# Table of Contents

**ABOUT THIS GUIDE** ................................................................................................................................................................. 4

**STEP 1: ARE YOU READY?** .............................................................................................................................................................4
  - SYSTEM REQUIREMENTS.............................................................................................................................................................. 4
  - MASTERING INTERNET BASICS ............................................................................................................................................... 5

**STEP 2: LOGGING IN TO YOUR COURSE** ........................................................................................................................................... 5

**STEP 3: NAVIGATING YOUR “MY HOME” PAGE** .................................................................................................................................. 6

**STEP 4: CUSTOMIZING MY PREFERENCES** ....................................................................................................................................... 7
  - CHANGING YOUR FONT .............................................................................................................................................................. 7
  - DISCUSSION ROOM SETTINGS .................................................................................................................................................. 7
  - EMAIL SIGNATURE ...................................................................................................................................................................... 7
  - PAGER SOUNDS ......................................................................................................................................................................... 7
  - MY EMAIL .................................................................................................................................................................................. 7
  - MY PASSWORD ......................................................................................................................................................................... 8

**STEP 5: ENTERING A COURSE** .................................................................................................................................................... 8

**YOUR “COURSE HOME”** ............................................................................................................................................................ 8

**AT A GLANCE: STUDENT TOOLS** .................................................................................................................................................. 9
  - EMAIL ........................................................................................................................................................................................ 9
    - Check Mail ............................................................................................................................................................................. 9
    - Composing a Mail Message .................................................................................................................................................. 10
    - Adding an Attachment to an Email .................................................................................................................................... 11
    - Creating a Folder ............................................................................................................................................................... 11
    - Creating an Address Book Contact .................................................................................................................................. 11
  - LOCKER .................................................................................................................................................................................. 12
    - Uploading a File to Your Locker .......................................................................................................................................... 12
    - Viewing an Uploaded File .................................................................................................................................................... 13
    - Deleting a File ....................................................................................................................................................................... 13
    - Retrieving a File ................................................................................................................................................................. 13
    - Sharing Files in Your Locker (Optional) ................................................................................................................................ 14
  - CALENDAR/SCHEDULE ............................................................................................................................................................. 14
    - Adding a Personal Event .................................................................................................................................................... 14
    - Help ..................................................................................................................................................................................... 15

**COURSE TOOLS** ............................................................................................................................................................................. 16
  - NEWS ...................................................................................................................................................................................... 17
  - CONTENT ................................................................................................................................................................................ 17
  - A Closer Look: Within a Topic ................................................................................................................................................ 18
  - THE DISCUSSION BOARD ....................................................................................................................................................... 19
    - The Discussion Board: Basic Setup ................................................................................................................................... 20
    - Adding a Discussion Board Message .................................................................................................................................. 21
  - CHAT ...................................................................................................................................................................................... 22
    - Viewing Chat archives ....................................................................................................................................................... 23
  - THE DROPBOX ......................................................................................................................................................................... 24
    - Submitting Assignments .................................................................................................................................................... 24
  - THE PAGER ............................................................................................................................................................................... 26
    - Adding a Contact to Your List ........................................................................................................................................... 26
    - Removing a Contact from Your List .................................................................................................................................. 28
    - Send a Message ................................................................................................................................................................. 28
Quizzes .......................................................................................................................................................................................... 29
CLASSLIST .................................................................................................................................................................................. 30
Email a Participant........................................................................................................................................................................ 30
Page a Participant........................................................................................................................................................................ 30
Creating and Viewing a Profile .................................................................................................................................................. 31
Identifying Who’s Online .......................................................................................................................................................... 32
Example in Action: .................................................................................................................................................................... 32
GRADES ....................................................................................................................................................................................... 32
About this Guide

Welcome to Desire2Learn's Student Orientation. Whether you are a beginner or experienced online learner, this guide will provide you with step-by-step instructions on how use the D2L platform effectively. For most students, the concept of learning online is extremely new and often difficult to think about. You may be asking yourself, “How do I learn online? What types of activities will I be able to take part in? How do I communicate and connect with my instructor and classmates?”

This guide will assist you with how to login, navigate and access your online courses; in addition to giving you a more in depth understanding of how to become a successful online learner. Once you are comfortable with using the site and the online educational tools in your course, you are well on your way to becoming a successful online learner!

