



Desire2Learn is a way to deliver interactive courses or course components over the web at OUHSC. It provides students with static content (e.g. syllabi, schedules, announcements, and lecture notes) as well as access to interactive tools such as discussion groups. Students may connect to their class from anywhere that they have computer and Internet access. The secure environment allows students and instructors to communicate and exchange course material and grades.

OUHSC D2L URL https://learn.ouhsc.edu/	OUHSC Course/D2L Assistance Instructional Support Services http://alliedhealth.ouhsc.edu/FacultyandStaff/InstructionalSupportServicesandInformationTechnology.aspx
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SYSTEM REQUIREMENTS

- System check: <https://learn.ouhsc.edu/d2l/systemCheck>

LOGIN

- <https://learn.ouhsc.edu/>
- Username and Password: OUHSC account
- Technical assistance with password or account, please contact OUHSC Service Desk:
 - **Phone:** 405-271-2203 (Toll Free 1-888-435-7486)
 - **Office Hours:** 8:00AM – 5:00PM, Monday - Friday

Additional Information

If you would like additional information beyond this handout, you can view the [Student D2L Training Site](#) through a guest account.

Username and Password: **trstudent1** (#1-10 are available since there are 10 guest accounts.)



D2L Home Page, Navigation Bar, Course Home, and Other Tools

My Home Page:

This is your personal gateway to your Online (D2L) courses. Your 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 that lists all upcoming events in your classes. You can add personal events to your calendar as well as print by month or day.

Navigation Bar:

The navigation bar at the top of the screen gives access to My Home (return to your course list), download lockdown browser, access the HSC library, other helpful resources, and Logout to secure your account from access by others.

Course Home Page:

To access a Course Home page, click on the course title link from the My Home page and My Courses widget box. Your Course Home page contains all of the important tools such as Content, Grades, Assessments (Dropbox, Quizzes, and Surveys), Communication (Discussions, Groups, and Calendar) that your instructor may use to post course information and activities for you to view and complete assignments.

Course Content:

Course content areas contain a variety of learning materials. Instructors can use these areas to present information in many different ways ranging from basic text to multimedia. Instructors can also link items from other tools to the content area. The Course Content area is the main place you will go to get course content.

Click any of the course content links to find the online version of lectures, links to websites, assignments, or anything else an instructor may choose to post for student accessibility. After clicking a link, navigate to a different area by using the Table of Contents at the left. Click Content on the navigation bar to return to the main content page.

A Toolbar is available when a content item is open and being viewed. Depending on what type of content it is, you may have more or less buttons available. To print, you will need to download, open, and then print.

NOTE: When printing out PowerPoint presentations, do not use the print button. Instead, right-click on the slide, select print, and select handouts from the drop-down box and choose either 3 or 6 slides per page. If you visit a particular content item, you'll have a bookmark icon. Use this icon to compile a list of bookmarks that you can then access from the main content page.



Classlist:

The Classlist provides a list of students currently enrolled in a course. Email addresses are provided. You can email a classmate by clicking on his/her email address or name.

Grades:

Within the Grades area, you will typically see a score and a percentage OR letter grade for each graded item. Most instructors will allow you to see your Final Grade, which is your grade-to-date. Some instructors may choose to show the letter grade, others will show you a percentage. If you are shown a percentage and want to see what letter grade you will receive, please refer to the Course Syllabus and/or Grading Scale that was provided to you at the beginning of the course.

E-Mail:

Email allows you to send messages and you must CC yourself to receive a copy of the message in your OUHSC email Inbox. All D2L email messages will be sent and received in your OUHSC email Inbox.

Composting an Email Message:

1. Email can be accessed from the My Home Page navigation icons or inside course sites (example: Classlist)
2. In the main email window, click on the Compose button.
3. Select which group to receive the email (select tab)
4. Click "send email"
5. The compose new email dialogue box will appear to create message
6. 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.
7. Type a brief description of your e-mail in the subject line.
8. Type your message in the large text box.
9. Click the Send button.
10. Adding an attachment to an email
 - a. In the main email window, click on the Compose button.
 - b. Click the Browse button and choose your file.
 - c. Click the Attach File button.



