DESIRE2LEARN TRAINING GUIDE

CONTENTS

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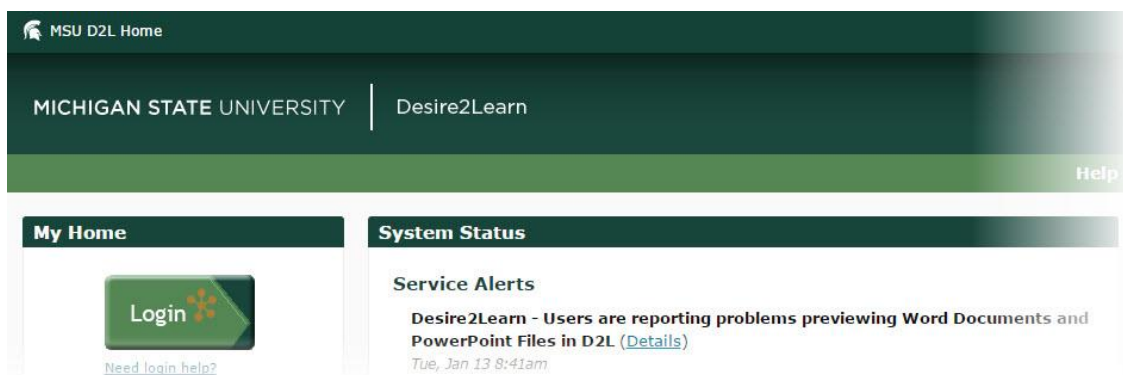
UPDATING YOUR PERSONAL PROFILE

Create and edit your personal profile through the Profile tool. Filling out your profile is optional, but this feature is a great way for social networking and meeting other users in a course. Your profile picture might appear next to your discussion posts, your name in class lists, and ePortfolio contributions. *Note: You should only publish information you are comfortable sharing with others within the Desire2Learn System.*

Follow the instructions below to update your profile.

1. Click **Profile** from your personal menu on the minibar (top right corner of the Desire2Learn home page).
2. Fill in the **text** fields. You can enter information about your social networks, contact information, education and work, and personal details such as your birth date, hobbies, and favorite things.
3. If you want to upload and display a profile picture, click **Change Picture**, browse and select your image, then click **Done**.
4. Click **Save** and **Close**.

SETTING UP AN EMAIL CONTACT METHOD & SUMMARY OF ACTIVITY

You can manage your email address and notifications in the Notifications area. Follow the instructions below to check your information/settings. I would recommend changing your frequency setting in the Summary of Activity section to "never."

1. Click **Notifications** from your personal menu on the minibar.
2. In the **Email Address** section, view your email settings.
3. Choose one of the following:
   a. Select Use system email to use the email address linked to your account.
   b. Select Use custom email and enter an email address in the field provided.
4. In the **Summary of Activity** section, select the **delivery frequency** you want from the "How often?" drop-down list (your options are daily or never).
5. Click **Save**.

SECTION II: COURSE CONTENT

ACCESSING CONTENT WITHIN THE CONTENT TOOL

Within the Content tool, you can access bookmarked content and follow upcoming course events.

The Table of Contents link enables you to browse course materials and assignments and keep track of your progress, since the number beside a module indicates how many topics within the module you need to complete. The number decreases as you work through course materials.

Use the Table of Contents panel to view a specific module or sub-module directly.
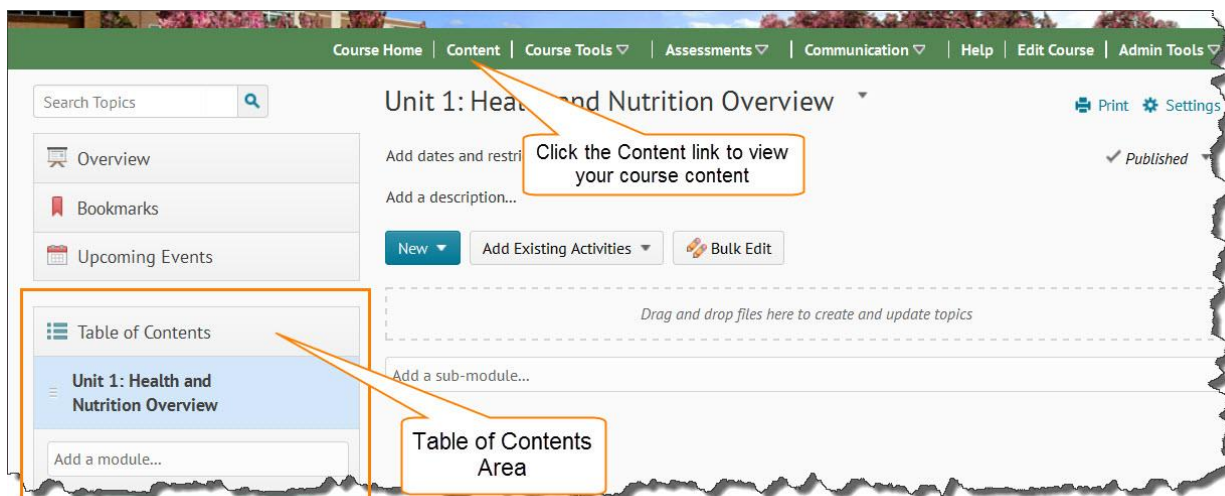
CREATING A NEW MODULE