Please note: depending on your institution, you may or may not see all of the tools described in this guide.

In this guide, you will learn how to:

- Ensure you have the appropriate system and software requirements.
- Login and access your online courses.
- Customize your preferences.
- Navigate through your online course.
- Utilize each tool effectively.

Step 1: Are You Ready?

System Requirements

The first step to accessing your online courses is to ensure you have the appropriate system requirements to take a web-based course. Please take a close look at the table below to ensure you have the required system and software requirements. Make note of the “Recommended” column.

<table>
<thead>
<tr>
<th>Component</th>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser (Windows)</td>
<td>Netscape Navigator 4.7 up to and including version 7.02</td>
<td>Internet Explorer 5.5 or Netscape Navigator 6.0 or higher</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 5.0 up to and including version 6 service pack 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mozilla 1.0 up to and including version 1.02</td>
<td></td>
</tr>
</tbody>
</table>
**System and Software Requirements**

<table>
<thead>
<tr>
<th>Component</th>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Browser (Mac)</strong></td>
<td>Netscape Navigator 4.7 up to and including version 7.02</td>
<td>Netscape Navigator 6.0 or higher</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 5.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mozilla 1.0 up to and including version 1.02</td>
<td></td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
<td>Windows 98 or higher</td>
<td>Windows 98 or higher</td>
</tr>
<tr>
<td></td>
<td>Mac OS 9 or OS X</td>
<td>Mac OS X or higher</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>SVGA monitor ** set at a minimum resolution of 800 x 600 **</td>
<td>Resolution of 1024x768 or higher</td>
</tr>
<tr>
<td><strong>Internet Speed</strong></td>
<td>56K modem with Internet access</td>
<td>56k modem or DSL or Cable</td>
</tr>
<tr>
<td><strong>Java Script</strong></td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
<tr>
<td><strong>Cookies</strong></td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

**Mastering Internet Basics**

You must have access to the Internet using a Web Browser such as Internet Explorer or Netscape Navigator in order to enter your online courses. An important element of taking an online course includes the ability to navigate and search the Internet and correspond with others in your class using the web-based tools within your course.

At this point, we assume that you have a general understanding of Internet basics, including opening and navigating within a browser. A general understanding will allow you to use the D2L Platform effectively. If you do not have a general understanding of how to use the Internet at this point, please contact your educational technology resource centre for information.

**Step 2: Logging in to your course**

1. Connect to the Internet by simply clicking the browser icon on your desktop.
2. A browser will open.
3. Type the appropriate URL into the Internet Address Bar.
4. Enter your username and password in the appropriate fields in the login dialog box.
5. Click on the Login button.

Note: Passwords are case-sensitive, meaning you must enter them exactly as they appear in the welcome letter or registration confirmation sent to you. Usernames are not case-sensitive.
Step 3: Navigating Your “My Home” page

When you first login into your course site, you are presented with the “My Home” page. Your “My Home” is a central area that consists of:

- **A Welcome box** – The welcome area enables you to customize your preferences, input an external email address, change your password and create your own personal homepage.
- **An Updates section** – Updates will give you an update on how many new email or discussion board posts are available for you to read. The updates section is useful because you can get a quick update without having to go into your course.
- **An Events area** – Events are linked to the calendar. Click here to view your personal events as well as events across your organization.
- **News** – Up and coming events for your organization will be posted here. Make sure to read the NEWS on a regular basis to keep up to date with changes and organizational wide news.
- **My Courses** – To access your online courses, click on the name of your course. You may have to expand the view to see your course, if you do a + sign will be shown on the screen.

The navigation bar on the top of the screen is referred to as the **My Home navigation bar**. It may contain common links such as Help, Email, Locker, Logout, etc.

![My Home page with labeled sections](image-url)
Step 4: Customizing My Preferences

You will find My Preferences on the My Home page, in the box labeled Welcome. Once you have entered the My Preferences area. You may access to four tabs (displayed at the top) within the preferences area:

- **General** – changing your font size and style
- **Discussion** – customize your discussion board settings
- **Email** – create an email signature
- **Pager** – turn your pager notifier on or off and choose the sound

Each time you return to your courses, your preferences will stay the same. This saves you from having to make customizations on your browser or within each tool.

**Changing Your Font**

1. Font is accessible under the **General** Tab (default).
2. Under the heading **Font Settings**, use the drop-downs to change the font face and font size. The **Preview** box below will show you how your font will look.
3. Click **Save**.

