

2014

D2L STUDENT MANUAL



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D2L (DESIRE2LEARN) STUDENT MANUAL



Table of Contents

What is D2L?	2
Login :	2
My Home	3
The Minibar	3
Course Navbar	7
Content	8
Discussion	9
Classlist	9
Dropbox	11
Quizzes	12
Grades	13
Glossary	14

WHAT IS D2L?

Desire to learn (D2L) is a Learning management system (LMS) used by many colleges and universities over the world. It is an instructional/course management software package that allows students and instructors to work with materials via the Internet. To access D2L, you need a computer, Internet connection, and Internet browser. It is compatible with all major web browsers (Internet Explorer, Firefox, etc.) on both Windows and Macs, however for best performance we recommend using Firefox. D2L is a password-protected environment, which provides you with a D2L "My Home" page displaying your courses that use D2L. A D2L course site allows "anytime, anywhere" access to syllabi (course outlines), readings, multi-media files, electronic dropboxes (places to turn in assignments), online quizzes, email, grading, student progress reports, project files, etc.

LOGIN :

Connect to the Internet and enter:

<http://el.mu.edu.sa/>

Enter your username and password. Click Login.

TIP: Log In

You can click the Log In button after entering your username and password, or just hit Enter on your keyboard.

The first page you see when you log into the site is called “**My Home.**” Here you can view college news, access your courses, your settings, and your personal tools.

MY HOME

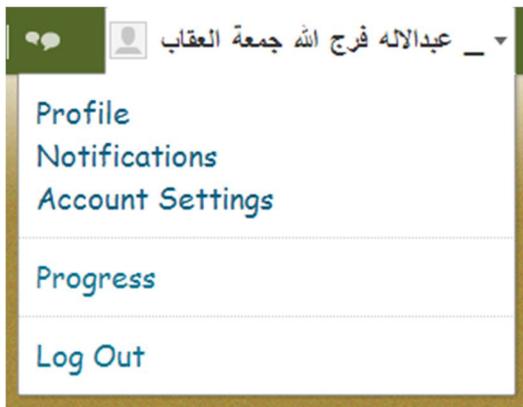
The screenshot displays the D2L My Home interface. At the top, there is a green navigation bar with 'My Home' and 'Select a course...' on the left, and icons for email, calendar, and discussion board on the right, along with the user's name 'عبدالله فرج الله جمعة العقاب'. Below this is a banner for the 'Department of Electronics And Distance Learning'. A secondary green bar contains social media icons (Facebook, YouTube) and a 'Help' link. The main content area is organized into four columns: 1. 'My Courses' with a list of S341 and S342. 2. 'News' featuring a post titled 'Test News 2' dated Nov 4, 2013, with a 'Show All News Items' link. 3. 'Calendar' showing the current date as Saturday, May 3, 2014, and a message that there are no upcoming events. 4. 'الدليل التدريبي' (Training Guide) which includes a video icon and a link to '/content/2013-11-27_1717.avi' titled 'مقدمة لباوية التعلم الالكتروني' (Introduction to E-Learning) with the subtitle 'How I Can access D2L LMS'.

THE MINIBAR

Minibar is located at the top of the page and stays there whether you are at you're my Home page, in a course or if you scroll down. When there is a new Email/Pager, Notifications or Discussion Board alert, a red dot will appear on that icon.



- Click Profile to change your profile image and other personal information.
- Click Notifications to control how you receive notifications about activity in your courses.
- Click Account Settings to manage your global D2L settings: font, video, discussion and email.
- Click Progress to access the progress summary from all courses.
- Click Logout to exit D2L.



Edit My User Profile

عبدالله فرج الله جمعة العقاب



Nickname

Hometown

Homepage

[Change Picture](#) 

Social Networks

<p>Facebook</p> <input type="text" value="http://www.facebook.com/princeTpt"/> <p><i>e.g. http://www.facebook.com/myusername</i></p> <p>Twitter</p> <input type="text"/> <p><i>e.g. http://twitter.com/#!/myusername</i></p>	<p>Google</p> <input type="text"/> <p><i>e.g. https://profiles.google.com/myusername</i></p> <p>LinkedIn</p> <input type="text"/> <p><i>e.g. http://www.linkedin.com/in/myusername</i></p>
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Contact Information

You can use the "Select a course" or "My Courses" tools to enter the courses you are registered for.

