



# **Online & Learning Readiness Manual**

## Part 1: Logging on to Desire2Learn (D2L)

### Step 1: Create Your Password

You will need your Benedictine ID number to login to D2L

- Go to [www.ben.edu](http://www.ben.edu) and click on **Current Students** at the top of the page.
- Then, under Student Login, click on **Student Password Reset**.

Fill out the required fields to create your password.

**Current Student Resources**

Account Login Library Directory Student Life BenULive Cl

**Most Popular Resources**

- Library
- BenULive (Course Schedules)
- Course Catalogs
- Bookstore
- Academic Calendars
- Student Life
- Financial Aid
- Scholarships
- Syllabi and Pre-Class Assignments
- Commencement Information
- Dining Services
- Athletics
- Student Accounts
- Class Registration

**Student Login**

- Desire2Learn
- Online Student Access to Engage
- Office 365 Email Login
- **Student Password Reset**
- MyBenU (if off-campus, logon to BenUConnect first)
- BenUConnect

### Step 2: Log on to D2L

- Go to [www.ben.desire2learn.com](http://www.ben.desire2learn.com).
- You can also access D2L by going to [www.ben.edu](http://www.ben.edu) and clicking on **Current Students** at the top of the page. A link to Desire2Learn is under Student Login.
- Once you are on the D2L login page, enter your Username (the letter “b” plus your 7-digit Benedictine ID number) and your new password.

Secure | <https://ben.desire2learn.com>

**Benedictine University**

Home

**Login**

Username: atakin

Password: .....

Please note your password is case sensitive.

Login

Student - Forgot Password?

Faculty/Staff - Forgot Password?

**Welcome**

D2L has been configured to use your Benedictine Network ID and Password. Your Benedictine Network ID and Password are what you use for Benedictine email and MyBenU. If you cannot log in please use the appropriate Forgot Password? link located below the Login button or call the Service Desk at 630-829-6684.

Please click here for a System Check before you log in.

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After you log on, you will arrive on your home page which has a D2L **News** section, a list of your courses (**My Courses**), a **Calendar** of D2L due dates, and **Student How to Videos**.

The screenshot shows the Benedictine University D2L home page. At the top left is the Benedictine University logo. At the top right are links for 'ePortfolio', 'Wiggio', and 'Help'. Below the header are three main sections: 'News', 'My Courses', and 'Calendar'. The 'News' section shows 'There is no news to display.' The 'My Courses' section has a table with columns for 'Role' (set to 'Learner') and 'Term' (set to 'All'). Under '0725 - Spring 2017', there is a list of courses: 'Business Statistics I - NMCAL\_MGT150\_BF\_orig' (highlighted with a yellow box), 'CSA Training - BUP\_CSAT\_esite', 'Music Appreciation: Medieval to Contemporary - NMCAL\_MUSI104\_OL\_orig', and 'Survey of Psychology - NMCAL\_PSYC100\_OL\_orig'. The 'Calendar' section is partially visible. On the right side, there is a 'Student How to Videos' section with a list of video topics: Navigation, Course Content, Binder, Discussions, Dropbox, Quizzes, Grades, Classlist, User Progress, and The Pager. A yellow speech bubble next to this section contains the text: 'Great videos to learn how to use the D2L features!'. Blue arrows point to the 'News', 'My Courses', and 'Calendar' headers. A yellow box highlights the 'Business Statistics I' course link.

To access a course, find the course under the appropriate term, like Fall 2017, and click on the link.

