

Student Orientation Guide



CHIPOLA COLLEGE ***e-Learning*** ***Desire2Learn (D2L)***

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Chipola College e-Learning with d2l

Welcome to Chipola College's e-Learning Student Orientation for Desire2Learn (d2l). This orientation guides you through the navigation and features of your online course. This document covers seven major topics:

- | | | |
|---|---------------------|--------------------|
| 1 | System Requirements | 5. Personal Tools |
| 2 | Chipola College d2l | 6. Course Tools |
| 3 | Navigation | 7. Requesting Help |
| 4 | My Settings | |

This orientation is important, as it will enable you to achieve your online and education goals. Once you are comfortable with using the site and the online educational tools in your course, you are well on your way!

Library Services

Your d2l course may require that you use certain library databases and services. Some of these databases and services require you to log into the Chipola Library webpage.

Chipola Library offers a wide variety of on-line services to students, faculty, and staff of Chipola College through the Library website: www.chipola.edu/library. From our website you may:

- Use over 100 databases to find full-text articles and other information.
- Use the on-line library catalog to locate books and access full-text electronic books (e-books) on-line.
- Request interlibrary loan materials.
- Use MLA and APA style guides and software to create citations.
- Use Research Guides for subject area study.

These activities are available 24 hours a day, 365 days a year to current students, faculty, and staff from any Internet accessible computer.

To access the on-line services, choose the **LINCCWEB** link at the upper right hand side of the library web page. The on-line services require a current student log-in.

School: Chipola
Borrower ID: last name, first initial, last 4-digits of Social Security # (smithj2345)
Pin: last 4 digits of Social Security # (2345)

Student Help

Student support is available from the Information Systems [Help Desk](#). Questions about assignments should be directed to the instructor.

Saving your Assignments

Before uploading assignments to the Dropbox, you should save your files to your H: folder (drive), C: drive, jump drive or zip disk. By saving to multiple locations, you are covered in case the server goes down or your disk fails. **NOTE:** Avoid special characters like: ! @ # \$ % & * \ / | ? : ; " < > ` , in your file names.

Logout

The **Logout** link is on the bottom navigation bar both in **My Home** and **Course Home**. The system may not detect that you are no longer online if you just close your web browser without clicking Logout. It may appear to others that you are still online.

Part One: Chipola e-Learning (D2L)

Students enrolled in a course using the d2l system, must be enrolled in the course by the last day of registration. Students will need the following information (User Name and Password information) to log into their d2l account and access the class information.

To Log in:

Step 1: Connect to the Internet, open your browser, and type the appropriate URL into your Web browser. <http://d2l.chipola.edu> or go to the Chipola College website at www.chipola.edu and click on Desire2Learn on the left.

Note: Before logging in, you can do a system check of compatibility of your computer software before logging in by clicking under "Please click here for a system check before you login."

