Desire2Learn
Student Guide
myOJC eLearning
Logging into Desire2Learn

**Required Browser on Campus:** Firefox
**Login Web Site:** https://ojc.desire2learn.com
**Username:** This is your OJC ID number that starts with an “S”
**Password:** This is your OJC pin number. By default it is your birth date in the form of MMDDYY. This is the same password you use to access MYOJC (Portal).

**Forgot Password?** – Contact the admissions office to have password reset
**Tech Support 24/7:** Phone toll Free: 1-888-800-9198
**Support website:** http://help.cccs.edu

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**Technology and System Check**
Below is a list of compatible web browsers. If you are accessing D2L with a campus computer you will need to use Firefox. Do not use Internet Explorer on campus computers to access D2L. The version of IE that is on campus computer will not work with D2L.

**Windows computers**
- Internet Explorer 9 or newer
- Firefox (newest version) recommended
- Chrome (newest version)

**Mac OS X**
- Safari 5.1
- Firefox (newest version) recommended
- Chrome (newest version)

**System Check**
If you are using a personal computer you should run the system check on your computer. Below are the steps for running the system check.
1. Access the D2L login page https://OJC.desire2learn.com
2. In the middle of the page click on “Please click here for a System Check before you login”.
3. The results of the system check will display on the page. Green check marks indicate the item passed. A yellow arrow will provide recommendations for changes to your system. If you see a red x on any items, there will be suggestions provided on how to update your browser. You can call the support number for assistance. 1-888-800-9198
Navigating Desire2Learn (D2L)

Menu Bar
The menu bar is your main navigation tool to courses and personal settings in D2L. The menu bar contains a link to My Home (1), the course selector (2), alerts (3), and your personal menu (4).

1 My Home page
The My Home page is your starting point inside of Desire2Learn. You will have access to your courses; see college news and other available resources. You can click on the My Home link located on the Menu bar to access this page from anywhere within D2L.

2 Course selector and My Courses
You can click on “Select a course” to see all of your courses and open a specific course by clicking on the course name. The course selector is available in your courses so you can easily switch between courses. When selecting courses in the Course selector, you can pin the course to the top of the list of courses. This will allow you to quickly access your commonly used courses. When viewing your courses in the course selector, click the Pin icon located on the right side of the course name.

My Courses
The My Courses will also display your courses. You can click on the title of a course to open it. If you have access to several courses, you will have a Search tool that you can use to locate the course you want to access.
3 Communication Tools

The top menu bar also has links for various communication tools. If there is a new item in one of these tools, a small red dot appears on the icon as shown above.

 mensajes: The Email and Pager tools are located here. The icon will change when you have unread messages in either tool.

 Updates: This tool alerts you to new news posts, upcoming end dates, due dates, and grade changes.

 Subscriptions: You can subscribe to a class discussion and this tool will indicate when a new posting has been added to the subscribed discussion.

4 Personal menu

The personal menu contains links to your profile, notification options, account settings, and the logout link. Click your name on the menu bar to open the personal menu as shown above.

- Use the Profile option to change your picture and personalize your D2L space.
- The Account Settings lets you control the default font size for D2L pages, and you can adjust your setting for email and discussions.

Notifications
Students can receive D2L course notifications on their mobile phones and personal email accounts. This is setup under the Notifications tool as shown below.

The first step is to setup the email address and or Phone number by clicking on the appropriate links as shown below.

Then choose which messages are sent to email and the mobile device (SMS).

Students can customize the notifications and choose which courses they want to receive the notifications for at the bottom of the page. Then click the save button to save to finish the setup. As shown below.
Course Home Page

In the Middle of the My Home Page there is a box called “My Courses”. The courses you are currently enrolled in will be listed there. To access a course, click on the title of the course as shown below.

The Course Home page looks similar to the My Home page. The biggest difference is that there are now tools on the lower menu bar as shown below.

You can click on the “Course Home” link located in the top left corner to get back to the home page of the course.

News Items

News items will appear on the My Home and Course Home pages. After you read the items you can hide them. (1) You hide the news item by clicking on the X to the right of the title as shown below.