Modules in Desire2Learn are similar to folders within Angel or a section/topic in Moodle. A module is a way to organize your course content by week, topic or unit. Follow the instructions below to create a new module.

1. Click in the **Add a module… field** under the Table of Contents.
2. Type the **title** of the module.
3. Press the **Enter key** on your keyboard.
4. The new module will open to the **right**.
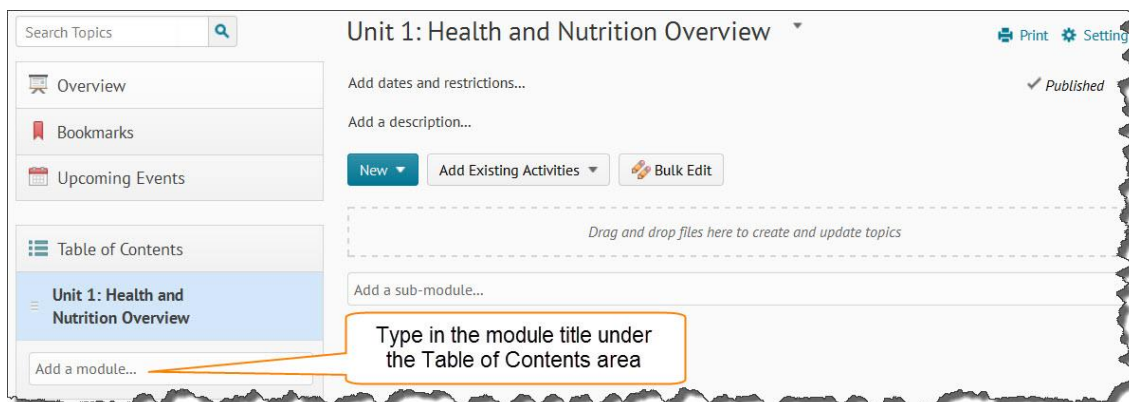
CREATING A NEW SUB-MODULE

Sub-modules can be created to help organize content. A sub-module is similar to a sub "folder" in Angel.

1. Click on the module you want to add a sub-module under **Table of Contents**.
2. Type a sub-module title in the **Add a sub-module…** area shown below.
3. Press **Enter** on your keyboard.
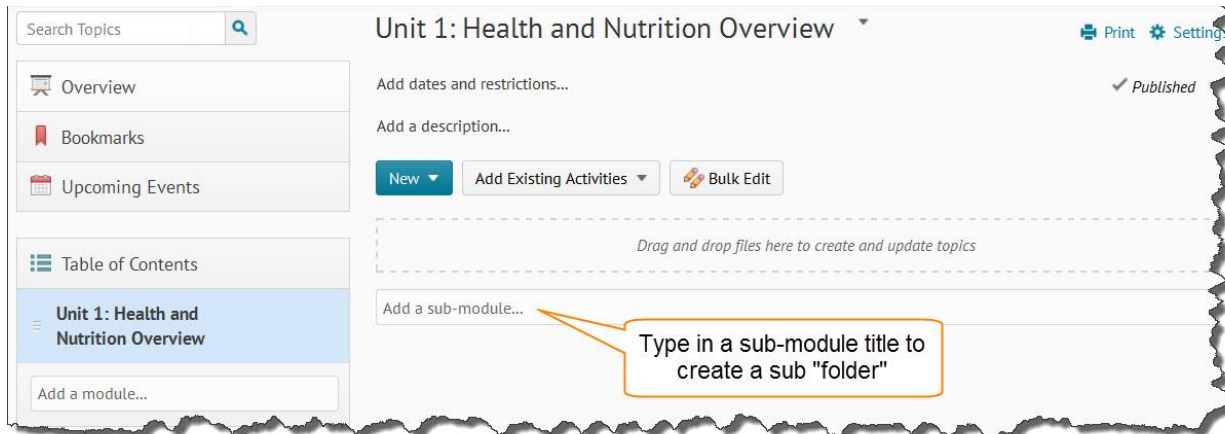
UPLOADING A FILE

You can upload a variety of documents, images or media files into the modules or sub-modules. All documents should be in an accessible format. For more information on creating accessible documents go to: http://webaccess.msu.edu/Tutorials/index.html. Follow the steps below to upload a file.

