Desire2Learn Student Tutorial

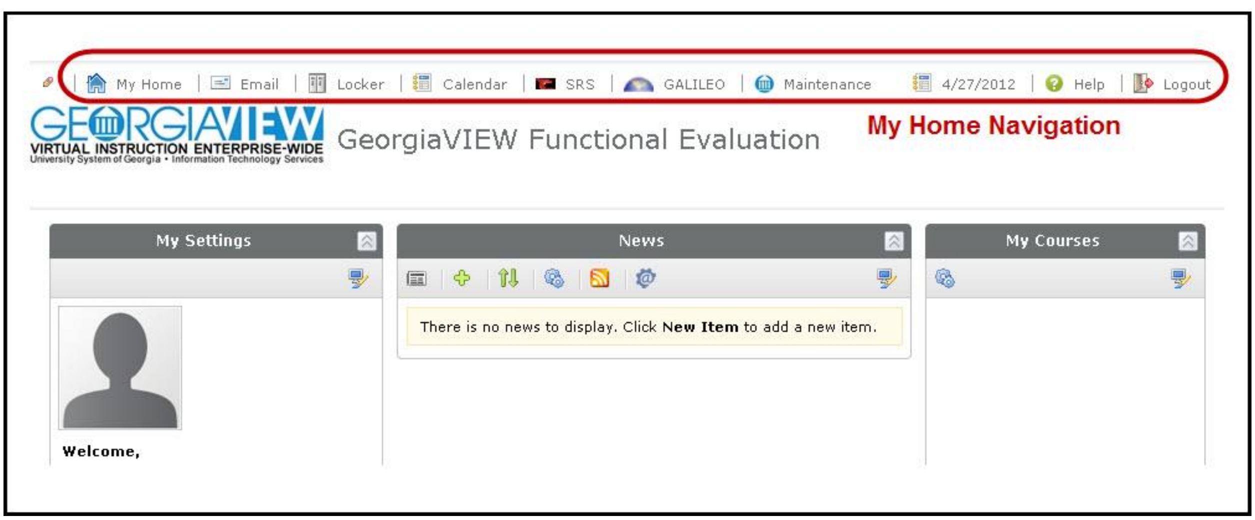
Objectives

The student will be able to:

1. Navigate My Home and the Course Homepage using links in the navigation bar.
2. Set the Preferences in the My Settings widget around how to view and interact with tools in the Learning Environment.
3. Access and use common tools in the Learning Environment:
   a. Calendar
   b. Chat
   c. Classlist
   d. Content
   e. Discussions
   f. Dropbox
   g. Email
   h. Grades
   i. Locker
   j. Pager

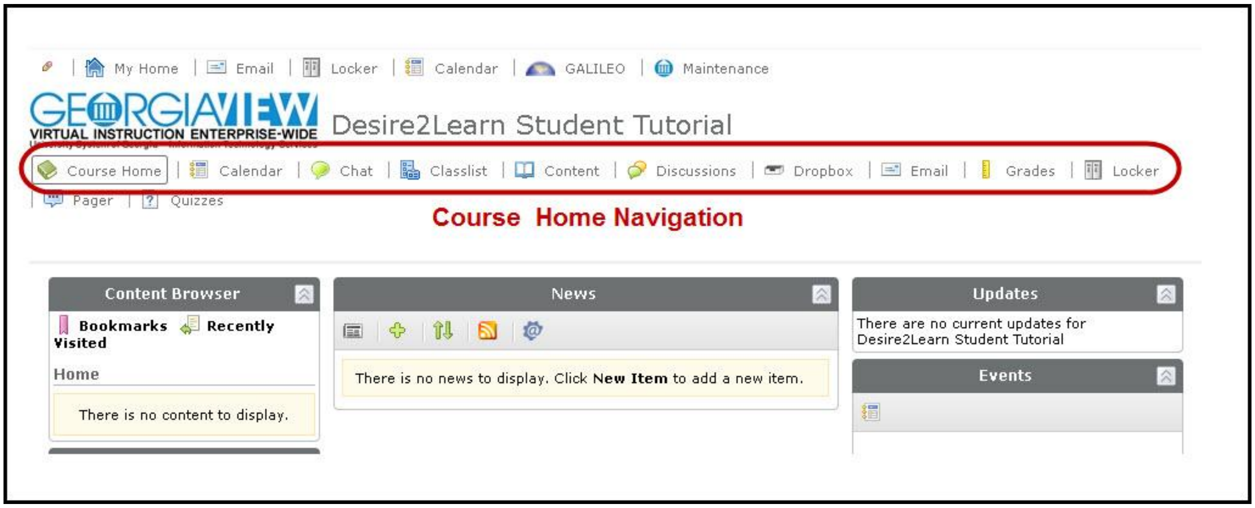
My Home Navigation

The My Home navigation bar is located on the topmost area of the page. It consists of general items such as Email and Calendar. The My Home navigation bar will be customized by your institution so the links that appear may be different.



Course Home Navigation

The Course Home may look different from the My Home. The Course Home navigation bar will be customized by your institution so the links that appear may be different.



My Preferences

My Preferences allows you to change your font, password and preferences

Note: Changes in My Preferences will be reflected in all of your courses.

To set up your preferences:

1. From My Home, choose the Preferences link. Refer to Figure 1.

2. Choose the appropriate tab to access different settings.

Note: The My Password link may not appear if your institution is using Third Party Integration.

