

Using Desire2Learn (D2L) for the First Time

Online courses at Saint Paul College require access to Desire2Learn (D2L), a learning management system designed for providing course information online.

By utilizing the latest technology, the College delivers courses at places and times that are convenient to the student. Courses delivered via the Internet using the Desire2Learn learning management system allow students and faculty to communicate regardless of the distance between them.

Using Desire2Learn (D2L) will allow you to have access to your online course from anywhere and anytime via the Internet.

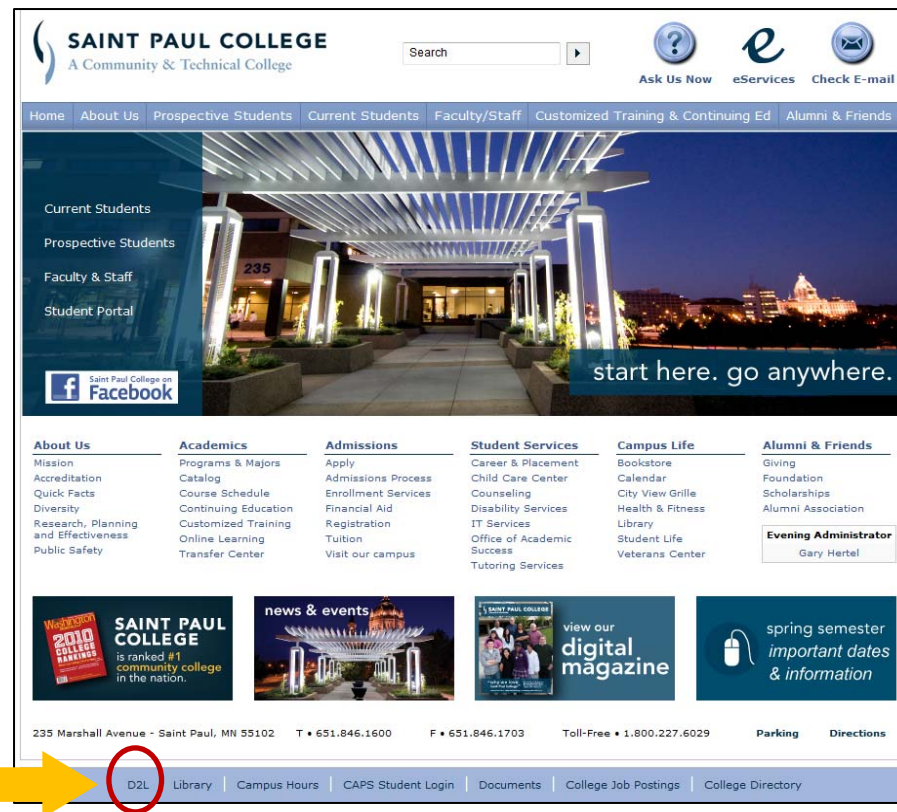
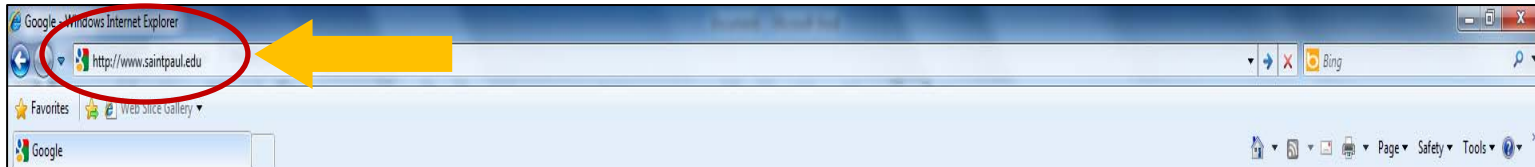
This handout will show you how to:

- access D2L
- log in
- access a course
- access course related materials using
 - News
 - Content
 - Discussions
 - Dropbox
 - Quizzes
 - Grades
 - Classlist

1. GETTING STARTED: LOGGING IN

You will need a valid e-mail address (i.e. Saint Paul College Student Email Account).
You will need to have access to the Internet from a Windows PC or a Macintosh.

- Open an Internet browser (i.e. IE 8, Mozilla Firefox 7)
- Type www.saintpaul.edu in the browser address box to take you to the College's home Web page



The D2L link is located in the footer at the bottom of the Web page.

- Click **D2L**

NOTE: If you are unable to access Desire2Learn (D2L) from Saint Paul College home page, type <https://saintpaul.ims.mnscu.edu> in the white address box of your browser.

For courses for which you are registered:

Your Username is your 8 digit Student ID including any leading 0s (i.e. 00012345)

Your Password is your Date of Birth – (*yymdd*) (i.e. January 1, 1973 is 730101)

Note: You will be prompted to change your password to a minimum of 8 characters. Passwords are case sensitive and can be any combination of letters and numbers.

- **Username:**
Type 8 digit Student ID
- **Password:**
Type Date of Birth
- Click **Login**

Saint Paul College
A Community & Technical College

Home

Login

Username:
00012345

Password:

Please note your password is case sensitive.

[Forgot Password?](#)

Your password will be emailed to you.

Online Learning

This page is designed to assist Saint Paul College students and faculty using **Desire2Learn** new learning management system. You will find links for students and faculty that get started in D2L and allow you to do a system check to ensure your Web browser is configured correctly.

[Click here to do a system check!](#)

Login Instructions

Username:

- 8-digit Student ID number including the leading zeros (e.g. 00012345)

Password:

- Your birth date in the format YYMMDD (e.g. January 1, 1973 is 730101)

New to Online Learning?