1. Select a module or sub-module and click the **New button**. Select the **Upload Files** option.
2. Click on the **Upload** button to browse for a file or drag/drop a file.
3. Click the **Add button**.
4. The file will now appear as a link within your module.
5. To edit the title of an uploaded file (the actual file name is the default title) select **Edit Properties in-Place** from the drop down menu as shown below.

Note: You can select and upload multiple files at one time.
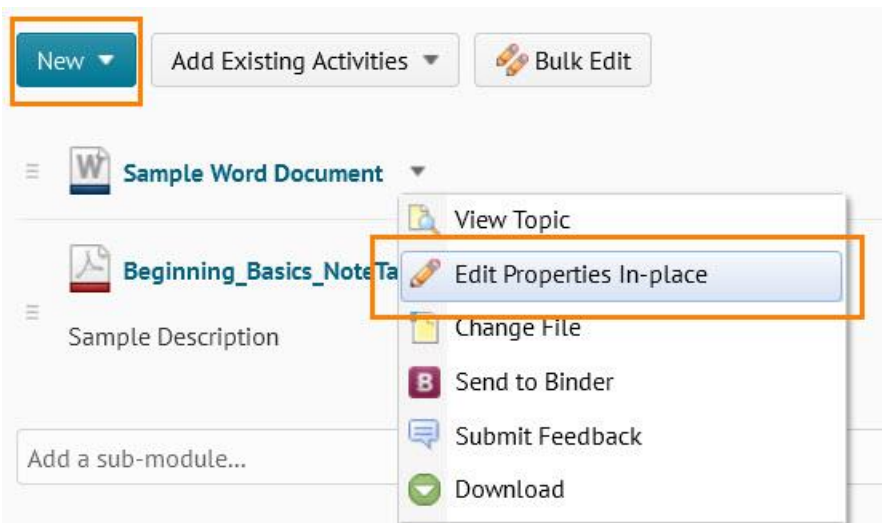
CREATING A NEW FILE (PAGE)

Creating a new file in Desire2Learn is similar to creating a new Page in Angel. Within a new file you can add or copy text, add images, embed videos, create tables, in addition to many other features. You can also edit the HTML code. Desire2Learn also offers several course templates for giving your pages a clean, fresh look.

