

Desire2Learn (D2L) Quick Guide

Getting Started

To **Login** to your D2L account:

Go to [PTC's Homepage](http://www.ptc.edu) (www.ptc.edu) and click on the D2L link.

- Enter your PTC ID (P#####)
- Enter your Password (Birthday- MMDDYY)
- Click **Login**

You can also login to Pathway and click on the **Student** tab, then the D2L link.

Navigation - The Minibar and My Home

My Home is your starting point inside D2L. On the homepage you will find the minibar, **Help, Resources**, and units called widgets. The **My Courses** widget is where your courses are listed starting the first day of class.

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 **Course Home** is similar to the **D2L My Home** but contains course related widgets. The **News** widget is where instructors will share important information 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 page navbar contains groups of links to tools used for the course. **Course Home** will bring you back to the course homepage. The **Content** link will take you to the content section of the course. The other menu items are grouped by category and provide access to D2L tools.

TIPS

- For consistent performance, Windows users should use the Internet browser **Mozilla Firefox**.
 - Run a **System Check** on every computer you use to access D2L.
 - Change your password/PIN using the **Change PIN** link in Pathway.
 - The Notification Tool allows you to receive periodic updates by email or text message about assignments or news items.
 - Student tutorials, guides, technical support information, FAQs and more can be found in the **My Home** page widgets. Students are encouraged to register in the D2L Self-Paced training course. Students can register by clicking on the **Self-Registration** link in the **Resources** menu on the D2L homepage.
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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.

Assignment Tools: Checklist, 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 to the **Dropbox**:

1. Click **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.
3. Begin the quiz. Be sure to click **Save** after every answer (If you lose your internet connection all your answers will be saved and you may re-enter 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.

Communication Tools: Blog, Chat, Classlist*

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

Progress Tools: Attendance, Grades, User Progress

The **Attendance Tool** shows your attendance for your course.

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

The **User Progress Tool** displays your progress with course content and assignments.