

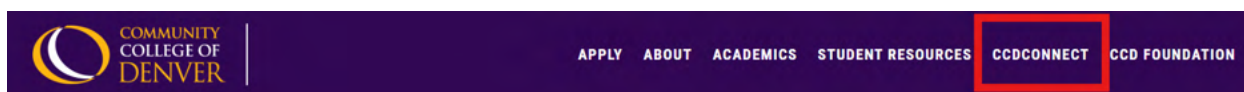


Desire To Learn (D2L) Walkthrough

Desire to Learn, also known as D2L is the primary learning platform used for your classes at the Community College of Denver. This document will offer a brief walkthrough for D2L.

Accessing your D2L account through the CCD website

1. Type ccd.edu into your browser, the CCD homepage will appear. In the upper right corner of the home page click on “CCDConnect”.

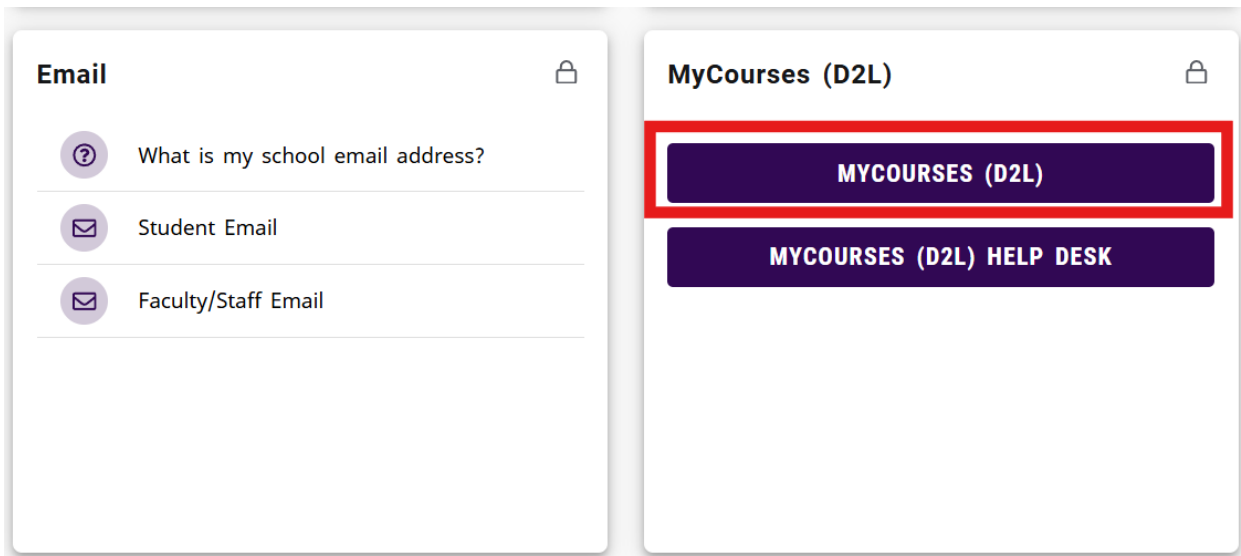


2. The login screen will appear. Enter your student number and password.
 - If you need help to reset your password, click on ‘Need help with your login?’.

A screenshot of the D2L login interface. It features a dark blue background with a white rounded rectangle in the center. Inside the rectangle, the text 'Sign in to your account' is at the top. Below it are two input fields: 'S Number' with a user icon and 'Password' with a lock icon. A yellow 'SIGN IN' button is positioned below the fields. At the bottom of the white area is a link that says 'Need help with your login?'. The entire login area is framed by a dark blue border.