1. From within a module or sub-module click the **New button**.
2. Click the **Create a File** option.
3. The **HTML Editor** will open.
4. Type in a **Title**.
5. Add **content** in the HTML Editor.
6. Click **Publish**.
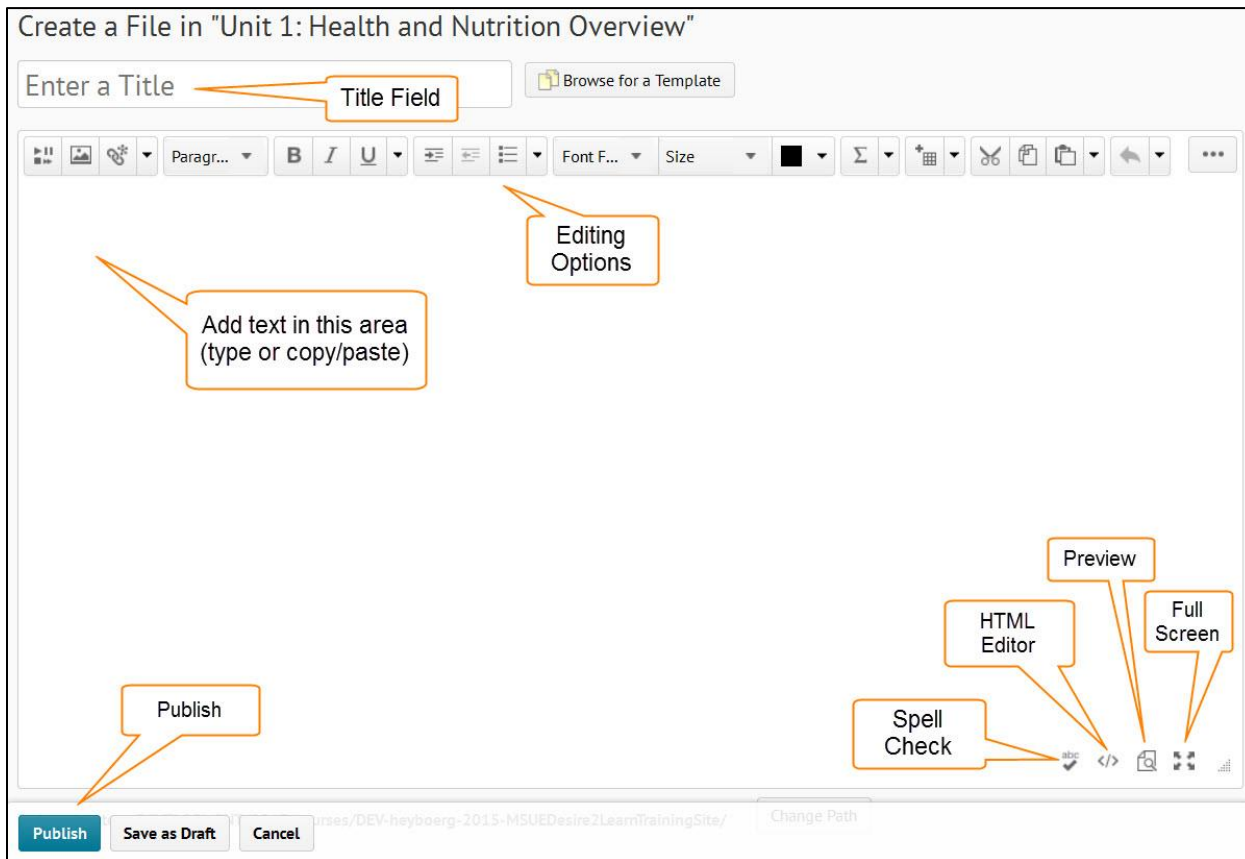
MOVING AND REORDERING MODULES AND TOPICS

Moving and reordering modules and topics is a drag and drop process. If you drag a module or topic above or below other modules and topics, a gray line appears to indicate you can drop the module or topic there. If you drag a module or topic over another module, the module appears orange to indicate you can drop it there.

Note: If you do not remember where you recently moved a module or topic, use the Content tool's Search field to find them.

When you drag a module, a gray line indicates a drop target.

A module turns orange when it is a drop target for another module or topic.

CONTENT VISIBILITY

1. Click the **module** you would like to hide from students.
2. Select **Draft** from the dropdown menu found towards the right side of the screen.

Note: You can also hide individual content items by clicking the down arrow by the content item, selecting Edit Properties In-Place and changing the status from Published to Draft.

CREATING A NEWS ITEM

1. From the **Communication** drop down menu select News.
2. Click the **New Item** button.
3. Enter the news headline in the **Headline** field.
4. Type the **news content** in the Content field.
5. Select the posting availability in the **Start Date** and **End Date** fields. News items publish immediately unless you specify an alternate start date from Start Date.
6. You can remove a news item on a specific date by selecting the check box **Remove news item based on end date**. You and administrators can still see the news item after its end date, but it will not appear in the News widget.
7. You can include **attachments**, **audio recordings**, and **video recordings** as part of your news item:
   a. To add an attachment, click Add a File in the Attachments section.
   b. To record audio, click Record Audio in the Attachments section.
   c. To record video, click Record Video in the Attachments section.
8. Click **Save as Draft** to continue editing the news item (students cannot see draft news items), or click **Publish** to release news item to users.
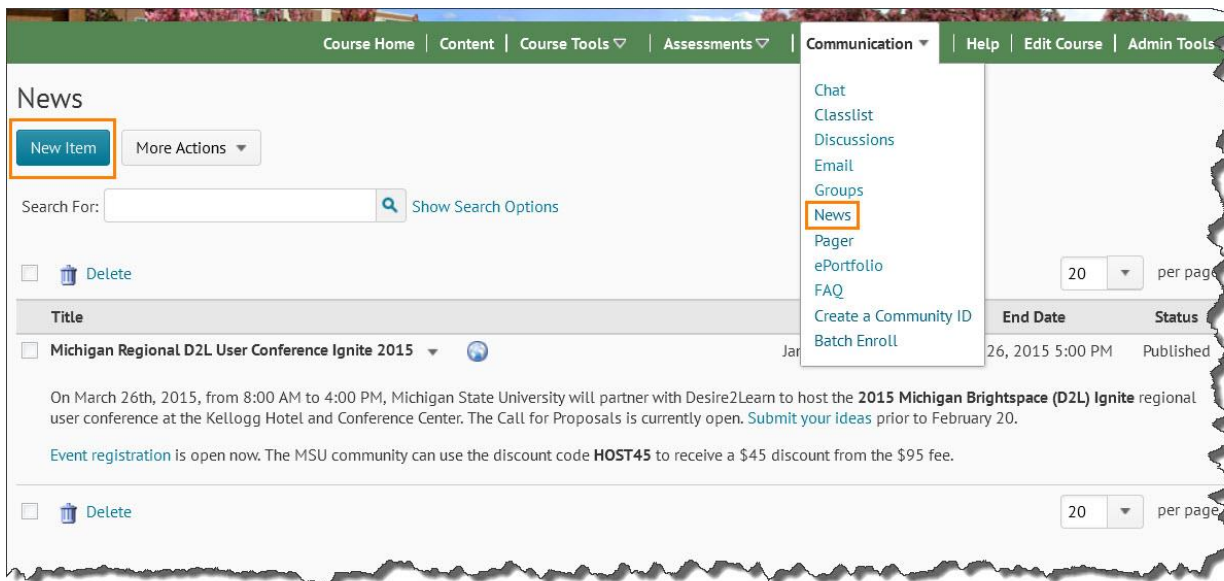
CREATING A DISCUSSION FORUM

