

To: All instructors of Fall 2014 courses,

With Fall classes starting soon, please find below some tips and notes on commonly asked questions about Desire2Learn (D2L), the university's learning management system.

Making Desire2Learn (D2L) course sites available to students

If you choose to use the D2L site that has been set up for you, be sure to make it available to students with the instructions below. If you choose not to use the course space, you do not need to do anything, as by default it is unavailable to students. We recommend however, that you use it to at least publish your course outline and contact information. We have found that many students now expect all of their courses to have a D2L site and they worry when a course is missing.

The course space automatically enrolls students who have registered for your class through the Student Centre. However, those students won't be able to access the course until you set it to be active:

1. Log on to D2L. You may do this by going to <http://d2l.ucalgary.ca> directly or through the myUofC Portal (<http://my.ucalgary.ca>, select the *Academic tab* and choose *Desire2Learn* under *Direct Access*.)
2. To view the course(s) you are enrolled in, click on the *Select a course* drop-down menu located on the top navigation bar.
3. Click on the name of the Summer 2014 course you are teaching.
4. In your D2L course, click on the *Edit Course* tab.
5. Select *Course Offering Information*.
6. Make sure *Course is Active* is checked.
7. Click the *Save* button at the bottom of the page.
8. When students enrolled in your course log on to D2L, they will now see your course site.

Note: After a student registers for your course in the Student Centre, there is a delay of 24 hours before they will be able to access the class in D2L.

Combining course sites for multiple lectures/sections (Course Mapping)

By default, there is one course site per lecture/section. However, if you would like to have students (as well as instructors and coordinators) from several lectures/sections added to one particular course site, you may submit a request online:

<http://www.ucalgary.ca/it/forms/d2l/combine>. Please be sure to include the correct course and section numbers. (This request must be sent from the Instructor of Record, listed in the official Schedule of Classes in PeopleSoft).

Copying course materials

If you would like to re-use materials in a course that you have taught previously, please follow the instructions on this page: <http://wcm.ucalgary.ca/desire2learn/files/desire2learn/copying-course-materials-mar4.pdf>

Enrolling TA, or other staff assistants

As the instructor of a D2L course, you may choose to enroll TA's or other staff assistants. See http://wcm.ucalgary.ca/desire2learn_test/files/desire2learn_test/adding_a_ta_dec13_0.pdf for instructions.

New to University of Calgary or to Desire2Learn?

What is Desire2Learn (D2L)?

Desire2Learn (D2L) is the learning management system used at the University of Calgary. D2L gives you the ability to manage courses, email students, collect assignments, participate in online discussions, keep track of student grades, and more. D2L is available for all of your online, blended, or classroom courses. See <http://elearn.ucalgary.ca/desire2learn/> for more information.

How can I learn to use Desire2Learn?

The Educational Development Unit of the Taylor Institute for Teaching and Learning offers a variety of ways for you to learn how to use Desire2Learn:

Face to face workshops:

See <http://tlc.ucalgary.ca/calendar/month> for a listing of upcoming workshops.

Online tutorials:

See <http://elearn.ucalgary.ca/desire2learn/home/instructors> for information

As you log in to D2L, you will see a section on the homepage titled *Help for Instructors*. If you are missing this information, please contact the IT Support Centre.

Questions or need assistance?

If you or your students have any questions or concerns, please contact the IT Support Centre.

Tel: (403) 220-5555

North American Toll free: 1-888-342-3802

Email: itsupport@ucalgary.ca

Online Service Request

MS 773, Main Campus

EXTENDED HOURS FOR FALL START-UP

Monday – Friday

September 8 (Monday) – September 30 (Tuesday)

8:00AM – 8:00 PM

Saturday – Sunday

10:00AM – 2:00PM

Regular Support Centre Hours (after September 30th)

Mon – Fri 8:00AM – 5:00PM

Sat - Sun 10:00AM - 2:00PM

All the best for the Fall term,

University of Calgary Desire2Learn Support Team



DESIRE2LEARN – INTRODUCTION

VIDEOS

If you are unable to attend a training class the following videos will give you a quick start to working in Desire2Learn at the University of Calgary.

Desire2Learn at the UofC Instructor Top 5 Playlist:

1. D2L Introduction Video (basics)
2. Making a Course Active
3. Adding Content
4. Emailing a Classlist
5. Enrolling a TA

Go to: <http://www.youtube.com/playlist?list=PL09W8INTfrd-5ozPcOkx6grnR1e9ktaP2> to get started.

INSTRUCTOR COURSES IN D2L

As an instructor at the UofC you have a D2L “sandbox” and access to the **D2L Self-Directed Training & Tutorials** course. The tutorial course will walk you through many of the features of D2L.

To access your D2L course(s) open a web browser and navigate to d2l.ualgary.ca. Log in with your **IT Username and Password** (the same login and password you use for your @ualgary.ca email). This will take you to the D2L Home Page.

NOTE: You can also access Desire2Learn via the my uofc portal (my.ualgary.ca)

My Home is your starting point inside the Learning Environment. It is also the UofC homepage where you can access widgets, tool links on the navbar, organization-level content, and other available resources.