[Video Lesson 1: Getting Started in Desire2Learn \(7:39\)](#)

[Video Lesson 2: Content and Discussions \(5:12\)](#)

[Video Lesson 3: Dropbox \(3:10\)](#)

[Video Lesson 4: Quizzes \(4:45\)](#)

[Video Lesson 5: Grades and Classlist \(4:35\)](#)

[Try D2L!](#)

System - Wide D2L Support Services

Need further assistance?
Ask a Question at D2L.custhelp.com

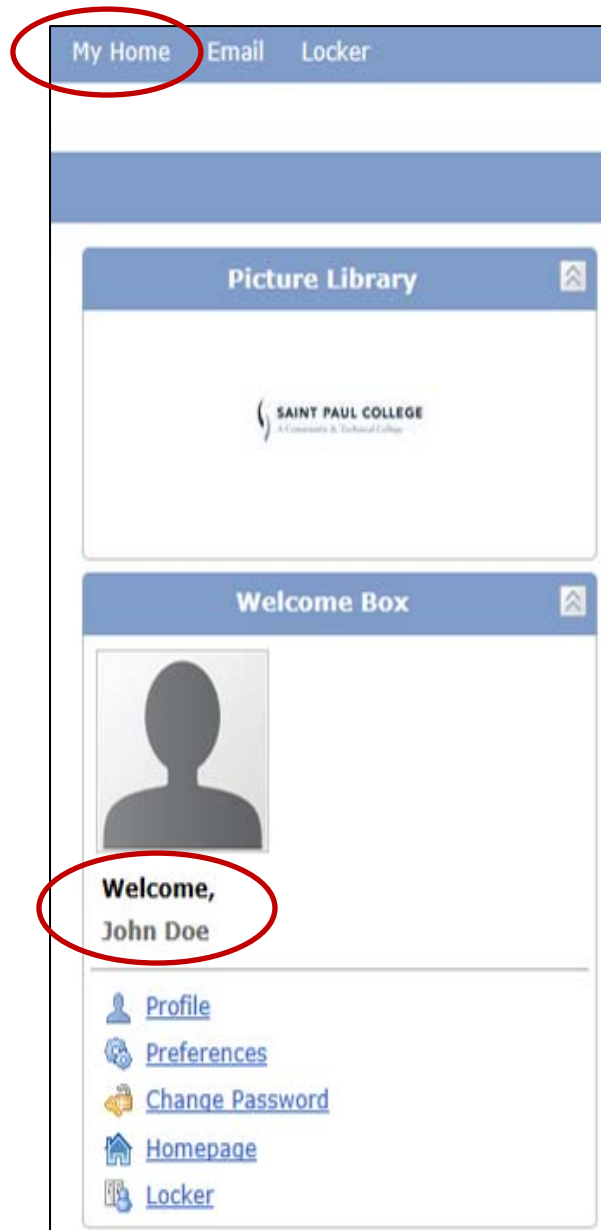
Or call 1.877.235.2751

Powered by **Desire2Learn**

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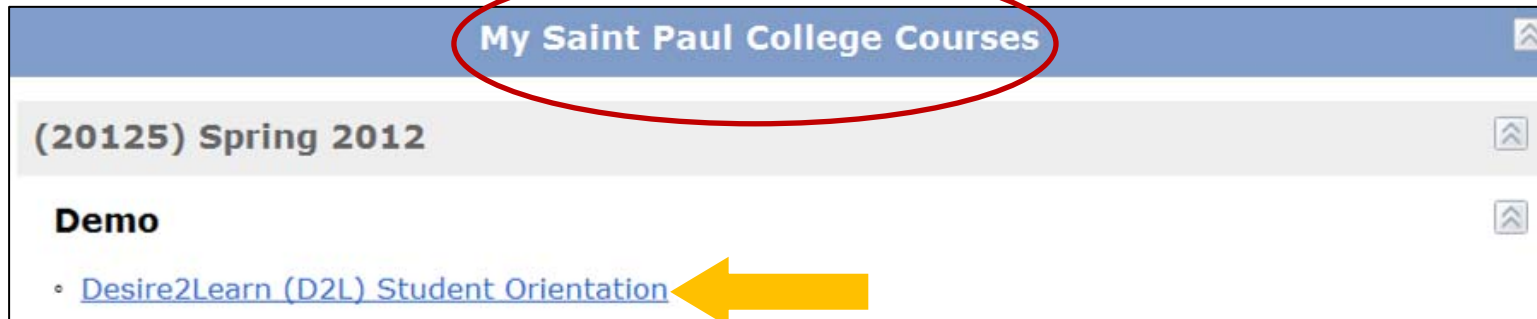
- You should now be at your **My Home** page



- You will see **Welcome**, *first name last name* in the left navigation pane window