## Part 3: D2L Course Homepages

After you click on a course, you will arrive on that course's home page. Below are three sample course homepages:

The image displays three screenshots of D2L course homepages for Benedictine University. Each page features a consistent top navigation bar with the university logo, course title, and dropdown menus for Communication, Evaluation, and Help. The pages are customized with various widgets:

- Survey of Psychology (NMCAL\_PSYC100\_OL\_orig):** Includes a 'Welcome and Overview' section with a photo placeholder, a 'Calendar' widget showing the date Tuesday, January 24, 2017, and a 'Content Browser' with a list of weeks (Week 1, Week 2, Week 3).
- Business Statistics I (NMCAL\_MGT150\_BF\_orig):** Includes a 'Welcome and Overview' section, a 'News' widget, and an 'Online Tutoring in Statistics' section with instructions on how to access smartthinking online tutors.
- Music Appreciation: Medieval to Contemporary (NMCAL\_MUS104\_OL\_orig):** Includes a 'Faculty Contact Information' widget, a 'Calendar' widget, and a 'Content Browser' with a list of weeks (Week #1 - Middle Ages and the Renaissance, Week #2 - Baroque Music, Week #3 - Classical Music, Week #4 - Romantic Music, Week #5 - 20th Century Music) and APA Resources.

A yellow callout box contains the following text:

D2L course home pages may be slightly different from one another, but they all have the same home bar at the top with **Communication, Evaluation, and Help** dropdown menus . . . . . and widgets like **Content Browser, News, and a Calendar.**

## Part 4: Basic Navigation of the Content Browser

Course material is structured into **learning "modules."** Most course modules are arranged by week and include directions and links to reading assignments, assignments, discussion boards, Dropbox assignments and so on. Often each week will focus on a particular concept or learning objective.

When you login to your online course, all of the modules will be listed in the **Content Browser**. Since most of what you will need to access is in the Content Browser, you will probably use it more than any other part of the online course

After you click on Content Browser on the home page, you will see a list of all the modules in a **Table of Contents on the left-hand side**.

From the Table of Contents, click on the module you want to access.

The contents of that module will be displayed in the middle of the screen. Click on the specific assignment activity, or file you need to access.

The screenshot displays the Benedictine University online course interface. At the top, a black navigation bar contains the text "My Home > SGAPE Online and Ac..." with a green arrow pointing to it. Below the navigation bar, the Benedictine University logo is on the left, and the course title "SGAPE Online and Accelerated Learning Readiness Course (SGAPE\_OALRC\_eSite)" is in the center. On the right, there are links for "Communication", "Evaluation", and "Help".

The main content area is divided into two sections. On the left is a "Table of Contents" sidebar with a search box and a list of modules. A blue arrow points from the "Table of Contents" header to the "Table of Contents" list. The list includes:

- Module 1: Introduction to Online and Accelerated Learning (checked)
- Module 2: Technology Requirements, Online Course Structure, and Instructor Expectations (checked)
- Module 3: Typical Assignments** (checked and highlighted in blue)
- Module 4: Grades and Reading Instructor's Feedback (checked)
- Module 5: Student Resources (3 items)
- Module 6: Course Wrap Up (1 item)

On the right is the "Module 3: Typical Assignments" content area. A green arrow points from the "Table of Contents" list to this area. It features a progress bar at 100% (8 of 8 topics complete) and a list of activities:

- Video: How to Navigate the Content Browser** (checked) - This is the same video available in Module 1. NOTE: the video refers to "Brightspace." Brightspace is the software used by D2L.
- Online Discussions** (checked)
- Video: Posting to a Discussion** (checked) - View the video to see more specifics on online discussions. NOTE: the video refers to "Brightspace." Brightspace is the software used by D2L. After viewing the video, complete the practice exercise below.
- Online Discussion Practice** (checked) - Refer to the Online Learning Readiness Manual for more specific information on participating in an online discussion. Practice posting to the discussion board by:
  - Clicking on **Start a New Thread**.

For example, if you click on **Module 3: Typical Online Assignments**, all of the files will appear in the middle of the screen. **NOTE: to return to the course home page, click on the course title at the top of the page in the black bar (next to the green arrow).**

## Part 5: Online Discussions

In most courses, you will participate in weekly graded online discussions.

### PRACTICE EXERCISE: Online Discussions

Follow these instructions to post to the Online Discussion and to reply to another student.