3. After you have successfully signed in, your dashboard will appear. To access D2L click on “MyCourses (D2L)”.

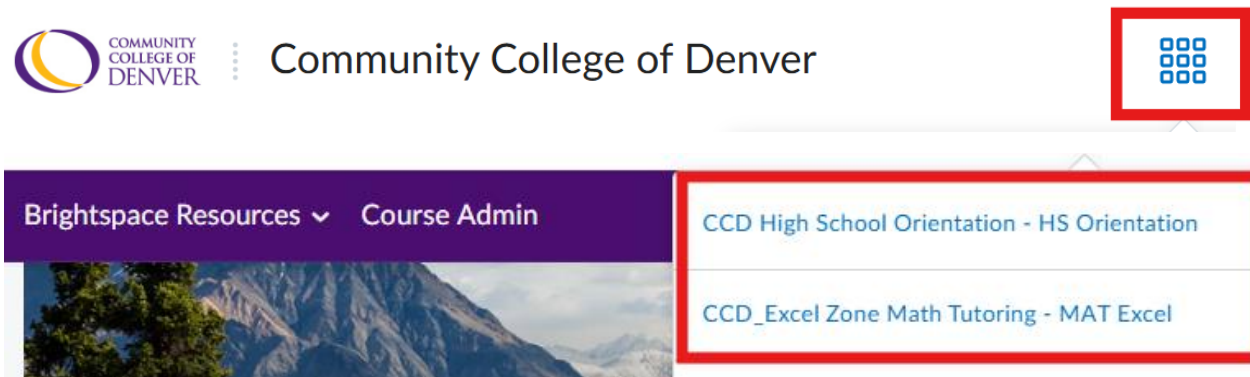
D2L Walkthrough



Selecting your class and Content

After you have accessed D2L, select your class.

1. At the top of the page there are nine squares, click on it to see a drop down of all your active classes to choose from.

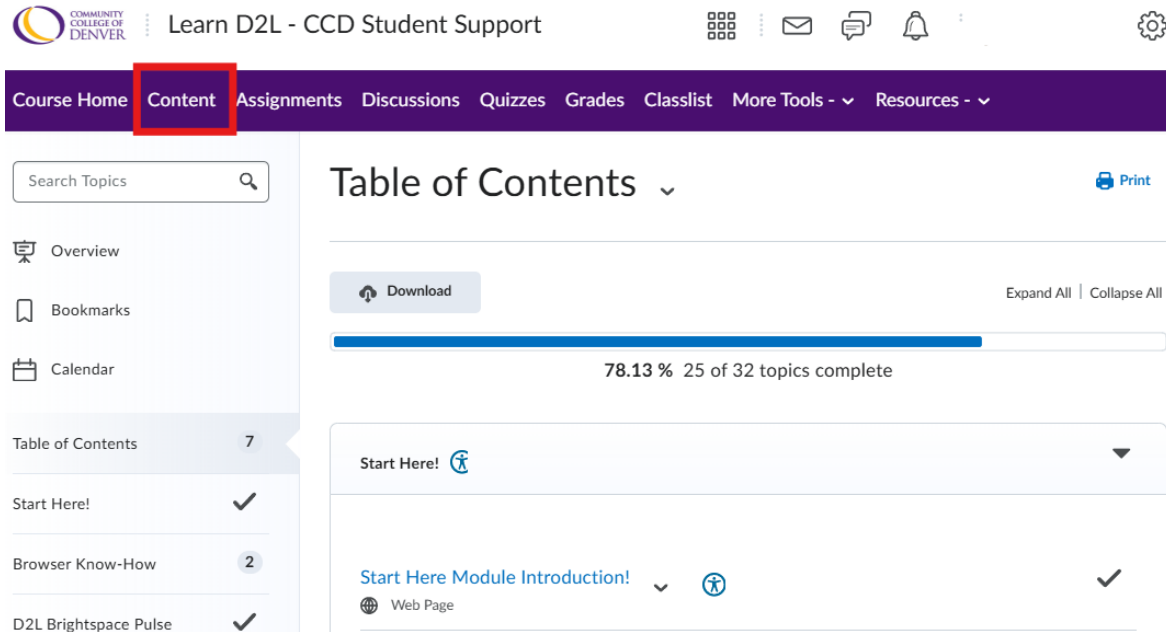


2. The course home page of your D2L class will show weekly announcements below the course title as well as multiple navigation tabs to explore.

