Logging into Desire2Learn

Required Browser on Campus: Firefox
Login Web Site: https://pcc.desire2learn.com
Username: This is your PCC ID number that starts with an “S”
Password: This is your PCC pin number. By default it is your birth date in the form of MMDDYY. This is the same password you use to access MYPCC (Portal).
Forgot Password? – Contact the admissions office to have password reset
Tech Support 24/7: Phone toll Free: 1-888-800-9198
Support website: http://help.cccs.edu

Technology and System Check
Below is a list of compatible web browsers. If you are accessing D2L with a campus computer you will need to use Firefox. Do not use Internet Explorer on campus computers to access D2L. The version of IE that is on campus computer will not work with D2L.

Windows computers
- Internet Explorer 9
- Firefox (newest version) recommended
- Chrome (newest version)

Mac OS X
- Safari 5.1
- Firefox (newest version) recommended
- Chrome (newest version)

System Check
If you are using a personal computer you should run the system check on your computer. Below are the steps for running the system check.
1. After logging into D2L you will see the My Home Page. In the top right corner of the page locate the “D2L Help” link and click on it.
2. On the drop down menu, click on “System Check”.
3. The results of the system check will display on the page. Green check marks indicate the item passed. A yellow arrow will provide recommendations for changes to your system.
Navigating D2L

Understanding My Home and Course Home
The My Home page is your starting point inside of Desire2Learn. You will have access to your courses; see college news and other available resources.

Course Home is the first page you see when you navigate to a course. Similar to My Home, it also contains a place for news and tool links on the nav bar, and resources that enable you to access your personal information, account settings, and course specific content.

Menu Bar
The menu bar is your main navigation tool to courses and personal settings in D2L. The menu bar contains a link to My Home (1), the course selector (2), alerts (3), and your personal menu (4).

Course selector
Your courses are listed in the course selector, and you can sort them by course name or by date last accessed. You can also select specific courses from the course selector and pin them to the top of the list for easier navigation. The course selector is available in your courses so you can easily switch between courses.

Access a course
To access the course you want from the course selector, click the drop down arrow and click on the course title. If you have access to many courses you may have to use the Search field to find your course.
Pin a course
When selecting courses in the Course selector, you can pin the course to the top of the list of courses. This will allow you to quickly access your commonly used courses. When viewing your courses in the course selector, click the Pin icon located on the right side of the course name.

Alerts

✉️ Messages: The Email and Pager tools are located here. The icon will change when you have unread messages in either tool.

📝 Updates: New and updated news posts, upcoming end dates and due dates, new and updated grades.

⏰ Subscriptions: New discussion posts you subscribed to.

If you have unread alerts, a red circle appears on the appropriate alert icon. Below is an example of a new unread item.

Personal menu
The personal menu contains links to your profile, notification options, account settings, and logout. Click your name on the menu bar to open the personal menu.

- Use the Profile option to change your picture and personalize your D2L space.
- The Account Settings lets you control the default font size for D2L pages, and you can adjust your setting for email and discussions.
# Notifications

Students can now subscribe to receive notifications on approaching quiz end dates and grades as they are released or updated.

The notifications can be sent to an external email address or to a mobile phone.

Students can choose which messages are sent to email and their mobile devices.

The Alerts on the menu bar will indicate new notifications with a red dot appearing on the icon. When you click on the icon the messages are displayed.
Course Home Page

In the Middle of the My Home Page there is a box called “My Courses”. The courses you are currently enrolled in will be listed there. To access a course, click on the title of the course as shown below.

The Course Home page looks similar to the My Home page. The biggest difference is that there are now tools on the nav bar that you did not have before.

These items represent the main areas of your course. They include the Course Home, Content, Discussions, Dropbox, Quizzes, Classlist, Grades, and other tools. The course home page also contains items that will be important to your course management. These include course updates, calendar items, and course news items. You can click on the “Course Home” link located in the top left corner to get back to the home page of the course.

News Items

News items will appear on the My Home and Course Home pages. Sometimes you will have already completed the instructions contained in the news item and will wish to hide the item. You can accomplish this by dismissing the news item. (1) You dismiss the news item by clicking on the x to the right of the news item title. Remember, once you dismiss and item, it will no longer display on the course home page.

(2) If you would like to search news items, or view them in a different format, you can use the dropdown next to the News title (at the top of the list of news items) to go to the news tool. From the news tool, you can also set RSS settings and Notification features.
Calendar Items

On the Course Home page there is a calendar. The calendar will display upcoming events and due dates. You can click on the word calendar to open the tool. Once in the calendar tool, print agendas, or change your settings. You also have the ability to look at all of your courses calendars at once or to only view items from a specific calendar. Finally, you have the ability to set tasks for yourself and mark them completed when done. This could be very helpful if you are not already using some sort of planner or calendar.