**Discussion Room Settings**

By selecting the **Discussions** tab, you can change your default discussion settings.

1. Discussion settings are accessible under the **Discussion** Tab.
2. Choose the various discussion topic frame settings by selecting the desired preferences.
3. Use the drop-down to choose your default view type.
4. Click **Save**.

**Email Signature**

1. The email signature setup is located under the **Email** Tab.
2. Type your email signature in the provided text box.
3. Click **Save**.

**Pager Sounds**

1. The pager settings are located under the **Pager** Tab.
2. Turn on/off your pager sounds by selecting the preference.
3. Choose the desired sound from the provided list.
4. Click **Save**.

**My Email**

If your external email address has changed since registration, you will need to update your email address. This will ensure that your institution has an external email address for you on record.

1. From **My Home**, in the **Welcome** box, click **My Email**. The My Email screen appears.
2. Type your current password into the text field.
3. Type your new email address into the text field.
4. Click **Change Email**.

![Figure 2: My Email](image)

**My Password**

1. From **My Home**, in the **Welcome** box, click **My Password**. The My Password screen appears.
2. Type your current password into the **Old Password** field.
3. Type your new password into the **New Password** field.
4. Retype your new password into the **Confirm New Password** field.
5. Click **Change Password**.
6. Your password has now been successfully changed.

![Figure 3: My Password](image)

**Step 5: Entering a Course**

To enter a course from **My Home**, Go to my online courses in the middle of the page and click on the title of your course highlighted in blue. You will be directed to your **Course Home**.

**Your “Course Home”**

Your **Course Home** displays all the important tools for your course. You will notice the navigation bar now contains many different tools that were not visible on the MY HOME page. For example, you can now access links such as content, discussions, chat, classlist, grades and the dropbox tools.

All the tools on the course home are **course related** tools and are specific to the course you are taking. The navigation bar on the top of your screen is your **course navigation bar**. The course navigation bar will assist you with navigating through the tools within your course. It will remain visible through out your course.
At a Glance: Student Tools

In this section, we will be taking a closer look at some important student tools such as:

- Email
- Locker
- Calendar

Email

From within your course, click on the Email link on your top navigation bar. You will now be directed to the email screen. Email is most commonly used to communicate privately with your instructor and classmates. For example, you may want to send an email to your instructor if you happen to miss a class and require some direction on how to catch up.

Upon completion this section, you will be able to:

- Check mail
- Compose a message
- Add an attachment to an email
- Create folders
- Add contacts to your address book

Check Mail

To check for new emails, click on the Check Mail icon on the left. The system will scan for new emails and list them at the top of your email inbox in bold text for you.
Composing a Mail Message

1. To compose a new email message, in the main Email window, click on the Compose button.

2. There are three ways to add a recipient’s address into the To: field:
   - Type the recipient’s email address in the To: field.
   - Click on the To: button. A list of your classmates and instructor should appear on the left side. Select the recipient by checking off the box. Click on the “to” button at the top. Your selected recipients should now appear at the top of the email.
   - If you have an address book setup, you can click on the Address Book button beside the To: field.

3. Type a brief description of your email in the subject line.

4. Type your message in the large text box.

5. Click the Send button.
Adding an Attachment to an Email

1. In the main Email window, click on the **Compose** button.
2. Click the **Browse** button and choose your file.
3. Click the **Attach File** button.

Creating a Folder

1. In the main Email window, click on the **Folders** button.
2. Click on the **Add New Folder** button on the bottom right-hand side of the main folder screen.
3. Type in the name of the folder.
4. Click **Save**.

You will notice that the new folder appears on the left-hand side of the screen under the Folders button. You can now quickly access the folder. You can also use this folder when moving emails.

Creating an Address Book Contact

1. In the main Email window, click on the **Address Book**
2. Click the **Add Contact** button.
3. Type in the first name of your contact in the text field.
4. Type in the last name of your contact in the text field.
5. Type in the email address.
6. Click **Create**.