(2) If you would like to see hidden items, you can use the dropdown arrow next to the “News” title (located in the title bar). This will open the news tool and display the hidden items.
Calendar Items

On the Course Home page there is a calendar. The calendar will display upcoming events and due dates. You can click on the word “Calendar” to open the tool. Once in the calendar tool, you can print agendas, or change your settings. You also have the ability to look at all of your courses calendars at once.

D2L e-Mail

Accessing the D2L Email tool

1. Click on the “Messages” link located on the top menu bar.

2. Click the Email link as shown below.
3.

**Setup an email signature?**

1. Click on the “Messages” link located on the top menu bar.

2. Click on “Go to Email” as shown below.

3. Click on located in the top right corner. This will open the Email Options page.

4. Locate the Email Signature box and click in the box.

5. Type your name in the box.

6. Click the Save button at the bottom of the page.

**Suggested settings for Email**

1. Click on the “Messages” link located on the top menu bar.

2. Click on “Go to Email” as shown below.
3.

4. Click on Settings located in the top right corner. This will open the Email Options page.

5. Select your options so they match the ones shown below.

6. Click the Save button at the bottom of the page.
Reading Email

1. Click on the “Messages” link located on the top menu bar.

2. Click the Email link as shown below.

3.

4. Make sure Inbox is selected under the Folder list as shown below.

5. Email messages are listed in the middle of the page. Unread messages will be bold. Clicking on the subject of the message will open it as shown below.
Composing an Email

The easiest way to compose an Email to anyone in your course is by using the Classlist tool within your course. We suggest that you not use the address book found in the email tool.

1. Enter the course where the person is enrolled.

2. Click on the **Classlist** tool located on the nav bar.

3. Locate the persons name in the classlist, and **check the box on the left side of their name** to select them. You can select more than one person at a time.

4. Click the **Email** icon at the top or bottom of the name list as shown below. A new email will open addressed to the selected people.

5. Add a title in the **Subject** box. We suggest you include your course number as shown in the example below.

   Subject: **ENG 121 section 001 - Homework assignment 1**

6. Type your message in the **Message box**.

7. To attach a file do the following:
   
   a. Click the Upload button under the Attachments section. A new window will open.
   
   b. Use the new window to browse for the file and click on it. Then click the Open button to select the file.

   **NOTE:** The email tool has a restriction on attachment file size. Your attachments cannot exceed 2MB in file size. Large Power Points and images may not be allowed because of the size restriction.

8. To complete the Email, click on the **Send** button at the top of the page.
The Content Tool

The Content tool is where the course materials are accessed. The Content tool is located on the red navigation bar as shown below.

Using the Content Tool

The Content tool organizes materials by modules. The modules will be listed on the left side of the page under the Table of Contents. Clicking on a module name will open it and display contents of the module on the right. If you click on the title Table of Contents, it will open and display all of the modules on the right as shown below. The number beside each module name indicates the number of unread files. When all the files in a module have been opened, the number will change to a green check mark as shown below for the Lesson 1 module.

Navigation

To view a file, click on the title of it. You will see a navigation bar at the top of the page as shown below.
The "previous" and "next" buttons will allow you to move forward or backward through the files. The page can be displayed in full screen by clicking on the “View content in a new window” button located in the tool bar. Files you bookmark appear in a list on the Bookmarks page. Click the bookmark icon while viewing a topic to add it to your Bookmarks page.

**Printing:** To print a page you need to download it to your computer. Open the file with the required software, and print from the software. The **Download** button is located below the displayed page.

**Discussions**
The Discussions tool is a collaboration area to post, read, and reply to messages.

**Access the Discussions tool**
Click **Discussions** on the red navigational bar as shown below.

![Discussions](image)

**Suggested settings for the Discussion Tool**
Follow these steps below to properly configure the Discussion tool.

1. Click on **Discussions** on the red navigation bar.
2. Click on **Settings** in the top right corner of the Discussions page.
3. Adjust your settings to match the ones displayed below and then click Save.

![Discussions Settings](image)

**Finding and reading messages**

Once a discussion gets going, new messages can come in very quickly. There are a number of places in Learning Environment that identify new messages to help you keep on top of things:

- The Updates area on your course homepage lists the total number of unread messages for all discussion topics in your course.
- The number of unread messages appears beneath each topic in the Discussions List. To see only topics with new messages, click Unread in the **Filter by** tool navigation. All topics that contain unread messages appear **bold** if you have the Discussions List pane visible when viewing topics.
- You can subscribe to specific discussion forums, threads, or messages to receive an email notification whenever there is a new post.