Updates

The updates appear on the right hand side of the home page. This will alert you about new items for this course.
D2L e-Mail

Accessing the D2L Email

1. Click on the “Messages” link located on the top menu bar.

![Image showing the D2L Home Page with the Messages link highlighted.]

2. Click the Email link as shown below.

![Image showing the Email section of the D2L Home Page.]

How do I setup an email signature?

1. Click on the “Messages” link located on the top menu bar.

![Image showing the D2L Home Page with the Messages link highlighted.]

2. Click the Email link as shown below.

![Image showing the Email section of the D2L Home Page.]

3. Click on Settings located in the top right corner. This will open the Email Options page.

4. Locate the Email Signature section. Click in the box next to “Email Signature” as shown on the right.

5. Type your first and last name in the box.

6. Click the Save button at the bottom of the page.
Suggested settings for Email

1. Click on the “Messages” link located on the top menu bar.

2. Click the Email link as shown below.

3. Click on Settings located in the top right corner. This will open the Email Options page.
4. Select all the options shown below.

5. Click the Save button at the bottom of the page.
Composing an Email
The easiest way to compose an Email to anyone in your course is by using the Classlist tool.

1. **Enter the course** where the person is enrolled.

2. Click on the **Classlist** tool located on the red nav bar.

3. To email **multiple people**, locate the student’s names in the classlist, and check the box on the left side of their names. Then go to step 4 below.
   
   If you’re emailing **only one person**, you don’t need to check the box, just click on the person’s name to open the email window. If you do this, you can skip step 5 below.

4. Click the **Email button** at the top or bottom of the name list as shown below. A new window will open with the names of the selected people listed in the To: box.

5. In the Subject: box, type in the course prefix and section number of the class that you are emailing from. Then type in the subject matter in the same box. For example:

   Bcc: 
   Subject: ENG 121 section 001 - Homework assignment 1

6. Type your message in the Message box.

7. To attach a file do the following:
   
   a. Click the **Browse button** under the Attachments section. A new window will open.
   
   b. Use the new window to browse for the file and click on it. Then click the **Open button** to select the file.
   
   c. Click the **Add button** to select another file if you want to attach more than one file.

   **NOTE:** The email tool has a restriction on attachment file size. Your attachments cannot exceed 2MB in file size. Larger Power Points may not be allowed to be attached because of the restriction.

8. To complete the Email, click on the **Send** button at the bottom of the page. If you can’t see the send button, maximize the screen size.
The Content Tool

The course content is the meat of your course; you'll need this information to be successful. You may view your course content by clicking on the word "Content" located on the Red nav bar.

The first thing that you'll see is the Table of Contents for your course. From this page, you can jump to any topic in the course by clicking on it.

Understanding the organization of Content

Bookmarks

Topics you bookmark appear in a list on the Bookmarks page. Click the Add Bookmark icon while viewing a topic to add it to your bookmarks list. The number beside the Bookmarks link indicates how many bookmarks you have.

Upcoming Events

The dates listed on this page are not exclusive to Content topics; upcoming events include all events within the course from the Calendar tool. Click Course Schedule to view all past, current, and future course events. The Upcoming Events page lists course material due dates, start dates, end dates, and other course events for the next seven days.
Table of Contents

The Table of Contents lists all modules available in your course. Click on the **Table of Contents** link to access the Table of Contents page. This page enables you to view all modules and topics. The number beside each module name in the Table of Contents listing indicates the number of topics you need to view. After you view all the topics in a module the number will change to a green check mark.

**Navigation**

To view a topic, click on the title of it. After you open a topic you will see a navigation bar located at the top of the page as shown below.

The "previous" and "next" buttons will allow you to move forward or backward through the topics. Be sure to read all pages in a topic before advancing to the next item on the content map.

The page can be displayed in a new window by clicking on the "View content in a new window" button located in the tool bar. To print a page you need to download it to your computer. Open the file with the required software and print from the software.

**Feedback**

Click on a topic, then click "Submit feedback from the topic's context menu to rate the quality of the content topic from 1 to 5 and leave a comment. You can choose to submit your feedback anonymously or include your name. Although you can make the feedback anonymous, why not leave your name attached so the instructor can go over your concerns with you?"
Discussions
The Discussions tool is a collaboration area to post, read, and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

Access the Discussions tool
Click Discussions on the nav bar.

Finding and reading messages
Once a discussion gets going, new messages can come in very quickly. There are a number of places in Learning Environment that identify new messages to help you keep on top of things:

- The Updates widget on your course homepage lists the total number of unread messages for all discussion topics in your course.
- The number of unread messages appears beneath each topic in the Discussions List. To see only topics with new messages, click Unread in the Filter by tool navigation. All topics that contain unread messages appear **bold** if you have the Discussions List pane visible when viewing topics.
- Inside a topic, select Unread Only from the View drop-down list.
- You can subscribe to specific discussion forums, threads, or messages to receive an email notification whenever there is a new post.

Example of a Discussion
Here is an example of posting to a Discussion.

