

D2L Quick Reference Guide for Students

Access to D2L (Desire 2 Learn)

To access D2L (Desire2Learn):

1. Go to the ACC Homepage: www.arapahoe.edu
2. Select myACC.

myACC ▲ Library ▲ Our Campuses ▲ Contact Us ▲ Request Info ▲ Schedules/Catalogs ▲ Refer a Concern

ACC
ARAPAHOE COMMUNITY COLLEGE

Search **SEARCH**

Future Students ▲ Current Students ▲ Alumni & Friends ▲ Community ▲ Business & Industry ▲ About ACC

TUESDAY, AUGUST 15 - Reduced services available from 8:00-10:00 a.m.
Full services will resume at 10:00 a.m.

MOVE MOUNTAINS

Dreaming of a better life? Register for Fall courses today!

Give to ACC
INFO ►

Apply Now
INFO ►

myACC
LOGIN ►

3. Log in using your S number and Password

myACC **YOU CAN MOVE MOUNTAINS**

Log In to Find:

- D2L Access
- Deadlines
- Financial Aid
- Publications and Forms
- Tuition Payments
- Transcripts
- Student Email

Current Students, Faculty and Staff

User Name:

Password:

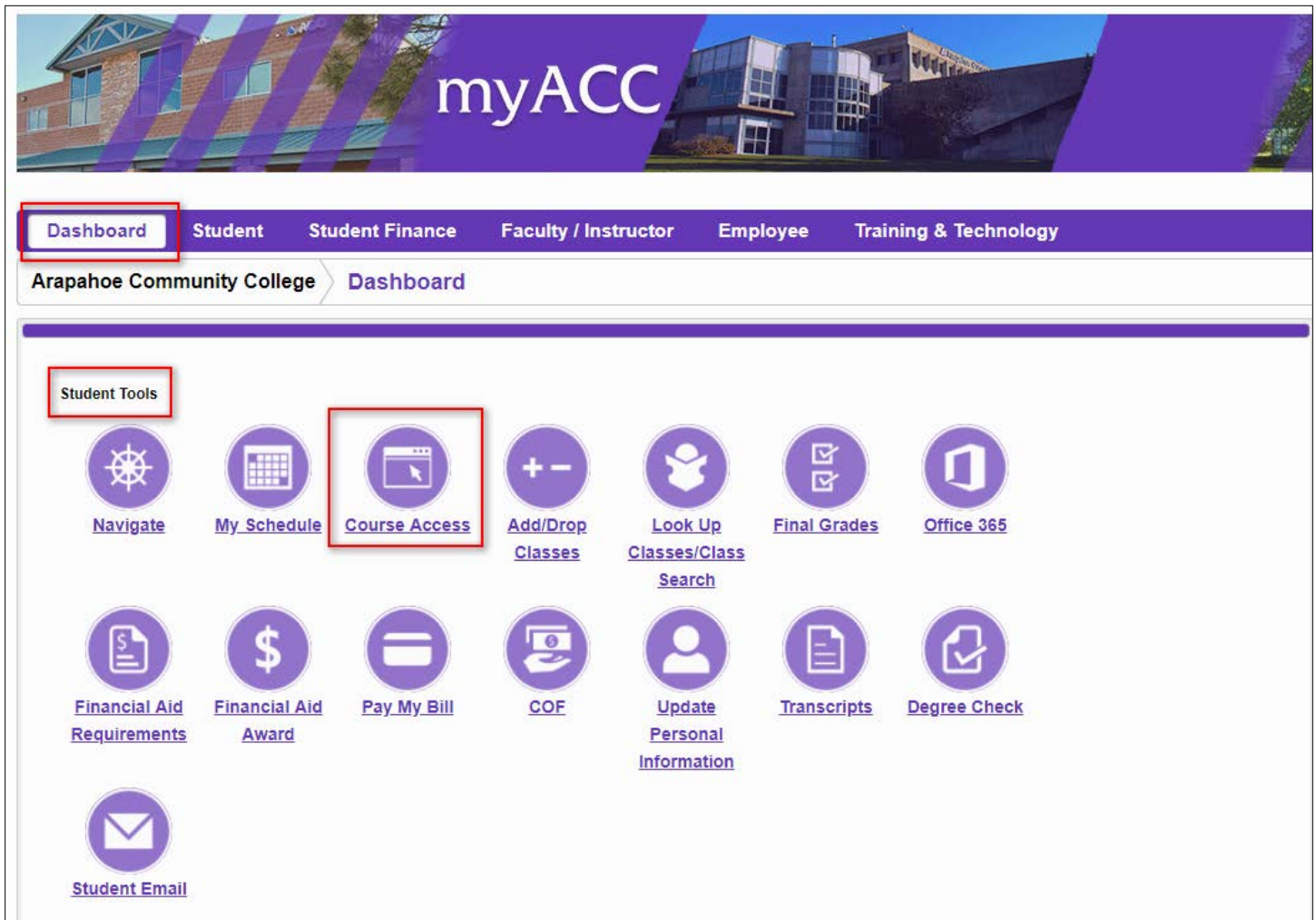
Login

Need Help?

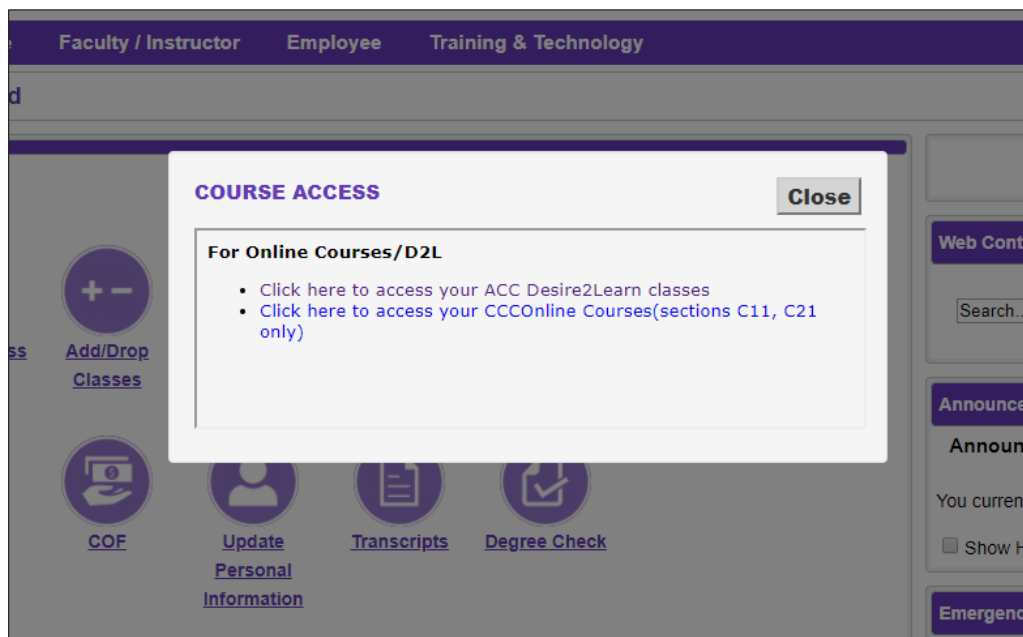
[Lost Username](#)
[Forgot Password?](#)
[Reset Password](#)
[Contact Help Desk](#)
[Problems Logging In?](#)
[New User](#)

Technical Assistance
Always Available
1.888.800.9198

4. Once you are in the portal, the first page is the **Dashboard**.
5. Look for **Course Access**, the third icon from the left under **Student Tools**.



6. A pop-up menu appears. Select the first option for ACC courses or the second option for CCCOnline courses.



My Home

This will log you into the D2L (Desire2Learn) landing page which is also called the **My Home** page.