1– Click on the **Online Discussion Practice link** (next to the blue arrow).

2 - To type your practice post, click on **Start a New Thread**

You can use your name as the subject title.

3 - After you type your text, click **Post**

The screenshot shows the Benedictine University LMS interface for the 'SGAPE Online and Accelerated Learning Readiness Course (SGAPE\_OALRC\_eSite)'. The user is logged in as 'Amy Lakin as Student'. The course is 'Module 3: Typical Assignments', which is 100% complete (8 of 8 topics). The interface includes a search bar, a table of contents, and a list of assignments. A yellow arrow points to 'Module 3: Typical Assignments' in the table of contents. A blue arrow points to the 'Online Discussion Practice' link in the assignment list. The 'Online Discussion Practice' link is followed by the text: 'Refer to the Online Learning Readiness Manual for more specific information on participating in an online discussion. Practice posting to the discussion board by 1. Clicking on Start a New Thread.'

4 -You will be able to see other students' posts. Reply to another student's post by clicking on that student's name, and then clicking **Reply to Thread** . Type your reply and click post

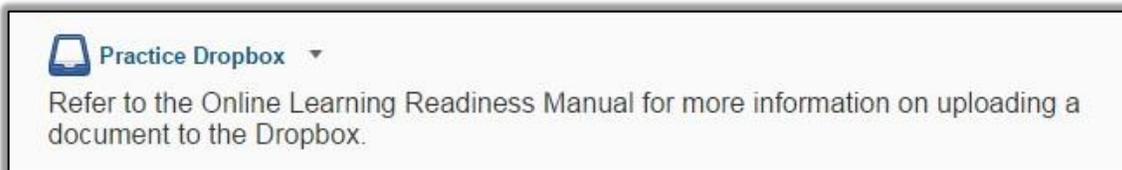
## Part 6: The Dropbox

You will be assigned various writing assignments in an online course.

Writing assignments are submitted to the Dropbox for your instructors to review and evaluate. Submitting a document to the Dropbox is similar to attaching a document to an email.

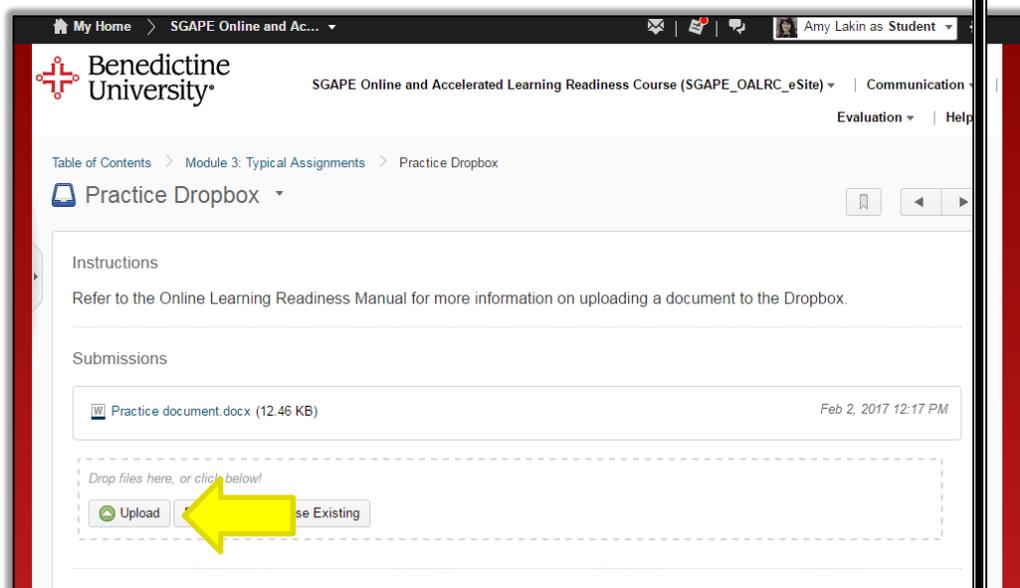
### PRACTICE EXERCISE: Submitting a document to the Dropbox

Using Microsoft Word, type a short paragraph explaining your educational goals, and then submit it to the **Practice Dropbox**. When you're ready to submit the document, click on the Dropbox link in Module 3 that looks like this:



A new window will appear.  
Read any instructions and then click **Upload** (next to the yellow arrow).

