D2L Quick Reference Guide for Students

Access to D2L (Desire2Learn)

To access D2L (Desire2Learn):

1. Go to the ACC Homepage: www.arapahoe.edu
2. Select myACC.
3. Log in using your S number and Password
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.
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.

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.
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.

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.

Revised: April 17, 2018
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 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.
Discussions

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

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

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

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

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.
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.
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.

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.

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.

### Assignment Folders

<table>
<thead>
<tr>
<th>Folder</th>
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Quizzes

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

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.

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

To view your grades online, select the Grades link located on the navigation bar.
You will see your posted grades and any feedback left by your instructor.

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.
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.
Send an Internal message from the Classlist

- Select the check boxes beside the user’s names and select Internal messaging.
The **Compose New Message** window pops up. Add your Subject, message (Body) and add any necessary attachments then select **Send**.
View a Profile from the Classlist

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

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