Quick Guide for Students

Getting Started

To **Login** to your D2L account:
Go to Benedictine University Homepage (www.ben.edu) and click on the **Account Login** link>>Desire2Learn (https://ben.desire2learn.com).

- ☐ Enter your BenU ID (b #)
- ☐ Enter your Password
- ☐ Click *Login*

Navigation - The Minibar and My Home

My Home is your starting point inside D2L. On the homepage, you will find the minibar, **Help**, **ePortfolio** and **Wiggio** links, and units called widgets. The **My Courses** widget is where your courses are listed.

The **Minibar** is the black menu bar that always displays at the top of a page. The minibar is your main navigation tool to courses and personal settings in D2L.

The course selector lists your courses. You can select specific courses from the course selector and pin them to the top of the list for easier navigation.

Navigation – The Course Homepage and Navbar

The C**ourse Home** is similar to the **D2L My Home** but contains course related widgets. The **News** widget is where instructors will share important class announcements with you. The **Calendar** widget displays course related events. The **Content Browser** allows you to access the course content directly from the **Course Home**.

The course homepage navbar contains links to tools used for the course. The **title of the course** on the black minibar will always bring you back to the course homepage.

TIPS

- ☐ Run a **System Check** (Link can be found on the D2L login page) on every computer you use to access D2L.
- ☐ Be sure to clear your browser cookies and cache often to prevent technical difficulties.
- ☐ If you need to change/reset your password, use the **Student Password Reset** link under Account Login.
- ☐ **Notification** settings allow you to set up periodic updates by email or text message about assignments, grades, or News.
- ☐ The D2L **Brightspace Pulse** app is available for Android or iOS mobile devices. The app allows you to access and view details on upcoming assignments, news, and grades. You can download **Brightspace Pulse** from the Apple Store or Google Play.
- ☐ Student video tutorials and other help files can be found in the **My Home** page widget.

D2L Course Tools

The **Content Tool** contains the main course material for your courses. Your syllabus, assignment schedule and other course documents can be found by accessing this link from the course navigation bar.

Frequently Used Course Tools: *Discussion, Dropbox, Quizzes*

The **Discussions Tool** allows you to communicate with your instructor and peers without having to be online at the same time. To start a thread:

1. Click *Discussion.*
2. Choose and click on a Discussion Topic.
3. Click *Start a New Thread.*

The **Dropbox Tool** is used for homework assignments. Homework assignments appear in folders. To submit a file for an assignment:

1. Click *Evaluation>>Dropbox.*
2. From the list of folders, choose and click the folder link.
3. Click *Add a File.*
4. Click *Upload.*
5. Locate and click the file you wish to submit from your file documents.
6. Click *Add.*
7. Click *Submit.*

The **Quizzes Tool** is used by instructors for quizzes, exams, and tests. Some instructors may require exams and quizzes to be proctored or timed. To use the **Quizzes Tool**:

1. Click *Quiz.*
2. Click on the quiz you wish to take. Read the quiz details and instructions. Be sure to note any enforced time limits.
3. Begin the quiz. Be sure to click *Save* after every answer so if you lose your Internet connection all your answers will be saved and you may re-enter the quiz if time allows.
4. When you have finished your quiz, click *Save All Responses*.
5. Click *Go to Submit Quiz* and click *Submit.* Review your answers.
6. When ready, click *Yes, Submit Quiz* in the confirmation pop-up.

Frequently Used Communication Tool: *Classlist*

The **Classlist** provides a list of all your classmates and instructors with a direct email link.

Frequently Used Progress Tools: *Grades, User Progress*

The **Grades Tool** shows the grades for your course.

The **User Progress Tool** displays your course progress with content, discussions, assignments, quizzes and more.

By email: Helpdesk@ben.edu
By phone: (630) 829-6684
In person: KN 228