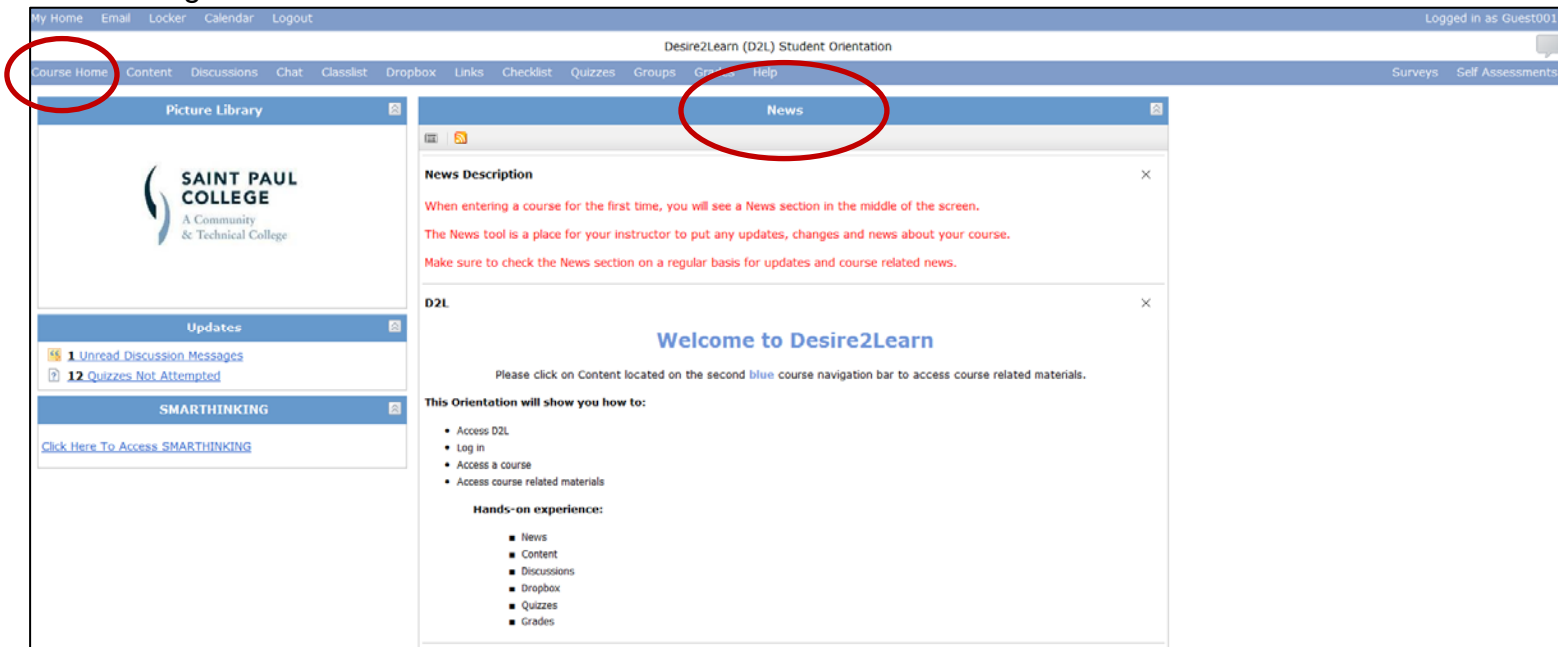
In the center of your **My Home** page is **My Saint Paul College Courses**

- To access a course using D2L that you are registered for, click on the course name link (i.e. Desire2Learn (D2L) Student Orientation)



- You should now be at your **Course Home** page
- When entering a course for the first time, you will see a **News** section in the middle of the screen

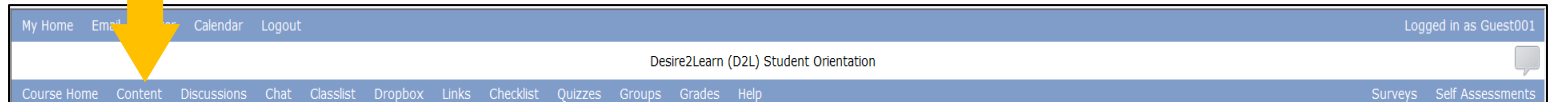
The **News** tool is a place for your instructor to put any updates, changes and news about your course. Make sure to check the **News** section on a regular basis.



2. COURSE CONTENT

The Content area is one of the most frequently used tools of your course. Content is where you will find your syllabus, course outline, lecture notes, assignments, resources and other important course related information.

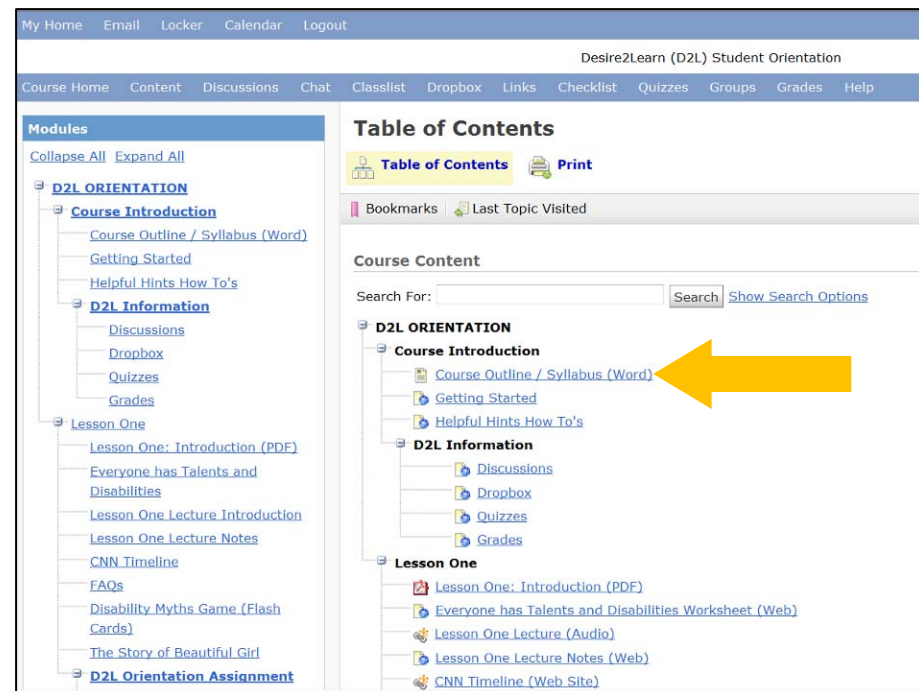
- Click **Content** on the second navigation bar



To open a topic inside of Content, simply click on a topic name link (i.e. Course Outline / Syllabus (Word)). These may consist of Word documents, Excel spreadsheets, PowerPoint slides, videos, audio files, PDFs, Web sites etc.

Your course syllabus will contain very important information for your success. Check for it on your first day of class and if you do not see it, contact your instructor immediately. If you have any questions regarding course content, you need to contact your instructor for further explanation.