D2L Walkthrough

3. If you are looking for your class materials, click on “Content”.
 - As a student it is your responsibility to navigate through all the links provided related to your class including assignments, syllabi or other important rubrics.

D2L Walkthrough



Learn D2L - CCD Student Support

Course Home **Content** Assignments Discussions Quizzes Grades Classlist More Tools - ▾ Resources - ▾

Search Topics 🔍

Overview
Bookmarks
Calendar

Table of Contents 7

Start Here! ✓

Browser Know-How 2

D2L Brightspace Pulse ✓

Table of Contents ▾

Download Expand All | Collapse All

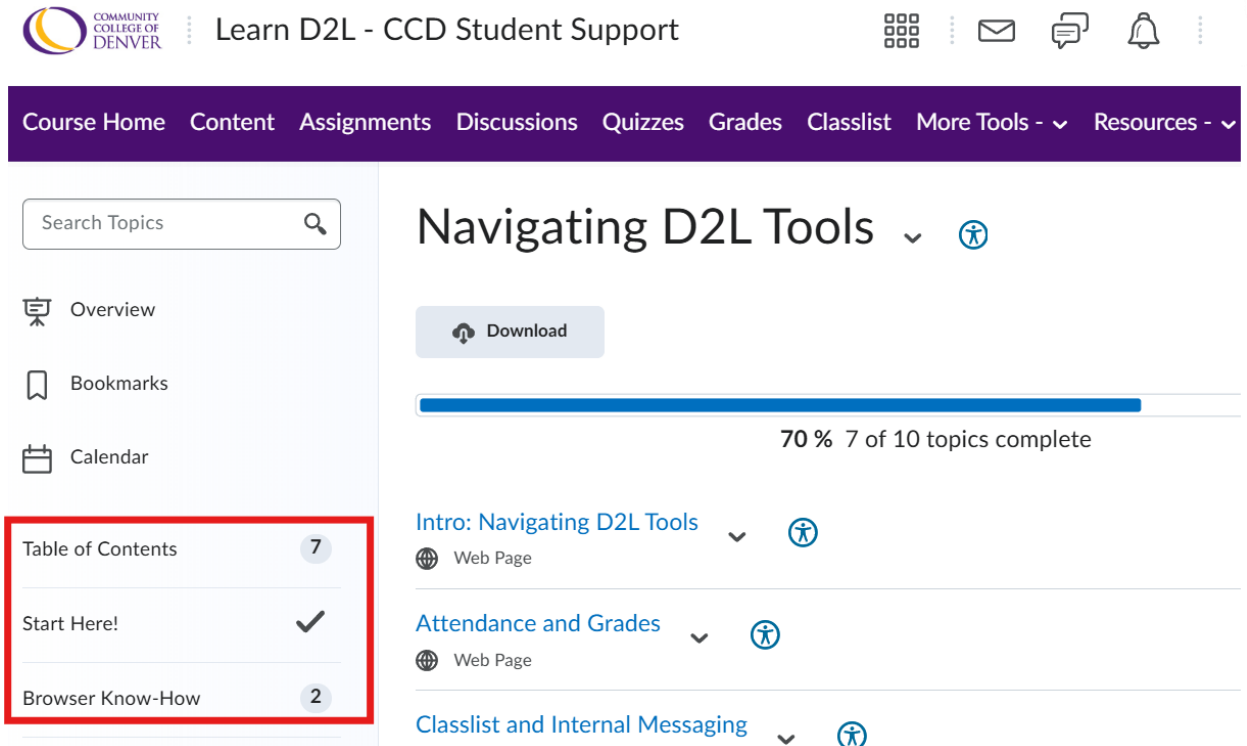
78.13 % 25 of 32 topics complete

Start Here! 🔗

Start Here Module Introduction! ▾ 🔗 ✓

Web Page

4. Access Modules from the left-hand side of your course.



Learn D2L - CCD Student Support

Course Home Content Assignments Discussions Quizzes Grades Classlist More Tools - ▾ Resources - ▾

Search Topics 🔍

Overview
Bookmarks
Calendar

Table of Contents 7

Start Here! ✓

Browser Know-How 2

Navigating D2L Tools ▾ 🔗

Download

70 % 7 of 10 topics complete

Intro: Navigating D2L Tools ▾ 🔗

Web Page

Attendance and Grades ▾ 🔗

Web Page

Classlist and Internal Messaging ▾ 🔗


5. Open topics within modules by clicking on their names.

- The file type is described under their names. In this example “Why Clear Browser Cache?” Is a Web Page and “Instructions on Clearing Browser Cache” is a PDF document.