Discussions:

Within the Discussions area, your instructor may have you communicate in an asynchronous fashion. Asynchronous means that it's not a "real-time" tool and you don't have to be in at the same time as others in order to gain knowledge and participate. Many times instructors will close Discussions, so if you are to participate within certain dates, make sure to do so as the Discussion may be set to disappear.

To Participate in a Discussion:

1. Click Discussions under Communication on the navigation bar.
2. Click the appropriate topic or link that your instructor has created.

To Post Your Own Message:

1. Click the Compose button at the top.
2. A new window opens for you to type in a subject and response text.
3. Use the Advanced tab to format your text.
4. *Optional:* Click the Add a File button at the bottom to attach a file to this posting as needed.
5. Click Browse and attach the file (like you would with an email message).
6. Click the Post button when you are finished.

To Read Other Students' Postings and Responses:

1. Click the Subject of the posting. It will open up and you can view it in the bottom frame of the screen. Click the next Subject you wish to read and so on.
2. To reply, click the Reply button.
3. You have the option to Flag messages that you want to mark for future reference. Click the Subject of the posting to open it and click on the Flag Message button just above the bottom frame. No one else will see flags you put on.

To Change Your Views or Search for Postings:

At the top right, the View dropdown box will allow you to display messages as non-threaded, which allows you to display all, then sort by clicking the column headings. Threaded is the default.

A Search box is located at the top of the discussion window. It only searches the Subject field. If you don't see the Search box, click the Show Search box button.



Dropbox:

The D2L Dropbox allows students to submit their papers to their instructor electronically. Assignments can be submitted using a Word file, Excel, PowerPoint, a number of other file formats. Microsoft works files cannot be accepted. They do not come through correctly.

Submitting a File to Dropbox:

1. Click on the Dropbox tool (located under Assessments)
2. Click on the appropriate folder
3. Browse to the file that you would like to upload and click open
4. Type a short description or comment about the file
5. Repeat for additional files
6. After your files have been selected; click upload
7. Some of the files take a long time to upload (especially if there are graphics).
8. After the upload is complete the File Upload dialog box should appear.
9. To view if file was accepted go to Dropbox
10. Click on history button
11. All of the assignments that have been submitted will be listed.

You will receive a confirmation email that your file was accepted. If you do not receive a confirmation, please check the history section to make sure your upload was successful.

Quizzes:

As quizzes are made available by the instructor, they will appear within quizzes. Some instructors may also provide a link in the Content area to the quiz/test you need to take.

To Take a Quiz:

1. Click the quiz name.
2. Directions or notes from your instructor about the quiz will appear on the next page.
3. Click "Start Quiz!" to begin.

There are many different question types that can be used and instructors can choose to grade them differently. If you have any questions about your quiz or how it was graded, please contact your instructor.

After submitting a quiz, you may have access to a submission view or results page, at the discretion of your instructor. The submission view can show you your answers and whether or not they are right or wrong and the correct answers. Most times, scores can instantly be viewed by clicking Grades on the navigation bar.



NOTE: If you take a test containing essay, long answer, or short answer question types, your grade may not be accurate until those questions are manually graded by your instructor.

Be sure to save every 5 questions and submit when you are finished. Be sure any pop-up blocker software you have installed on your computer is turned OFF. You may also access your score once an instructor has graded your quiz.

Special Note: Your instructor may require a quiz to be taken using **Respondus LockDown Browser**, a custom Internet browser that will not allow you to print, copy, go to another URL, or access other applications while taking tests/quizzes. To download the link visit learn.ouhsc.edu (link is located at the top of the navigation bar.)

Need Additional Assistance



Pamela Farmer
Director
Instructional Support Services
(405) 271-8001 ext. 47112
pam-farmer@ouhsc.edu



Gina Vile
Instructional Design Specialist
Instructional Support Services
(405) 271-8001 ext. 41171
gina-vile@ouhsc.edu