This screenshot shows the 'Select a course...' dropdown menu in the D2L interface. The menu is open, displaying a search bar and a list of courses. The search bar contains the text 'Search for a coi' and a magnifying glass icon. Below the search bar, there is a dropdown menu for 'by Course Name'. The list of courses includes:

- 231_أساسيات التثريج_ MDL - 32_56_325610_44284_S341_77834_CO
- 232_أساسيات علم وظائف الأعضاء_ MDL - 32_56_325610_44285_S341_69060_CO
- 243_الأحياء الدقيقة الطبية_ MDL - 32_56_325610_44291_S342_72467_CO
- المدخل إلى الثقافة الإسلامية_SALM 101 - 32_90_H4030_43421_S341_99170_CO
- النظام الاقتصادي في الإسلام_SALM 103 - 32_90_H4030_43851_S342_99170_CO
- النظام الاقتصادي في الإسلام_SALM 103 - 32_90_H4030_43851_S342_95384_CO
- علم الأحياء الدقيقة العامة_ MDL - 32_56_325610_44287_S341_96024_CO

On the left side of the screenshot, the 'My Courses' section is visible, showing a list of courses with a 'Note: Course' label. On the right side, the 'Calendar' section is visible, showing the date 'Friday, May 2, 2014' and a message 'There are no events to display.'

This screenshot shows the D2L course page for '243_الأحياء الدقيقة الطبية_ MDL'. The page header includes the course title and a navigation menu with the following items: Content, Discussions, Dropbox, Quizzes, Grades, Classlist, Online Rooms, News, and Glossary. The main content area is divided into several sections:

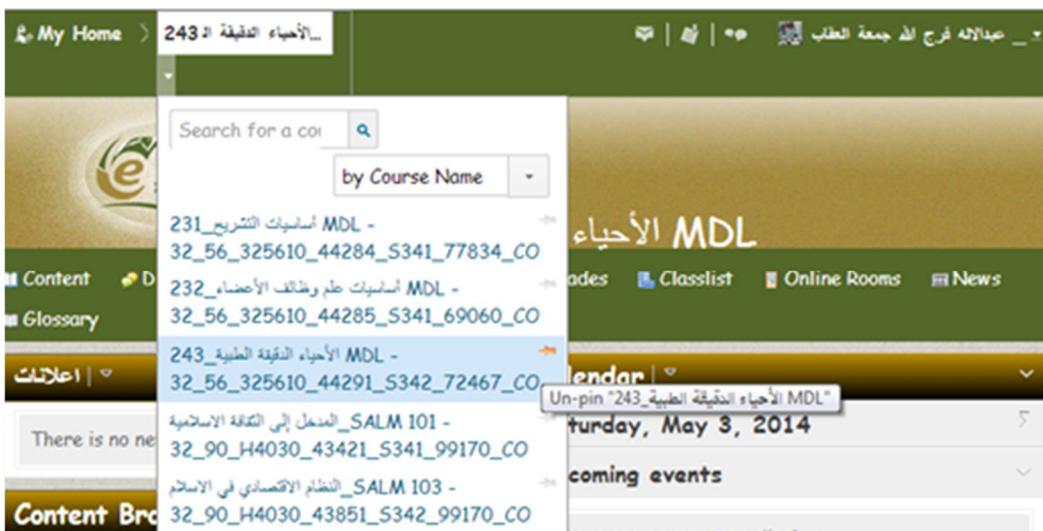
- اعلانات** (Announcements): A message stating 'There is no news to display.'
- Content Browser**: A section with 'Bookmarks' and 'Recently Visited' tabs. The 'Recently Visited' tab is active, showing a list of content items: 'Intorduction', 'week 1', 'week 2', and 'week 3'.
- Calendar**: A section showing the date 'Saturday, May 3, 2014' and a message 'There are no events to display.'
- Tasks**: A section with a message 'Add a task...'.
- Updates**: A section showing a message 'There are no current updates for 243_الأحياء الدقيقة الطبية_ MDL'.