D2L Walkthrough

Browser Know-How ▾ ⓘ

 Print

 Download

0 % 0 of 2 topics complete

Why Clear Browser Cache? ▾ ⓘ

 Web Page


Instructions on Clearing Browser Cache ▾ ⓘ

 PDF document


6. Clicking on the drop-down arrow next to topic names provides a menu where you can “View Topic”, “Download” or “View Metadata”.
 - “Download” is helpful when printing or viewing documents or PDF’s.

100 %

Why Clear Browser Cache? ▾ ⓘ

 Web Page

Instructions on Clearing Browser Cache ▾ ⓘ

 PDF document

View Topic

Download

View Metadata

How to Submit an Assignment in D2L


1. Select the “Assignments” tab to view assignments that are due for the class.

D2L Walkthrough




Assignments

View History

Assignment	Completion Status	Score
No Category		
Practice Assignment Folder 	Not Submitted	- / -

- Click on the Assignments name. In this example it is titled “Practice Assignment Folder”.

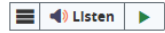
Assignment	Completion Status
No Category	
Practice Assignment Folder 	Not Submitted

- To upload your assignment, you must first click on “Add a File”.

D2L Walkthrough

Assignments > Practice Assignment Folder

Practice Assignment Folder



▼ [Hide Assignment Information](#)

Instructions

Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

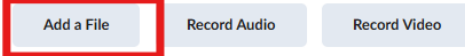
Note that *only* your instructor can see the assignments you submit in your real course(s).

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.



Comments

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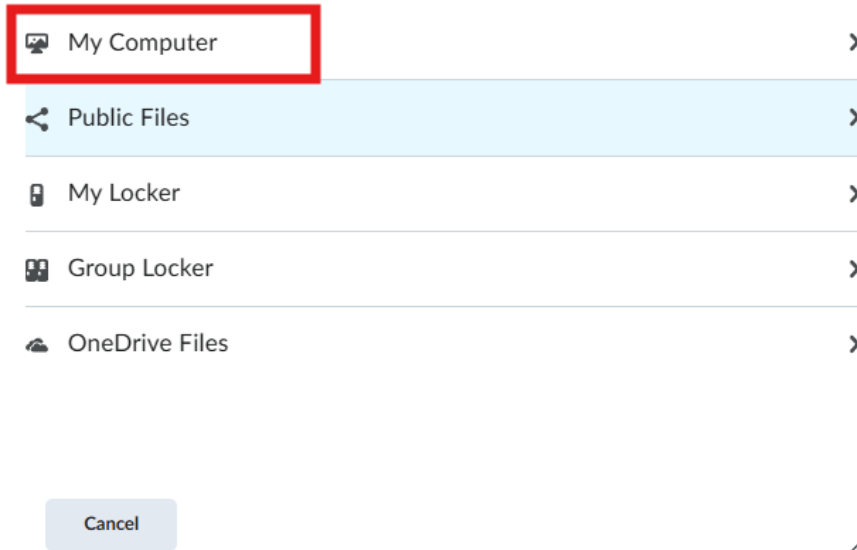
Submit