- The **Announcements** widget will show institution wide announcements.
- The **My Courses** widget shows tiles of the courses that you are enrolled in.
- The **Helpful Links** widget provides additional links to helpful resources.
- The **Office 365** widget provides easy access to your student email as well as other Microsoft applications.

ACC

System Check Self Registration Help Desk

Arapahoe Community College

Announcements ▾

Welcome!

Posted Jan 28, 2018 9:14 AM

Welcome to Daylight!

Show All Announcements

Helpful Links

- ACC eLearning
- Student Success Center - Online Tutoring
- Library
- Student Handbook
- Student Support Services
- Follett Discover
- Brainfuse

My Courses

ACC Law Enforcement Academy B-2014

Assignment Grader

BIO201 Dev (Terry Harrison)

Office 365 ▾

Sign in to your Office365 account

Course Home

After you select a course from the **My Courses** widget, you will see the **Course Home** page which is the landing page for the course.

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Course Admin Calendar Checklist More ▾

eLearning Practice Course 1

Announcements ▾

Welcome to eLearning! ▾

Posted Jan 14, 2016 1:53 PM

Welcome to the eLearning Practice Course 1!

[Show All Announcements](#)

Welcome ▾

Instructor Name: eLearning

E-mail: elearning@arapahoe.edu

Phone: 303.797.5080

Office Hours: M-F 8am - 5pm

[SP16 Syllabus](#)

[SP16 Course Calendar](#)

Helpful Links

[24x7 Help Desk](#) [ACC Online Learning](#)

[ACC Website](#) [myACC](#)

[ACC Library](#) [ACC iTunes U](#)

On the Course Home page, you will see:

- A course **navigation bar** which has links to all the important tools containing the course materials and activities.
- An **Announcements** widget which shows course specific announcements.
- A **Welcome** widget which provides instructor contact information and other useful resources.

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Calendar Checklist More ▾

eLearning Practice Course 1

Announcements ▾

Welcome to eLearning! ▾

Posted Jan 14, 2016 1:53 PM

Welcome to the eLearning Practice Course 1!

Welcome ▾

Instructor Name: eLearning

E-mail: elearning@arapahoe.edu

Phone: 303.797.5080

Content

The Content page gives you access to all the reading materials and other resources you will need to be successful in the course. You can get to the Content page by selecting the **Content** link from the Course Home page.

The **Table of Contents** is comprised of modules, and each module contains a number of topics.

The screenshot shows the D2L Content page. At the top, a navigation bar includes links for Course Home, **Content**, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Calendar, Checklist, and More. Below the navigation bar is a search bar labeled "Search Topics". On the left sidebar, there are links for Bookmarks, Upcoming Events, and a "Table of Contents" link with a count of 13. The main content area is titled "Table of Contents" and features a progress bar showing "18.75 % 3 of 16 topics complete". Below the progress bar, there is a list of modules: "Syllabus and Schedule" (3 topics), "Getting Started" (3 topics), "Week One" (3 topics), "Week Two" (1 topic), "Week Three" (2 topics), and "Week Four" (1 topic). A red box highlights the "Syllabus and Schedule" module, which is expanded to show its contents: "SP16 Syllabus" (Word Document), "SP16 Course Calendar" (Word Document), and "Miller" (Web Page). Each item has a status indicator: a dot for unvisited and a checkmark for visited.

D2L keeps track of which activities you have visited and which you have yet to access.

- progress bar indicates the completion percentage (topics completed)
- check mark indicates that the activity has been accessed
- dot indicates that the activity has not been visited

You can select any topic to view it.

The screenshot shows the D2L Content page with the "Syllabus and Schedule" module selected. The left sidebar shows the "Table of Contents" link with a count of 14. The main content area is titled "Syllabus and Schedule" and features a progress bar showing "33.33 % 1 of 3 topics complete". Below the progress bar, there is a list of modules: "SP16 Syllabus" (Word Document), "SP16 Course Calendar" (Word Document), and "Miller" (Web Page). A red box highlights the "Miller" module, which is expanded to show its contents: "Miller" (Web Page). Each item has a status indicator: a dot for unvisited and a checkmark for visited.