From the Course Home page, you will see News related only to the course you are in, Upcoming events for the course – such as Dropbox, Quiz and Discussion due dates – and your Calendar, if your instructor has made this available.

The Minibar is also still visible, so you can access the tools and options located there.

You can access your D2L Home page by clicking the “My Home” link at the top left of the page.

You can get back to the Course Home page by clicking either the name of the course in the Minibar or in the Navigation bar.



Using the Select a course pull-down menu in the Minibar, courses can be “Pinned” to the top of the list. Use this feature to access courses directly without having to go to the “My Home” page.

COURSE NAVBAR

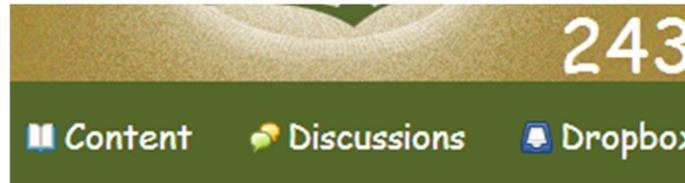
Once you enter a course, the navbar looks like Figure 1. The General Minibar at the top remains same,



Course Nav	Contains...
Content	Everything the instructor has posted about the course, including syllabus, lectures, etc.
Discussions	This is where you will read and respond to discussion topics.
Dropbox	This is where you upload files to submit assignments.
Quizzes	Your instructor will create quizzes here. They are often only available for a set amount of time.
Grades	Grades for quizzes should show up automatically. Other grades are posted by your instructor.
Classlist	This shows everyone enrolled in your course and gives you a quick way to contact them.
Online room	Your instructor will create Virtual Classroom here.
News	Your instructor can post news here.
Glossary	If you don't know the meaning of a term related to D2L, check here.

CONTENT

The **Content** can be accessible from the course home page by clicking the **Content** link located on the Course Navbar. Materials for the course are posted in the content area.



Accessing content:

1. Click the **Content** link. You will then be able to view the material (content matter) of the Course content.
2. The left hand side will display the **Modules**, with the title of the lesson, chapter, topic or unit. Clicking on the title will let you view the full content of that topic.

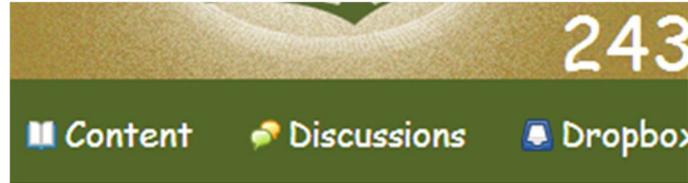
Search Content:

1. Click **Content** on the Course Navbar
2. Click the "search topics" link located on the upper leftt corner of the page.
3. Type the keyword on the box beside the Search.
4. Click **Search** Button.



DISCUSSION

Discussion allows you to communicate with your instructor and the peers without have to be online at the same time.



Posting Message on Discussions Board:

1. To post a message, go to the course home page and click the **Discussions** link on the course navbar. It will list the available discussion forums and topics.
2. Choose the topic under which you wish to post a message.
3. Click **Add Message** button as shown below. You should be able to view the area to type the message on the lower part of screen.
4. Type in the subject of the message in the box beside **Subject**.
5. Type the message in the bigger text box.
6. You may attach a file to the message, if you wish, in the Attach File box or by clicking Browse and choosing the file.
7. Click **Submit** button.

CLASSLIST

The classlist is accessible from the course home page by clicking the **Classlist** link located on the course Navbar as shown in the Figure below.



- The Classlist will display the name and email address of all the class members and the instructor.