General Settings

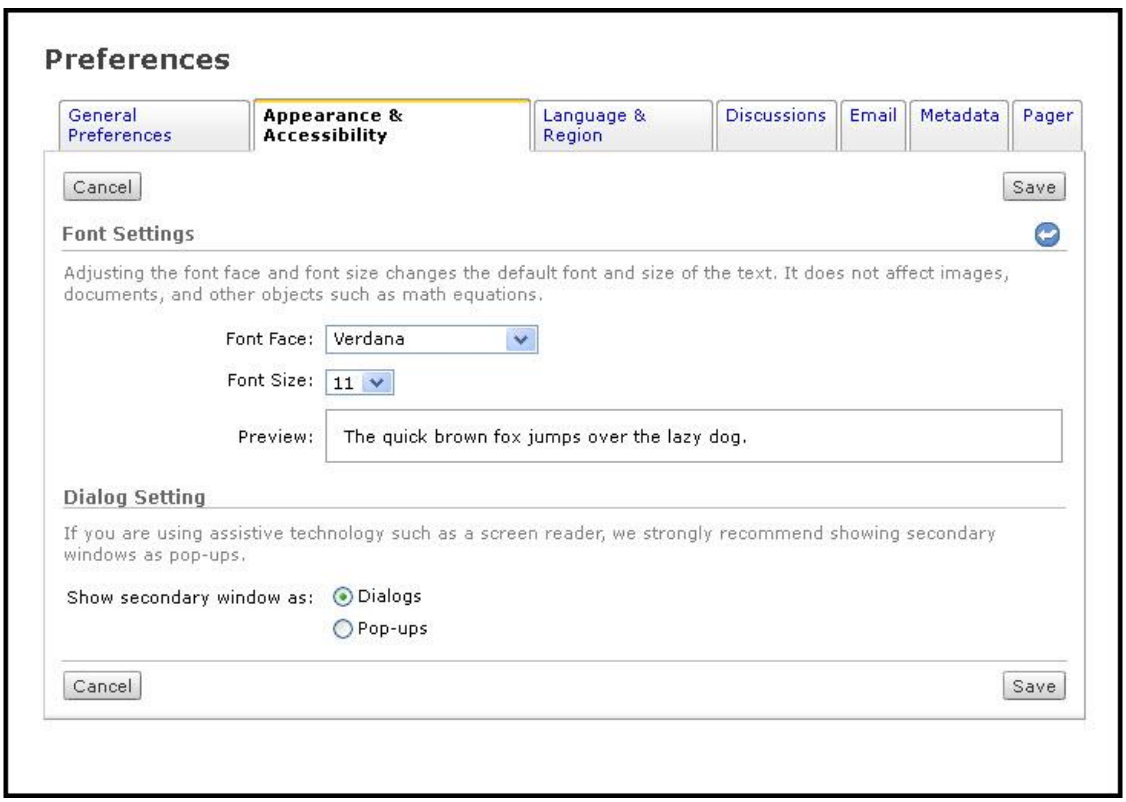
You can customize the general settings such as online status, font style and size, by setting my preferences under general tab.

1. From My Home, on the Welcome Box, click My Preference link. Refer to Figure 1.

2. The General Settings is accessible under the General tab, which is shown by default

3. Under the Font Setting heading, use the drop-down menu to change the font face and font size. The Preview box will show you how the selected font will look.

4. Click Save button.



Note: The font affects only Desire2Learn fonts and does not affect the font face or size of the content set by the user.

Calendar

The Calendar tool allows you to arrange and visualize your course events in multiple views and enables integration of the course content and your Calendar.

There are two different types of events in the Calendar tool:

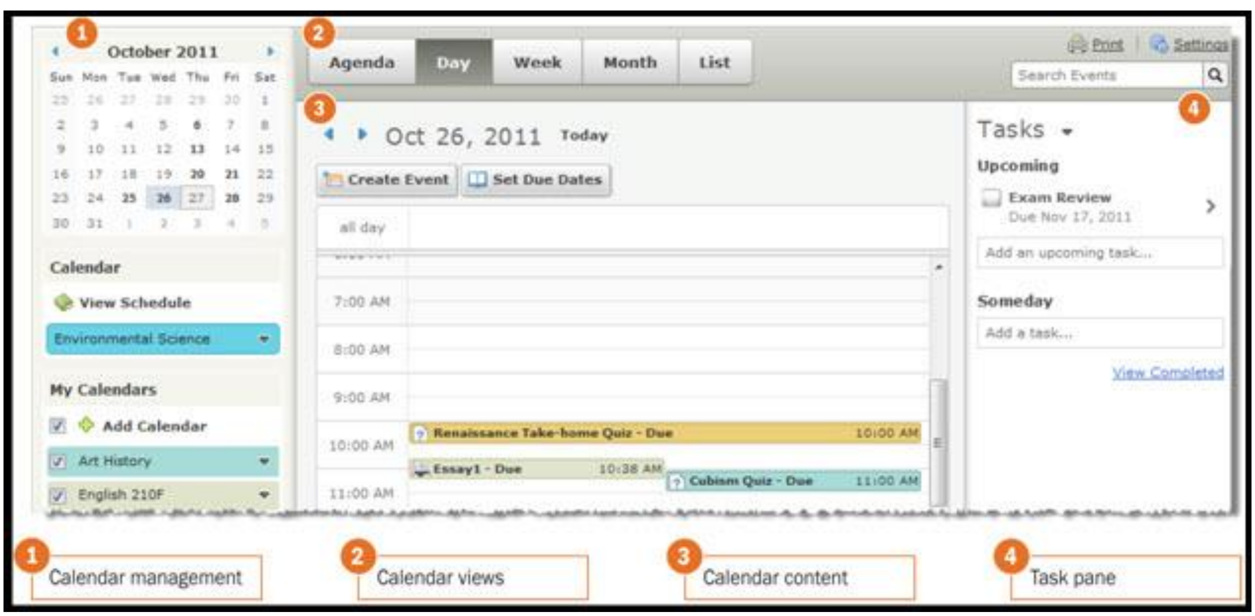
•Availability events

Availability events indicate the availability and due dates of course objects in the Calendar tool. Once you are enrolled in a course, all objects for that course that you enable to display in the calendar will be visible. You can set due dates for course objects, edit, and delete availability events directly from the Calendar tool.

•General (Content) events

These are events you create within the Calendar tool.

Interface overview



Calendar user interface

The calendar management area contains tools for customizing how calendar content appears. From this area, you can:

•change the color scheme of individual courses

•import events from iCal files into the Calendar tool

•toggle calendars to display the courses you want to focus on

•subscribe to an iCal feed, which syncs the Calendar tool to your personal calendar

•view individual course schedules

The calendar views enable you to toggle between different display layouts for events in the calendar content area. Use the Agenda view to group your course events by Date, Course, or Type - events display in chronological order, and all-day events display at the top of each grouped listing. Use the List view to filter your events by Assignments, Discussions, Quizzes, Surveys, Readings, and Classes/Units.

Use the Task pane to create and maintain personal task lists.

Access the Calendar tool

Do one of the following:

•Click Calendar on the navigation bar.

•Click the Calendar icon in the Events or Calendar widget.