---

### Folder Management

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Messages</th>
<th>Unread</th>
<th>Size</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
<td>17</td>
<td>0</td>
<td>1105 k</td>
<td></td>
</tr>
<tr>
<td>Drafts</td>
<td>3</td>
<td>0</td>
<td>1 k</td>
<td></td>
</tr>
<tr>
<td>Sent Mail</td>
<td>110</td>
<td>0</td>
<td>1320 k</td>
<td></td>
</tr>
<tr>
<td>Trash Can</td>
<td>9</td>
<td>0</td>
<td>11 k</td>
<td>Empty</td>
</tr>
<tr>
<td>SENT</td>
<td>0</td>
<td>0</td>
<td>0 k</td>
<td>Rename</td>
</tr>
<tr>
<td>Misc</td>
<td>54</td>
<td>0</td>
<td>2874 k</td>
<td>Rename</td>
</tr>
<tr>
<td>curriculum</td>
<td>1</td>
<td>0</td>
<td>2 k</td>
<td>Rename</td>
</tr>
<tr>
<td>interested</td>
<td>1</td>
<td>0</td>
<td>2 k</td>
<td>Rename</td>
</tr>
</tbody>
</table>

---

### User's Address Book

**Delete Checked** | **Add Contact** | **Send to Checked**

Move selected contacts to: **Select Group...**

**Personal Contacts**
- [ ] My Contacts
- [ ] Instructor: instructor@domain.com

**Move**

---

Figure 7: Folder management view

Figure 8: Address Book
Locker

The Locker tool is designed to upload and store your own personal files. All files that are stored in the Locker are confidential and can only be accessed by you. The Locker becomes extremely useful when you are working on multiple workstations. It means no more carrying around floppy disks!

Upon completion of this section you be able to:

- Upload a file to your locker.
- View a file from your locker.
- Download a file to your computer.
- Delete a file from your locker.

Uploading a File to Your Locker

1. Click on the Locker link.
2. To add a new file to your Locker, click the Upload New File button.
3. Browse and select the file you wish to upload.
4. Enter a brief description (if you wish) about the file.
5. To complete your addition click Upload.

Once you have uploaded the documents, your locker will appear listing the file names, descriptions, file sizes and last modified dates for each individual file.
Figure 10: A typical Locker

Viewing an Uploaded File

To view a file that you have uploaded, click on the file name, highlighted in blue. Depending on file type, you may receive a system prompt asking you to open or save. To only view your document, click on **Open**. To view and modify your document, click on **Save**.

Deleting a File

To delete an existing file, select the checkbox beside the file name (a green checkmark should appear in the box) and click the **Delete** button in the bottom left corner of the screen.

Retrieving a File

To retrieve a file that you have uploaded, right-click (control-click on a Mac) on the name, and select **Save Target As** from the drop-down menu. If you are using Netscape, right-click (control-click on a Mac) on the name and select **Save As**. You must download (or retrieve) a file from your locker in order to modify it.

You will now be able to access the document from your computer.

**Example in Action:**

The locker is very useful when you want to be able to work on an assignment from school and home. You upload your assignment to your locker from the school lab. Later that evening, you log in to your course from home, click on the locker icon and download your assignment to your home computer (following the “retrieving a file” steps above). Downloading it to your home computer will enable you to make your changes to the document. When you are finished making changes, you may want to them re-upload it to your locker if you wish to continue to work on it from school the next day. The locker simply replaces the need to save documents to a floppy disc.
Sharing Files in Your Locker (Optional)

Students can have the option to share locker files with their classmates. Sharing files is also useful when collaborating to complete a group project. To access shared locker files; you must go to the Classlist tool on the course home navigation bar. We will be discussing how to access shared lockers files on page 30 of this orientation guide.

Calendar/Schedule

The calendar/schedule is an excellent organizational tool to keep you informed of assignment due dates, major projects and upcoming course events. Please note that calendar and schedule tools are the exact same tool. Your organization may use the terms interchangeably.

As a student, you have the option of posting “personal events” in your calendar. Personal events can be absolutely anything – for example, you can post little reminders, group project meetings, appointments, etc., in your calendar. Your calendar view includes all the information that you have posted, in addition to events posted by your course instructor(s).

Upon completion of this section, you will be able to:

- Add a personal event to your calendar/schedule.
- Edit a personal event.
- Delete a personal event.

Adding a Personal Event

From your course home click on My Calendar button on the left side. This will take you to the main calendar screen.

Click on "Add Event” to add an event to your calendar

![Figure 11: Main Calendar screen (with no events added)](image)

Click on Add Event to begin adding your personal calendar items.
1. Type in a title for your event in the Title field.