The screenshot shows the D2L Home Page interface. At the top, there is a navigation bar with 'Home' and 'Select a course...' options. Below this is a red header with the University of Calgary logo and the text 'UNIVERSITY OF CALGARY'. Underneath the header is a navigation menu with 'MY UOFC', 'USER PROGRESS', 'CALENDAR', and 'MY TOOLS'. The main content area is divided into several sections: 'News' (with a dropdown arrow and a message 'There is no news to display'), 'Calendar' (with a dropdown arrow), 'Help for Students' (with a dropdown arrow), 'Important Links' (with a right-pointing arrow), 'My Courses' (with a right-pointing arrow), and 'Copyright Office notice' (with a dropdown arrow). Below the 'Copyright Office notice' section, there is a heading 'USE OF COPYRIGHT MATERIALS IN D2L' followed by two paragraphs of text explaining copyright protection and the University of Calgary's policy on access to works.

To access a course, click *Select a course...*



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.

In your course list you will see:

- D2L Self-Directed Training & Tutorials - D2L_InstructorTutorials
- Heather's D2L Teaching Sandbox - D2LSandbox-heatherweiland-teaching

- A "sandbox" course – to practice in
- The D2L Self-Directed Training & Tutorials course. This is an excellent resource site for both step by step instructions and instructional videos.

Access a Course

Access the course you want from the course selector you will be taken to the **Course Home Page**.

MORE RESOURCES

Go to: <http://elearning.ucalgary.ca/desire2learn/>

INSTRUCTOR LED TRAINING SESSIONS

Go to: <http://tlc.ucalgary.ca>



D2L Essentials Handout

Resources for Instructors

Log into d2l.ucalgary.ca and visit the Important Links for Instructors.

The screenshot shows the D2L interface with a red header containing navigation links: MY UOFC, USER PROGRESS, CALENDAR, MY TOOLS. The main content area is divided into several sections:

- News**: A dropdown menu with a downward arrow.
- Welcome to Desire2Learn!**: A message box with a close button (X). It contains instructions on how to find D2L courses and contact IT support.
- Desire2Learn Grades Export**: A section with a dropdown arrow, containing information about exporting grades to PeopleSoft and links for 'Import Final Grades to PeopleSoft' and 'Desire2Learn Grade Export Utility'.
- Important Links**: A section with a dropdown arrow, containing two categories of links:
 - For Instructors**:
 - Detailed Desire2Learn Documentation
 - Instructor Resources (University of Calgary)
 - Instructor Video Tutorials
 - For Students**:
 - Detailed Desire2Learn Documentation
 - Student Resources (University of Calgary)
 - Student Video Tutorials

A yellow arrow points from the 'Welcome to Desire2Learn!' message to the 'Important Links' section. A yellow box highlights the 'For Instructors' links.

These links include:

- Desire2Learn Documentation**
 - Searchable step-by-step instructions available from a D2L website.
- University of Calgary Instructor Resources**
 - A direct link to elearn.ucalgary.ca/desire2learn with FAQ's, Core Manuals & instructional documents.
- Instructor Video Tutorial**
 - Access to the **D2L Self-Directed Training & Tutorials** course within D2L with Video Tutorials.

Visit the **UofC D2L YouTube channel** for additional video tutorials! **Don't forget to Subscribe!**

The screenshot shows the YouTube channel page for 'UofC D2L'. The channel name is 'UofC D2L' and it has 11 subscribers. The page includes a search bar, a video player, and a 'Subscribe' button. A yellow arrow points to the search bar with the text 'Search for UofC D2L'. Another yellow arrow points to the 'Subscribe' button with the text 'Click Subscribe'.

Need Help? Contact IT Support: itsupport@ucalgary.ca or (403) 220-5555

Top 5 Getting Started Topics:

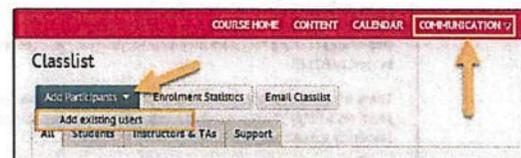
How do I add new content to my course from my desktop?

1. Click **Content** in the navigation bar, select the content **Module** in the **Table of Contents** or **Add a module**.
2. Select the **New** button and click **Upload Files**
3. In the pop-up window that appears, select the **Upload** button.
4. Select the files and click **Open**.
5. Click the **Add** button on the bottom left



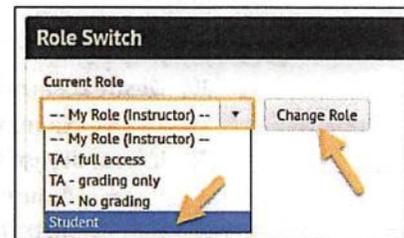
How do I add a TA, or another instructor to my course?

1. Click **Communications** and select **Classlist**.
2. Click **Add Participants** and **Add existing users**
3. **Search** for the individual you wish to add to your course.
4. Select the **checkbox** left of the name, then select a **role** from the dropdown menu on the right.
5. Click **Enrol Selected Users**.



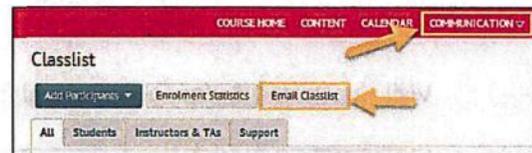
As an Instructor or TA how do I see the course from my student's perspective?

1. Click **Course Home** on the navigation bar.
2. In the **Role Switch** widget (bottom of Course Home page) click the dropdown box and select **Student**.
3. Click **Change Role**.



How do I email my entire class?

1. Click **Communications** and select **Classlist**.
2. Click on the **Email Classlist** button.
3. Click on the blue **Send Email** button.
4. In the new window that opens, edit your email and then click the **Send** button.



How can I make my course visible to students?

1. Click **Edit Course** in the navigation bar, then click **Course Offering Information**.
2. Select **Course is Active**.
3. Click **Save**.