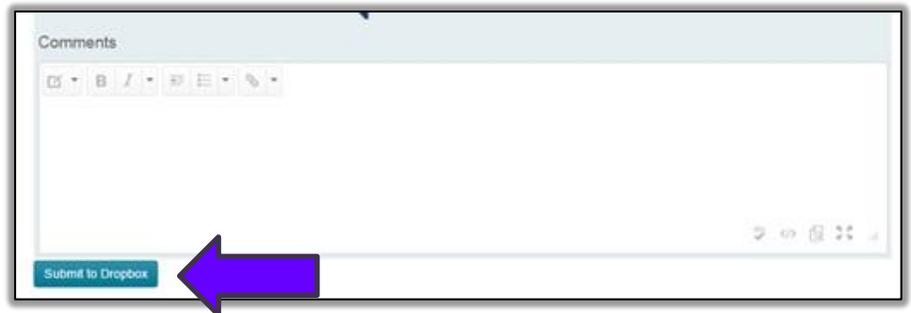
A new window will appear.



Choose the correct file and either double click on the document name, or click on the document name and then click open.

## Part 6: The Dropbox, *continued*

Once you've selected the document, you will automatically return to D2L.



Make sure that the

correct document is attached and click **Submit to Dropbox** (next to the purple arrow).

After submitting a document to the Dropbox, you can view it by clicking on the **Evaluation** drop down menu at the top of the page (next to the red arrow), and selecting Dropbox. Click on the number under **Submissions** (next to the blue arrow) to view the document. You can also view your instructor's feedback (next to the green arrow).



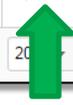
Evaluation

### Dropbox Folders

[View History](#)

20 per page

Folder	Score	Submissions	Feedback	Due Date
No Category				
Practice Dropbox	100 / 100 - 100 %	1	<a href="#">View</a>	