1. The first step is to click on the Discussions tool on the red nav bar.

2. Now locate the topic and click on the title of the topic to open it.
3. Read the topic message, then click the **Compose** button

4. Just like composing an e-mail, you need to type in a subject.

5. Type your message in the message box.

6. You can attach a file using the **Add a File** button if needed.

7. Click the **Post** button to send your message.

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**Replying to Discussion Message**

If you wish to reply to a specific post, you’ll click on the "[Reply]" link under the name and date of the posting as shown below. When you make a reply, the form will look similar to the posting form. You’ll want to include: a subject, the message, and any attachments. You can use images in your messages.
How Do I Find Requirements for Assignments?
The Dropbox tool enables you to submit assignments in D2L, eliminating the need to hand in, fax, or email your work to instructors. The Dropbox also provides a receipt of completion removing the possibility of losing an assignment. Simply upload your submission to the appropriate Drop box folder and submit.

Access the Dropbox tool

Click Dropbox on the nav bar.

Submit to a Dropbox folder

1. On the Dropbox Folders page, click on the folder you want to submit to.
2. Click the Add a File button to browse for the file you want to submit. You can attach files from your local computer or storage device.
3. Click the Upload button to open a window to your computer. Locate the file and then click the Done button to finish picking the file.
4. The Comments box can be used for notes to your instructor about your submission. Do not use the Comment box for the assignment content. You need to attach a file before you can submit an assignment.
5. Click the Submit button.

Reviewing your Dropbox folder submission history

A list of submitted files displays on the Submission History page. You can view each file’s size, submission date, whether comments were included with it, and who has retrieved it. For group Dropbox folders, you can check who submitted each file.

- ⭐Unread The file has not been retrieved.
- 📄Read The file has been retrieved. (It may not have been read or graded.)

View submission history

1. On the Dropbox Folders page, click View History.
2. Select the Folder you want to view from the drop-down list.

Viewing feedback in Dropbox

Feedback (including grades) associated with group Dropbox folders applies to the entire group.

1. On the Dropbox Folders page, click View in the Feedback column beside the folder containing your submission.
2. View your grade, rubric assessment, and feedback comments.
3. Click Download All Files to download feedback attachments.
4. When you are finished viewing feedback, click Done.
The Quizzes Tool

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz if the instructor allows.

Access the Quizzes tool

Click Quizzes on the nav bar.

Taking a quiz

1. On the Quiz List page, click on the quiz you want to take.
2. Read the instructions and details for the quiz, and when you’re ready, click on Start Quiz!
3. Answer each question. You can see which questions you have saved answers to on quiz’s left panel. You can also click the question number in the quiz’s left panel to go back to the question.

   Note: We recommend you click the questions Save button after answering the question. You should also click the Save All Responses button before going to the next page within the quiz.

4. Click Next Page or Previous Page to navigate between pages.
5. Click Go to Submit Quiz when you have completed all questions and are ready to submit.

   Note: If you try to submit a quiz with unanswered questions, you will see a warning at the top of the Submit Quiz page informing you about unanswered questions. Click each link beneath the warning to return to each unanswered question.

Watching the time

If your quiz has a time-limit you may be prompted or forced to submit your quiz. If the quiz is set to auto-submit, at the end of the designated time period only saved questions submit.

Note: Although you can start a quiz and navigate away from it at any time during the attempt, the timer for the quiz does not pause and continues to record your Time Taken.

Viewing your submission information and graded quizzes

On the Quiz List page, click the drop down menu of the quiz you want to view and select Submissions. View your quiz score on the Quiz Submissions page.

Note: Grades and statistical information are not available until they are released.
The Classlist

Use the Classlist tool to view who’s enrolled in your course, check users' online statuses, send email or pager messages, view shared locker files, and read their blogs if they have one. If you click on a name, you'll see some profile information if it has been provided. You can also search for an individual student if needed.

Access the Classlist tool

Click on the "Classlist" tool on the nav bar.

Check who’s online from Classlist

The "Online Status" icon displays beside the names of other users who are currently online.

Send a page from Classlist

1. Select the check boxes beside the users you want to page and click Page.
2. Enter your Message.
3. Click Send.

Send an email from Classlist

1. Select the check boxes beside the users you want to email and click Email.
2. Enter your subject and message in the appropriate fields. You can click Browse to add an attachment.
3. Click Send.
Grades

Use the Grades tool to check your grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

Access the Grades tool

Click Grades on the nav bar

Here is what the grades look like.
Checklist

A checklist is a way to highlight important or required assignments, readings, or other items to complete. A checklist may list all the items you need to complete at once or may have items appear as you complete other items.

Each checklist contains one or more categories, into which checklist items are organized. For example, you might have an “Assignments” checklist with categories for written assignments and quizzes, both of which could have multiple items that you need to complete.

Access the Checklist tool

1. On the course nav bar, click Other Tools.
2. Click Checklist.