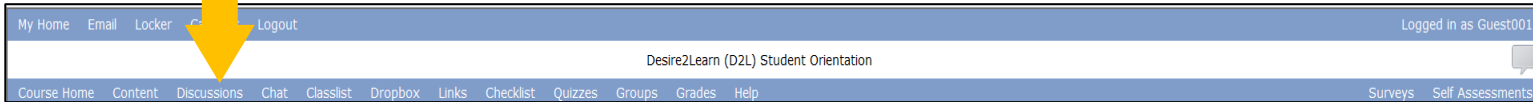
- Click a link in the Content area to open a topic



3. DISCUSSIONS

The Discussion board enables you to communicate from anywhere, any place and at any time. It is a powerful tool to share ideas, information and opinions.

- Click **Discussions** on the second navigation bar



- Read the directions on how to respond and reply
- Click a discussion topic (i.e. Sample Discussion 1)

My Home Email Locker Calendar Logout
Desire2Learn (D2L) Student Orientation
Course Home Content Discussions Chat Classlist Dropbox Links Checklist Quizzes Groups

Discussion Areas
Discussions List
Settings

Instructions

- The Discussions tool provides a place for users to communicate by posting messages into defined topic areas and responding to messages posted by other users.
- Discussions take place inside topics, where messages are posted, read, and replied to. Discussion topics are organized into forums, which are collections of related topics.
- Use this page to access discussion topics.
- To enter a discussion topic, click its name.

Forums & Topics List

Display: All Forums and Topics Apply

Title

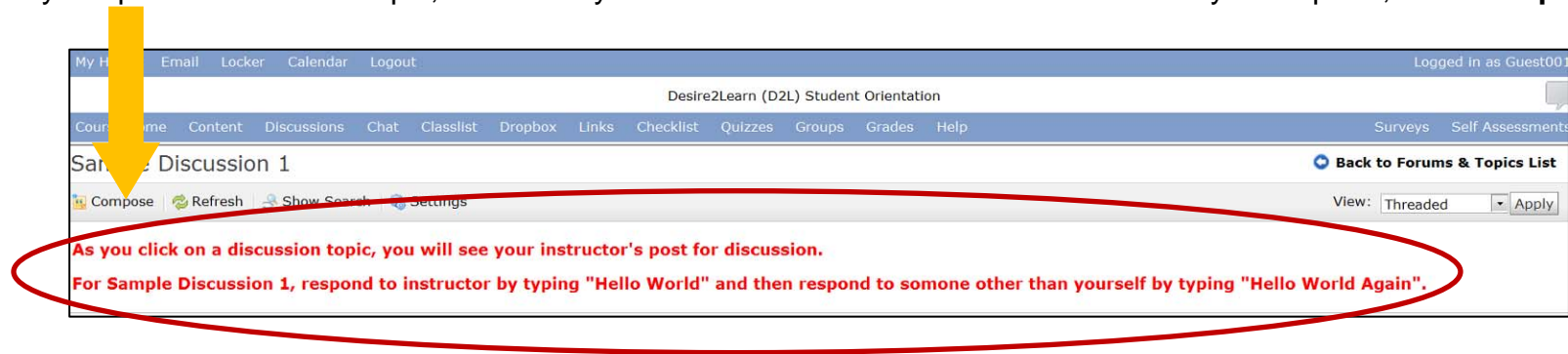
[Discussions](#)

To Respond to Sample Discussion 1 Topic:
Click on **Discussion topic link** (i.e. *Sample Discussion 1*)
Click on **Compose**
Type in subject white box (i.e. *Sample Discussion 1*)
Type in HTML editor (i.e. white box) your response (i.e. *Hello World*)
Click on **Post**

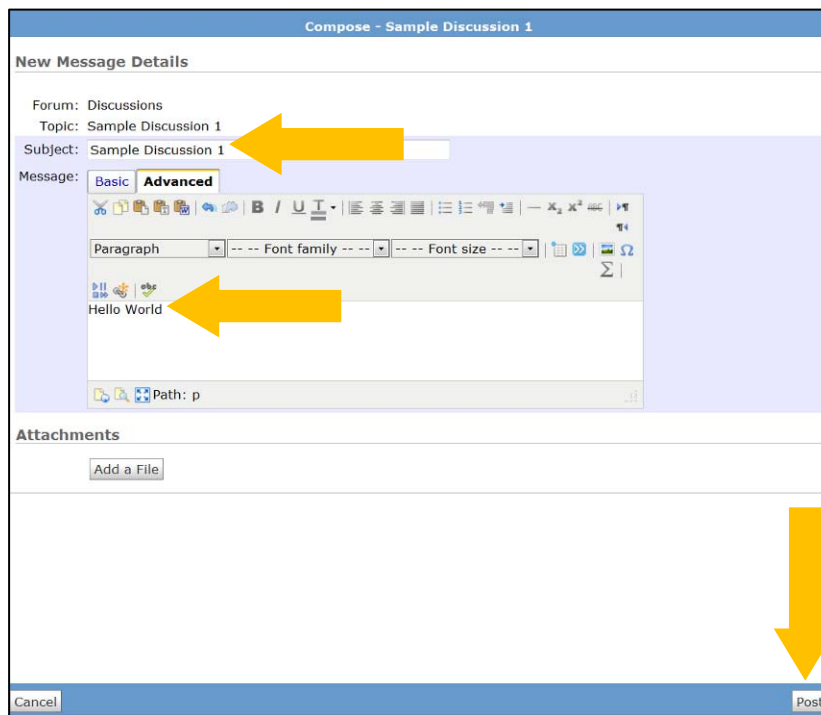
To Reply to a Response:
Click on **Discussions**
Scroll down and click on a discussion topic link other than your own (i.e. *Sample Discussion 1*)
Click on **Reply**
Type your response in the HTML editor (i.e. *Hello World Again*)
Click on **Post**

[Sample Discussion 1](#)
2 messages - 1 unread

- When you open a Discussion topic, read what your instructor has instructed and when ready to respond, click **Compose**



- Type your subject in subject white Box (i.e. Sample Discussion 1)
- After reading the instructions, type your response in the HTML editor. In the example below "Hello World" was typed in the HTML editor
- Click **Post** located in lower right corner when finished



- To reply to a response previously posted by another student you can click a discussion topic link not authored by you

For Sample Discussion 1, respond to instructor by typing "Hello World" and then respond to someone other than yourself by typing "Hello World Again".