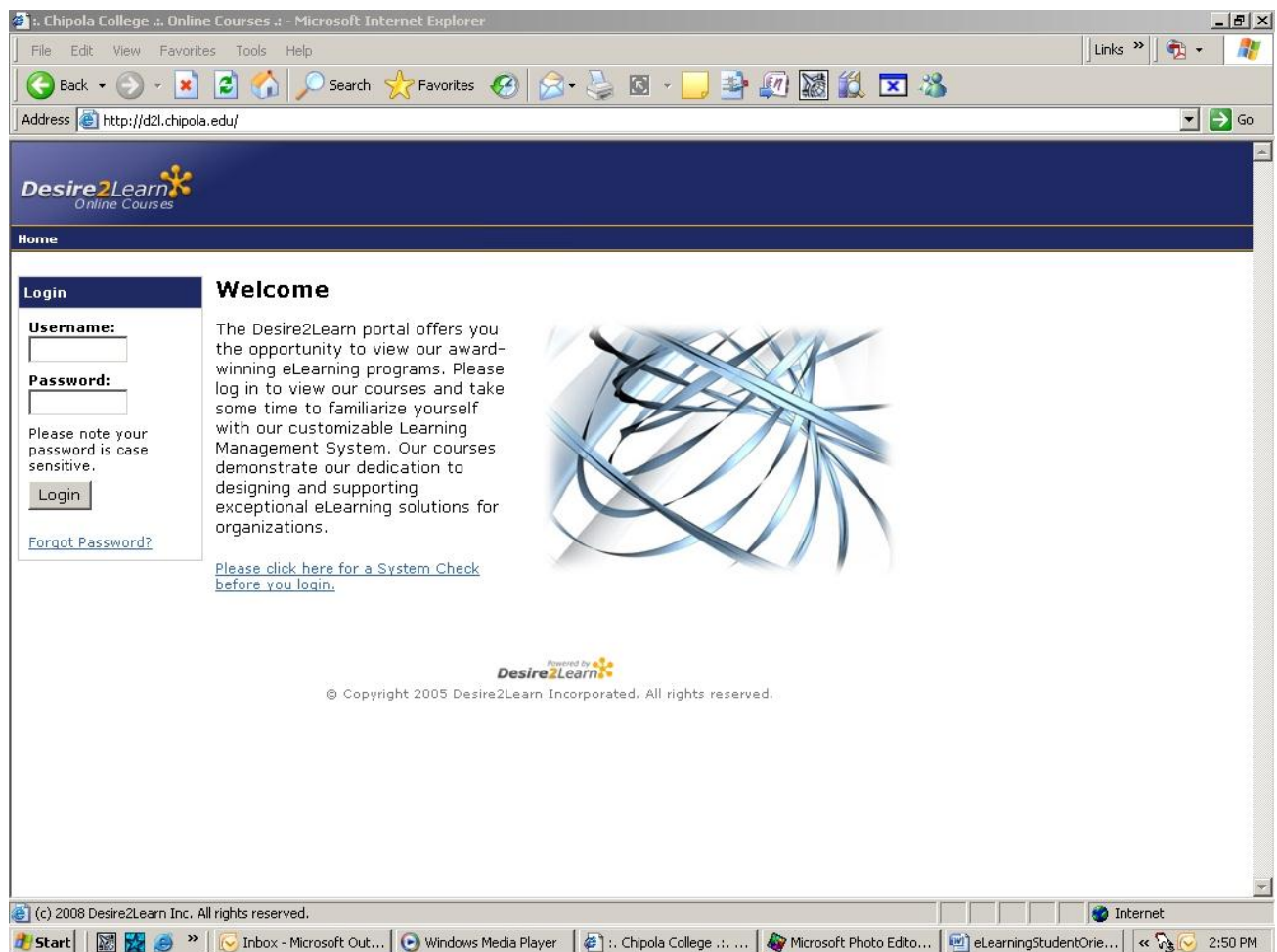


Figure 1: Desire2Learn opening page for system check

Step 2: Using the information John Smith, Social Security # 123-45-6789, date of birth 5/90

The student's username will be smithj6789 (last name, first initial, last 4 digits of SSN)

The student's password will be 67890590 (last 4 digits of SSN, mm. yy)

Note: Passwords are case-sensitive, meaning you must enter them exactly as they were assigned. Usernames are not case-sensitive.

Step 3: Click under the class name for which you want to work.

Part Two: Navigation

My Home

My Home, which is also referred to as the organizational level of the system, lists all your available d2l Courses, The Welcome Box (to update your settings), Events (class events), and News (important eLearning notices and alerts as well as information from your instructor).

The navigation bar on the *top* of the screen is referred to as *My Home navigation bar*. It may contain common links such as as Glossary, Email, Schedule, and Help.