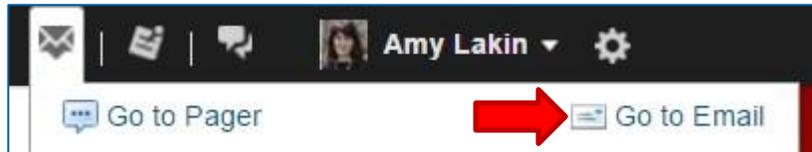


20 per page

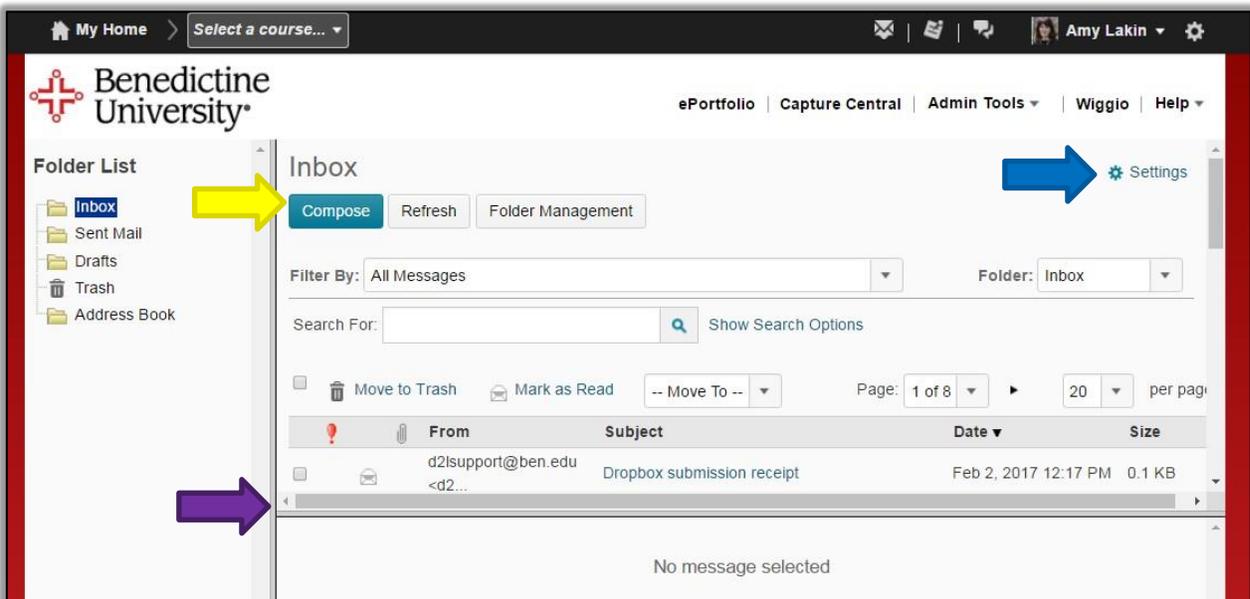
## Part 8: Email and Notifications

No matter which D2L page you are on, at the top in the black bar you will see three icons:  |  |  . The first is for email, the second is for notifications, and the third is for chat.

**Email:** When you see a red pin on the email icon, you have an unread email message. Click on the email icon, and then click on **Go to Email**, next to the red arrow below.



You will then be on your email Inbox page. To see all your email messages, make sure that the **Filter** is set to **All Messages** (next to the yellow arrow). To view all your messages, slide the center bar down (next to the purple arrow below).



You can **forward D2L email messages** to your own personal email account. Click on **Settings** in the upper right hand corner (next to the blue arrow on the previous page). Under *Forwarding Options*, check the *Forward incoming messages* box and enter your email address. **Notifications** are alerts to let you know when News items, grades, or content are posted. A red pin in the notifications icon tells you something new has been posted. You can set your

notification preferences by clicking on your name in the top right hand corner and then selecting Notifications.

## Part 9: Minimum System Requirements

### Supported Browsers

The following **computer** browsers are supported for use with D2L.

- Google Chrome (latest version, preferred)
- Mozilla Firefox (latest version, preferred)
- Microsoft Internet Explorer 10 and 11
- Microsoft Edge (not recommended)
- Apple Safari (6 thru latest, not recommended)

The following **tablet and mobile** devices are supported for use with D2L.

- Android 4.0 or later, using the Android browser
- Apple iOS 6-9.x, using the Safari browser
- Microsoft Surface with Windows 8, using Internet Explorer 11
- BlackBerry mobile phones with BlackBerry OS 7 or 10, using the BlackBerry browser

### Recommended Browser Settings

- Ensure cookies are enabled. Do not use D2L in a private browsing or "incognito" mode.
  - [Allow cookies in Google Chrome](#)
  - [Allow cookies in Mozilla Firefox](#)
- Ensure JavaScript is enabled. Without it, critical parts of D2L will not function.

- Ensure pop-ups are allowed for D2L.
  - [Enable pop-ups for Google Chrome](#)
  - [Enable pop-ups for Mozilla Firefox](#)
  - [Enable pop-ups for Internet Explorer 11](#)

## **Recommended Internet Connections**

High-speed internet is strongly recommended.

If using WiFi at home, ensure your signal is stable. Shakey signals can cause problems when submitting quizzes, uploading files or viewing content.

## **Additional Recommended Tools**

In addition to the above software, additional tools are recommended for the smooth operation of many D2L courses.

- [Java](#) - some areas of D2L and some instructor tools rely on Java.
- [Adobe Flash](#) - presentations or activities offered by instructors may require Flash.
- [Adobe Acrobat Reader](#) - while most browsers can display PDF files, having Adobe Acrobat Reader