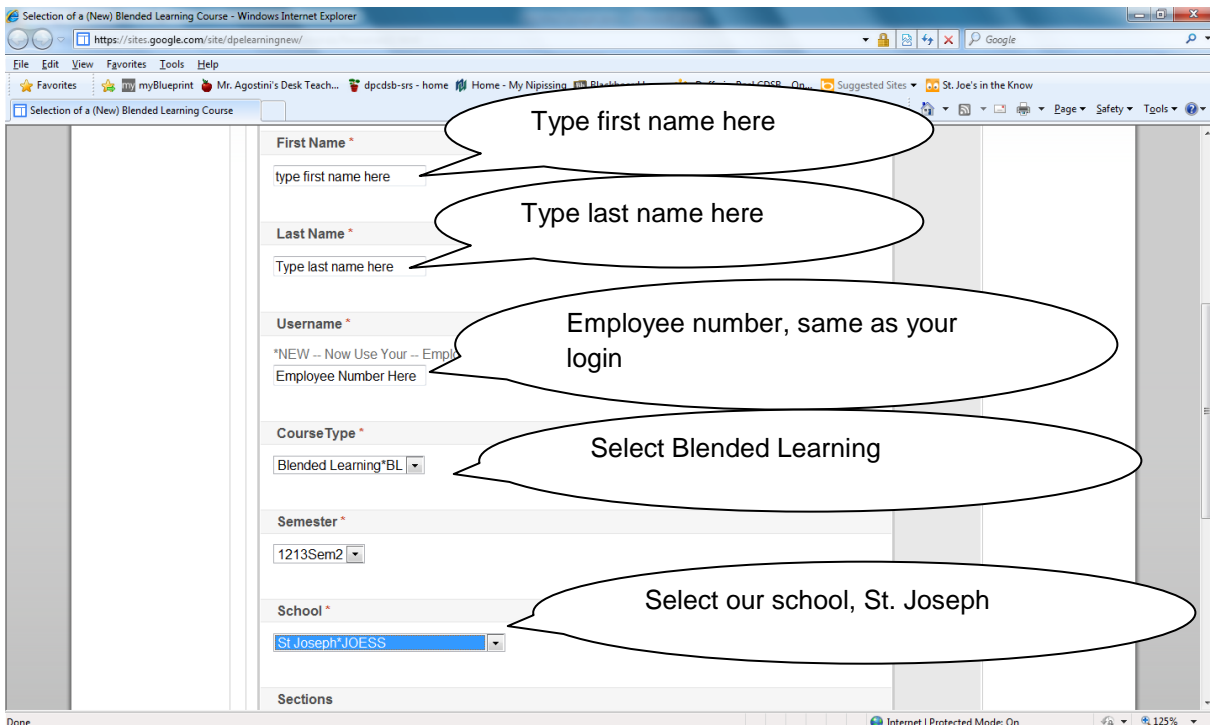
3. A new window opens up displaying the Order Courses Form. This form must be completed for you to receive courses. Note: D2L will run the scripts every Thursday at 9:00am. You can expect to see your courses on your home page every Monday at 9:00am. So it takes a couple of days to receive your courses.