Figure 2: My Home Organization Navigation Bar

Entering a Course from My Home

On your My Home, the **My Chipola Courses** box will appear. Your online courses are listed below the name of each department in this box. To see the courses you have enrolled in, click on the sign to the left of the department name then click on the sign for the semester in which you are enrolled. Click below the name of the course to enter the course.

Course Home

Course Home displays all the important tools for your course. The navigation bar located on the top of your screen under the My Home navigation bar is your *course navigation bar* and will remain visible until you navigate outside your course. It contains many of your important course links.

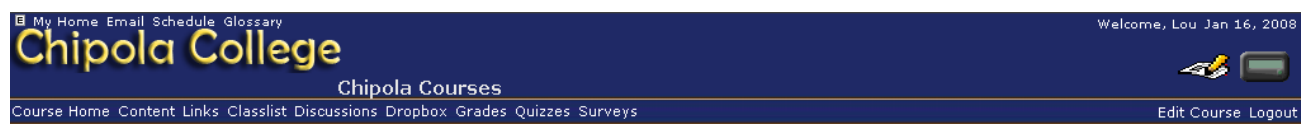


Figure 3: My Course Navigation Bar

Part Three: My Settings

My Preferences

To access this area:

From **My Home**, in the Welcome Box, click **My Preferences**.

Once you have entered the My Preferences area, by default you are shown the **General** settings. Tabs running along the top access other preference areas. Instructions are displayed on the left.

Changing Your Font

- 1 Font is accessible under the **General** Tab, which is shown by default.
- 2 Under the heading **Font Settings**, use the drop-downs to change the font face and font size. The **Preview** box below will show you how your font will look.
- 3 Click **Save**.

Discussion Room Settings

By selecting the **Discussions** tab, you can change your default discussion settings.

- 1 Discussion settings are accessible under the **Discussion** Tab.
- 2 Choose the various discussion topic frame settings by selecting the desired preferences.
- 3 Use the drop-down to choose your default view type.
- 4 Click **Save**.

Forwarding your d2l email account to your own personal email account (Yahoo, Hotmail, Earthlink, etc.)

- 1 Email settings are accessible under the **Email** tab.
- 2 In the "Reply to" – type the email address you want your d2l emails to reply (also select from the options above).
- 3 Scroll down to the **Forwarding Options**.
- 4 Put a check in the Forward incoming messages to an alternative email account.
- 5 Type in your personal email address
- 6 Select any of the forwarding features you would like.
- 7 Click Save.

Pager Sounds

- 1 The pager settings are located under the **Pager** Tab.
- 2 Turn on/off your pager sounds by selecting the preference.
- 3 Choose the desired sound from the provided list.
- 4 Click **Save**.

Note: Check with instructors about contacting them via the pager. Many instructors will not answer pages and expect students to use either email or the discussion tool.

Part Four: Personal Tools

Email

To access this tool:

From within your course, click on the **Email** link on your top navigation bar.

Composing a Mail Message

- 1 Type the recipient's email address in the **To:** field or select 'Show Address Book' to make selections from the participants in the course, including the instructor(s).
- 2 Type a brief description of your email in the subject line.
- 3 Type your message in the large text box.
- 4 To add an attachment, click the **Browse** button and choose your file.
- 5 Click the **Attach File** button.
- 6 On the right, select the Priority, if other than Normal, and check spelling.
- 7 Click the **Send** button.

*The d2l system automatically sends a copy of each sent item to your official email address **Inbox** of the email software that you have selected to use.*