2. Select a date from the drop-down menu (or you can select a date on the small calendar on the left side of the screen).

3. Enter in a description (optional).

4. Click on Save.

Once you have saved your personal event, you will now return to the main calendar screen. You will see that date is now bolded and in different color on the left hand side. This means that you have a personal event scheduled for that date.

Select the colored date on the small calendar on the left. You will see the calendar event and description shown in the middle of the screen beside the calendar. You can also check events using the daily, weekly, monthly viewing tabs below. If you are unsure of where an event is posted, click on the Search tab to search for events.

If you click on the bolded number, it will automatically bring the event into the middle of the screen.

Click on the tab you wish to view.

To edit an existing calendar posting, select on the edit icon.

To delete an event, click on the trash can icon.

---

**Figure 12: Adding a personal Calendar event**

**Figure 13: Main Calendar screen (with an event added)**
Help

When in doubt, ask for help! The Help link is typically located on the top of the course home navigation bar. It is an excellent resource for assisting you with questions on how to use tools within your course. The Help section will explain in detail, what each tool is and how it can be used most effectively in an online course. To access the Help tool, click on the Help link on the top my home navigation bar. Once within the Help screen, you will be able to view a table of contents on the left side. To jump to a particular tool, click on the blue link.

Simply click on a tool highlighted in blue to jump to information on a specific tool.

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Help Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles</td>
<td>Articles allow you to view news articles written by your site. To read more about the article, click on the title.</td>
</tr>
<tr>
<td>Chat</td>
<td>Chat</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>Chat</td>
</tr>
<tr>
<td>Dropbox</td>
<td>Chat</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Chat</td>
</tr>
<tr>
<td>Classlist</td>
<td>Chat</td>
</tr>
<tr>
<td>Grades</td>
<td>Chat</td>
</tr>
</tbody>
</table>

Chat

This is an online interactive chat area. It is a synchronous area where you can talk to your friends and participate in online discussions. From here, you can communicate with anyone within your course.

**Participants**

All those students who are taking part in the chat.

**Chat**

The conversation between the students within the course.

**Add**

To take part in the chat, you must write text in this area and then press add.

**Use the chat when you want to:**

- Take a quick vote among your team members.
- Appoint a team leader for a particular project.
- Instantly assign responsibilities and deadlines for a project.
- Conduct a quick meeting to keep your team "on track".

Figure 14: Main Help screen

Course Tools

We will now explore some essential course related tools. These tools are located on the course home navigation bar:

- News
- Content
- Discussion Board
- Chat
- Pager
- Dropbox
- Quizzes
- Classlist
- Grades
News

When entering a course for the first time, you will see a News section in the middle of the screen. The News tool is a place for your instructor to put any updates, changes and news about your course. Make sure to check the News section on a regular basis.

![Welcome to our class site!](image)

<table>
<thead>
<tr>
<th>News</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Welcome! - Mar 23, 2004</td>
</tr>
<tr>
<td>Welcome to our class site!</td>
</tr>
<tr>
<td>Please check the NEWS section regularly for updates and course related news.</td>
</tr>
</tbody>
</table>

Figure 15: A sample News posting

Content

The Content area is one of the most frequently used tools of your course. Content is where you will find your class/lecture notes, assignments, resources and other important course related information.

To access topics in content, simply click on the Content link on the course home navigation bar. The main content page will appear:

![Main Content page (table of contents)](image)

To access a topic, click on the title highlighted in blue. You will now be able to view the topic.
Overview

Introduction to Science

This is a sample unit, Introduction to the Sciences.

You will get an idea of how the D2L platform works!

A Closer Look: Within a Topic

Within a topic, you will have access to many different content features on the top right side of the screen.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Search Content" /></td>
<td>• Perform keyword searches to find specific content.</td>
</tr>
<tr>
<td><img src="image" alt="Show/Hide Sidebar" /></td>
<td>• Allow topic to be expanded across entire screen.</td>
</tr>
<tr>
<td></td>
<td>• Great for those students who have a low screen resolution.</td>
</tr>
</tbody>
</table>
### Undock
- Undock will “undock” the document from the platform
- Undocking simply means the document will open in a new window (and you can adjust the size of the window)
- Easier for online reading
- Allows you to have multiple windows open at the same time.