To navigate through Content you have several options:

- Use the breadcrumbs at the top left corner.
- Use the next and previous arrows at the top right corner.
- Select the collapsible side panel.

The screenshot shows the 'Student Learning Outcomes' page. At the top left, the breadcrumb trail 'Table of Contents > Getting Started > Student Learning Outcomes' is highlighted with a red box. On the left side, a vertical sidebar with a right-pointing arrow is also highlighted with a red box. At the top right, the page title 'Student Learning Outcomes' is followed by a dropdown arrow, and next to it are icons for a bookmark, a full-screen view, and navigation arrows (left and right), which are highlighted with a red box.

Course Learning Outcomes

1. Exhibit an understanding of audience, purpose, genre, context, and formatting that is responsive to the situation.
2. Plan, write, revise and review multi-paragraph compositions that stress analytical, evaluative, exploratory, and persuasive/argumentative writing within various rhetorical situations.
3. Apply conventions of composition including organization, presentation, and stylistic choices.
4. Employ critical and evaluative reading skills in order to synthesize evidence and/or sources in support of a claim, using an appropriate documentation system.
5. Apply genre conventions including structure, paragraphing, tone, mechanics, grammar, syntax, and style.

The side panel allows you to:


- Go back to the Table of Contents.
- Go to the next Module (Next and Previous arrows).
- Select the next topic in the Module.

This screenshot shows the 'Student Learning Outcomes' page with the side panel open. The side panel, highlighted with a red box, contains a 'Table of Contents' link at the top. Below it are navigation arrows and the title 'Getting Started'. A list of items follows: 'Student Learning Outcomes' (marked with a checkmark and a globe icon and labeled 'Web Page'), 'ENG121 204 FA17 SyllabusRevised 9_27_17' (marked with a bullet and a document icon and labeled 'Word Document'), 'ENG121 204 FA17 ScheduleREVISED' (marked with a bullet and a document icon and labeled 'Word Document'), and 'eLearning Master Daylight Schedule' (marked with a bullet and a spreadsheet icon and labeled 'Excel Spreadsheet'). At the bottom of the side panel is a 'Task: View this topic' link. The main content area shows the 'Student Learning Outcomes' title and a list of outcomes. At the bottom of the page, there are buttons for 'Print' and 'Open with docReader', and a section titled 'Activity Details'.

Discussions

To access and participate in your online discussions, select the **Discussions** link from the navigation bar.

[Course Home](#)
[Content](#)
[Assignments](#)
[Discussions](#)
[Quizzes](#)
[Grades](#)
[Classlist](#)
[Attendance](#)
[Calendar](#)
[Checklist](#)
[More ▾](#)



eLearning Practice Course 1

Announcements ▾
Welcome to eLearning!
Posted Jan 14, 2016 1:53 PM

Welcome ▾
 Instructor Name: eLearning
 E-mail: elearning@arapahoe.edu

A list of all your online discussion topics will appear. Select the discussion topic that you would like to view or participate in.


Discussions

[Settings](#)
[Help](#)

[Discussions List](#)
[Subscriptions](#)

Filter by: **Unread**
[Hide All Topics ▾](#)

Ask Anything ▾

Topic	Threads	Posts	Last Post
Help each other out ▾ This area is for you to ask questions or post concerns about matters pertaining to this class. If you know the answer to something, please jump in and help out your classmates. I will check this on a regular basis.	5	8 (1)	 designer 5 Sep 14, 2015 11:13 AM

You will now see all the postings for that discussion topic. Here you can create a new post of your own (**Start a New Thread**). Selecting a subject link will allow you reply to that message.

Discussions List > View Topic Settings

Help each other out

[Start a New Thread](#) [Refresh](#) [Mark All Read](#) [More Actions](#) ▼

★ [Subscribe to Topic](#) View: Threaded [Apply](#)

This area is for you to ask questions or post concerns about matters pertaining to this class. If you know the answer to something, please jump in and help out your classmates. I will check this on a regular basis.