•Click an event in the Events widget.

Chat

The Chat tool is a real-time, text-based collaboration tool. You can use the Chat tool to brainstorm ideas, hold a question and answer period have a debate or discussion, or organize a remote study group. As opposed to other collaboration tools, such as Discussions, Chat conversations occur in real-time. You can set up course specific chat rooms or chat rooms that involve individuals from all over the organization. There are two types of chat:

•General (or Course) chats General chats are public chats visible to everyone enrolled in the org unit where they are created. General chats allow you to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

•Personal chats Personal chats are private and visible only to users who you have added to the chat's participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for clubs and other groups whose members do not share a single org unit.

Access the Chat tool

Chat rooms are grouped as General (course) chats or Personal chats. You can only access General chats from the appropriate course. You can access Personal chats from anywhere in Learning Environment.

1. Access the Chat tool by clicking the Chat link on your course navigation bar.

2. Select the chat you want to join from your list of chats.

Classlist

You can use the Classlist to see who's enrolled in your course, check who's online and to send emails and pages.

Access the Classlist tool

Click the Classlist link on your course navigation bar.

Check Who's Online from Classlist

The Online Status icon displays beside the names of other users who are currently online.

Send a page from Classlist

1. Select the users you want to page and click the Page selected users icon.

2. Type your Message.

3. Click Send.

Send an email from Classlist

1. Select the users you want to email.

2. Click the Email selected users icon.

3. Type your subject and message in the appropriate fields. Click the Browse button to add an attachment, if desired.

4. Click Send.

Content

The Content tool is used to organize course materials, such as the syllabus, lecture notes, readings, etc.

Navigating course content

Use Content icons to:

•navigate between topics

•show or hide the content map in the sidebar

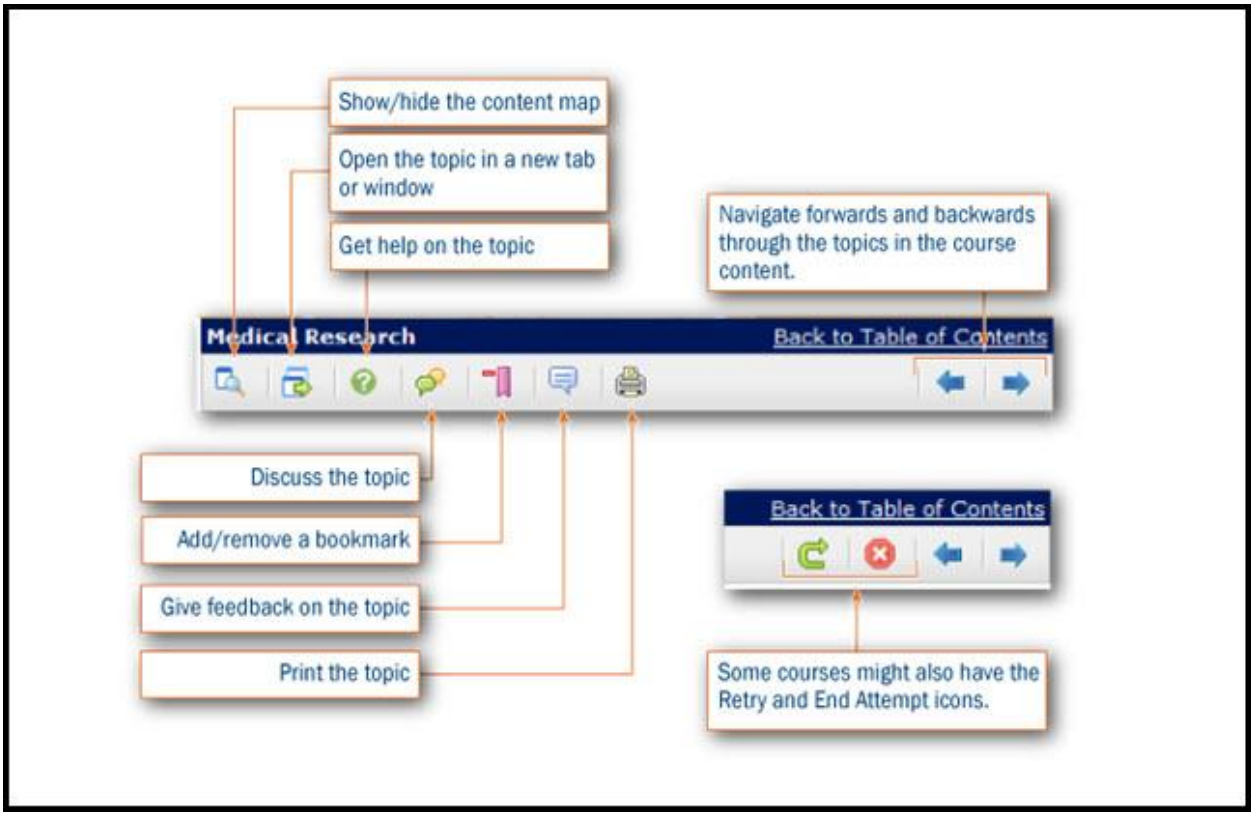
•get help on the topic

•discuss the topic

•print the topic

•add or remove bookmarks

•open the topic in a new tab or window



Access the Content tool

Click the Content link on your course navigation bar.

Note: If a specific learning path has been defined for your course, some content areas may only be available once you complete prerequisite sections or assignments.

Downloading and printing content

You can print and download individual topics or whole modules through the Print/Download page. Depending on your permissions, you may not be able to download content.

Download or print content

1. Click Content on the navbar to access the Manage Content page.

2. Click View Content.

3. Click Print/Download in the top tool menu.

4. Select the topics or modules you want work with.

5. Do one of the following: Option Procedure

Print the selected items

1. Click the Print icon.

2. Click the Print button.

Download the selected items

1. Click the Download icon.

2. Click the link in the Download Selected Items pop-up.

Note: If a topic contains a Microsoft PowerPoint file that was saved as an HTML file, that topic generates an error for download and does not print.

Submitting feedback using the Content tool

Use the Feedback icon to rate the quality of a content topic from 1 to 5 and leave a comment, if you desire. You can choose to submit your feedback anonymously or include your name.

Discussions

Here you can read and add to discussions among your fellow users.

