Desire2Learn

Student Guide

Information Technology Services

Outreach and Distance Learning Technologies
# Information Technology Services

## Desire2Learn® - Student Guide

### Table of Contents

<table>
<thead>
<tr>
<th>Module</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Accessing Desire2Learn</td>
<td>5</td>
</tr>
<tr>
<td><strong>The Home Page</strong></td>
<td>6</td>
</tr>
<tr>
<td>Profile</td>
<td>6</td>
</tr>
<tr>
<td>Appearance and Accessibility</td>
<td>7</td>
</tr>
<tr>
<td>Notifications</td>
<td>9</td>
</tr>
<tr>
<td>News</td>
<td>10</td>
</tr>
<tr>
<td>Accessing Your Course</td>
<td>11</td>
</tr>
<tr>
<td>Calendar</td>
<td>12</td>
</tr>
<tr>
<td>Email</td>
<td>17</td>
</tr>
<tr>
<td>Opening Email</td>
<td>17</td>
</tr>
<tr>
<td>Reading Your Email Messages</td>
<td>18</td>
</tr>
<tr>
<td>Sending an Email</td>
<td>20</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>24</td>
</tr>
<tr>
<td>Accessing and Viewing the Content</td>
<td>24</td>
</tr>
<tr>
<td>Navigating the Content Area</td>
<td>26</td>
</tr>
<tr>
<td>The Content Browser</td>
<td>27</td>
</tr>
<tr>
<td>Dropbox</td>
<td>27</td>
</tr>
<tr>
<td>Accessing the Dropbox</td>
<td>27</td>
</tr>
<tr>
<td>Submitting an Assignment</td>
<td>28</td>
</tr>
<tr>
<td>Submission History</td>
<td>31</td>
</tr>
<tr>
<td>Instructor Feedback</td>
<td>32</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td>32</td>
</tr>
<tr>
<td>Accessing Discussions</td>
<td>32</td>
</tr>
<tr>
<td>Creating a Message</td>
<td>33</td>
</tr>
<tr>
<td>Reading and Replying to Discussions Posted by Others</td>
<td>35</td>
</tr>
<tr>
<td><strong>Quizzes</strong></td>
<td>37</td>
</tr>
<tr>
<td>Accessing the Quiz</td>
<td>37</td>
</tr>
<tr>
<td>Taking a Quiz</td>
<td>37</td>
</tr>
<tr>
<td>Timed Quizzes Information</td>
<td>39</td>
</tr>
<tr>
<td>Reviewing Your Quiz Results</td>
<td>39</td>
</tr>
<tr>
<td>Grades</td>
<td>40</td>
</tr>
<tr>
<td>Logout</td>
<td>41</td>
</tr>
<tr>
<td>Additional Help</td>
<td>41</td>
</tr>
<tr>
<td>Appendix A: Desire2Learn System Requirements</td>
<td>42</td>
</tr>
</tbody>
</table>
Introduction

This document has been developed to introduce you to Desire2Learn (D2L). The various sections presented on the following pages will help you to learn how to use the different features within the application.

Desire2Learn can be used as a small component of a traditional course, such as to submit papers and check grades, or it can be used in a course where everything occurs completely online.

Objectives

The following learning objectives are covered in this document:

- Knowing how to access Desire2Learn.
- Having an understanding of the Home Page.
- Having the ability to use the Calendar tool.
- Knowing how to use the Email tool.
- Being able to use the Content tool.
- Understanding the features of the Dropbox tool.
- Having the ability to use the Discussions tool.
- Being able to use the Quiz tool.
- Understanding how to use the Grades tool.
- Knowing how to logout.
- Being aware of system requirements.

Version: November 28, 2012
Accessing Desire2Learn
The following instructions explain how to access Desire2Learn.

1. Go to the following website: http://d2l.kennesaw.edu
2. Enter your NetID and NetID Password in the area provided (see Figure 1).

   ![Figure 1](image1.png)

3. Click the Login button.
4. When you have logged in to Desire2Learn, the D2L Home Page will appear on your screen (see Figure 2).

   ![Figure 2](image2.png)
The Home Page

On the D2L Home Page, you will find many options such as adjusting the Profile, Preferences, and Notifications (see Figure 3). The following describes features available on the Home Page.

Figure 3

Profile

The following explains how to adjust your profile.

1. From the D2L Home Page, click Profile (see Figure 3).
2. The Edit My User Profile screen will appear (see Figure 4).

Figure 4
3. Enter any information that you wish to share with others.
4. Click the Change Picture button if you wish to set a profile picture.
5. Click the Save button in the lower-right area of the screen when done.
6. To return to the D2L Home Page, click the My Home button in the upper-left area of the screen (see Figure 5).