[Mark Unread](#) [Print](#)

<input type="checkbox"/>				Subject	Authored By	Date
<input type="checkbox"/>			★	What text for this class	designer 5	Sep 14, 2015 11:13 AM
<input type="checkbox"/>			★	fhjdthlkdjfh	ACC Student12	Jul 9, 2015 3:13 PM
<input type="checkbox"/>			★	▼ Is there a required Book for this class?	ACC Student10	Jul 9, 2015 12:53 AM

[Reply](#) [More Actions](#) ▼

★ [Subscribe](#) ☆ [Unsubscribe](#) [Open in a New Window](#)

[What text for this class](#)
 designer 5 Sep 14, 2015 11:13 AM 🍌

Attachments:

[swan.png](#) (246.7 KB)

When you are finished reading and participating, select the **Discussions List** link on the upper left corner to return to the Discussions List page.

[Discussions List](#) > View Topic Settings

Help each other out

[Start a New Thread](#) [Refresh](#) [Mark All Read](#) [More Actions](#) ▼

★ [Subscribe to Topic](#) View: Threaded [Apply](#)

This area is for you to ask questions or post concerns about matters pertaining to this class. If you know the answer to something, please jump in and help out your classmates. I will check this on a regular basis.

[Mark Read](#) [Mark Unread](#) [Delete](#) [Print](#)

<input type="checkbox"/>				Subject	Authored By	Date
<input type="checkbox"/>			★	What text for this class	designer 5	Sep 14, 2015 11:13 AM

Assignments

To submit assignments to your instructor, select the **Assignments** link from the navigation bar.

ACC eLearning Practice Course 1

Course Home Content **Assignments** Discussions Quizzes Grades Classlist Attendance Calendar Checklist More ▾

eLearning Practice Course 1

Announcements ▾

Welcome to eLearning!
Posted Jan 14, 2016 1:53 PM

Welcome ▾

Instructor Name: eLearning
E-mail: elearning@arapahoe.edu

A list of available assignments will appear with their **Score** values and **Due Date** (if any).
Select on the assignment that you would like to submit.

Assignment Folders Help

[View History](#)

Folder	Score	Submissions	Feedback	Due Date
Research Journals				
Research Process Jrnal 1 Closed Feb 8, 2018 10:48 AM	- / 20	1	-	Feb 1, 2018 12:00 AM
Quizzes				
MLA Test Closed Feb 8, 2018 12:00 AM Attachments MLA test.doc (27 KB)	50 / 50 - 100 %	1	View	Feb 1, 2018 12:00 AM
Assignments				
Proposal Closed Feb 15, 2018 12:00 AM Attachments proposal.doc (25.5 KB)	- / 25	0	-	Feb 8, 2018 12:00 AM

You will now see posted Instructions for the assignment, **Attachments** (if any) and an **Add a File** button which lets you browse your computer to upload your assignment. After your assignment is uploaded, select **Submit** to send the file to your instructor.

Proposal - Submit Files

▼ Hide Folder Information

Folder

Proposal

Instructions

This is the first assignment where you can discuss your ideas for the final paper. It will give me an idea of what you are thinking about for the final paper and will help me help you reign in your topic and tell you if it is too large or too small.

Please download the attached file by going to **Assignments**, selecting **Proposal**, and **scrolling down to the attached file**. Then, submit your proposal for the final paper as a Word document to this dropbox.

Remember to follow MLA guidelines as specified in *A Writer's Reference, 7th edition*, pp. 436-440.

Start Date

Jan 18, 2018 12:00 AM

Due Date

Apr 19, 2018 12:00 AM

Attachments

proposal.doc (25.5 KB)

Download All Files

Submit Files

Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Proposal.docx (11.21 KB) X

Source: My Computer

Comments

Paragraph B I U Font Family Size

Submit Cancel

After your submission is complete, you will receive a confirmation and an Internal message (D2L email) will be sent with a submission receipt. Select **Done** when you are ready to return to the Assignments page.