You enter the discussion board by clicking on a discussion topic. Once inside the discussion room, the discussion topics are listed in the left-hand column of the discussion page. The numbers of posted messages are beside the discussion name (e.g. 126). Each discussion forum will have one or more topics associated with it. You can navigate through the various topics by clicking on the topic names on the left-hand side. Using the – and + signs you can toggle the topics view on/off.

You can also use the Expand icon beside Discussion Topics to expand the views.

Displaying Messages

There is dropdown menu bar at the top of the main message screen that lets you decide how you want messages to appear.

Threaded: This lets you see all messages sorted by threads (conversations).

Not Threaded - All Messages: This lists all messages regardless of threads.

Not Threaded - Unread Only: This groups all unread messages.

Not Threaded - Flagged Only: Shows all flagged messages.

You can also sort messages by clicking on Subject, Posted By, or Date located at the top of the main conference page. This will group together messages with the common subjects, authors, or dates.

Hide/Unhide Topics

If you want to toggle the left-hand frame on and off you can select the icon beside the thread view.

Refresh

Click the Refresh icon to refresh the page.

Note: if you have flagged a message, you will need to click the Refresh icon to view it.

Remove Flag

This will remove all flags from messages in that topic.

Search

To begin a search, click on the Show Search icon on the top of the page. You may put a word or string of words in the search box that appears. Click on Search to find messages in that discussion that have that word or string of words. This is a Normal Search.

Clicking on Advanced Search allows you to do a search on a word or string of words in a conference. It also lets you choose if you wish to search just the subject lines or both subject lines and bodies of messages, and it lets you set date parameters for your search. You can also search within message authors as well.

Printing Messages

Printing Messages is a great way of keeping a permanent record of the discussions. View the messages you would like printed by searching, flagging, sorting, etc. If you would like to print the messages viewed on your screen, click on the View Printable button on the top of the screen. Right-click and select Print on the view printable screen.

Read All Messages

Click the Read All icon to mark all messages as read.

Reading Messages

Click on the discussion name listed on the left-hand side of the screen to enter that particular discussion. The numbers of posted messages are beside the discussion name. Any messages associated with a discussion will then appear with a subject title, who added the message, and when.

To read a message, click on the message title. The message will then appear in the bottom half of the screen.

The titles of your unread messages will appear in bold text. Once read, the message title will no longer be bolded.

Once the number of messages is too large for one screen, the number of messages and quick navigation is located on the bottom of the discussion messages screen. The numbers allow you to skip ahead, and 'Show All' allows you to see all the posted messages in that discussion.

Adding Messages

To add a message, simply click on the Add Message button located on the top right-hand side of your screen. Type in a topic that will appear on the discussion board and type in your message in the text box provided. You can choose to have the message in HTML format by selected the in HTML box. Hit 'Submit' and the message will appear above.

Tip: Be careful which discussion you are in before you submit a message, to ensure that you are submitting it to the correct discussion. The title of the discussion will appear at the top of the page.

Replying

To reply directly to an existing message that someone has posted, click on their message title to add your comments to that particular thread (conversation). You will see their message, with an option to 'Reply' at the bottom. If you click on Reply, an Add Message box will appear. You may fill this in and, when complete, click 'Submit'.

When replying to a message, you have the option of having your message appear with the original message or not by choosing 'With Message' or 'Without Message'.

Attaching Files to Your Message

When you submit a message, you may also attach a document that others in that discussion can download. To attach a document, click on the 'Browse' button while you are adding the message. This will allow you to find the file you wish to attach. Double clicking on the file name will attach it to your message. When you click on 'Submit', the attachment will appear with your message in that discussion.

Tip: This feature is great for document sharing.

Downloading Files

If you read a message that has an attachment, the file name will appear above the body of the message. To download the attachment, right-click on the file name and then click on 'Save Target As' this will allow you to save the file to your hard drive or to a floppy disk. If you are using Netscape, right-click and then choose 'Save As'.

Flagging Messages

This allows you to indicate messages of importance. Click on the message title and then choose the Flag button in the lower half of the screen. A red flag appears when the screen is refreshed.

To remove a flag from a single message, click on Remove Flag after selecting the message. To remove all flags within the discussion topic, click on the Remove All Flags button on the top of the main discussion page.

Preview Pane

To remove the bottom message screen, click on the Preview Pane button. This will pop the messages you select in a new window and remove the bottom message frame from view. This is useful if you have a low resolution and the message screen is too small.

Dropbox

The Dropbox tool enables you to submit assignments through the Learning Environment, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder.

Submitting an assignment to a dropbox folder

1. From the main Dropbox page, select the folder you want to submit an assignment to.

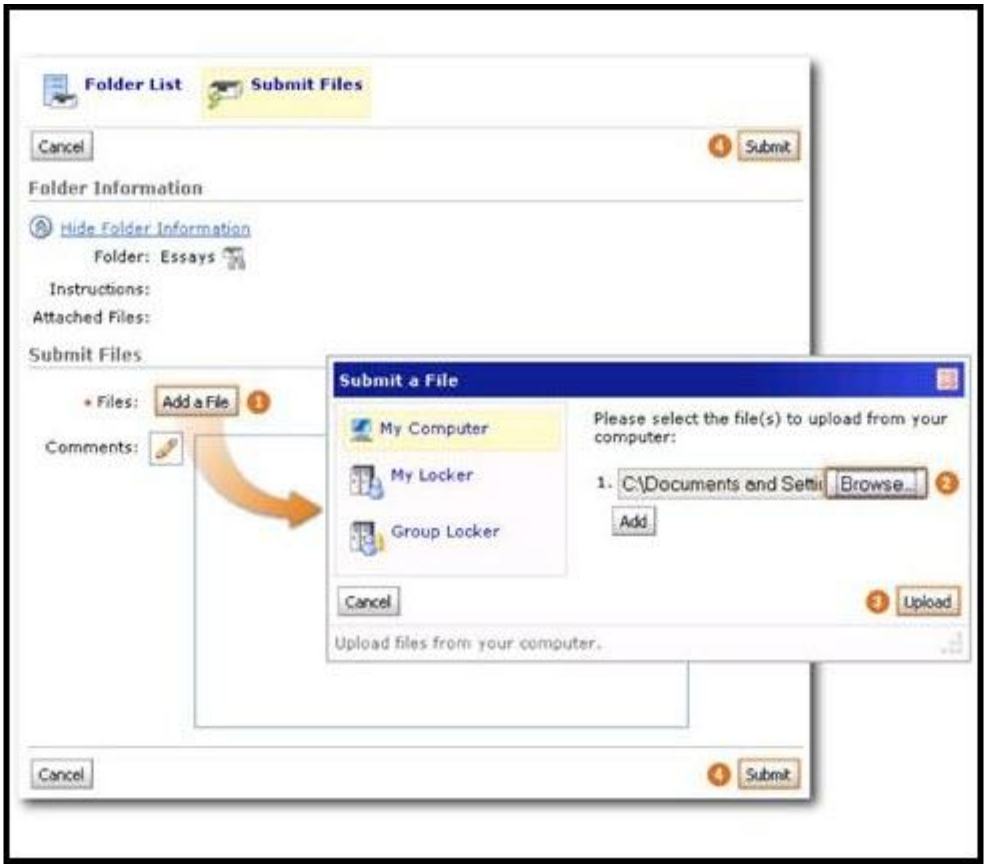
2. Do one of the following:

