

Desire2Learn is a way to deliver interactive courses or course components over the Web at RCTC. It provides students with static content (e.g. syllabi, schedules, announcements, and lecture notes) as well as access to interactive tools (e.g. discussions, whiteboard, chat) Students may connect to their class from anywhere they have computer access. The secure environment allows students and instructors to communicate and exchange course materials and grades.

Desire2Learn Support:
529-6126 - Missy Hagen
285-7173 - Steve Higgins

On Campus IT support
285-7243 - computer helpdesk
(network, email, labs)

Student e-mail access
webmail.roch.edu
address: user@acad.roch.edu



System Requirements

- An Internet Connection: 56k modem, DSL or cable
- A Web Browser
- CD drive
- Sound Card

Windows Users:

Netscape Navigator 4.7 up to and including version 7.02
or Internet Explorer 5.0 up to and including version 6 service
pack 1 or Mozilla 1.0 up to and including version 1.02.

Mac Users:

Netscape Navigator 4.7 up to and including
version 7.02 or Internet Explorer 5.0 or Mozilla
1.0 up to and including version 1.02.

- **Operating System:** Windows XP. Mac OS X.
- **Java Script and Cookies** should be enabled.



System Check

There is a system check located on the log-in page. Click this tool to automatically check your machine for proper settings.



Log In

URL: <http://rctc.ims.mnscu.edu>
or go to enrolled students on the RCTC site and use D2L icon link.

username: student id # plus 306
example: 00123456306
password: birthdate: YYMMDD
example: April 3, 1988
would be: 880403



My Home Page

This is your personal gateway to your Desire2Learn courses. You're **My Home** page will list all of the courses that you have registered for as well as campus wide **news** and a link to your **calendar** listing all upcoming events in your classes. You can add personal events to your calendar as well as print by month, week or day.



Navigation Bar

The navigation bar at the top of the screen gives access to **email** delivery and retrieval, a **locker** to store and share files, a personal **journal** categorized by class for note taking, and a campus-wide **discussion** board. This bar may alter once you leave **My Home**.



Course Home Page

To access your **Course Home** page click on the appropriate link on **My Home** page. Your **Course Home** page contains all of the important tools that you will need to interact with your instructor and your course. The course navigation bar at the top of the screen will remain visible until you navigate outside of your course.



Welcome Box

Under the **Welcome box** the **My Preferences** link is a useful tool in personalizing your Desire2Learn web pages. You can change the font style and size, specify which operating system you are using (i.e.. Windows 98, Windows XP etc...), and specify the drive which is accessing your CD-ROM content.

The **My Email** link allows you to update or change your email address as well as create a signature to attach to all emails you send.

The **My Password** link allows you to change your password any time you see fit. The change will take effect immediately. Just a reminder, write your password down and put it in a safe place in case you forget it.

The **My Homepage** is a tool to create a personal webpage to introduce yourself to others in your class. After building your page, be sure to activate your page by clicking on the house icon beside your completed page.



Tips for Using Popular D2L tools



Email

Mail allows you to send, receive, reply and forward mail messages. You can also store messages, search your messages and add mail folders.

Composing an e-mail message

1. In the main e-mail window, click on the *Compose* button.
2. Type the recipient's e-mail address in the *To:* field. If you have an address book setup you can click on the *Address Book* button beside the *To:* field.
3. Type a brief description of your e-mail in the subject line.
4. Type your message in the large text box.
5. Click the *Send* button.

Adding an attachment to an e-mail

1. In the main e-mail window, click on the *Compose* button.
2. Click the *Browse* button and choose your file.
3. Click the *Attach File* button.

Creating a folder

1. In the main e-mail window, click on the *Folders* button.
2. Click on the *Add New Folder* button on the bottom right hand side of the main folder screen.
3. Type in the name of the folder.
4. Click *Save*.

Creating an Address Book contact

1. In the main e-mail window, click on the *Address Book*.
2. Click the *Add Contact* button.
3. Type in the first name of your contact in the text field.
4. Type in the last name of your contact in the text field.
5. Type in the e-mail address.
6. Click *Create*.



Locker

This is an area where you can upload and store personal files. Files can be marked confidential or shared

Add a File

1. To add a new file to your Locker, click the *Upload New File* button.
2. Browse and select file you wish to upload.

Retrieving a File

1. To retrieve a file that you have uploaded, right click on the name, and select *Save As*

Viewing an Uploaded File

1. To view a file that you have uploaded, click on the file name.

Delete

1. To delete an existing file, select the checkbox beside the file name and click the *Delete* button.



Calendar

You can use your calendar to inform or remind yourself of important course-related dates and events. Your calendar view includes all the information that you have posted, in addition to events posted by your course instructor.

Adding a Personal Event

1. Click on *Add Event*
2. Type the title of your event in the *Title* field.
3. Choose a date by using either the drop-down boxes or by clicking on the small calendar image beside the drop-downs.
4. In the *Description* text area, type a description.
5. Click *Save*.

You have now returned to the main calendar screen. You will see that date is now bolded and in blue. This means that you have a personal event scheduled for that date. Click on the blue date to view event and description



Dropbox

The Desire2Learn *Dropbox* allows students to submit their papers to their instructor electronically.

Types of Files

1. Your assignments can be submitted using a Word file, an Excel spreadsheet, a Powerpoint presentation or a number of other file formats.
2. Microsoft Works or Claris Works files can not be accepted. They do not come through correctly.

Dropping off a file

1. Click on the dropbox tool.
2. Click on the appropriate folder.
3. Enter the number of files that you will be uploading (generally it will only be one). Click *Next*.
4. Browse to the file that you would like to upload and click open.
5. Type in a short description or comment about the file.
6. Repeat for additional files.
7. After your files have been selected, click *Upload*.
8. Some files may take a long time to upload (especially if there are graphics in the file). After the upload is complete the *File Upload* dialog box should appear. See the steps below to verify that your file went through.

Did my file get through?

1. Go to the *Dropbox* tool
2. Click on the *History* button
3. All of the assignments that have been submitted will be listed.



Discussions

Discussions allow you to communicate with your Instructors and classmates. Unlike "Chats", discussions let you interact with your classmates and Instructors without having to be online at the same time.

The Discussion Page

1. From the *My Homepage*, click on the course that interests you.
2. When the *Course Home Page* appears, click on the *Discussions* link. The *Discussion* page for that course will appear.

Sending a message

1. Access the *Discussions* page as described above.
2. Choose the topic that you would like to post a message in.
3. Click *Add Message*.
4. An area to write a message will become available.
5. Move your cursor into that area.
6. Type in your message and include a subject.
7. Click *Close*.
8. Click *Submit*.

Reading a Message

1. Access the *Discussions* page as described above.
2. Click the topic that you'd like to view. Click on the subject within the topic that you would like to view.

Replying to a Message

1. Access the *Discussions* page as described above.
2. Click on the topic that interests you.
3. Click on the subject that you want to reply to.
4. On the bottom frame click on *Reply*. A reply form will appear.
5. In the reply form type your message. When your message is complete, click *Submit*.



Quizzes

The quiz tool gives you access to take online quizzes set up by your instructor. Simply click on the quizzes link and follow directions. Be sure to save and submit. Be sure any pop-up blocker software you have installed on your computer is turned OFF. You may also access your score once instructor has graded quiz.



Grades

Click this link to access your grades in the course. Any components your instructor adds to the gradebook are viewable here.