File Upload Results


File submission successful

Submitted Files

 [Proposal.docx](#) (11.21 KB)

Comments

Folder

Proposal 

Submission Date

Apr 25, 2018 2:50 PM

Uploaded By

ACC Designer II

Total File Size

11.21 KB

Internal Message Status

Confirmation Internal Message Sent Successfully

Instructions

This is the first assignment where you can discuss your ideas for the final paper. It will give me an idea of what you are thinking about for the final paper and will help me help you reign in your topic and tell you if it is too large or too small.

Please download the attached file by going to **Assignments**, selecting **Proposal**, and scrolling **down to the attached file**. Then, submit your proposal for the final paper as a Word document to this dropbox.

Remember to follow MLA guidelines as specified in *A Writer's Reference*, 7th edition, pp. 436-440.








Done

View History

Upload More Files

You can now see your Submission.




You can also view your Internal Message receipt if you select the Message alerts icon located at the top of the page. This icon will have a red dot indicating that you have a new message.



eLearning Practice Course 1




 ACC Student10

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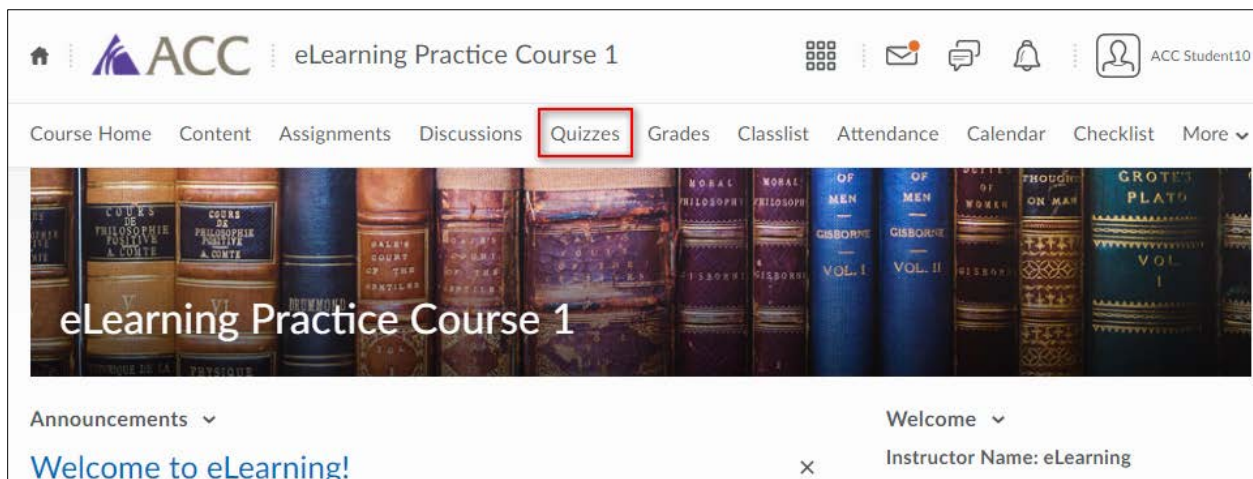
Assignment Folders Help

View History

Folder	Score	Submissions	Feedback	Due Date
Research Journals				
Research Process Jrnl 1 Closed Feb 8, 2018 10:48 AM	- / 20	1	-	Feb 1, 2018 12:00 AM
Quizzes				
MLA Test Closed Feb 8, 2018 12:00 AM Attachments  MLA test.doc (27 KB)	50 / 50 - 100 %	1	View	Feb 1, 2018 12:00 AM
Assignments				
Proposal  Attachments  proposal.doc (25.5 KB)	- / 25	1	-	Apr 19, 2018 12:00 AM

Quizzes

You can access your online quizzes, exams or tests when you select the **Quizzes** link on the navigation bar.



