

# Desire to Learn: D2L Overview

## D2L GUIDE FOR PACE STUDENTS

The Complete D2L Guide with Screenshots is located at [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE).

Once you have logged into your WaveNet Account, this basic guide will help you navigate Desire2Learn (D2L). D2L is a Course Tools Package through which HGTC offers course information posted by your professor, as well as access to online course instructors and materials. Examples of these tools are: Email, Content, Discussion Board, Dropbox, Quizzes, Grades, Attendance. Understanding how the D2L is laid out and how the different tools work makes it easier to use D2L.

### THE NAVBAR – YOUR NAVIGATION MENU TOOLS

**Navbar on your Homepage** The entire section is considered the **Navbar**, which also is your **navigation bar for D2L**. At first when you enter your homepage in D2L, you will always have the following tools to choose from: **My Home, Select a course, Locker, Calendar, and “Your name”**, Profile settings and Logout.

**From the same homepage in D2L, you can use the “Select a course” tool to select a course or choose a course from the My Courses heading below the NavBar. You can pin the course at the top by choosing the “pushpin” beside the course in the “Select a Course” tool.** The **Navbar** also will display the title of the course you have clicked along with new tools maintained just for your course: Course Home, Content, Assignments, Communications, and Tools.

### MY HOME

Your homepage is comprised of sections of displayed content with blue and white lettered headings, called **widgets**. **In some widgets, you have tools available. For example, in the My Courses widget, it contains a list of your courses. Click on the course title to enter that course.**

**News Widget:** In the **News** widget, once in your courses, you may have news displayed from HGTC or your courses.

**My Courses Widget:** To access a course, go to the **My Courses** widget and tab through the list links until you find the appropriate course. Click the course link to enter the course.

**Locker:** In the **Navbar**, you can **use the Locker tool to store personal files**; use in the same way you would store information on a floppy disk or USB drive.

**Calendar Widget:** In the **Navbar** and also a widget on your Homepage, you have access to a calendar where you can view **upcoming assignments, quizzes or deadlines as they are inputted by your instructor**. Your instructor may or may not use the calendar tool. However, you may use the **Calendar Tasks** tool, as outlined below, to manage course-related or personal tasks.

### USING THE CALENDAR TOOL

- **Note: Instructors may load the calendar with semester due dates for the course.**
- View your calendar by: agenda, a single day, week, month, or list view.
- Use the Day, Week, and Month tabs across the top of the page to change the calendar display.

### PRINTING YOUR CALENDAR

1. On the Calendar page, navigate to the day, week, or month you want to print.
2. Click the **Print** icon on the tool bar.
3. In the pop-up window, click **Print** again.

### ADDING A PERSONAL TASK

To add a personal due date or event using the **Task** tool:

1. Click the text box, which says “Add a task” below Tasks.
2. Type the task in the empty field provided and hit Enter on your keyboard when finished.
3. If you want to add a due date: clicking on the title of your task first, and then add a due date.
4. If you want to add additional notes or information related to the task: clicking on the title of your task first, then click on “Add a note...”, and type the note.



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### “YOUR NAME”

Under your name in the upper right hand corner of D2L, click on the drop down arrow in order to edit your profile, account settings, view your progress, and/or logout of D2L. **See image in complete manual online at [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE)**

**Course Home** is the first page you will view upon clicking on a course on the Homepage. Your Course Home will contain the following additional **Navbar tools: Course Home, Content, Assignments, Communications, and Tools**. Select any of these links to open the tool.

**Course Home Page:** Below the **Navbar** on the Course Home page, you may also find links to different content widgets, such as Updates, News, Calendar, and Bookmarks. Use the headings to quickly find out what kind of content is available or unread.

### CONTENT

**Content is where you find your course material, such as the syllabus, lecture notes, readings, PowerPoint Presentations/study notes, web site links, and more** related to the course you selected in the yellow **Navbar**. The content tool is highlighted below in red. To access Content, click on Content.

### VIEWING COURSE CONTENT

When you access the Content tool you see the table of contents or a custom home page, depending on the course. **See the image found in the complete manual located online at [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE)**

**Items which have a grey bullet to the right of the title indicate you have not yet read the Content item. Click on the blue hyperlink of a content title to open/view the item.** Once viewed, a check mark will take the place of the grey bullet indicating that you have read the item. You may always click on the content item or re-read it as many times as you need to throughout your course.

### Use the icons around the opened content file to:

- Navigate between content
- Open the topic in a new tab or window to print it.
- Add or remove bookmarks for particular content.
- View as Text or Download the file to your computer to print the content item
- Zoom in or out to read the content.
- Navigate to a specific page using the scroll bar or the following tool at the bottom:

### ASSIGNMENTS

In the Assignments drop down menu, you have the following tools to use for completing course requirements: **Discussions, Dropbox, Quizzes, Surveys, Competencies, and Rubrics**. You will likely use the first three tools the most, which are explained below.

### DISCUSSIONS

In the Discussions area, you can post messages and read and reply to messages posted by others. You can use the Discussions area to share thoughts about your course material, ask questions, share files, or work together with your peers on assignments and homework.

