

## **Becoming familiar with the use of D2L**

In order to move through the course structure and to communicate with your instructor and classmates, you are using a learning management system called Desire2Learn or D2L, as we call it. It is a good idea to take a few moments to take a “tour” of the D2L home page and course homepage to see what options are available to you.

By practicing the Desire2Learn tools now, you will have experienced most of the technical components of D2L so that you can concentrate on course material during the remainder of the course. For instance, you have gotten this far by using your Web Browser (e.g., Internet Explorer).

### **Problems with D2L?**

Stop by, call or email the Help Desk:

605-626-2283  
Tech Center 148  
[help@northern.edu](mailto:help@northern.edu)

### **Helpful Resources in D2L:**

D2L has provided resources that you may access to help you learn more about its features. You may need these resources if you study after the support desk has closed for the night. If you would like more information about specific components of D2L, look at the Student Guide documents on your D2L Homepage. You will find information about: course content, taking a quiz, email, Dropbox, and other D2L tools.

NET Services at NSU also provides tutorials on D2L. Here is a link for those:  
[www.northern.edu/help/services\\_support/Technology\\_Tutorials/Pages/default.aspx](http://www.northern.edu/help/services_support/Technology_Tutorials/Pages/default.aspx)

### **D2L Features:**

Every instructor uses D2L differently. Many online teachers do use the following features:

**Content** - the place where handouts are stored for students to access, download or save and print.

**Dropbox** - where you submit your assignments to be graded. Teachers can access these assignments later, provide feedback and points.

**Chat** - the place for synchronous discussions. The chat is archived for students who can't attend so they can read them later.

**Discuss** - the place where classroom *Discussions* are posted. These are questions or reflections and students are expected to post asynchronous responses to discussion questions, respond to classmates' postings, and ask questions that are relevant to the entire class. Everyone who has access to *Discussions* can read your message (except if you are assigned to a specific group; in that case, your discussion postings will only be available to group members). The *Discussions* tool acts as the "classroom" - a place where you, your fellow classmates and your instructor meet to discuss ideas and to share information. (Note: Even when teachers are not making specific comments, they are probably reading your discussions.)

Many instructors expect, as part of the course requirements, to participate in weekly discussions. You'll do this by replying to the topic and discussing your views from what you have read. You may also have to reply to others by offering input and sharing ideas.

**Quizzes** - the quiz and exam tool. Most quizzes are timed or have a set time period. It is recommended you select the Save button next to each question before you progress to the next question in the quiz. and Submit the quiz only **once** after you are done with the quiz.

**Grades** - where you can see your grades.

**Course Mail** - You will probably be using D2L mail for all **email** communication related to this course. To use D2L mail, click on "Course Mail." The easiest way to email your classmates is to go to "Classlist" and select the person you wish to email.

**Locker** - One D2L feature that some of you will appreciate is the "locker." The locker is a virtual storage space. You may have worked on computers owned by others (parents or friends), and then left assignments on their computers. If the file submitted to an online course was damaged, or the paper copy printed for a class was lost, you had to either get your assignment off the computer or wait for someone to send it to you. The locker tool will prevent that from happening. If you're working on someone else's computer or if your own computer seems to be near the crashing point, be sure to store your assignments (or assignments in progress) in the locker.

### **Software you may need:**

You may experience less frustration later if you download some software now (you may already have some of it on your computer).

#### **Adobe Acrobat Reader**

In order to access some of the course readings and presentations which may be PDF files, you will need the FREE Adobe Acrobat Reader. You may download that file here: <http://get.adobe.com/reader/>

## **PowerPoint Viewer**

If you do not have PowerPoint on your computer, you may download the free viewer here:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

## **Media Players**

Used for a variety of audio or movie files. PC's usually come with Windows Media Player pre-installed. You might need the following common media players as well: Both have free versions you can download.

### **Real Player**

Used for media playing.

<http://www.real.com/>

### **Quick Time viewer**

Another media player – an Apple product.

<http://www.apple.com/quicktime/download/>

## **References:**

SDSU course designers. (2009). Becoming Familiar with D2L.

UW Oshkosh. (2009). D2L Wiki. Source:

[http://idea.uwosh.edu/D2Lwiki/index.php/Main\\_Page](http://idea.uwosh.edu/D2Lwiki/index.php/Main_Page)

Technology Tutorials:

[http://northern.edu/help/services\\_support/Technology\\_Tutorials/Pages/default.aspx](http://northern.edu/help/services_support/Technology_Tutorials/Pages/default.aspx)