

Desire 2 Learn Quick FactsLog-in address: <https://d2l.sdbor.edu>

My user id _____ My password _____



After logging in, you will be at your **HOME page**. This is the page you will come to when you click on My Home on the top left of the nav (navigation) bar. **Hint:** Use the Nav Bar at the top to navigate the site rather than the back button in your browser.

My Home / Course Mail / Locker / Calendar Welcome / Day, date, year / Central Time Zone (always this one)



These two buttons on the right represent the email and pager functions. Once you are in your course, navigation items for that course are in the black nav bar.

Course Home / Content / Discuss / Dropbox / Quizzes / Classlist / Grades Surveys / Edit Course / Logout

On this **HOME** page are the default areas and what each widget contains: (Click on the pencil icon  to edit a widget. This monitor icon  allows you to customize the widget settings.)

Welcome Box

Preferences

General - Online status, Nav bar refresh, Font settings and size, Internet Connection, speed, Course CD-ROM, & Operating System

Paging - Classlist, Classlist-add participant, Manage Courses, Manage Users, Registration List,

Discuss - Personal settings for Display Settings, Default Message List View, Message List Style, Message

Fields to Display, Character Limits, Reply Settings

Email - Email, Display and Forwarding Options

Pager - ON or OFF and Sound

Email Address - Change Email

Password - Change Password

Homepage - Create a New Homepage and edit later as need be

Profile - Enter information and a picture about yourself

Locker - A place to store files or folders you might want to utilize at some point

Events**News****My South Dakota Board of Regents Courses**

Your courses should be listed in the middle under My South Dakota Board of Regents Courses.

Calendar**My Admin Tools**

To access your course for the first time:

To access your course, click on the appropriate link. The first time you access your course you have to apply branding and then refresh the page. (You should see the nav bar red then for the U. colors.)

Use the default course homepage to get started in D2L. Here are the widgets in this default and what they all contain:

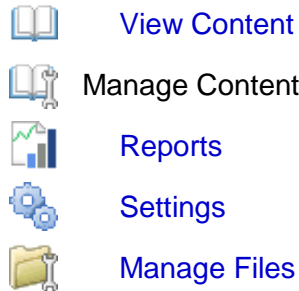
<p>USD Getting Started Syllabus Your Professor Technology Requirements Standards of Conduct</p>	<p>USD Course Info Excellent place for your instructor picture and some basic information about the class such as a welcome!</p>	<p>Updates From within your course or D2L System.</p>
<p>Events Today Upcoming</p>		<p>Role Switch Useful so you can switch to student role and see what they see.</p>
<p>USD Resources I.D. Week's E-Reserves I.D. Weeks Library Your Department site</p>	<p>News Place to post upcoming work or assignments or to keep student abreast of anything they need to know coming up for the class.</p>	<p>Teacher Guides D2L guide to download linked here.</p>
		<p>Student Guides Locating a Course Course Content Taking a Quiz Classlist Preferences Email Dropbox Pager Locker Grades Feedback/Survey Accessibility Checklist Discussions</p>
<p>USD Tech Support</p>		

Now, let's look at the black nav bar and what those links contain:

Course Home / Content / Discuss / Dropbox / Quizzes / Classlist / Grades Surveys / Edit Course / Logout

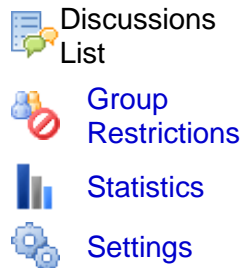
Course Home - was just covered above

Content - This is where you post your assignments as links or copied and pasted in the frame. Think about an organizational system here either by weeks, modules, or topics. Create Names of Modules and then Topics underneath each Module. Think of a Module as a File Folder. Content Areas are:



Discuss - This is where you place your discussion topics or groups. You can organize them two ways - by topic (module or week) or by each group name or number. You need to create a Forum and then a Topic under the Forum.

Discussion areas are :



Dropbox - Students submit assignments in this area. Create a new Folder for each assignment.

Quizzes - Create Folders to enter questions into the Question Library.

Classlist - This is where you see your class participants or can add members such as a Teaching Assistant.

Grades - Keeps a spreadsheet of your students and the grades of the assignments.

Surveys - You can create a survey to survey your class.

Edit Course - You will use this field quite a bit to manage your files (upload them). The Tools in this are:



[Course Offering Information](#)

Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.



[Manage Files](#)

Upload and delete files, create folders to organize files, or create content topics from files.



[Groups](#)

Set up, edit, or enroll users in groups; create group work areas.



[Homepages](#)

Select a homepage to use for this Course Offering, edit the appearance of the current homepage, or create custom widgets for the homepage.



[Import/Export/Copy Components](#)

Import course components from a file or copy them from another org unit; export components to a zip file.



[NavBars](#)

Change the links that appear on the navigation bar or change the colors and background image.



[Self-Registration](#)

Configure self registration settings for this Course Offering, change the registration form, review and approve enrollments, manually enroll or unenroll users, or view an enrollment report.



[User Progress](#)

View user activity for individual users enrolled in this Course Offering, including login history, participation in discussions, content access, and grades.



[Widgets](#)

Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.

Logout - [Click here to logout of D2L](#)

Training for students

The CE has excellent information on D2L for students here:

<http://usd.edu/ce/StudentServices/>