◦ Click the Add a File button to browse for the file you want to submit. You can attach files from your local computer or storage device, or from a personal or group locker.

◦ Click the Record Audio button to record an audio file directly within the submission folder. Ensure your microphone is set up correctly and click Record. Click Flash Settings to make adjustments to your microphone selection and volume. Click Play to listen to your recording. Click Clear to erase your recording.

3. Enter any Comments you want to submit with the file.

4. Click Submit.



Submitting assignments

Any rubric against which submissions are evaluated is listed on the submission page so students know how their submissions are evaluated and what learning objectives the folder is related to.

Submitting group assignments to a dropbox folder

Group dropbox folders have a Group Folder icon beside their name. Any user in your group can submit files to the group folder. The Submissions column in the Folder List lets you know how many files your group submitted. The Submission History page provides details on who submitted files and when. Feedback, including grades, associated with group folders applies to the entire group.

1. From the main Dropbox page, select the folder you want to submit an assignment to.

2. Do one of the following:

◦ Click the Add a File button to browse for the file you want to submit. You can attach files from your local computer or storage device, or from a personal or group locker.

◦ Click the Record Audio button to record an audio file directly within the submission folder. Ensure your microphone is set up correctly and click Record. Click Flash Settings to make adjustments to your microphone selection and volume. Click Play to listen to your recording. Click Clear to erase your recording.

3. Click Submit.

<u>Reviewing your dropbox submission history</u>

1. On the Dropbox Folders page, click History.

2. Click the Folder you want to view submissions for.

A list of submitted files displays on the Submission History page. You can check each file's size, when it was submitted, whether comments were included with it, and who has retrieved it. For group dropbox folders you can check who submitted each file.

• Unread - The file has not been retrieved.

• Read - The file has been retrieved. (It may not have been read or graded.)

<u>Viewing feedback in Dropbox</u>

1. From the Dropbox Folders page, click the View icon in the Feedback column for a folder.

2. View your comments, grades, and/or rubric achievement.

3. Click Download All Files to download any attachments.

Email

The Email tool allows you to send email from within Learning Environment. You can also organize received mail using folders and store email addresses using the Address Book.

Use the options located across the top of the Message List page to access tool features.

Icon Option Descriptions

Message List -

Click Message List to return to the message folder last viewed when viewing different email page.

Compose

Click Compose to create and send emails.

Refresh

Click Refresh to reload this page and check for new emails.

Folder Management

The Folder Management icon takes you to a page where you can sort the messages you receive by saving them in folders you have created and organized.

Settings

Click Settings to open a page where you can customize your email, display, and forwarding options.

The Filter by feature allows you to quickly sort and view your messages (and contacts) by specific course associations, by group or section within a course, or, as in the case of contacts, as either personal or course-related. You can also view messages (and contacts) not associated with a course offering, using this feature.

Use the Filter By drop-down list to display your messages by one of the following criteria:

Filter Options and Results

Filter option: All Course Offerings

Result: Displays messages associated with any course offering.

Filter option: No Course Associations

Result: Displays messages not associated with a course offering.

Filter option: Specific Course Associations (including groups and sections)

Result: Displays messages associated with a specified course. All courses that you are enrolled in and that have email enabled are displayed. Note: Users enrolled in a cascading role can only see the current course offering and its affiliated groups and sections.

Use the Folder drop-down list to display messages kept in a specific folder. You can also access your Address Book through this list.

The folders are either system-created or created by you. System folders include: Inbox, Drafts, Address Book, Sent Mail, and Trash.

Possible email configurations

There are four different email configurations. Depending on which configuration your organization sets up, you may not have access to all email features described in this section.

Internal email addresses are addresses created by Learning Environment and tied to a user account in the learning management system. External email addresses are managed outside Learning Environment (e.g. email@gmail.com). You can associate an external email address with your Learning Environment email using Email Settings.

<u>Configuration Description</u>

Send-Only email

You can compose emails from within Learning Environment, but you cannot receive emails.

You can set your email address to an external account to receive messages.

Course email

You have an email account for sending emails to and receiving emails from other users in Learning Environment. You cannot send emails to external addresses.

Grades

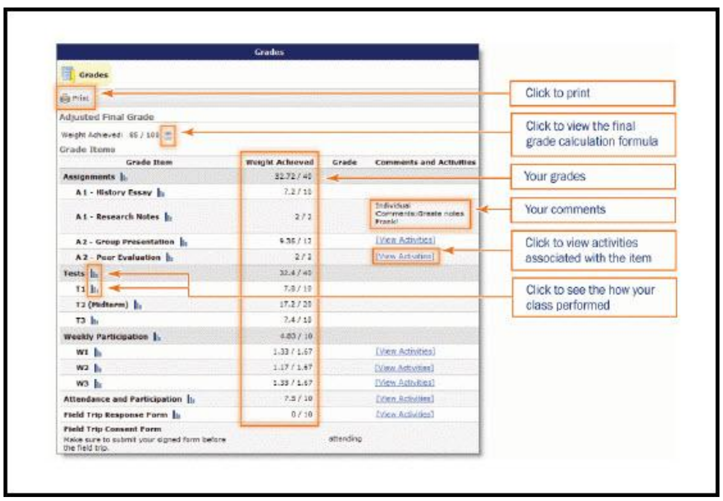
Use the Grades tool to check your grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

<u>Access the Grades tool</u>

Click the Grades link on your course navigation bar.