- Names can be sorted by last name or first name respectively.
- To send a page to a particular member, click on their name. A pop up window will appear to type in the message.
- A highlighted name designates that a user is currently online.
- By clicking the ? icon, the users profile will be displayed.
- By clicking the 🏠 icon, the users homepage will be displayed.
- By clicking the 👤 icon, a new window will pop open to display the groups a member is enrolled in.
 - *If the icons are unable to be clicked, the feature may not be available for that particular member*
- You can send the email to each individual by clicking their email address or email everyone on the page or everyone in the class by clicking the appropriate link at the bottom of the Classlist.

Classlist Print Help

View By: User ▼ Apply

Search For: 🔍 Show Search Options

📧 Email 📄 Page 🖨️ Print

20 ▼ per page

	Image	Last Name ▲ , First Name	Role
📧 ?		عبدالاله فرج الله جمعة العقاب	●
📧 ?		ABDULAZIZ IBRAHIM M ALDOWISH, عبدالعزيز ابراهيم محمد النويش	
📧 ?		ABDULLAH MESFER M ALGHAMDI, عبدالله مسفر آل مسفر الغامدي	
📧 ?		ABDULRAHMAN MOHAMMED A ALASMARI, عبد الرحمن محمد عبد الرحمن الاسمري	

DROPBOX



Dropbox is accessible from the course home page by clicking the **Dropbox** link located on the course **Navbar** as shown in Figure. **Dropbox** is the container where you may upload your files to submit assignments and homework to your instructors electronically.

Submitting Files to Dropbox

You may upload any type of files to a **Dropbox** following the instructions listed below:

1. Click **Dropbox** link located on the course Navbar.
2. Choose the folder in which you want to submit the assignment from the **Dropbox Folder**.
3. Click browse button to select the file you want to upload in D2L.
4. Type **Description** of the file.
5. Click **Upload** button.
6. Click **Done** button.

Note: To double check if the file has been uploaded successfully, click **History** button. It will display all the files you have uploaded for that course.

QUIZZES

Quizzes is accessible from the course home page by clicking the **Quizzes** link located on the Course **Navbar** as shown in Figure below



Taking quiz

1. Click **Quizzes** link located on the course homepage.
2. Choose the active quiz you wish to take.
3. Read instruction and Click **Start Quiz**.
4. Alert window will appear. Click **OK** to confirm to take a quiz or else click **Cancel**.
5. You may take the quiz. Use buttons  to move forward or  to move backward.

Note: Save answer to each question after attempting it. Notice the icons () below the question numbers in the left hand side of the quiz turns bold after you have saved answer to that question.

6. When you are done taking quiz Click on  **Save All Questions**.
7. Click  on **Go To Submit Quiz**  **Note:** *D2l will prompt for re-confirmation of the quiz submission along with warnings if you have missed to answer any question*
8. An alert window will appear, click **OK** to confirm or else **Cancel** to get back to the quiz.

GRADES

The **Grades** section is accessible from the course home page by clicking the **Grades** link located on the course **Navbar** as shown in Figure. You should be able to view the grades for your assignments, quizzes and other examinations as posted by your instructor. If nothing is listed, possibly the instructor has not posted the grades yet.



Final Grade for Studious Student 1				
Points: 85 / 100				
Grade: A				
Comments:				
Grades for Studious Student 1				
	Item Name	Points	Grade	Comments
	Quizzes	37/50		
	Chapter One	9/10	90%	
	Chapter Three	9/10	90%	
	Chapter Four	10/10	100%	
	Chapter Five	9/10	90%	
End of Quizzes				
	Paper One	22/25	88%	
	Paper Two	18/25	72%	

GLOSSARY

The **Glossary** works similar to the one that is usually found in the glossary section of textbooks. In the **Glossary** section you may find the definition of terms related to the course. The **Glossary** is accessible from the course home page by clicking the **Glossary** link located on the **Course Navbar**.



A popup window will be displayed with the definitions of keywords for the course. To exit glossary, click **Close Window** link.