### Discuss this Topic
- If instructor has linked a discussion board activity to a topic, you can click on “discuss this topic” and it will link directly to the topic in the discussion board tool.

### Get Help on this Topic
- If instructor has linked a Help area on the discussion board to a topic within content, click on the question mark and it will link directly to the Help topic in the discussion board tool.
- Post any questions you may have related to that topic on the discussion board.

### Give Feedback on this Topic
- Give your instructor feedback on a topic – Did you like the topic?

### Bookmark this Topic
- Bookmarking a particular topic in content will enable you to access the topic from the course home page.
- Once you have bookmarked a topic, a link will display in the Bookmark section enabling you to jump back into a topic easily.

### Print
- Print off content easily by selecting the print icon.

### Navigate to Forward (NEXT) and Backward (PREVIOUS)
- Move forward and backwards within a content area by selecting the arrow keys
- To move from topic to topic, use the navigation icons.

---

### The Discussion Board

The Discussion board is an asynchronous tool which enables you to communicate from anywhere, any place and at any time. Much like a public bulletin board, the discussion board is open for everyone to use. It is a great place to share information, strategies and review helpful course related information. It is also a powerful forum to share ideas and opinions.

The beauty of using the discussion board is that you can read, respond and review postings at your convenience. For example, the discussion board can be especially helpful if you go on vacation for a week and don't have access to a computer - when you come back - you can jump right back in and catch up.

Upon completion of this section, you will be able to:
• Describe the difference between a forum and a topic on the discussion board.
• Post a discussion board message/posting.
• Reply to a discussion board posting.
• Edit a discussion board posting which you have created.

The Discussion Board: Basic Setup

To access the discussion board, simply click on the discussion link on the course home navigation bar. Once inside, you will see a discussion board forum (in black text), along with a topic (highlighted in blue).

To add a message or view postings within a particular topic, click on the blue link.

You are now inside a discussion board topic. As a student, you may have several general options within a discussion board topic. Some options you may have access to include: the ability to customize your viewing preferences within a discussion board topic, flag messages, view a printable version of any given topic, refresh for new postings and search for specific postings within a topic.

To give you a better understanding of some of the general options available, please review the diagram below:

In summary:

1. The refresh icon will scan for new postings.
2. The print icon is an extremely useful feature that will enable you to view all the postings within a particular topic.

3. The search icon will allow you to search for specific posting by keyword. If you click on the blue link titled, “Advanced Search” on the right side you will be able to search by date, subject, author, and keywords.

4. The remove flags icon will remove all flags you have previously placed on postings.

**Adding a Discussion Board Message**

To add a message to a discussion board topic, click on the Add Message icon on the top right side of the screen.

A new message will appear on the lower portion of the screen.

Figure 21: Adding a Discussion topic posting
After clicking on **Submit**, your message will now appear on the top. To view your message, simply click on the subject. To reply to a message, click on the **Reply** button on the bottom right side of the screen. To edit, simply click on the edit button.

Chat

Chat is a synchronous tool which allows students to communicate in "**real time**" with instructors and classmates. In other words, classmates will need to log on and enter the chat tool at approximately the same time in order to participate in a chat with other people. Much like meeting
in a face-to-face setting and chatting about a project, the chat tool allows you to meet online, in a chat forum and share ideas and information with our peers.

Upon completion of this section, you will be able to:

- Participate in a chat.
- Change your chat user identity properties.
- View an archived chat.

To access the Chat tool, click on the Chat link on the course home navigation bar. The next screen will list all the available chats. To enter a chat, click on the title in blue.

<table>
<thead>
<tr>
<th>Available Chats</th>
<th>Create Chat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Chats</strong></td>
<td><strong>Current Participants</strong></td>
</tr>
<tr>
<td>Chat Title</td>
<td>Options</td>
</tr>
<tr>
<td>Virtual Office Hours - Wednesday, March 24th from 6-7pm</td>
<td>(0)</td>
</tr>
</tbody>
</table>

This week I will be holding Virtual Office Hours from 6-7pm on Wednesday, March 24th. I will be answering any questions and concerns you may have regarding our course here. See you on Wednesday!

Once inside the chat room, you will be able to add messages by typing in the text box at the bottom and clicking on Add or click enter on your keyboard.

Review the top area of the chat room. You will notice there are three icons located at the top. By simply clicking on each one of these icons, you will be presented with three different options:

- To refresh your page ( ).
- Print a chat ( ).
- Change your user identity ( ) - change the colour of your display name in a chat.