**Appearance and Accessibility**

The following explains how to locate the Appearance and Accessibility settings.

1. From the D2L Home Page, click Preferences (see Figure 3 on Page 6).
2. The Preferences screen will appear (see Figure 6).
3. Click the *Appearance & Accessibility* tab (see Figure 7).

![Preferences](image)

Figure 7

4. On the *Appearance & Accessibility* tab, you can adjust the settings as desired (see Figure 8).

![Preferences](image)

Figure 8
5. Click the *Save* button in the lower-right area of the screen when done.
6. To return to the D2L Home Page, click the *My Home* button in the upper-left area of the screen (see Figure 9).

![Figure 9](image)

**Notifications**
The following explains how to locate the settings for *Notifications*.

1. From the D2L Home Page, click *Notifications* (see Figure 3 on Page 6).
2. On the next screen that appears, you will see the settings for *Notifications* (see Figure 10).

![Figure 10](image)
3. On the Notifications screen, you can do the following:
   a. Have notifications sent to the email of your choice by clicking the following: Change your email settings
   b. Have notifications sent to your mobile device by clicking the following: Register your mobile
   c. Adjust the settings for notifications in the following three categories located on the screen:
      Summary of Activity, Instant Notifications, and Exclude Some Courses

4. Click the Save button in the lower-left area of the screen when done.
5. To return to the D2L Home Page, click the My Home button in the upper-left area of the screen (see Figure 11).

![Figure 11](image1.png)

**News**

Any information (example: system downtime, updates, announcements, etc.) about the Desire2Learn system will be provided in the News area (see Figure 12).

![Figure 12](image2.png)
Accessing Your Course
The following explains how to access your course.

1. From the D2L Home Page, in the My Courses section, you will see the course(s) that you are currently enrolled in this semester (see Figure 13). Click the course of your choice.

![Figure 13](image13)

2. The Course Home Page will appear on your screen (see Figure 14).

![Figure 14](image14)
Calendar
You can use the calendar in Desire2Learn to view important dates for your class. If your instructor chooses to do so, he or she may include the following types of events on the calendar: exams, due dates for important papers, office hours, etc.

You can also keep a “to-do list” in the task area to help you stay organized throughout the semester. The following explains how to use the calendar in Desire2Learn.

Finding the Calendar
The calendar is located on your Course Home Page (see Figure 15).

Viewing Events on the Calendar
Your instructor(s) may choose to post important dates to the calendar. The following explains how to find these events on the calendar.

1. Click on a day on the calendar to view events. For example, as shown in Figure 16, if you want to view events for Monday, November, 12, you will click on the number 12.

NOTE: Any day that has an event on the calendar will appear as bold.
2. The calendar will open on your screen allowing you to view events for the day, as shown in Figure 17.

![Figure 17](image)

3. To change the view of the calendar, click any of the options shown in Figure 18.

![Figure 18](image)

4. To return to the D2L Home Page, click the My Home button located in the upper-left area of the screen.
Adding Tasks
Desire2Learn allows you to post tasks to help you stay organized, which is explained in the following. Your tasks are only visible to you.

1. On the calendar, click any day allowing you to enter the Calendar tool. For example, you could click on ‘12’ in Figure 19 to enter the calendar.

![Figure 19](calendar.png)

2. Next, click Add a task (see Figure 20).

![Figure 20](add_task.png)

3. Enter the name of the task to be added (see Figure 21).

![Figure 21](task_entry.png)
4. Press the **Enter** key.
5. Click the item in the *Tasks* list (see *Figure 22*).

![Figure 22](image_url)

6. Click *Due someday* (see *Figure 23*).

![Figure 23](image_url)

7. Enter the date when the task should be complete (see *Figure 24*).

![Figure 24](image_url)
8. Click the *Save* button as shown in *Figure 25*.

![Figure 25](image)

9. The task will be added as shown in *Figure 26*.

![Figure 26](image)

10. Click the *Course Home* button in the upper-left area of the window to return to your *Course Home Page*. 
Email

The Email tool can be used to send and receive emails. The following explains more about using the email tool within the Desire2Learn application.

Opening Email

The following explains how to open the email tool within Desire2Learn.

1. Click the Email button shown in Figure 27.

2. Desire2Learn’s email tool will appear on your screen (see Figure 28).
Reading Your Email Messages
The following explains how to check your email messages.