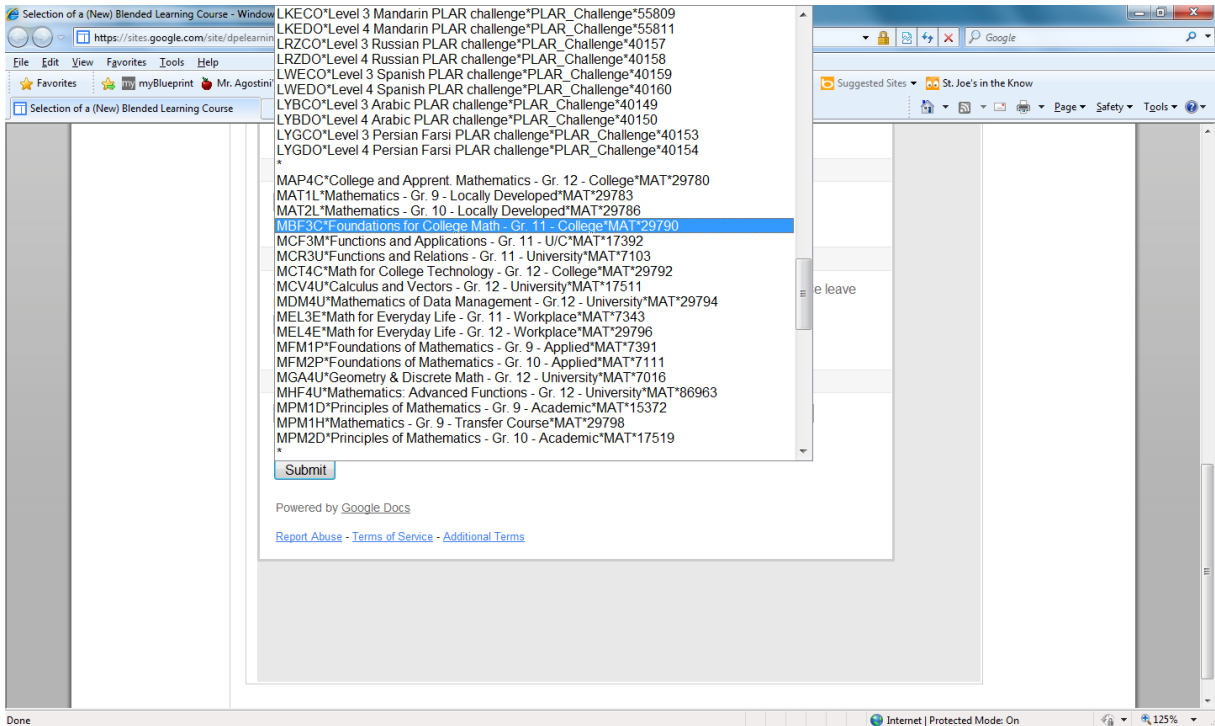
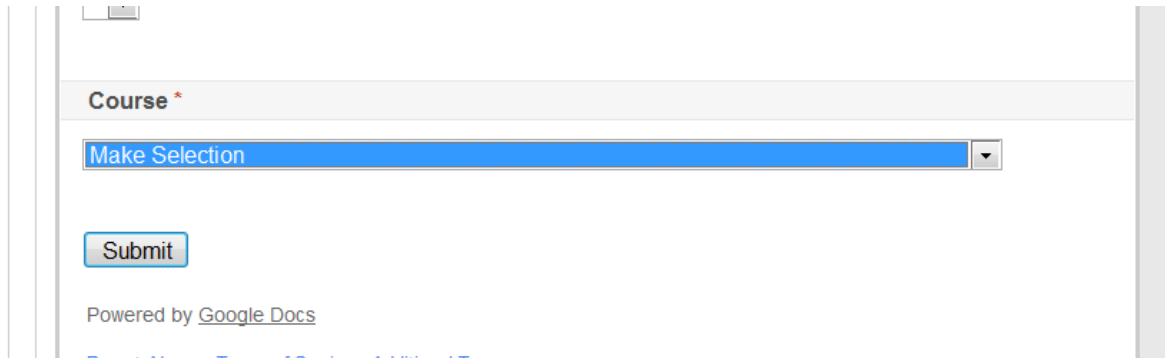
- Click on the desired type of course you wish to order, I usually order an empty shell and a Blended Learning or Credit Recovery with the same subject. The reason I do this, is I like to build a course from multiple sources. As such I would like to see what the ministry offers as for assignments, tests and lessons(content) and take only those things I want and put them in an empty shell. Which eventually I would use. Note: That is my preference, you could order the courses and delete those things you don't want, or hide them. D2L is a powerful course tool if used properly. In the example below, I will request a blended learning course. So I select the appropriate link (You may need to scroll down):



- Then complete the provided form with the information required within the text boxes.