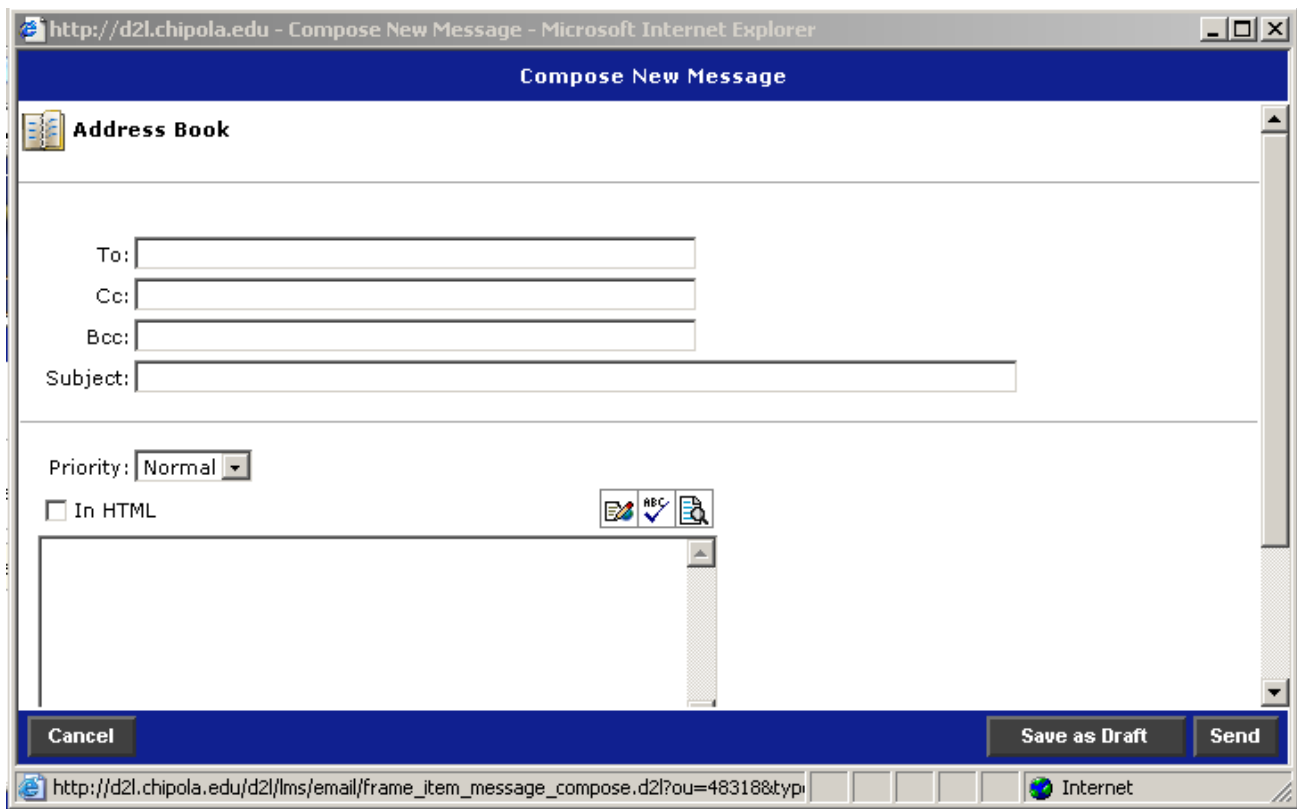


Figure 4: Email Page

Events Calendar

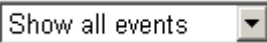
You can use your calendar to inform or remind yourself of important personal or course-related dates and events. Your calendar view includes all the information that you have posted, in addition to events posted by your course instructor(s).

To view postings by all your instructors, click *Open My Events* button and select Show All Events.