1. If you are enrolled in multiple classes, you can use the Filter By option as shown in Figure 29 to select the class of your choice.

![Figure 29](image)

2. In the Folder List area, you will see the folder for the Inbox (see Figure 30). If a number appears next to the Inbox folder, this number indicates the number of unopened emails that you have received.

   For example, in Figure 30, you see the number 2 next to Inbox indicating that there are two unopened emails.

![Figure 30](image)
3. To open the email so that you can read the contents, click the **Subject** of the email, as shown in Figure 31.

4. The message will appear on your screen (see Figure 32).
Sending an Email
The following explains how to send an email to your instructor or another person in your class.

1. Click the Compose button (see Figure 33).

![Figure 33](image1)

2. The Compose New Message window will appear on your screen. To send the email to your instructor or other people in your class, click the Address Book link as shown in Figure 34.

![Figure 34](image2)
3. The Address Book window will appear on your screen (see Figure 35). You will see the names of the people in your class in the area shown in Figure 35.

![Figure 35](image)

4. If you are enrolled in multiple classes, you can use the Filter By option as shown in Figure 36 to select the class of your choice.

![Figure 36](image)
5. Next, click to select the name(s) that you want to send a message to in your email (see Figure 37).

![Figure 37](image)

6. Then, click one of the following, as shown in Figure 38:

- **To** – Select this option if the recipient is directly affected by this email.
- **Cc** – Select this option if the recipient should know about the email, but is not directly involved.
- **Bcc** – Select this option if the recipient should know about the email, but others listed in the “To” area and “Cc” area do not need to know that he or she received a copy of the email.

![Figure 38](image)
7. After you have added all of the recipients, click the *Add Recipients* button (see Figure 39).

8. Next, enter a *Subject* and your *Message*, as shown in Figure 40.
9. Click the Send button (see Figure 41) when you are done.

![Figure 41]

10. The Send Results window will appear on your screen. Click the Close button.

Content

The Content tool is where you will find course materials that can include the following: syllabus, lecture slides, assignments, etc. The following explains how to use the Content area.

Accessing and Viewing the Content

The following explains how to access the Content area.

1. From the Course Home Page, click Content (see Figure 42).

![Figure 42]
2. The area where you can view the course content will appear on your screen (see Figure 43).

![Figure 43](image1.png)

3. Click the item of your choice within the content area. For example, if in Figure 44 you want to view your course syllabus, you will click *Syllabus*.

![Figure 44](image2.png)

4. The item that you select will appear on your screen.
Navigating the Content Area

Figure 45 provides a description of the navigation buttons that you will encounter in the Content area.

A – Show/Hide the Content Map.
B – Open the item in a new tab or window.
C – Bookmark this page. From the Course Home Page, you can access items that have been bookmarked.
D – Print the item.
E – Navigate to a different topic.
F – Return to the Table of Contents.

NOTE: You can also use the Content Map to navigate the various content items (see Figure 46).

Figure 45

Figure 46

KSU 1101 – First-Year Seminar
KSU 1101 (or a Learning Community) is required for all first-year full-time students entering KSU with fewer than 15 credit hours. KSU 1101 is designed to develop college-level skills for academic success by focusing on life skills, strategies for academic success, connecting with campus and community, and foundations for global learning. This First Year Seminar course guides student through the transition from high school to higher education. Students with 30 or more credit hours are not eligible to enroll in KSU 1101 or a Learning Community.

Required Textbooks:
Access to the companion website is at: http://ksu1101.1200.haydenmcneil.com
The Content Browser
Another place where you can find the content for your course is in the Content Browser (see Figure 47). Simply click on the folders in the Content Browser to access the various materials that has been provided by your instructor.

Dropbox
The Dropbox allows you to submit assignments to your instructor. The following explains how to use the Dropbox.

Accessing the Dropbox
The following explains how to access the Dropbox.

1. From Course Home, click Dropbox (see Figure 48).
2. The Dropbox area will appear on your screen (see Figure 49).

![Figure 49](image)

**Submitting an Assignment**

The following explains how to submit an assignment.

1. In the Dropbox area, click the assignment that you are ready to submit to your instructor (see Figure 50).

![Figure 50](image)

2. Next, click the Add a File button (see Figure 51).

![Figure 51](image)
3. In the window that appears on your computer screen, click the *Browse* button (see Figure 52).

![Figure 52](image)

4. The *File Upload* window will appear on your screen. Locate the file on your computer that you want to submit to your instructor and click to select the item.