<u>Viewing your grades</u>

When your grades are published, they appear on your personal Grades page in the course. Depending on how your grades are set up, you might also be able to view comments and overall class performance statistics.



Locker

Use the Locker tool to upload and store files in Learning Environment. Locker enables you to upload files from your PC, or to create new HTML files.

Files in your personal locker are kept private, though your institution might provide the option for you to make files public.

Group locker areas allow you to collaborate on files with others.

<u>Personal lockers</u>

Your personal locker area is not course-specific. You can access the locker from anywhere in Learning Environment and store all of your files together.

Note: There is a storage limit of 1 megabyte in the Personal Locker.

Access the Locker tool

Click the Locker link on the navigation bar.

You can also access the Locker tool from the Classlist or Groups tool.

Group lockers

Group lockers are restricted locker areas where members of a group can share files. Any group member can modify files posted in group locker areas.

Group lockers have the same options as regular lockers with the following exceptions:

•The option to make locker files public in not available.

•There is an option to Email Group Members.

•There is a Modified By column that shows the last person to work on a file.

Access group lockers

Click the Locker link on your course navigation bar, then Group Lockers on the My Locker page.

Note: You can only access a group locker from the course offering it applies to.

Access other users' public locker files

1. Click the Classlist link on the course navigation bar in the appropriate course.

2. Click the View Locker icon beside the name of the user whose shared locker files you want to view.

3. Click the file name you want to open.

Creating files and folders and uploading to your locker

Create a folder

1. From the My Locker page, click New Folder.

2. Type a Folder Name.

3. Click Save.

To create a sub-folder for an existing folder, click New Folder when you're in the parent folder.

Create a file

1. Click New File.

2. Type a File Name.

3. In the Folder field, click the Choose Destination button to change or add the folder destination.

4. Select the Public check box if you want other users to be able to view the file.

5. Type a Description, if you want.

6. In the Edit Contents field, add the content you want to go in the file.

7. Click Create.

Note: The option to make files public might not be available if your institution has not enabled it.

Upload a file to your locker

1. Click Upload Files in the folder you want to add a file to.

2. Select the Public check box if you want other users to be able to view the file.

3. Type a Description of the file.

4. Click the Browse button and locate the file you want to attach.

5. Click the Add button to attach more than one file.

6. Click Upload once you have located all of the files you want to include.

Restricted file formats

For security reasons you cannot upload applications or programs to your locker. For example, files with the extension types: .asp, .bat, .config, .dll, or .exe cannot be uploaded.

Managing files and folders and downloading from your locker

Table of contents Search for files in your locker

1. Enter your search criteria in the Search For field.

2. If you want to conduct an advanced search, click the Show Search Options link, and select any relevant search restrictions.

3. Click Search.

Download files from your locker

1. Do one of the following:

◦ Click the file name for the file you want to download.

◦ Select files using the check boxes beside the files you want to download.

2. Click the Download the selected files/folders icon at the top or bottom of the file list.

3. Save a copy of the zip file to your local computer or storage device.

Edit a file's name, description, or status

1. Click the Edit icon beside the file you want to edit

2. Update the File Name or Description as needed.

3. Select or clear the Public check box to change whether a file is public or private.

4. Use the Browse button beside the Folder field to move the file to another folder.

5. Click Save.

Edit multiple files' description

1. Select the check boxes beside the files you want to edit.

2. Click the Edit multi-action icon at the top or bottom of the file list.

3. Update the Description for files as needed.

4. Select or clear the Public check box to change whether files are public or private.

5. Click Save.

Edit a folder's name

1. Click the Edit icon beside the folder you want to edit.

2. Update the Folder Name.

3. Click Save.

Move a file or folder

1. Click the Move the selected files/folders icon beside the file or folder you want to move.

2. Click the name of the target folder.

3. Click Move.

Delete a file or folder

Do one of the following:

- Click the Delete icon beside the file or folder you want to delete.
- Select the check boxes beside the files or folders you want to delete and click the Delete icon at the top or bottom of the file list to delete multiple items at once.

Warning : Deleting a folder also deletes all of the files within it.

Pager

The pager is an online messaging tool for sending text messages to classmates and other members of your Learning Environment. A page is quicker and less formal than an email. Use the pager to quickly see which of your classmates are online, get an answer from a friend, or to send a reminder or notice.

Add how to turn off/change pager sounds.

Access the Pager tool

Click the Pager link or Pager icon on your course navigation bar.

<u>Sending and receiving pages</u>

The pager is an online messaging tool for sending and receiving text messages to classmates and other members of your Learning Environment.

Sending pages

1. From the Pager tool window, do one of the following:

◦ select the users from your Friends list and click the Send a message to all selected users icon or

◦ click on a contact's name

2. Type a Message.

3. Click Send.

Receiving pages

Depending on how the pager tool is set up at your organization, you may receive incoming pager notifications:

•through a pager sound which you can change in the My Preferences tool

•though the Pager icon on the navbar which will change how it displays when you have a page waiting

Read an incoming page by clicking the Pager link or Pager icon on your course navigation bar.

<u>Viewing pager logs</u>

1. Click the user's name from your Friends tab.

2. Click View All to view the paging history with that user.

<u>Adding and removing pager contacts</u>

Add a contact

1. Click the Add Friend icon on the Pager tool Friends window.

2. Enter a Username and click Add to add the user to your friends list.

Remove a contact

1. Select the users you want to remove from the Pager tool Friends window.

2. Click the Remove all selected users from your Friends list icon.

Quizzes

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz.

