D2L QUICK REFERENCE GUIDE FOR STUDENTS

Access to D2L

To access Desire2Learn (D2L)
Go to the ACC Homepage:  www.arapahoe.edu
Click on myACC.

Log in using your S# and Password
Click on the Student Tab

Click on your course under the **Student Schedule** channel.
My Home
This will log you into the Desire2Learn (D2L) main page which is also called the My Home page.

- The **News** widget shows institution wide announcements.
- The **My Courses** widget shows a list of the courses that you are enrolled in.
- The **Helpful Links** widget provides additional links to helpful resources.
Course Home

After you select a course from the My Courses widget, you will see the Course Home page which is the first page of the course.
On the **Course Home** page, you will see:

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

**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 some number of activities.

D2L keeps track of which activities you’ve visited and which you have yet to access.  
- a progress bar indicates the % completion (topics completed)
- a check mark indicates that the activity has been accessed
- a dot indicates that the activity has not been visited
You can click on any topic to view it.
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.

Desire2Learn Two-Week Instructor Training

Contact Information:

Instructor: David Barrente
Instructional Designer, eLearning
david.barrente@arapahoe.edu
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 Communications dropdown menu.
A list of all your online discussion boards will appear. Select the discussion board that you would like to view or participate in.

You will now see all the postings for that discussion board. Here you can create a new post of your own. 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 **Discussion List** page.

**Dropbox**

To submit assignments to your instructor, select the **Dropbox** link from the **Assessments** group on the navigation bar.

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

**Submit Files - Assignment 1**

- **Instructions**
  - Write an introduction for yourself.

**Start Date**
Dec 23, 2013 10:39 AM

**End Date**
Dec 30, 2013 12:39 PM

**Submit Files**

Files to submit *
(0) file(s) to submit

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

- **Add a File**

**Comments**

[Blank Comment Field]
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 email (to your D2L email) will be sent with a submission receipt. Select **Done** when you are ready to return to the Dropbox page.
You can now see that you have one (1) **Submissions**.

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

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**Quizzes**

You can access your online quizzes, exams or tests when you select the **Quizzes** link located under the **Assessment** group of 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 page where you can view Quiz Details and Instructions before you are ready to Start Quiz.
Grades
To view your grades online, select the Grades link located under the Assessment group of the navbar.

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 access the **Classlist**.

You will now see a list of your classmates and the instructor.
Check who's online from the Classlist.
The 🌐 Online Status icon displays beside the names of other users who are currently online.
Send a **Page** from the Classlist.

Select the check boxes beside the users you want to page and select ✨**Page**.

A new window pops up. Enter your message and select **Send**.

Send an email from the Classlist

Select the check boxes beside the users you want to email and select **Email**.
A new window pops up. Enter your **Subject** and message in the appropriate fields. You can select **Upload** to add an attachment. When done composing your message, select **Send**.
View a Profile or Blog from the Classlist

To View Profile or View Blog (provided they have any), select the dropdown next to a classmates’ name.

ANY QUESTIONS?

Contact us in eLearning:
303.797.5080
1.866.680.4222
elearning@arapahoe.edu

24/7 Online Technical Support:
1.888.800.9198
http://help.cccs.edu

Please visit our webpage for more detailed documentation and tutorial videos at:
http://www.arapahoe.edu/departments-and-programs/online-classes/student-resources