Benedictine University

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 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.

Step 2: Log on to D2L

- Go to www.ben.desire2learn.com.

- You can also access D2L by going to 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.

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**.

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:

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.

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

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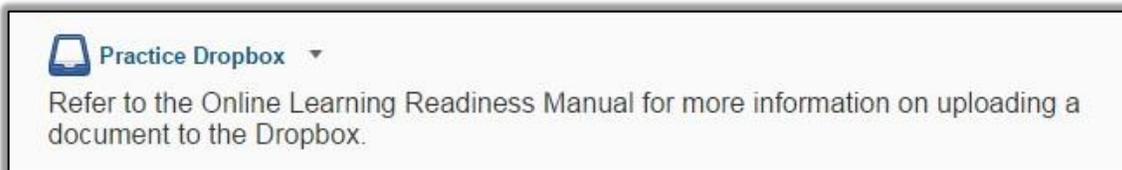
A new window will appear.
Read any instructions and then click **Upload** (next to the yellow arrow).

A new window will appear.
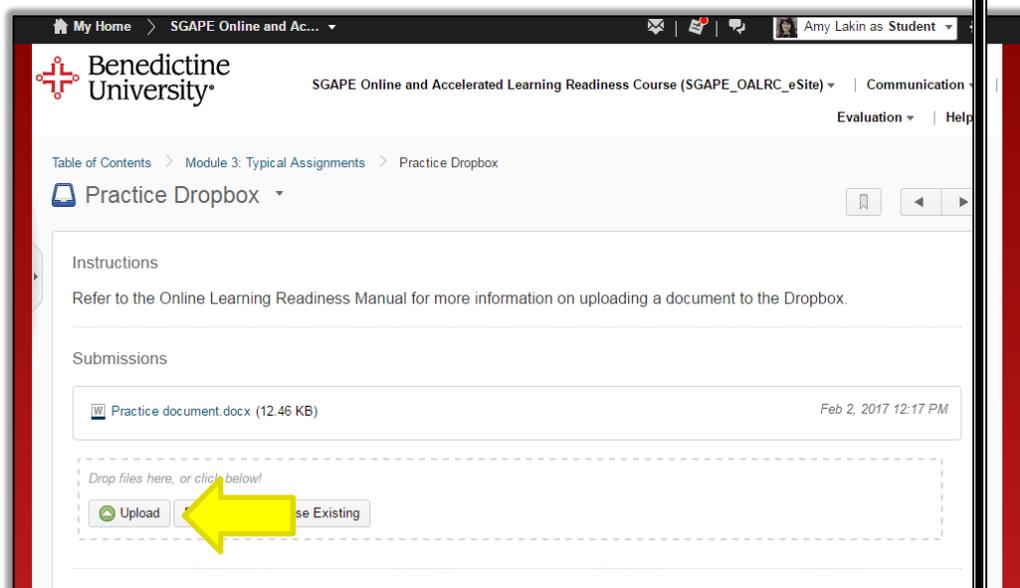
Choose the correct file and either double click on the document name, or click on the document name and then click open.

Part 6: The Dropbox, *continued*

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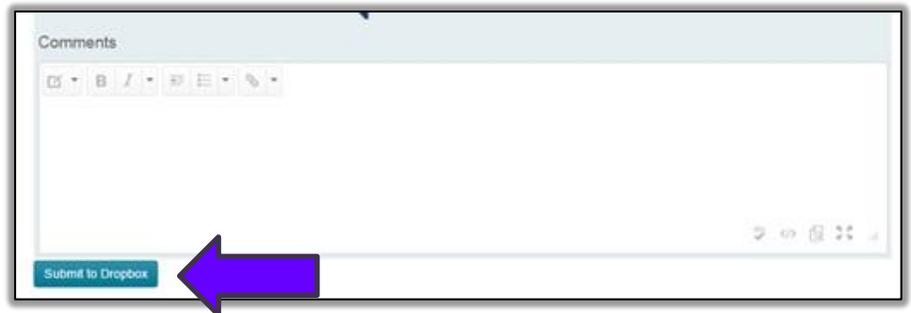
Make sure that the

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).