Subject	Authored By	Date
Sample Discussion 1	Guest 002	Jan 23, 2012 1:40 PM
Sample Discussion 1	Guest 001	Jan 23, 2012 1:39 PM

No message selected

- Click Reply


For Sample Discussion 1, respond to instructor by typing "Hello World" and then respond to someone other than yourself by typing "Hello World Again".

Subject	Authored By	Date
Sample Discussion 1	Guest 002	Jan 23, 2012 1:40 PM
Sample Discussion 1	Guest 001	Jan 23, 2012 1:39 PM

View Message

[Discussions](#) > [Sample Discussion 1](#) > [Sample Discussion 1](#)

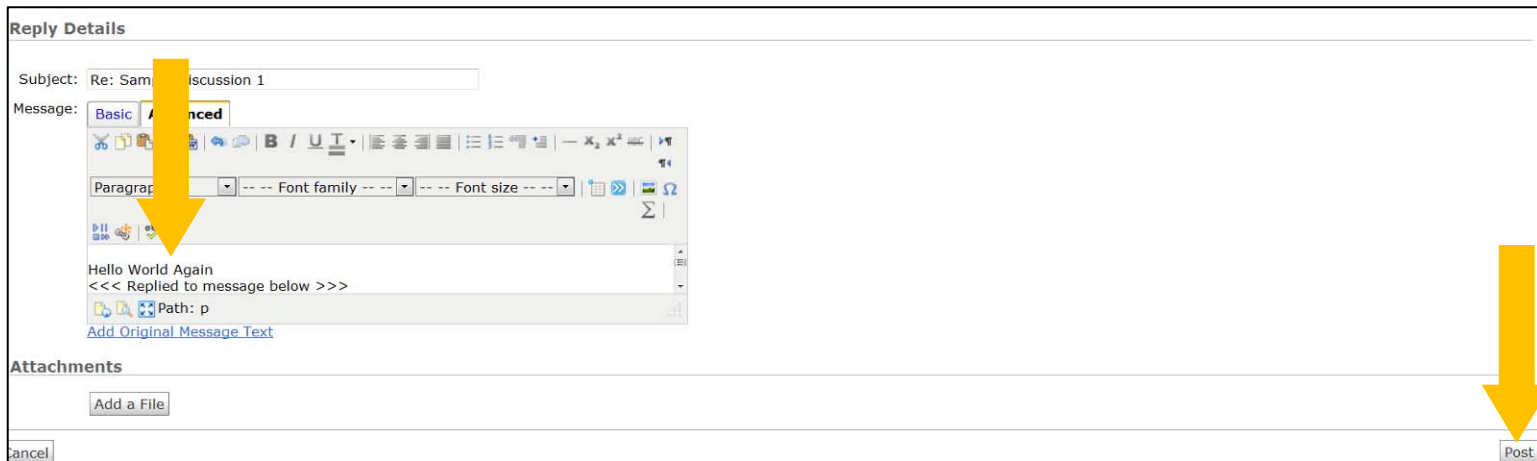
[View Message](#) [Reply](#)

 **Sample Discussion 1**
Guest 002 Jan 23, 2012 1:40 PM

Hello World

- Type your response right above <<<Replied to message below>>>

In the example below “Hello World Again” was typed.



- When you are finished typing your response click **Post**

4. DROPBOX

The Dropbox tool is used primarily to submit assignments. You will see a folder list outlining the folders available, submission and feedback information. This is an area your instructor retrieves your submitted files, grades it and possibly gives you feedback which is viewable in the Dropbox and/or Grades area.

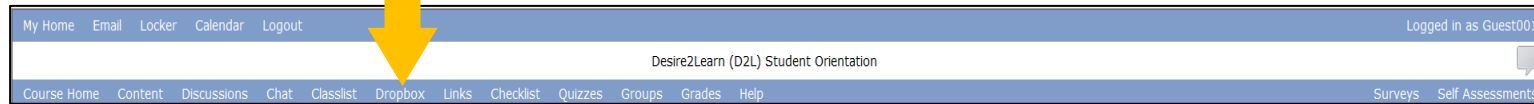
Many of you will be given assignments which you will type up in a Word document saving it to your flash drive, desktop etc. Once you have saved your document, you are ready to submit it to its appropriate Dropbox folder.

Note: If you do not have Microsoft Word, save your document as a text (.txt) or a (.rtf) Rich Text Format file. You can also use the Save as type: dropdown box and then select Word document or (.doc).

When naming your word document, please follow the same naming convention you would in naming any other file. That is, do not use any special characters and avoid using spaces in the file name:

(i . e . ` - = [] \ ; ' , . / ~ ! @ # \$ % ^ & * () _ + { } | : " < > ?)

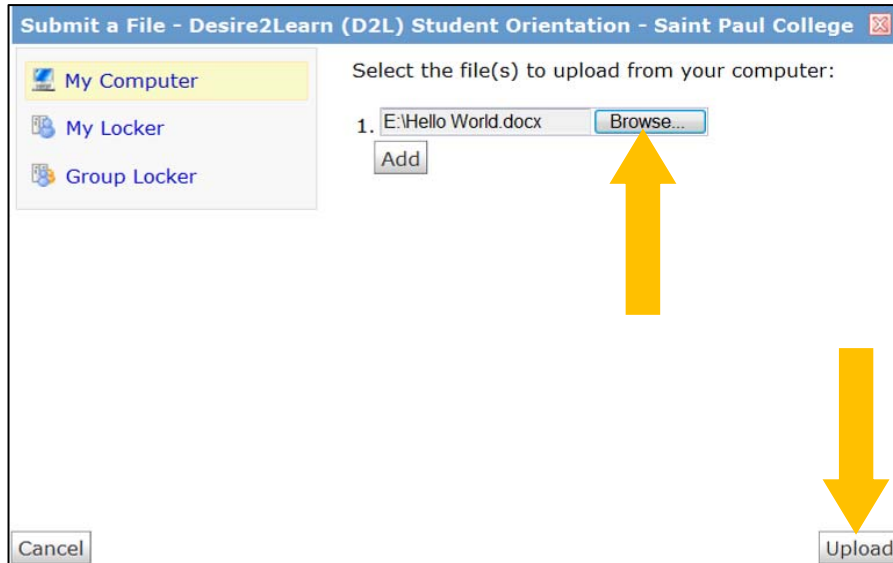
- Click **Dropbox** on the second navigation bar to submit an assignment