ACC eLearning Practice Course 1

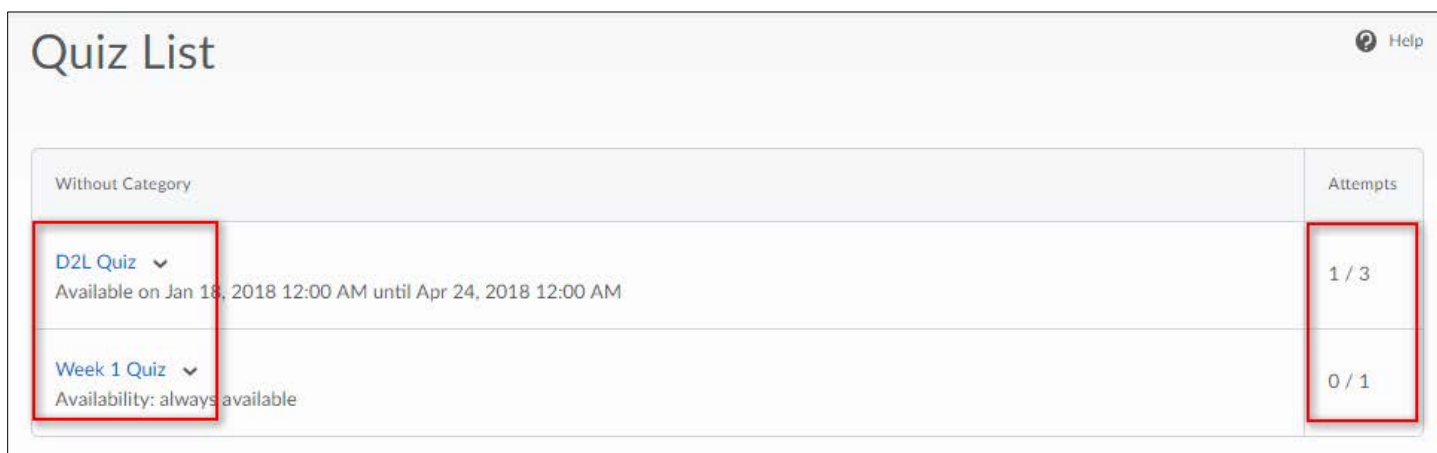
Course Home Content Assignments Discussions **Quizzes** Grades Classlist Attendance Calendar Checklist More ▾

eLearning Practice Course 1

Announcements ▾ Welcome ▾

Welcome to eLearning! x Instructor Name: eLearning

A list of available quizzes, exams or tests will appear showing the available number of Attempts. Select the quiz link if you are ready to start it.



Quiz List

Without Category Attempts

D2L Quiz ▾ Available on Jan 18, 2018 12:00 AM until Apr 24, 2018 12:00 AM	1 / 3
Week 1 Quiz ▾ Availability: always available	0 / 1

This will bring you to a page where you can view **Quiz Details** and **Instructions** before you select **Start Quiz**.

[Quiz List](#) > [Summary](#)

Summary - D2L Quiz ▾

Quiz Details

Current Time

5:14 PM [Update](#)

Current User

ACC Student10 (username: ACC.Student10)

Quiz Period

Available on Jan 18, 2018 12:00 AM until Apr 24, 2018 12:00 AM

Time Allowed

unlimited (estimated time required: 1:00:00)

Attempts

Allowed - 3, Completed - 1

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.



When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 2.






Note: Your quiz may take a few minutes to be set up.

[Start Quiz!](#)


Grades

To view your grades online, select the **Grades** link located on the navigation bar.



[eLearning Practice Course 1](#)






ACC Student10

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eLearning Practice Course 1



Announcements ▾

Welcome ▾

Welcome to eLearning!


Instructor Name: eLearning






You will see your posted grades and any feedback left by your instructor.