**Example of a Discussion**

Here is an example of posting to a Discussion.

1. The first step is to click on the Discussions tool on the red nav bar.
2. Click on the title of a topic to open it.

3. Read the topic message, then click the **Start a New Thread** button.

4. Just like composing an e-mail, you need to type in a **subject**. **WARNING:** If you leave this blank, no one will be able to open your message to read or reply to it.

5. Type your response in the **message** box.

6. Use the **Subscribe** option to receive a notification when someone replies to this message. (See Notifications pg. 4)

7. The **Add attachments** option is used for adding files like Word documents to the message.

8. Click the **Post** button to send your message.

**Replying to Discussion Message**
If you wish to reply to a specific post, you need to open the post by clicking on the subject text of the post as shown below.
Then click on any of the "Reply" links as shown below. When you reply, the form will look similar to the posting form. You’ll want to include: a subject, the message, and any attachments. Then click the Post button to send the message.
Dropbox Tool
The Dropbox tool enables you to submit assignments in D2L, eliminating the need to hand in, fax, or email your work to instructors. The Dropbox also provides a receipt of completion removing the possibility of losing an assignment. Simply upload your submission to the appropriate Drop box folder and submit.

Access the Dropbox tool
Click Dropbox on the red navigational bar as shown below.

Submit to a Dropbox folder
1. On the Dropbox Folders page, click on the folder you want to submit to.
2. Click the Add a File button to browse for the file you want to submit. You can attach files from your local computer or storage device.
3. Click the Upload button to open a window to your computer. Locate the file and then click the Add button to finish picking the file.
4. The Comments box can be used for notes to your instructor about your submission. Do not use the Comment box for the assignment content. You need to attach a file before you can submit an assignment.
5. Click the Submit button to turn in the assignment.

Reviewing your Dropbox folder submission history
A list of submitted files displays on the Submission History page. You can view each file’s size, submission date, whether comments were included with it, and who has retrieved it. For group Dropbox folders, you can check who submitted each file.

- 📝Unread The file has not been retrieved.
- 📖Read The file has been retrieved. (It may not have been read or graded.)

View submission history
1. On the Dropbox Folders page, click View History.
2. Select the Folder you want to view from the drop-down list.

Viewing feedback in Dropbox
Feedback (including grades) associated with group Dropbox folders applies to the entire group.

1. On the Dropbox Folders page, click 📚View in the Feedback column beside the folder containing your submission.
2. View your grade, rubric assessment, and feedback comments.
3. Click Download All Files to download feedback attachments.
4. When you are finished viewing feedback, click Done.
The Quizzes Tool

Use the Quizzes tool to take a quiz, review your quiz results, and see class statistics for a quiz if the instructor allows.

Access the Quizzes tool

Click Quizzes on the red navigational bar as shown below.

Taking a quiz

1. On the Quiz List page, click on the quiz you want to take.
2. Read the instructions and details for the quiz, and when you're ready, click on Start Quiz!
3. Answer each question. You can see which questions you have saved answers to on quiz's left panel. You can also click the question number in the quiz's left panel to go back to the question.

   Note: We recommend you click the questions Save button after answering the question. You should also click the Save All Responses button before going to the next page within the quiz.

4. Click Next Page or Previous Page to navigate between pages.
5. Click Go to Submit Quiz when you have completed all questions and are ready to submit.

   Note: If you try to submit a quiz with unanswered questions, you will see a warning at the top of the Submit Quiz page informing you about unanswered questions. Click each link beneath the warning to return to each unanswered question.

Watching the time

If your quiz has a time-limit you may be prompted or forced to submit your quiz. If the quiz is set to auto-submit, at the end of the designated time period only saved questions submit.

Note: Although you can start a quiz and navigate away from it at any time during the attempt, the timer for the quiz does not pause and continues to record your Time Taken.

Viewing your submission information and graded quizzes

On the Quiz List page, click the drop down menu of the quiz you want to view and select Submissions. View your quiz score on the Quiz Submissions page.

Note: Grades and statistical information are not available until they are released.
Grades

Use the Grades tool to check your grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades are released.

Access the Grades tool

Click Grades on the red navigational bar as shown below.

Here is what the grades look like.