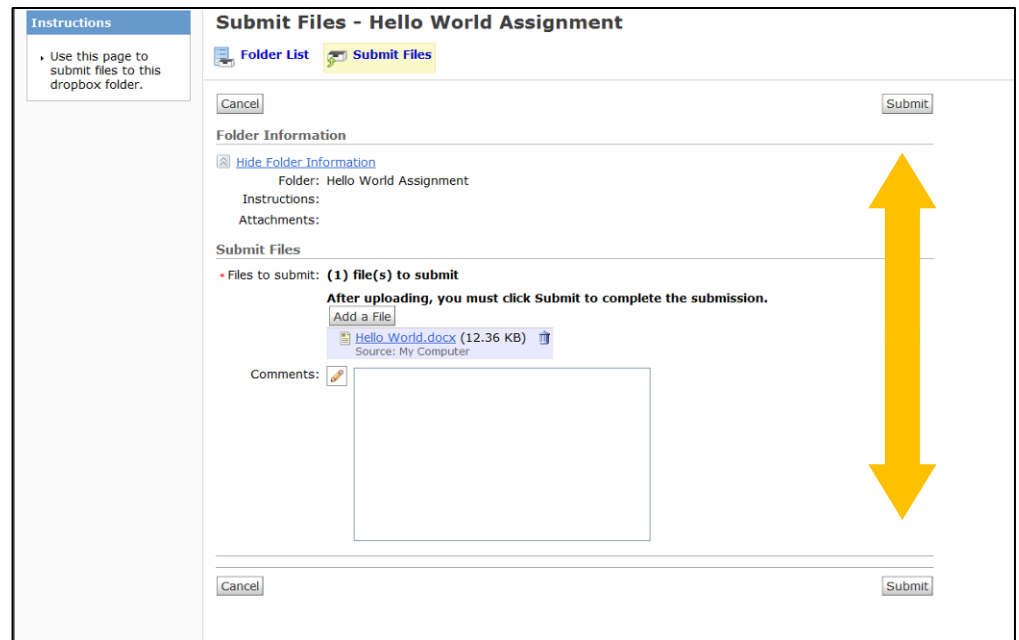
Notice in the left navigation pane, a set of instructions (how-tos). These step by step instructions are placed within most of the tools you will be using.

- Click a Dropbox folder link to open it up (i.e. Hello World Assignment)
- Click **Add a File**

- Browse for your saved assignment file (i.e. Hello World)
- Click **Upload**



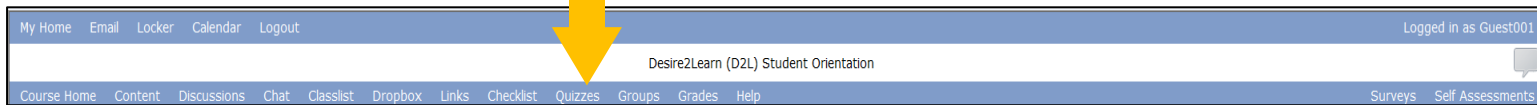
- Click **Submit**



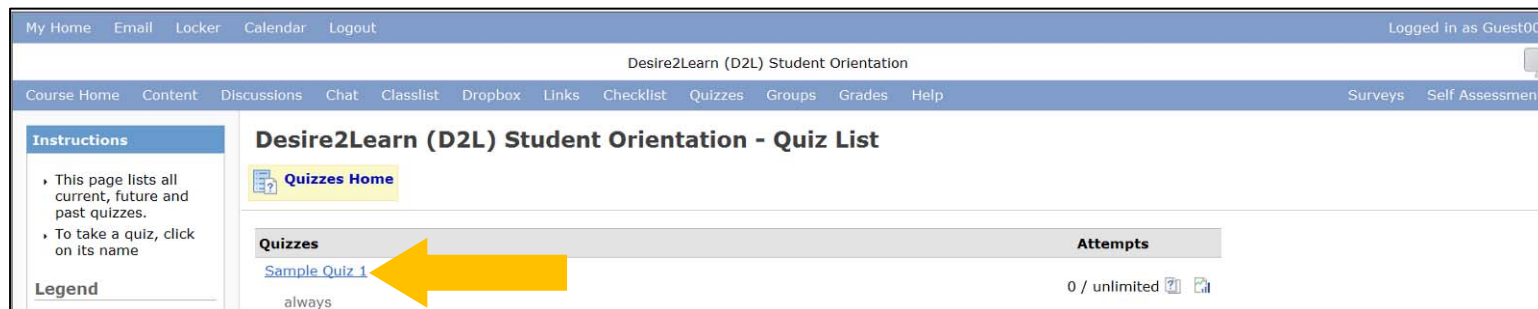
5. QUIZZES

The Quizzes tool is primarily used to complete quizzes, midterms and exams online.

- Click **Quizzes** on the second navigation bar



- To take a quiz, click a quiz link to enter the quiz
In the example below, “Sample Quiz 1” is being entered.



Please note, instructors can set quizzes up in a variety of ways. It is very important to read the “Quiz Details and Instructions” prior to starting your quiz.

- Click **Start Quiz** to begin quiz

Instructions

• This page shows information about a specific quiz.