### ACCESSING DISCUSSIONS

Click the **Discussions** link under the Assignments drop down menu. The main discussions page lists the topics available to you, organized into forums. Click a topic name/question to enter the topic and join in the discussion, **see the image found in the complete manual online**.

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**Posting a Thread for Discussions:** Once you click on a topic name/question, you will be able to type up your own, authentic response to the question by clicking on the blue **Start a New Thread** button. See the image below found in the complete manual online. You can also reply to your classmates by clicking inside someone's response, and then click the

### Directions to Start a New Thread for a Discussion Post

1. Find the topic where you want to post a discussion comment of your own. Click the title of the topic to enter the topic discussion as instructed above.
2. Click **Start a New Thread**.
3. Once the Compose Details pops up, please type your discussion **Subject**, as well as type up your authentic new post in the **Message** box.
4. Click **Post**, located in the bottom, left-hand corner of the screen.

### Directions to Reply to Another's Thread

1. Find a message you want to reply to and then, click on the person's thread to view the student's response.
2. Click on the **[reply]** tool underneath their discussion post subject or **Reply to Thread** at the top of the page.
3. Once the Reply Details pops up, begin to alter the **Subject** if needed, as well as typing up your response in the **Message** box.
4. Click **Post**, located in the bottom, left-hand corner of the screen.

## DROPBOX

The second tool underneath the **Assignments** drop down menu is the **Dropbox** tool, which lets you submit assignments, eliminating the need to mail, fax, or email assignments. Simply upload your assignment to the appropriate folder as set up by your professor.

**Accessing the Dropbox Tool:** To access the Dropbox tool, click the **Assignments** drop down menu in your course **Navbar**, and choose **Dropbox**.

### Dropbox Folders List page you can view:

- A list of assignment folders and related attachments
- Whether folders are for group or personal assignments
- The number of assignments that you submitted to each folder
- Whether feedback, including grades and rubric scores, has been left for you.

## SUBMITTING ASSIGNMENTS

1. On the main Dropbox Folders List page, click the name of the folder where you need to submit an assignment.
2. Click **Add a File**.
3. **Browse** and attach the file you want to upload.
  - a. Click **Add** to attach additional files.
  - b. Click **Done** when you are finished attaching files.
4. Enter any comments in the **Comment** field. It is recommended you do not type up assignments in this field, this is for general comments only.
5. Click **Submit**. Please make sure you receive the following status indicating a successful submission: *"File submission successful"* which appears after clicking the submit button as well as you will receive an confirming successful submission.

## REVIEWING YOUR SUBMISSION HISTORY

1. On the Dropbox Folders List page, click View History.
2. Underneath the Folder drop down menu, click the Folder you want to view submissions for.

A list of submitted files displays on the Submission History page. You can check each file's size, when it was submitted, whether comments were included with it, and who has retrieved it.

- Unread -The file has not been retrieved.
- Read - The file has been retrieved.

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## VIEWING FEEDBACK

1. From the Dropbox Folders List page, you can view any feedback left for you by checking the **Feedback** column for a particular folder.
2. **View your comments, grades, and/or rubric achievement.**
3. Click **Download All Files** to download any attachments.

## QUIZZES

The third tool underneath the **Assignments** drop down menu is the **Quizzes** tool. Go to the **Assignments** drop down menu, and click on **Quizzes**, in your course **Navbar**.

### Taking A Quiz From the Main Quiz List

1. **Click the title of the quiz you want to take.**
2. **Read the instructions and details for the quiz**, and click the **Start Quiz** link.
3. Answer the quiz questions by selecting an answer from the list of options or by filling in the appropriate text field.  
**Note:** *Make a habit of clicking the "Save All Responses" button regularly if there are a lot of questions on a single page or you are working on a time-consuming question.*
4. Click the Next Page or Previous Page icon to navigate between pages.
5. Click the Go to Submit Quiz button when you are ready to submit.  
**Note:** *If you try to submit a quiz with unanswered questions, you see a warning at the top of the Submit Quiz page. Click the links below the warning to return to the unanswered questions.*
6. **When you finished revising questions, click Submit Quiz.**

### Viewing Your Submission Information and Graded Quizzes

To access information about your submissions and to see your quiz score:

From the main Quiz List, click the **Submissions** icon beside the quiz you want to view.

**Grades and statistical information are not available until they are released.**

## COMMUNICATIONS

The Communications drop down menu contains the **Email**, **News**, and **Chat** tools. The Email tool will be explained here in detail, however, if you find you need additional training or have questions on the News or Chat tools, please come see the Student Information Center: WaveNet Central on your campus.

**Email:** The first tool underneath the **Communications** drop down menu is the **Email** tool.

**NOTE:** You may not email outside of D2L to a non-D2L address from within D2L like other email systems. Be aware of the mailbox full bar, if your email fills up, instructors and other students cannot email you. You must regularly empty the trash and sent folders to avoid the mailbox filling up.