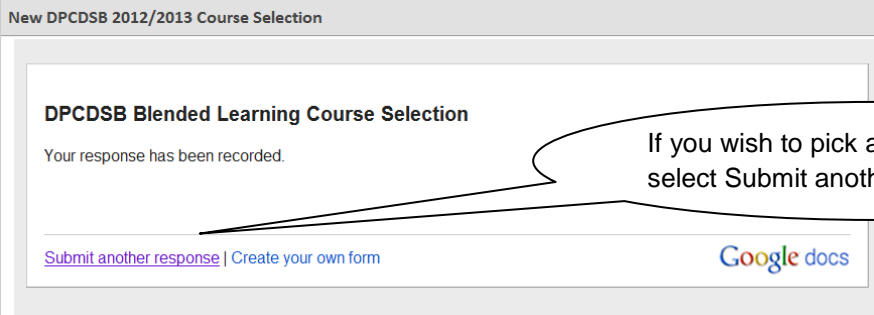


- Select the course you wish to order. When you click the down arrow for courses you will be presented with a list of possible courses to pick from.



- Once you have selected your course, **CLICK SUBMIT**. A window appears saying that your response has been recorded That's it, now you have to wait till Monday's.

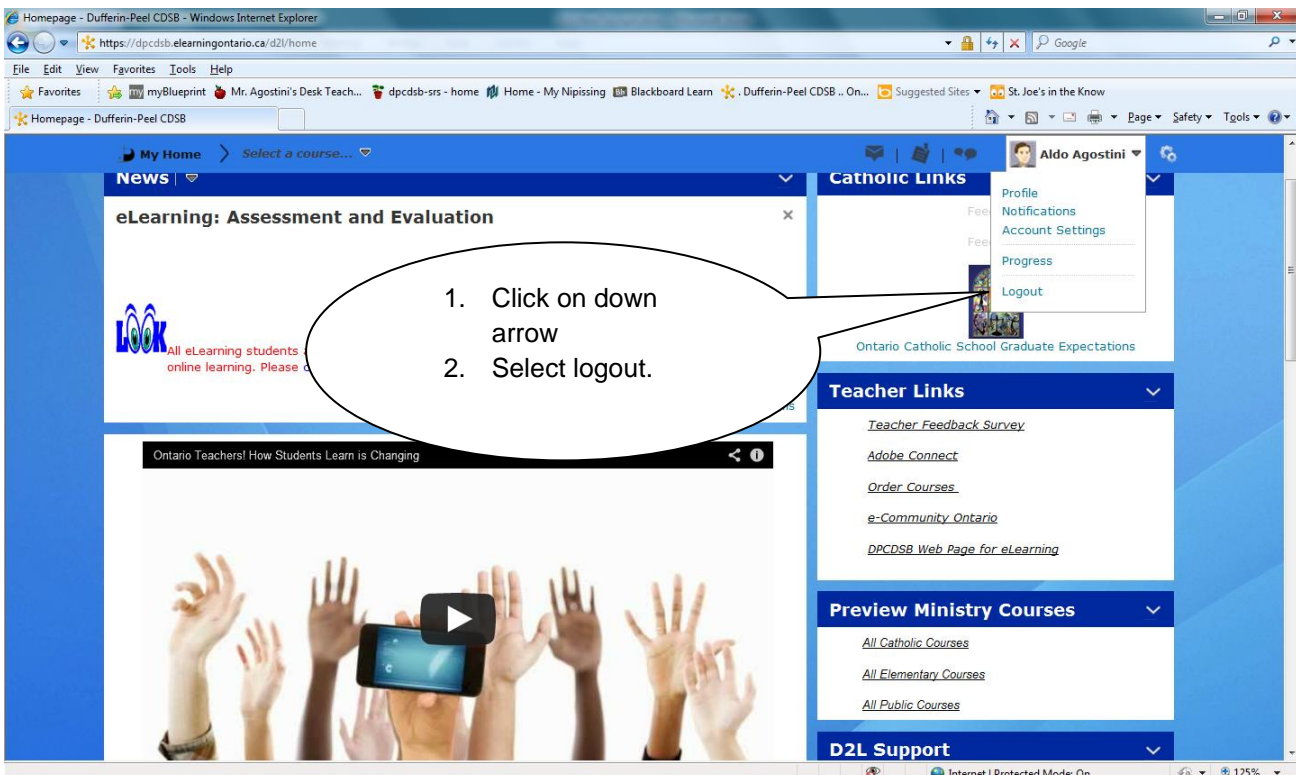
This site is applicable only to DPCDSB teachers who have already been trained on utilizing the LMS for blended learning. If you are interested in using the LMS for blended learning, please refer to PD Place for upcoming training sessions.