Grades Print			
Grade Item	Points	Grade	Comments and Assessments
Quizzes			
Quiz 1	2.71 / 25	10.85 %	
Quiz 2	16 / 25	64 %	
Exams			
MidTerm Exam	95 / 100	95 %	
Final Exam	190 / 200	95 %	
MLA Test 	50 / 50	100 %	Individual Feedback Kristi - You provided good examples and demonstrated excellent understanding of the MLA principles. Nicely done!
Discussions			
Disc. Introductions 	- / 10	-%	[Assessment details]


Classlist

The Classlist shows you a list of your classmates and the instructor in the course. Select the **Classlist** link on the navigation bar to see the Classlist.


eLearning Practice Course 1






ACC Student10

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[More ▾](#)



eLearning Practice Course 1

You will now see a list of your classmates and the instructor. You can check who's online from the Classlist. The Online Status icon (a green dot), displays beside the names of other users who are currently online.

Classlist

Print Help

Internal message Classlist

View By: User ▼ Apply

Search For... 🔍 [Hide Search Options](#)

Search In
☒ First Name ☒ Last Name

Role
☐ Instructor ▼

Flagged
☐ Flagged ▼

Online Status
☐ Online ▼

✉ Internal messaging 🖨 Print

<input type="checkbox"/>	Last Name ▲, First Name	Role
<input type="checkbox"/>	Barrentine, David ▼	Student
<input type="checkbox"/>	Faculty, Faculty ▼	Instructor
<input type="checkbox"/>	Root, Richard ▼	Student
<input type="checkbox"/>	STUDENT, D2L DEMO ▼	-
<input type="checkbox"/>	Student10, ACC ▼ ●	Student
<input type="checkbox"/>	Student12, ACC ▼	Student

Send an Internal message from the Classlist

- Select the check boxes beside the user's names and select **Internal messaging**.

Classlist

Print Help

Internal message Classlist

View By: User ▼ Apply

Search For... 🔍 [Hide Search Options](#)

Search In

☒ First Name
☒ Last Name

Role

☐ Instructor ▼

Flagged

☐ Flagged ▼

Online Status

☐ Online ▼

✉ Internal messaging
Print

<input type="checkbox"/>	Last Name ▲, First Name	Role
<input type="checkbox"/>	Barrentine, David ▼	Student
<input type="checkbox"/>	Faculty, Faculty ▼	Instructor
<input type="checkbox"/>	Root, Richard ▼	Student
<input type="checkbox"/>	STUDENT, D2L DEMO ▼	-
<input checked="" type="checkbox"/>	Student10, ACC ▼ ●	Student
<input checked="" type="checkbox"/>	Student12, ACC ▼	Student

The **Compose New Message** window pops up. Add your Subject, message (Body) and add any necessary attachments then select **Send**.

Compose New Message - eLearning Practice Course 1 - Google Chrome

Secure | <https://accdev.desire2learn.com/d2l/ie/email/139344/ComposePopupIntegration?ou=139344>

Compose New Message

Send Save as Draft Address Book

To:

Cc:

Bcc: ACC.Student10 ACC.Student12

Subject: Type subject here

Body

Type message here;

Priority: Normal

Attachments

Drop files here, or click below!

Upload Choose Existing

Cancel

View a Profile from the Classlist

To view a classmate's profile select the dropdown next to their name and select **View profile**.

Classlist

Print Help

Internal message Classlist

View By: User Apply

Search For... Hide Search Options

Search In

☒ First Name
☒ Last Name

Role

☐ Instructor

Flagged

☐ Flagged

Online Status

☐ Online

Internal messaging Print

Any Questions?

Contact us in eLearning:

Phone: 303.797.5080

Email: elearning@arapahoe.edu

Room: M1710

24/7 Online Technical Support:

Phone: 1.888.800.9198

Email: <http://help.cccs.edu>

Please visit our webpage for more detailed documentation and tutorial videos:

[Student Resources](http://www.arapahoe.edu/departments-and-programs/online-classes/student-resources)

(<http://www.arapahoe.edu/departments-and-programs/online-classes/student-resources>)

You can also find Workshops and Webinars on our [Training Opportunities](https://www.arapahoe.edu/departments-and-programs/online-learning/training-opportunities) web page.
(<https://www.arapahoe.edu/departments-and-programs/online-learning/training-opportunities>)