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University®

SGAPE Online and Accelerated Learning Readiness Course (SGAPE_OALRC_eSite) ▾ | Communication ▾ |

Evaluation ⬅

Dropbox Folders

❓ Help

View History

20 ▾ per page

Folder	Score	Submissions	Feedback	Due Date
No Category				
Practice Dropbox 🔭	100 / 100 - 100 %	1	💬 View	
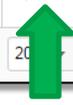
20 ▾ per page

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: [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.
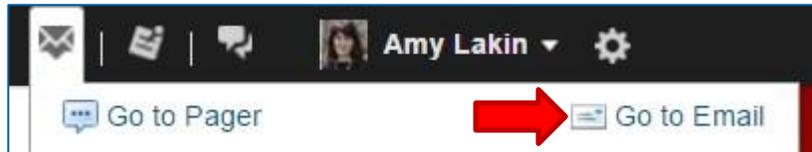
You will then be on your email Inbox page. To see all your email messages, make sure that the **Filter** is set to **All Messages** (next to the yellow arrow). To view all your messages, slide the center bar down (next to the purple arrow below).
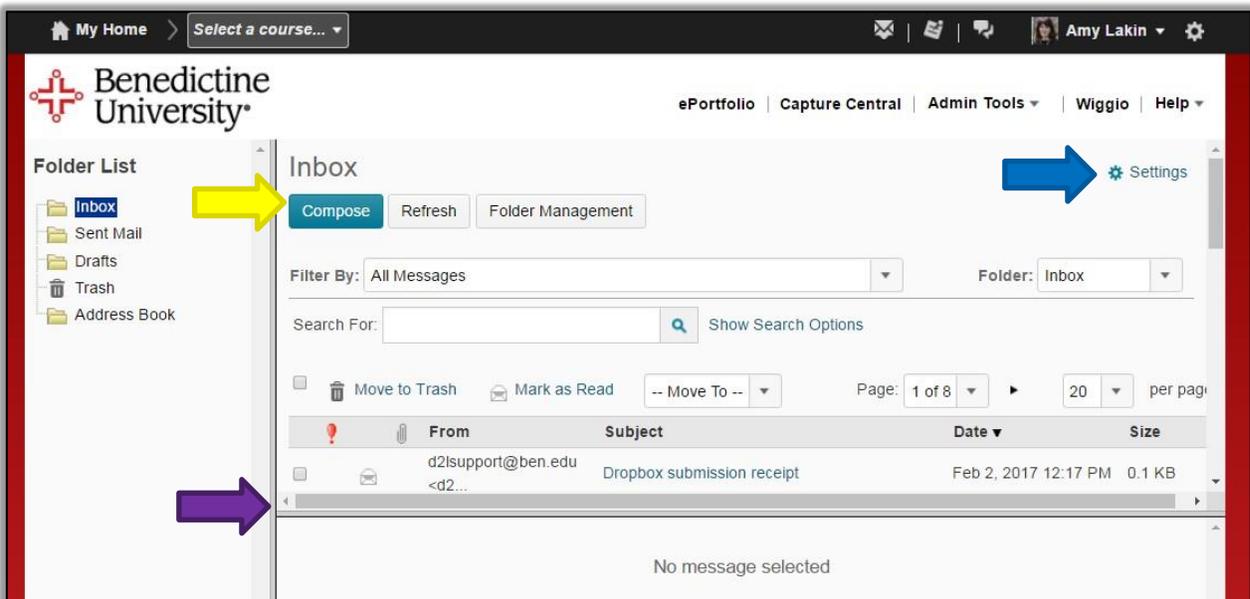
You can **forward D2L email messages** to your own personal email account. Click on **Settings** in the upper right hand corner (next to the blue arrow on the previous page). Under *Forwarding Options*, check the *Forward incoming messages* box and enter your email address. **Notifications** are alerts 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