To get back to your home screen just close the windows that opened up when you ordered the order course link and the link for the type of course you ordered.

## F. How to Logout

1. To log out simply click the down arrow by your name and select logout. ;0)



The screenshot shows the Desire2Learn website interface. At the top right, the user's name 'Aldo Agostini' is displayed with a dropdown arrow. A menu is open, showing options: Profile, Notifications, Account Settings, Progress, and Logout. A callout box with a white background and black border contains the following instructions:

1. Click on down arrow
2. Select logout.

The website header includes 'My Home', 'News', 'eLearning: Assessment and Evaluation', and 'Catholic Links'. The main content area features a banner with the text 'Ontario Teachers! How Students Learn is Changing' and an image of hands holding a tablet. The right sidebar contains sections for 'Teacher Links' (with links like 'Teacher Feedback Survey', 'Adobe Connect', 'Order Courses', 'e-Community Ontario', and 'DPCDSB Web Page for eLearning'), 'Preview Ministry Courses' (with links for 'All Catholic Courses', 'All Elementary Courses', and 'All Public Courses'), and 'D2L Support'.

In this handout we reviewed:

1. Logging In
2. How to Personalize Your profile
3. How to change Your Password
4. How to change Your email
5. How to order courses.

## G. Appendix – Other Neat Stuff

1. **Notifications** – Allows you to set up how and for which activities you want to be notified about that is happen in your course.

You can change your email address where you want the notifications to go.

Here you can set up your phone to receive text messages. I did not because there might be a cost associated with getting a text. Talk to your provider before doing so.

The Summary of Activity section allows you receive a daily email on student activity. I set it to NEVER

These check boxes allow me to receive alerts on activity or due dates on certain course items.

Once you have made the changes you like, click on Save and Close. I don't make many changes here but it's good to know if I do want to make changes.

## 2. Progress

Gives an overview as a user, what you have completed for the course. More helpful for students.

The screenshot shows the 'User Progress' page for Aldo Agostini in a Windows Internet Explorer browser. The page is titled 'User Progress - Dufferin-Peel CDSB' and displays a 'Progress Summary' for the user. The summary includes sections for Reports, Grades, Content, Discussions, and Messages Posted. The user's profile information is visible on the left, including their name 'Agostini, Aldo' and a list of courses: 'CHV20-08 - Civics - Gr. 10 Open - Agostini', 'MFM2P-08 - Foundations of Mathematics - Gr. 10 - Applied - Agostini', and 'MPM1D-08 - Principles of Mathematics - Gr. 9 - Academic - Agostini'. The 'Grades' section shows 'Final grade not released' and 'Grades Received: 0'. The 'Content' section shows '# Visits: 5', 'Time Spent: 0h 0m 58s', and 'Topics Visited: 1'. The 'Discussions' section shows 'Read: 0', 'Authored: 0', and 'Replied: 0'. The 'Messages Posted' section shows 'Messages Posted: 0'. The 'Dropbox' section is also visible at the bottom.

# Visits	Time Spent	Topics Visited
5	0h 0m 58s	1

Read	Authored	Replied
0	0	0