

BASIC STEPS TO SETTING UP A DESIRE2LEARN COURSE

<http://learn.swosu.edu>


Logging into Desire2Learn

A link to Desire2Learn is provided on the SWOSU main webpage or you can go to the URL

<http://learn.swosu.edu>. Before logging in, please click on the **System Check** link to ensure you are using the correct browser and have the appropriate plug-ins.

You will log in with your SWOSU username and password.

In order to have a D2L course set up, you will need to complete a [Course Request](#) form for each course. Once the course 'shell' is created, you will be notified via email and content can then be added.

Once you log in you will see your courses listed on the right hand side under "My Courses". The courses that you are an instructor for will have an **Edit Icon**  next to the course title.

To access your course, simply click on the course title.

To Begin...

Once you are inside your course, click on the **Content** link on the navigation bar.

Managing Content & Posting Your Syllabus

The Content area is where you will post your syllabus and all other course related materials. Creating a module is the first step to creating course content. The layout of the **Content** area is much like a bulleted list with a main module heading, then relevant topics below.

Create a module

1. Click on the **New Module** button on the top menu.
2. Next, create a **Title** - for example, Course Information
3. Click **Save**.
4. Note: There are other things you can do with the Module such as limit availability and set release conditions (Restrictions).
5. The screen will refresh and next you will click on **Manage Content** so you can add your **Topic**.

Now that you have a **Module**, you can add the **topics** -your syllabus, lecture notes, handouts, etc.

To add a **Topic**...

1. Click the **New Topic** button on the top menu. When you **Add a Topic**, you have four options:

- **Create New File** - this creates a new document right in the system
 - **Course File** - use a document that you may have previously uploaded into **Manage Files**
 - **Upload New File** - upload a document you already have such as a syllabus.
 - **Quicklink** - quick link to a location in your course or to a website.
2. Select the **Upload New File** option. Choose this option to add something new to your course from your computer.
 3. A new screen appears where you will choose the Module the file is to go in (ex. Course Information which you just created) and enter a **Title** for this file you are uploading – for example, Syllabus.
 4. Next click the **Browse** button next to "File to Upload". This will open a window for you to search your computer for the file you want to upload. Once you find the file, simply double click and it will take you back to the D2L window. Now you will see that the 'File To Upload' field has information in it.
 5. Next click the **SAVE** button. The screen will refresh once it is done uploading and saving your file. You will see a time/date stamp that says it was saved successfully. Now click on **Manage Content**.
 6. You will now see your **MODULE** "Course Information" and underneath it, your **TOPIC** "Syllabus".

If you wish to simply upload a lot of files at one time and not go through the above steps, you can click on Manage Files to go to the file manager. This area is where all the files you utilize in the Content area are stored. **Students do not see the Manage Files area.**

Uploading Files

1. Click on the **Upload** icon.
2. Click the **Browse** button, browse to your computer and locate a file and double click on it.
3. Click **Upload**. The screen will refresh once the file has been uploaded.

Course Start Dates


Courses are automatically set to become visible to students the first day the semester officially begins. From within the **Edit Course** area, click **Course Offering Information** and you can change the **START** date to the date you want the students to

access the course. Make sure the checkbox beside start date is checked and click **SAVE**.

If you decide you do not want your course to be used at all, simply uncheck the **ACTIVE** box and it will disappear from your D2L course listings. **ONLY uncheck this option if you DO NOT want to see your course at all. This will help clear up visual clutter on your "My Courses" listing and will remove any courses you are not using.** This does not delete the course from D2L, but makes it 'inactive'.

For any course that has a start or end date, you will see a **Note** underneath your course link that states either the course access **starts** or **ended** on a specific date. Students do not see this – they only see your course when it is public (ie, started).

Enrollments

The classlists will be automatically updated daily with student additions. The system does not automatically remove students from courses when they drop the course. If you need to remove someone from the course, go into **Classlist**, click the checkbox next to the user and then click the **Unenroll Selected User** icon .


BE CAREFUL NOT TO UNENROLL YOURSELF!

Discussions

Creating a Discussion Forum

1. To start, you need to access the main discussion screen. Click on **Discussions** from your main navigation bar. Click on the **New Forum** button.
2. Type in a **Forum** title.
3. You can use the **Description** field to fully describe what it will be addressing.
4. Click **Save & Add Topic**. Your forum must have a topic in order for students to have an area to post in.

The screen will refresh and you will now enter in your Topic title and description as well as choosing any of the availability or locking options.

When you are finished creating your Forums and Topics, simply click on the Forums & Topics List icon .

Posting a message

1. To post a message on a discussion topic, choose the topic under Discussions by clicking on the link.
2. Next you will click the **Compose** button from the menu. A pop-up will appear and you can enter in the **Subject** and **Message** of your post. When you are finished, click **Post**. The screen will refresh to show you your post.

Dropbox

The **Dropbox** allows exchange of files between the instructor and students. Using electronic submission of files is a great way to organize assignments and not have to worry about the hassle of getting them sent in via email.

Creating a Dropbox Folder

Access the **Dropbox** tool by clicking on the link from the navigation bar. The screen you are shown is the main Dropbox screen.

1. Click the **New Folder** button to create a folder.
2. Next, type in a name in the **Name** field.
3. You can choose to make the folder for the entire class or a specific group.
4. If you want to classify your folders by category, click **add category** to create one and fill in the blanks.
5. You can tie any numeric results from the dropbox to the gradebook. Click **add grade** item and fill in the appropriate fields.
6. Next, you can type any instructions needed in **Custom Instructions**. This message will show up to the students when they submit their assignment.
7. Click **Submit** to save your folder and return to the **Dropbox** area. You will now see your new area listed.

Need More Help?

Instructors seeking help with this system should first be sure to look at the D2L FAQ (Frequently Asked Questions) area at <http://www.swosu.edu/administration/its/facstaff> or refer to the **User Guides** that reside inside each course.

If you need further assistance, the ITS Helpdesk is available to answer questions at 580.774.7070, 8am – 5pm, Monday through Friday. Walk-in support is also available in the ITS Office located in Stafford 246.