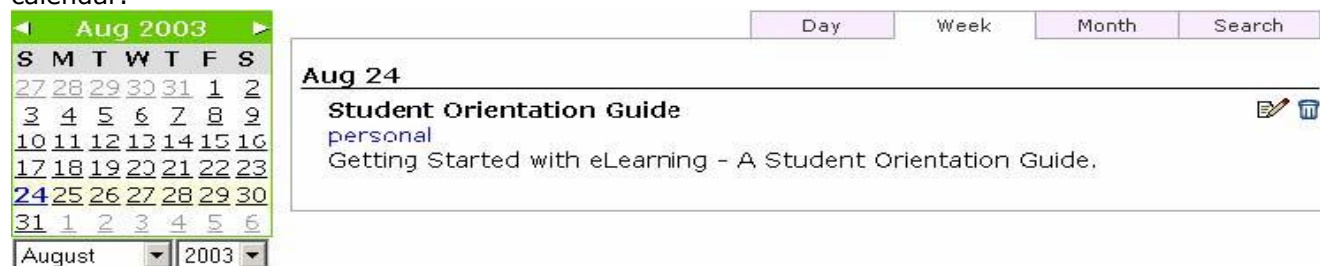
Adding a Personal Event

From your **My Home** or **Course Home**, click on **Open My Event** button. This will take you to the main event calendar screen.

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

You have now returned to the main event calendar screen. Select **Show all** events from the drop down.  You will see that the date is now in bold. Personal events display in blue while course events display in orange on an orange background.

Click on the bold date. You will see the calendar event and description down in the screen beside the calendar.



The screenshot displays a calendar for August 2003. The date August 24 is highlighted in bold. To the right of the calendar is a detailed view of the event for August 24:

- Aug 24**
- Student Orientation Guide**
- personal
- Getting Started with eLearning - A Student Orientation Guide.

At the top of the event view are buttons for 'Day', 'Week', 'Month', and 'Search'. To the right of the event title are icons for editing and deleting the event.

Part Five: Course Tools

Consult the [Help](#) link on the navigation bar for detailed tool instructions. Your instructor may choose not to use all of these features.

This is an alphabetical list of terms defined in this web site.

[Classlist](#)

Directory of the names, emails, and the group set-up that allows you quick access. Users who are online appear with a yellow background.

[Content](#)

This link may also be named *syllabus*, *outline*, *lessons*, *assignments*, or something else your instructor feels is more relevant to your course. This link will take you to the main information that your instructor has chosen to present to you as part of your course.

[Discussions](#)

Here you can read and add to discussions among participants within your course. You enter the discussion board by clicking on a discussion topic. Once inside the discussion room, the discussion topics are listed in the left-hand column of the discussion page. You can navigate through the various topics by clicking on the topic names.

[Dropbox](#)

This is a submission box for you to submit your assignments. You should send all of your assignments electronically to your instructor by placing them in the dropbox.

[Email](#)

The system automatically sends a copy of sent messages to your official email address Inbox.

[Events Calendar](#)

Personal and course events are posted here. Days with personal events will appear in blue on the calendar. Days with course events are displayed on an orange background.

[Grades](#)

Here you will be able to see your scores (marks) on the individual assignments that you submit. If your instructor makes any comments about your assignments, you will be able to view them as well.

[Help](#)

The Help link will provide a list of topics in a navigation bar to the left with corresponding details and information on the right. Click the topic name to go to that section. Instruction panels also appear automatically on the left as you work in your course.

[Links](#)

Links is an interactive tool that allows you to browse through available links. Links are sorted by category for your convenience.

[My Home](#)

Here you can access your courses, your settings, your personal tools and check the News for important eLearning notices and alerts.

[Pager](#)

The pager is a user-friendly tool that informs you who's online at any time and enables you to contact them at will. You will be able to pose questions to instructors/classmates on a one-to-one basis.

[Quizzes](#)

The Quizzing homepage lists the Past, Current, and Future Quizzes. You can quickly see that date and time the quiz starts and the attempts available. To get more details on each quiz, simply click on the hyperlinked title. Quizzes can mean short quizzes or tests.

Part Six: Requesting Help

You may also consult the [Help](#) link on the navigation bar for additional tool instructions or submit a help request form. Questions about assignments should be directed to your instructor.

The **Request Help** link appears on the right side bar of the **Course Home** page. It opens the Chipola Information Systems web page which gives the Help Desk hours as well as an email address for you to email any problems you have in accessing the d2l system. Expect a reply within one business day.