**Viewing Chat archives**

Once a chat has taken place, an archive will become available. A chat archive documents everything (messages, participants, etc) that took place during the chat. In order to view an archive, a chat room must be inactive for at least 20 minutes before the archive icon will appear. This means, all chat members must exit the chat for at least 20 minutes to be able to view the archive.

To view archive details about a specific chat, click the archive icon ( 🍃 ) beside the chat.

The next screen will display the chat title and description at the top. The Active sessions will be sorted below into dates. Click on a date highlighted in blue. You will now be able to view the contents of a chat.
Example in Action:

The chat archive is an extremely useful tool for students who happen to miss an important chat. You can simply log on, go into the chat tool at any time and select the archive icon beside a chat to view a chat that previously took place.

The Dropbox

The Dropbox tool is used primarily to submit assignments. To access the Dropbox, click on the Dropbox link on the course home navigation bar. Once inside the Dropbox, you will see a folder list outlining the folders available, submission and feedback information, in addition to a history icon to view previously submitted assignments.

In this section, you will learn how to:

- Submit an assignment into the Dropbox.
- View feedback from an instructor.
- Review your History/Feedback on previously submitted assignments.

Submitting Assignments

Click on the name of the destination folder. In this example, click on Site Critique:
Within the Site Critique folder, you will see an area to drop off files. Enter in the number of files you wish to upload in the text box provided and click on **Next**.

![Figure 27: Choosing the number of files to submit](image)

You can then browse and retrieve the file from your computer. You have the option of entering in a description if you wish. Click on the **Upload** button.

![Figure 28: Uploading your file](image)

A **Results** screen will appear indicating your document has uploaded successfully. Select **Done** to return to the dropbox folder list screen. You will notice that on the right side of the folder, the submitted column now has the number **1**. The **1** indicates you have submitted **1** file to the site critique folder.

To review your submission, click on the **History** button on the bottom left side. The Dropbox file History will display any files, comments and dates you submitted each file. It will also indicate to you whether or not your instructor has downloaded your assignment:

- The **icon** indicates the file has been downloaded by your instructor.
- The **icon** indicates the file has not been downloaded by your instructor.

Click on **Upload** to submit your assignment.
To view feedback from an instructor on an assignment, click on the **New** title highlighted in blue under the feedback column (in yellow) on the dropbox folder list screen:

![Folder List](image)

Figure 29: New feedback left by your instructor

### The Pager

The pager is an instant messaging system used to communicate with your instructor and classmates. It is an excellent way to communicate quickly!

Upon completion of this section, you will be able to:

- Add a contact to your list.
- Remove a contact from your list.
- Send a message.
- Review your pager history.

To access the pager, click on the pager icon on the top right side of your course home navigation bar.

![Pager icon](image)

Figure 30: The Pager icon

After clicking on the pager icon, the main pager window will appear:

![Main Pager window](image)

Figure 31: Main Pager window
Adding a Contact to Your List

1. In the main Pager window, click on Add.

2. The “Add a New Contact” window will appear. You have two options for adding contacts in your pager:

   a. Add a Known Contact: Type in the username of the person you wish to add and click on the Add icon. Choosing this option will enable you to add any students within your organization. Students do not have to be in the same class.

   b. Add Classmate(s): Select the circle beside the Add Classmate option. From the drop-down menu, select your course. Your classmates should appear underneath with boxes beside each name. Select the classmates you would like to add by checking off the boxes beside their name. Then click Add.

   ![Figure 32: Adding a Pager contact](image)

   1. Select Add Classmate(s).
   2. Select your course from the drop-down menu.
   3. Select the classmates you wish to add. Click Add.

   The participant added above will now display in the Personal Contacts list:

   ![Figure 33: Adding a personal contact](image)

   Added Personal Contact
Removing a Contact from Your List

1. In the main Pager screen, click **Remove**.
2. In the Remove Contact window, select the user you wish to remove.
3. Click **Remove**.

Send a Message

1. In the main Pager window, click on the contact’s name or click the **New Page** button and then select the user.
2. Type your message in the message field.
3. Click **Send**.

If you have customized your pager preferences and turned your pager notifier **on**, your pager will flash in green and read “page” when receiving incoming pages. If you click on your pager while it is flashing, your new page will instantly pop up.