Sample Quiz 1

[Quizzes Home](#) [Summary](#) [Submissions](#) [Reports](#)

Start Quiz!

Description

It is very important to read the "Quiz Details and Instructions" prior to starting your quiz.

Quiz Details

Current Time: 2:30 PM [Update](#)
Current User: Guest 001 (username: Guest001)
Quiz Period: always
Time Allowed: 10
Attempts: Allowed - unlimited, Completed - 2

Instructions

For each question, there is a "Save" button. Clicking the "Save" button saves your response to that question. You can save each question as many times as you wish. When you navigate to another page of the quiz by using the right and left arrows, all your questions on the current page will be saved.

Before submitting the quiz, you will have the opportunity to return to questions that you may have missed or simply did not answer.

You can submit your quiz responses at any time. However, if you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 3.

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

The timer will not begin until after the set up process is finished.

- Click **OK**

Confirmation

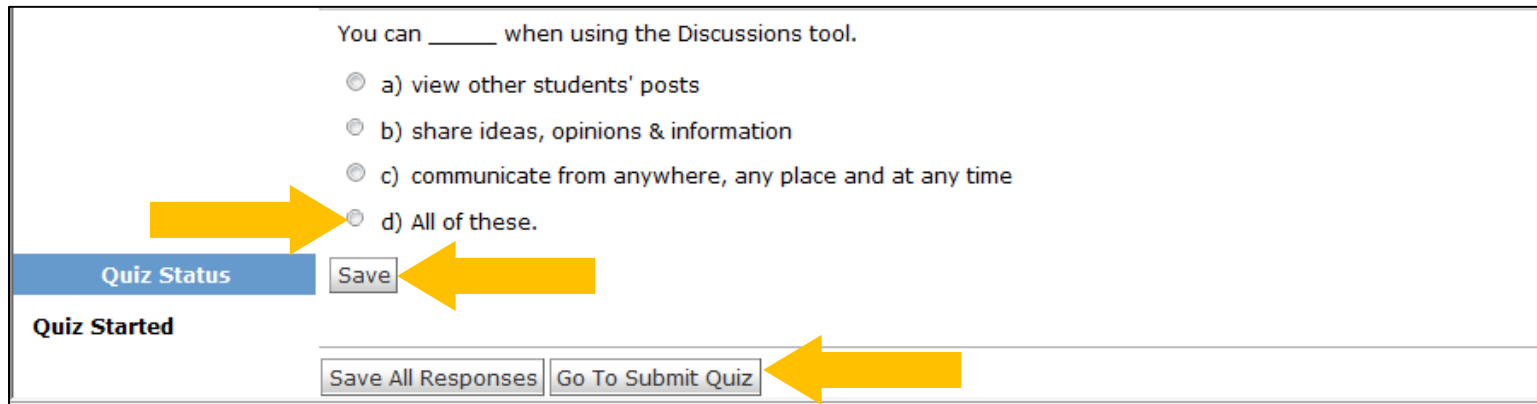
? You are about to begin the quiz. It may take a few minutes to set up your quiz.

The timer will not begin until after the set up process is finished.

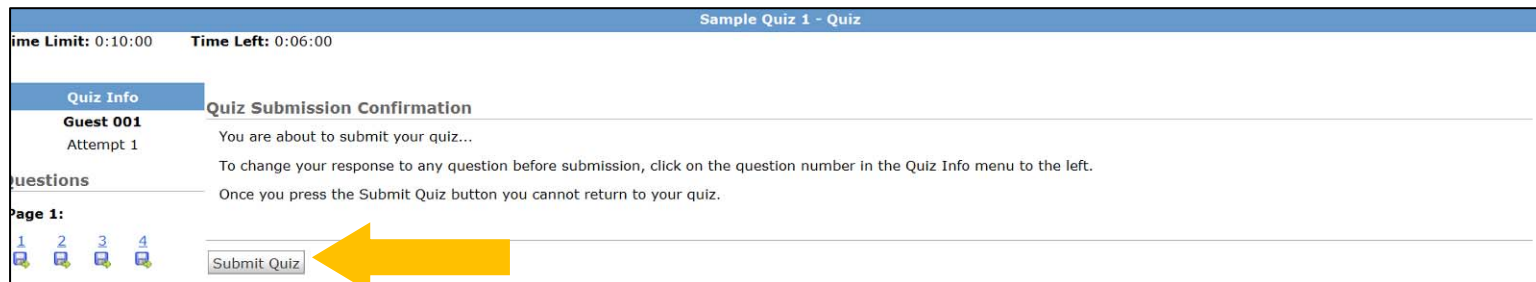
If you submit your responses after the time limit expires, your attempt will be recorded as a late submission.

Click OK to start your quiz or click Cancel if you do not wish to start it now.

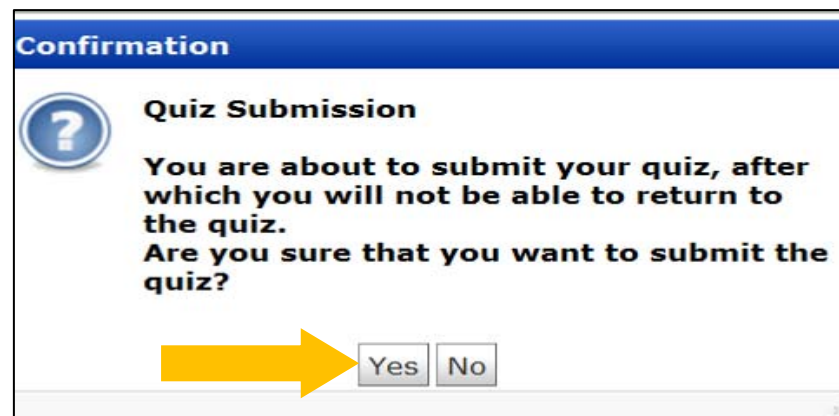
- Select correct answer by clicking on radio button to left of correct answer choice
- Click **Save**
- Click **Go To Submit Quiz**



- Click **Submit Quiz**



- Click **Yes**



The screen print below shows the Attempt Score and Overall Grade.