5. Then, click the *Open* button in the *File Upload* window.

6. Click the *Upload* button in the *Submit a File* window (see Figure 53).

![Figure 53](image)

7. Enter any comments that you would like to submit to your instructor about the assignment (see Figure 54).

![Figure 54](image)
8. Click the *Submit* button to submit the assignment to your instructor (see *Figure 55*).

![Image of Submit Files - Essay 1]

*Figure 55*

9. The *File Upload Results* window will appear on your screen indicating the status of your submission (see *Figure 56*). Click the *Folder List* link to return to the *Dropbox Folders* screen.

![Image of File Upload Results]

*Figure 56*
Submission History

The following explains how to review the submission history in the Dropbox.

1. In the Dropbox area, click History (see Figure 57).

![Figure 57]

2. Select the Folder of your choice (see Figure 58).

![Figure 58]

3. Information about the submitted file will appear on your screen as shown in Figure 59.

![Figure 59]

**NOTE:** You can determine if the file has been opened by your instructor by the following icons:

- 🌟 **Unopened** – *The file has not been opened by your instructor.*
- 💌 **Opened** – *The file has been opened by your instructor.*
Instructor Feedback
The following explains how to review instructor feedback for assignments that you have submitted to the Dropbox.

1. In the Dropbox area, if feedback is available from your instructor, the icon shown in Figure 60 will appear. Click this icon once to view the feedback.

![Figure 60]

2. The feedback from your instructor will appear as shown in Figure 61.

![Figure 61]

Discussions
The Discussions area allows you to participate in discussions with other people in your class. The following explains how to Read, Post, and Reply to messages.

Accessing Discussions
The following explains how to access the Discussions area in Desire2Learn.

1. From Course Home, click Discussions (see Figure 62).

![Figure 62]
2. The Forums & Topics List will appear on your screen (see Figure 63).

Creating a Message
The following explains how to create a message in the Discussions area.

1. In the Discussions area, click the Topic that you want to create a message for others to read. For example, in Figure 64 you would click Art Museum Manager to create a posting for this topic.

2. Next, click Compose as shown in Figure 65.
3. Then, enter a **Subject** and **Message** (see Figure 66).

![Figure 66](image)

4. Finally, click **Post** in the lower-right area of the window (see Figure 67).

![Figure 67](image)
5. The message will appear for other people in your class to read (see Figure 68).

![Figure 68](image)

**Reading and Replying to Discussions Posted by Others**

The following explains how to read and reply to messages posted by other people in the class.

1. From the *Discussions* area, click the topic of your choice (see Figure 69).

![Figure 69](image)

2. The message(s) will appear on your screen (see Figure 70).

![Figure 70](image)
3. If there is a message that you would like to respond to, click Reply (see Figure 71).

![Figure 71](image)

4. A window will open on your computer. Write your response in the area shown in Figure 72.

![Figure 72](image)

5. After you have written your response, click the Post button in the lower-right section of the window (see Figure 73).

![Figure 73](image)

6. Your reply will appear below the message you were replying to earlier.
Quizzes
The following explains how to take a quiz in Desire2Learn.

Accessing the Quiz
The following explains how to access the Quiz area.

1. From Course Home, click Quizzes (see Figure 74).

![Figure 74](image)

2. The Quizzes area will appear on your screen (see Figure 75).

![Figure 75](image)

Taking a Quiz
The following explains how to take a quiz in Desire2Learn.

1. From within the Quizzes area, click the quiz that you want to open (see Figure 76).

![Figure 76](image)
2. Thoroughly read the instructions on the screen and then click Start Quiz to begin (see Figure 77).

   ![Figure 77](image1)

3. The Confirmation window will appear on your screen. Thoroughly read the instructions in the window and click the OK button.

4. Answer each question and then click the Save button for each question (see Figure 78).

   ![Figure 78](image2)

5. Some quizzes will have questions on multiple pages. To navigate to different pages, click the Previous Page and Next Page buttons shown in Figure 79.

   ![Figure 79](image3)

6. When you are finished taking the quiz and want to submit your answers, click the Save All Responses button and the Go To Submit Quiz button (see Figure 80).

   ![Figure 80](image4)
7. The Quiz Submission Confirmation window will appear on your screen. Click the Submit Quiz button to submit your answers (see Figure 81).

![Figure 81](image)

**NOTE:** If you attempt to submit a quiz that has unanswered questions, a warning message will appear near the top of the window. Links will appear below the warning; clicking these links will return you to the pages with unanswered questions.