To turn your notifier on and off or accompany a sound with your pager, go to the pager tab in my preferences. **My Preferences** can be customized at any point in time by:

- Going to My Home page
- Clicking on My Preferences in the welcome area
- Selecting the pager tab

If you choose to turn your pager notifier off, you will not see a visual indicator (green flashing pager signal) when receiving new pages. You will have to click on the pager icon to take a look at your pages. Regardless on whether you decide to turn you pager on or off, you can open your pager at any time by simply clicking the pager icon.
The quizzes tool is primarily used to complete quizzes, midterms and exams online.

Upon completion of this section, you will be able to:

- Take a quiz.
- View quiz results.
- View class statistics for a quiz.

To access the quizzes tool, click on the quizzes link on the course home navigation bar. A listing of all the available quizzes will appear. To take a quiz, simply click on the title of the quiz, highlighted in blue.

The next screen will display a summary about the quiz indicating:

- The name of the quiz.
- The length of the quiz.
- The number of attempts you may have on the quiz.
- Detailed instructions from your instructor on how to complete the quiz.
To begin your quiz, click on **START QUIZ** which is located on the right side of the screen. Follow the instructions and carefully complete the quiz. Make sure to save your answers often by clicking on the **Save** icon beside each question. When you have completed the quiz, click on **Submit Quiz**. You will receive a confirmation screen indicating your quiz has been submitted successfully.

Upon submission of the quiz, you may have access to view immediate feedback outlining correct and incorrect responses for a quiz.

Depending on the nature of the quiz, you may have access to your grades and feedback at a later date. To access your grades and feedback:

1. Click on quizzes.
2. Click on the quiz title, highlighted in blue you wish to view.
3. Click on the reports tab (located in between the summary and statistics tab) on the top left side.
4. Click on the attempt number.
5. Your quiz should appear, along with feedback, correct and incorrect responses, etc.
6. To view general statistics for a quiz, click on the statistics tab. Statistics will display the class average and score distribution.

**Classlist**

The Classlist tool displays general student information, such as pager and email addresses. It is an excellent tool to get to know your classmates and see who is online.

Upon completion of this section, you will be able to:

- Access student pager and email addresses.
- Create a profile.
- Identify students who are online.

**Email a Participant**

1. Click on the user’s email address on the right, highlighted in blue beside their name.
2. The main email screen will open with the user’s email address in the **To:** field.

**Page a Participant**

1. Click on the user’s name highlighted in blue.
2. The “Send Page” popup will appear with the user’s username in the **To:** field.
Creating and Viewing a Profile

The profile feature within the Classlist is an excellent tool used to get to know your instructor and classmates.

1. To create a profile, select the question mark (?) on the left side of the screen beside your name.

2. The next screen will allow you to edit your personal profile:

   ![Classlist Profile](image)

   Figure 38: Classlist Profile

   **NOTE:** If you are not comfortable with sharing some information, please leave the field blank.

   3. Your personal profile can be modified at any point in time. When you are finished modifying your personal profile, click on **Save Changes**.
4. To access other student profiles, go back to the Classlist. Available profiles will be displayed with a bolded question mark (?) beside their names. Click on the question mark to view their profile.

**Identifying Who’s Online**

Participants who are presently online are highlighted in yellow in the Classlist:

<table>
<thead>
<tr>
<th>L.Name, F.Name</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor</strong></td>
<td></td>
</tr>
<tr>
<td>📧  Meghan Campbell</td>
<td><a href="mailto:Meghan.Campbell@demo.desire2learn.com">Meghan.Campbell@demo.desire2learn.com</a></td>
</tr>
<tr>
<td>📧  student_D2L</td>
<td><a href="mailto:D2L.student@demo.desire2learn.com">D2L.student@demo.desire2learn.com</a></td>
</tr>
</tbody>
</table>

Figure 39: Identifying an online user

**Example in Action:**

The pager is a great tool to use from within the Classlist because you can identify who’s online and send them a quick page while they are on the class site. It is also a great way to get group members together and perhaps meet in the chat room to discuss a project, assignment, etc. It is a faster than waiting for a response through email – especially when you need an answer quickly.

**Grades**

The Grades tool will enable you to view grades and feedback that have been released to you from your instructor. To access the gradebook, select the grades link on the course home navigation bar.