Instructions

• This page shows available quiz results for your attempt.

Legend

- ✓ Correct Response
- ✗ Incorrect Response
- ➔ Correct Answer

Sample Quiz 1

[Quizzes Home](#) [Summary](#) [Submissions](#) [Reports](#)

Guest 001 (username: Guest001)

[To Submissions](#)

Attempt 2

Written: Jan 26, 2012 8:11 PM - Jan 26, 2012 8:42 PM

Submission View

Your quiz has been submitted successfully.

Question 1

1 / 1 point

Desire2Learn is also known as D2L.

- ✓ a) True
- b) False

Question 2

1 / 1 point

Typically students are required to submit their assignments to the ____ .

- a) Discussions
- b) Quizzes
- ✓ c) Dropbox
- d) Grades

Question 3

1 / 1 point

In D2L, Grades contain the official grades of students..

- a) True
- ✓ b) False

Question 4

1 / 1 point

You can ____ when using the Discussions tool.

- a) view other students' posts
- b) share ideas, opinions & information
- c) communicate from anywhere, any place and at any time
- ✓ d) All of these.

Attempt Score: 4 / 4 (100.00 %)

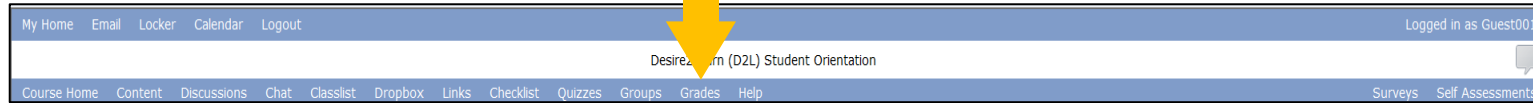
Overall Grade (last attempt): 4 / 4 (100.00 %)

15

6. GRADES

The Grades tool will enable you to view grades and feedback that have been released to you from your instructor.

- Click **Grades** on the second navigation bar



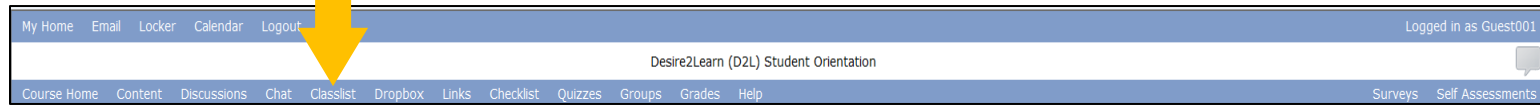
The screenshot shows the 'Grades' tool interface. On the left, there is an 'Instructions' sidebar with three bullet points: 'The Grades tool is used to grade users' performance.', 'Use this page to view your grades and to view feedback.', and 'You cannot view your grades until they are released.'. The main content area is titled 'Grades' and includes a 'Print' button. Below that is a table of 'Grade Items' with columns for 'Grade Item', 'Points', and 'Comments'. A red circle highlights the 'Points' and 'Comments' columns for the 'Hello World Assignment' row.

Grade Item	Points	Comments
Discussions	10 / 10	
Sample Discussion 1	10 / 10	
Assignments	10 / 10	
Hello World Assignment	10 / 10	Individual Comments: Excellent work!!!
Quizzes and Tests	4 / 4	
Sample Quiz 1	4 / 4	

7. CLASSLIST

In the Classlist, you can locate other students or your instructor and send them an email. An active green icon will display to the right of an individual's name indicating if they are online. If you do not see this icon, no one is online.

- Click **Classlist** on the second navigation bar



Instructions

- Use this page to view participants enrolled in a course, email all or selected users and also check user progress.

Classlist

Print Tab Email everyone on this tab

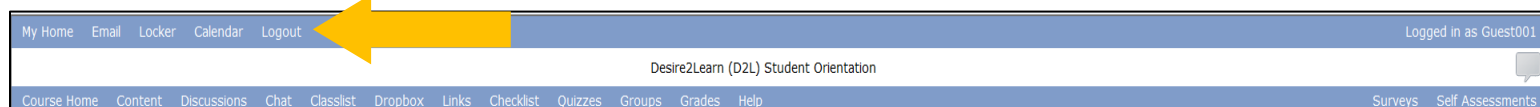
View By:

Search For: [Show Search Options](#)

50 per page

Image	Last Name ▲, First Name	Role	Actions
	0_guest	Teacher	
	001_Guest	Student	
	002_Guest	Student	
	003_Guest	Student	
	004_Guest	Student	

- Click **Logout** on the top navigation bar to log out of Desire2Learn (D2L)



NOTE: If you are unable to access Desire2Learn (D2L) from Saint Paul College home page, type <https://saintpaul.ims.mnscu.edu> in the white address box of your browser.

If you are having any difficulties using D2L, do not hesitate to contact the D2L Helpdesk. Allow 1 business day to get back to you. Any questions regarding understanding your course materials, you need to contact your Instructor.

D2LHelp@saintpaul.edu

Additional video tutorials can be found at <http://www.saintpaul.edu> > Online Learning

New to Online Learning?

[Video Lesson 1: Getting Started in Desire2Learn \(7:39\)](#)

[Video Lesson 2: Content and Discussions \(5:12\)](#)

[Video Lesson 3: Dropbox \(3:10\)](#)

[Video Lesson 4: Quizzes \(4:45\)](#)

[Video Lesson 5: Grades and Classlist \(4:35\)](#)

[Try D2L!](#)

For technical support questions: D2LHelp@saintpaul.edu
Dan Thompson at 651.846.1779 or Marti Docken at 651.846.1339
dan.thompson@saintpaul.edu marti.docken@saintpaul.edu