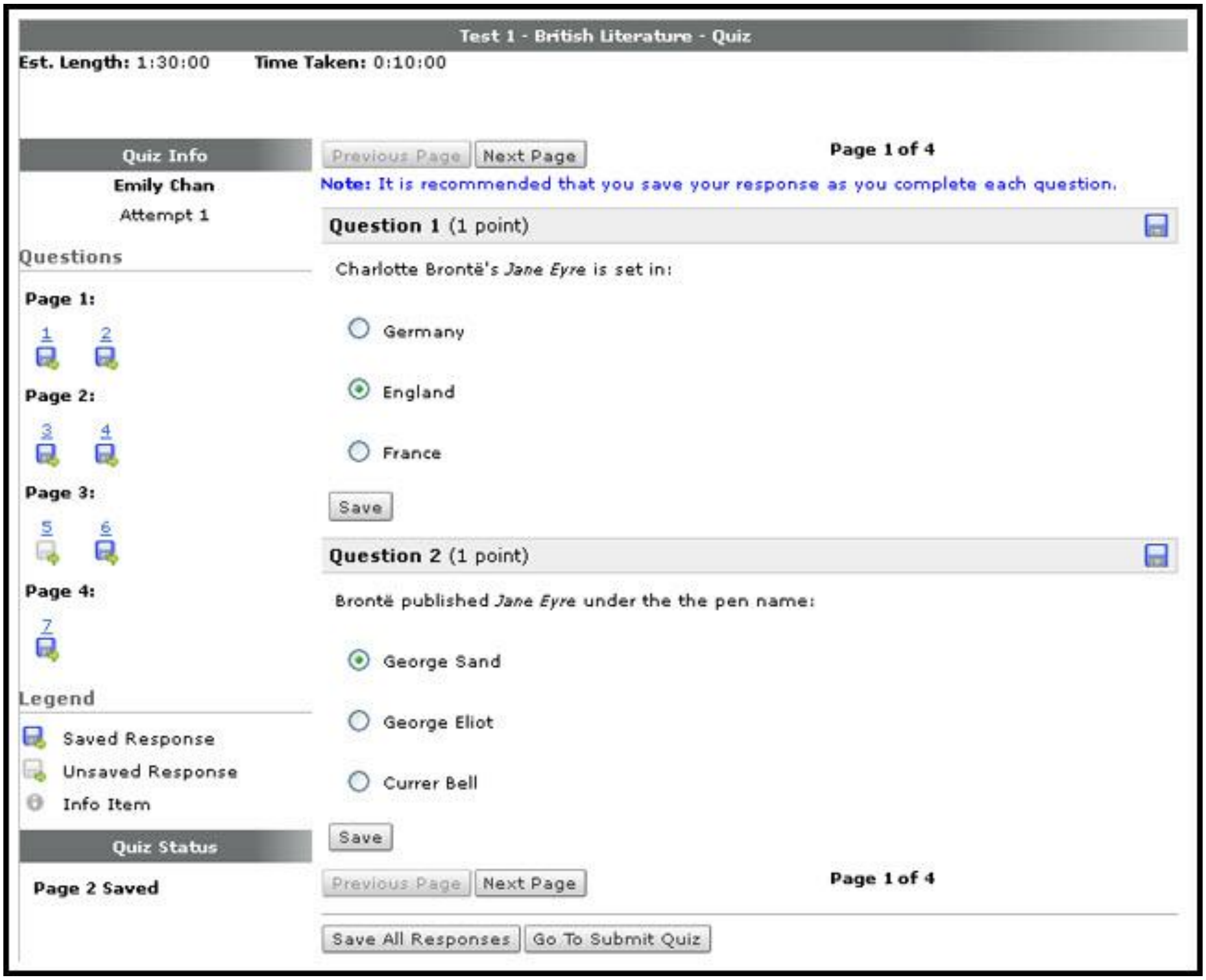
<u>Access the Quizzes tool</u>

Click the Quizzes link on the course navigation bar.

<u>Taking a quiz</u>

1. From the main Quiz List, select the name of the quiz you want to take.

2. Read the instructions and details for the quiz, and when you're ready click Start Quiz!.



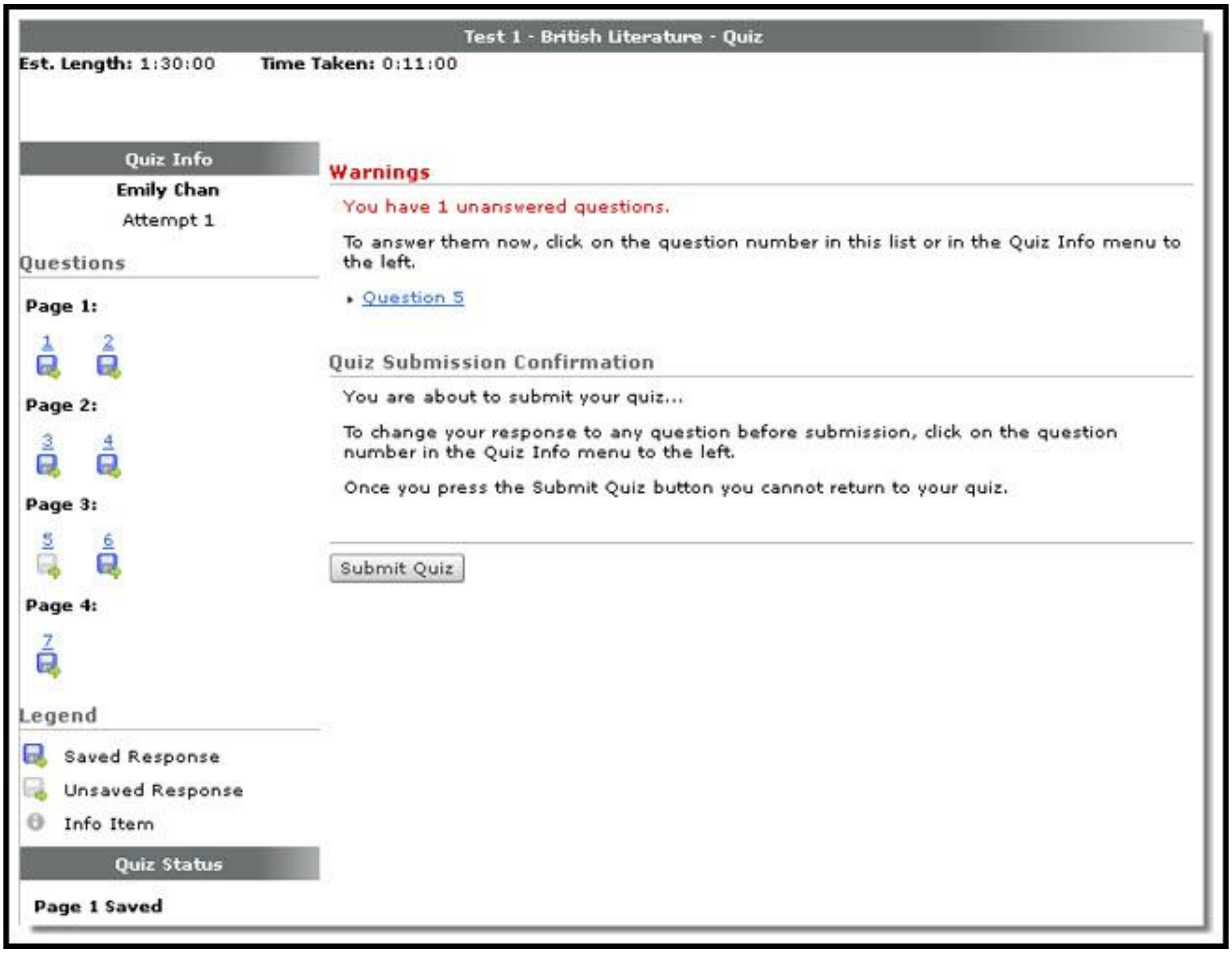
3. Answer each question type by selecting an answer from a list of options or by filling in the appropriate input field(s).