Upon clicking the Email tool, the first page that is visible is the Inbox message list, with a folder list which appears to the left side of the message list window. *Sample Email Window From the main Quiz list: In the complete manual found online.*

**Checking Email/Reading Email:** The Message List displays a list of items in your inbox, including the unread emails. To read a message, click the subject link of the message. The message opens in a Message Preview pane located on the same page, at the bottom of the screen. (**NOTE:** Messages viewed using the Message Preview panes are not marked as read. To mark a message as read, click the **Mark Read** on the tool menu on the message preview pane.)

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### Composing Emails:

1. From the Message List page, click the blue **Compose** button on the top tool menu
2. The Compose New Message window appears – see image to the right in the manual online.
3. Type the recipient's email address in the **To** field.
  - Or use the **Address Book** icon at the top of the page to locate an address from your Address Book.
  - Using the Address Book, check the empty box next to each recipient you want to email. Scroll up to the top of the Address Book and click **To, CC or Bcc** to add them into the To field. Finally, click the **Add Recipients** button to complete adding the recipient to your email message.
4. Type a brief description of your email in the **Subject** line.
5. Type your message in the **large empty text box**.
6. Click the **Spell Checker** icon to check for misspellings.
7. Click **Send** located on the bottom, left side.

### Adding Attachments to Emails From the Compose New Message page:

1. Compose your message as usual.
2. In the **Attachments** section, click **Browse** and select the file you want to attach.
3. Click **Add**. If you add an attachment and want to delete it before sending, click the **Remove** link beside the attachment.

### Replying To and Forwarding Emails From the Message List page:

1. Select the message you want, the message that you wish to reply to or forward, by clicking on the message's subject link. The Message Preview page displays the message in the Message Preview window pane.
2. In the Message Preview pane, click the **Reply, Reply All, or Forward** icon.
3. Enter the recipient names in the **To, CC, and Bcc** fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
4. Add any additional content, including attachments if needed, to the message.
5. Click **Send**.

## TOOLS

The **Tools** menu contains the following tools: **Attendance, Grades, Classlist, Calendar, Checklist, FAQ, Glossary,** and the **Locker**.

### ATTENDANCE & GRADES

**You will use the Attendance and Grades tools to double-check your attendance and grades as they may be recorded by your professor.** They are not interactive tools and do not contain information you can change or alter. It is important that you review your grades as you progress through the course.

### Classlist

To access the **Classlist**, click the **Tools** drop down menu. The **Online Status** icon displays beside the names of other users who are currently logged onto D2L online.

### Sending Email through the Classlist

1. Select the users you want to email by checking the empty checkbox next to the name (s).
2. Click the **Email** selected users icon.
3. Type your subject and message in the appropriate fields.
4. Click **Send**.

If desired before sending, click the **Browse** button to add an attachment inside the email.

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## LOCKER

Under the Tools menu, the Locker is used to store information by uploading files, or groups of files into sets of folders for storage.

### Creating a Folder in Locker

Your personal locker area is NOT course specific. Creating folders helps you manage your locker for several different courses. *It is recommended to Create a Folder for Each Course you are enrolled in.*

1. From the My Locker page, click **New Folder**.
2. Enter a **Folder Name**.
3. Click **Save**.

### Uploading a File

1. Click **Upload Files** in the folder you want to add a file to, such as a specific course folder.
2. Select the **Public** checkbox if you want other users to be able to view the file.
3. Type a **Description** of the file.
4. Click the **Browse** button and locate the file you want to attach.
5. Click the **Add** button to attach more than one file.
6. Click **Upload** once you have located all of the files you want to include.

**Note:** The following file type extensions cannot be uploaded: .asp, .bat, .config, .dll, or .exe.

### Downloading Files to a Local Computer

1. Select the checkbox(es) beside the files you want to download.
2. Click the **Download the selected files/folders** icon at the top or bottom of the file list.
3. Click on the file that indicates "Ready for download" and save a copy of the zip folder containing your files to your local computer or storage device. Use WinZip Evaluation Version to open your files.

### Deleting a File or Folder

Do one of the following:

- Click the **Delete** icon beside the file or folder you want to delete.
- Select the checkbox(es) beside the file, folders or folders you want to delete and click the **Delete** icon at the top or bottom of the file list to delete multiple items at once.

### Viewing others' Public Locker Files

1. Click the **Classlist** link on the course navigation bar in the appropriate course.
2. Click the **View Locker** icon beside the name of the user whose shared locker files you want to view.
3. Click the name of the file you want to view to open it.

**Important Note:** For more in-depth information about D2L, you can review the complete D2L guide, "Learning to Navigate D2L," at [www.hgtc.edu/PACE](http://www.hgtc.edu/PACE).

### The HGTC Student Information Center: WaveNet Central Services:

- Obtain assistance in applying to HGTC and complete the financial aid process
- 24/7 Compass Prep and Technology Training Online Resources
- Find and access information about HGTC programs or services
- Attend information sessions for academic enhancement or personal enrichment
- Additional services such as printing test scores or scheduling testing center appointments

**For additional support, Visit WaveNet Central on each Campus, The Student Information Center, or the website resource pages below.**

**Conway Campus**  
(843) 349-5182

**Grand Strand Campus**  
(843) 477-2076

**SSTC Georgetown Campus**  
(843) 520-1455

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