8. A Confirmation window will appear on your screen. Click the Yes button to submit your quiz.

**Timed Quizzes Information**
Most instructors will set a time limit for quizzes. Different instructors set up their quizzes in different ways. If your quiz has a time limit, please be aware of the following:

- Some quizzes that have a time limit have been set up to prompt you to submit your quiz. Points may be deducted by your instructor for quizzes that are submitted after the time limit.
- Some quizzes that have a time limit have been set up to automatically submit your quiz. If the computer automatically submits your quiz, only the questions that you have saved will be submitted (questions that you have not saved will be not be submitted).
- A clock will be displayed during the quiz, but it only show minutes (no seconds will be displayed).

**Reviewing Your Quiz Results**
The following explains how to review your quiz results.

1. From within the Quiz area, click the Submissions icon for the quiz that you want to review (see Figure 82).

![Figure 82](image)

2. The results will appear on your screen (see Figure 83).

![Figure 83](image)

**NOTE:** Be aware that the quiz results only appear when they are released by your instructor. Therefore, your results may not be available immediately after taking the quiz.
Grades

The following explains how to check your grades in Desire2Learn.

1. From the Course Home area, click Grades (see Figure 84).

2. The Grades area will appear on your screen (see Figure 85).

NOTE: The Final Calculated Grade area that you see in Figure 85 will not appear until your instructor releases this information. Often, this information will not be released until the end of the term.
Logout
To log out of Desire2Learn when you are finished using the application, click the Logout button (see Figure 86).

Additional Help
For additional help, please contact the KSU Service Desk in either of the following ways:

- **Phone:** 770-499-3555
- **Email:** studenthelpdesk@kennesaw.edu

You can learn more about the KSU Service Desk by visiting their website: [http://its.kennesaw.edu/students/](http://its.kennesaw.edu/students/)
Appendix A: *Desire2Learn System Requirements*

Please click this link to run a system check (or copy-and-paste this link into the address bar of your browser window):

https://usg.desire2learn.com/d2l/tools/system_check/systemcheck.asp?ou=6606

**System & Software Requirements:**

D2L supports a wide range of client computer configurations. However, upgrading to the newest browser version is not recommended, since D2L may not have had an opportunity to evaluate the new version. If your current software configuration allows you to access D2L as expected, we recommend maintaining the software you have and NOT upgrading. You may wish to disable any "automatic updates" until you have completed your D2L Online Courses at the end of each semester.

**Supported Operating Systems:**

- Windows XP, Vista, Windows 7
- Mac OS X 10.4–10.7

**Recommended Video Resolution:**

- HIGHER than 1024 x 600

**Internet Connection Speed:**

- Although D2L is useable over a 56K modem, the faster & more reliable your Internet connection speed, the better your experience with D2L will be.

- A hardwired Cable or DSL connection is recommended, particularly for submitting assignments and quizzes.

**Java Runtime Environment (JRE):**

- JRE 6 update 31 (Required to run the Equation Editor)
- JavaScript & cookies must be Enabled.

**Browser Support:**

D2L supports most popular web browsers. However, upgrading to the newest version of any browser is not recommended. If your web browser seems to have problems with D2L, either downgrade to an older browser version or download and use another browser. The KSU Service Desk can assist you with these tasks.
Windows Computers:

- Internet Explorer 8–10
  
  * Although IE is supported, our usability tests suggest that IE may not be the most dependable software to use with D2L.*
  
- Firefox versions 5–10 (Firefox 7 has had the best results)
- Chrome (newest versions have had the best results)

Apple Computers:

- Safari 5.1
- Safari 5.0
- Safari 4.0
- Firefox versions 5–10 (Firefox 7 has had the best results)
- Chrome (newest versions have had the best results)

Tablet support for Desktop Web:

- Android Browser
- iPad Safari
- Playbook Browser

Mobile Web:

- NOTE: Different mobile devices may behave differently.

Operating System/Browser/Status

- iOS/Newest/Supported
- iOS 5/Safari 5.1/Supported
- iOS 4/Safari 5.0/Maintenance
- iOS 3/Safari 4/Maintenance
Operating System/Browser/Status (continued)

· Android/Newest/Supported

· Android 4.0/Ice Cream Sandwich/Supported

· Android 3.2/Honeycomb/Supported

· Android 2.3/Gingerbread/Supported

· Android 2.2/Froyo/Supported

· Android 2.1/Éclair/Maintenance

· Android 1.6/Donut/Maintenance

· Android 1.5/Cupcake/Maintenance

· Blackberry 6/Supported

The aforementioned products/services listed in Appendix A retain their trademarks & copyrights where applicable.