Discussion forums are for asynchronous communication. In Desire2Learn there are two elements within discussion forums including 1) Forums and 2) Topics – both are required. The Forums are a way to categorize discussion forums. Topics are where students and instructors respond to a question. For example, you may create a forum titled Unit 1 and within that forum there may be several topics. Discussions forums are managed by selecting Discussions under the Communication drop down menu.
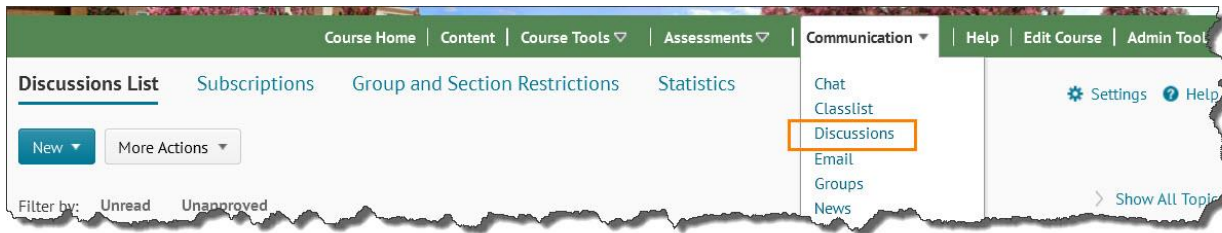
1. On the Discussions List page, click **New Forum** from the New button drop down options.
2. Enter a **Title** and Description for your forum.
3. Click **Save and Close** or **Save and Add Topic** to add another topic to the forum.

CREATING A DISCUSSION TOPIC

1. On the Discussions List page, click **New Topic** from the New button.
2. **Choose the Forum** you want to place your topic in from the drop-down list. Click New Forum if you want to create a new forum for your topic.
4. Enter a **Title** and Description for the topic. ***Note:*** *The description field is optional and the text will display in the Table of Contents view.*
5. In the Options section:
    a. Select the Allow anonymous posts check box to enable anonymous posting to topics in the forum. ***Note:*** *You cannot evaluate anonymous posts.*
    b. Select the "**A moderator must approve individual posts before they display in the forum**" check box to require that moderators approve posts before they appear in forum topics.
    c. Select the "**Users must start a thread before they can read and reply to other threads in each topic"** check box if you want users to start a thread before they can read and respond to other threads in each topic.
3. Select a **rating scheme** from the Rating Scheme drop-down list (optional). Choices include:
    a. No Ratings Hides all rating controls from users.
    b. Five-Star Rating Scheme Allows users to assign each post a score out of five.
    c. Up Vote/Down Vote Rating Scheme Allows users to push posts up or down in rank.
    d. Up Vote Only Rating Scheme Allows users to push posts upwards in rank.
    Note: *You can change the rating scheme at any time. Reverting back to a previous used scheme will restore its former ratings.*
4. Click **Save and Close** or **Save and New**.