Note: We recommend you click the corresponding Save button after answering a question. You can also click Save All Responses if you are not finished answering all questions on a single page, or if you are working on a time-consuming question and need to save all previous responses.

4. Click Next Page or Previous Page to navigate between pages.

5. Click Go to Submit Quiz when you are ready to submit.

Note: If you try to submit a quiz with unanswered questions, you will see a warning at the top of the Submit Quiz page informing you about unanswered questions. Click each link beneath the warning to return to each unanswered question.



6. After you have attempted to answer all quiz questions click Submit Quiz.

<u>Watching the time</u>

If your quiz has a time-limit you may be prompted or forced to submit your quiz. If the quiz is set to auto-submit at the end of the designated time period, only saved questions are submitted. Make sure you save regularly near the end of the quiz period and try to finish and submit the quiz before the time expires.

Note: Although you can start a quiz and navigate away from it at any time during the attempt, the timer for the quiz does not pause and continues to record your Time Taken.

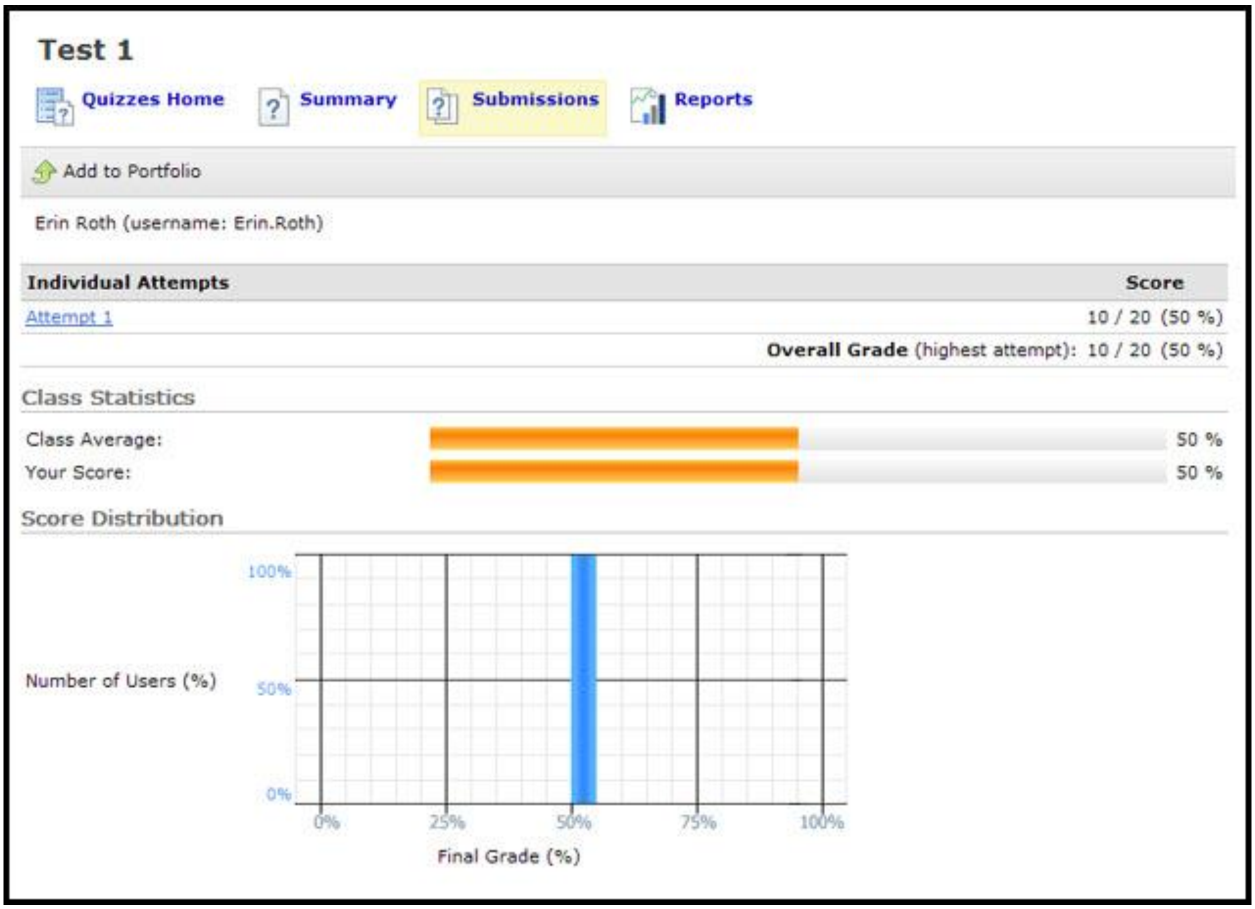
Looking over questions

It is a good idea to review your quiz, or difficult questions in the quiz, before you submit it. You can review questions using the Previous page icon or by clicking the question number in the Quiz Info widget. When you are done reviewing your answers, click Go to Submit Quiz.

Viewing your submission information and graded quizzes

To access information about your submissions and to see your quiz score

From the main Quiz List, click the Submissions icon beside the quiz you want to view.



If learning objectives are associated with your quiz submission, they will be listed here as well.

Note: Grades and statistical information are not available until they are released.