Cancel

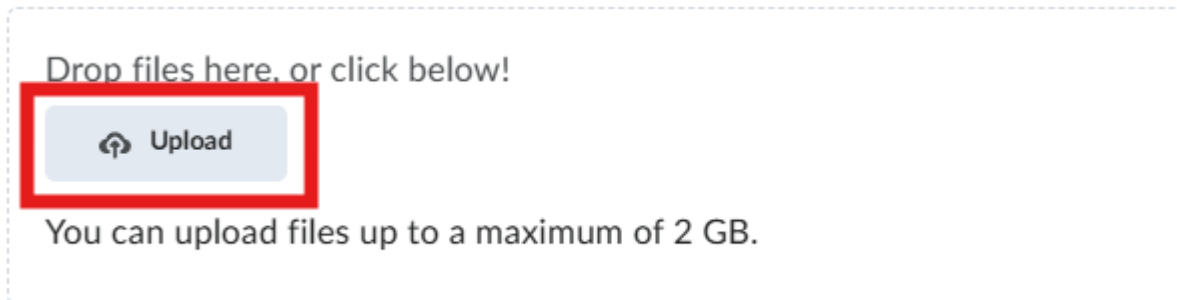
4. In the dialog box, “Add a File-...” Click on the desired storage location. For example, “My Computer”.

D2L Walkthrough

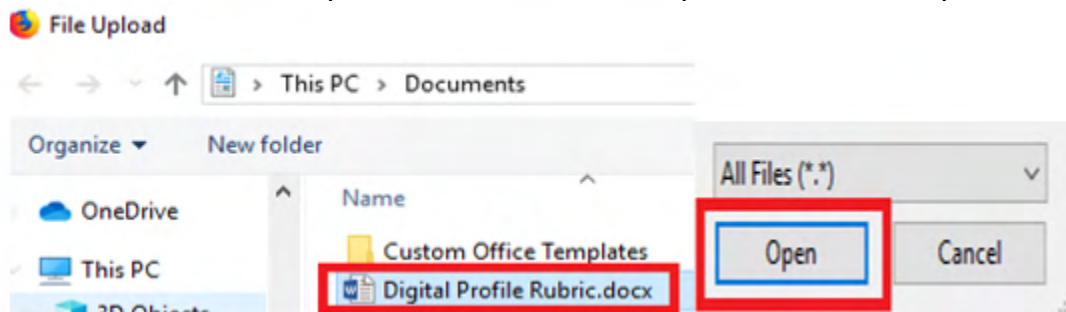
Add a File - Learn D2L - CCD Student Support - Colorado Community College System ×



5. Click "Upload".

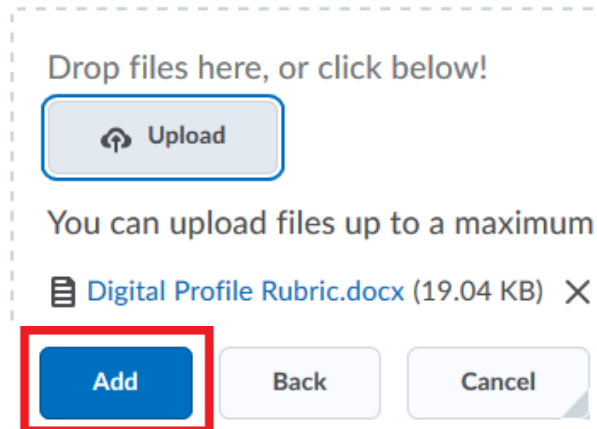


6. Select the file from the personal device's File Explorer and click "Open".



7. Click "Add" in the bottom left corner of the dialog box.

D2L Walkthrough



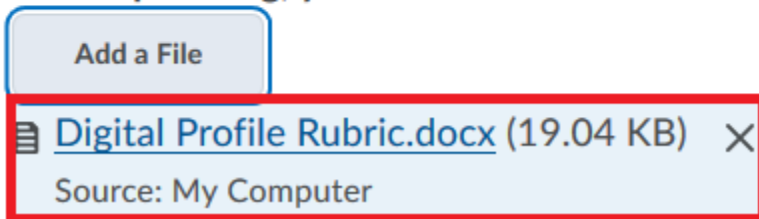
8. The uploaded file will appear under “After uploading, you must click Submit to complete the submission.”

Submit Assignment

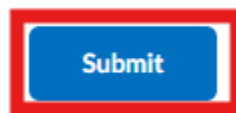
Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.



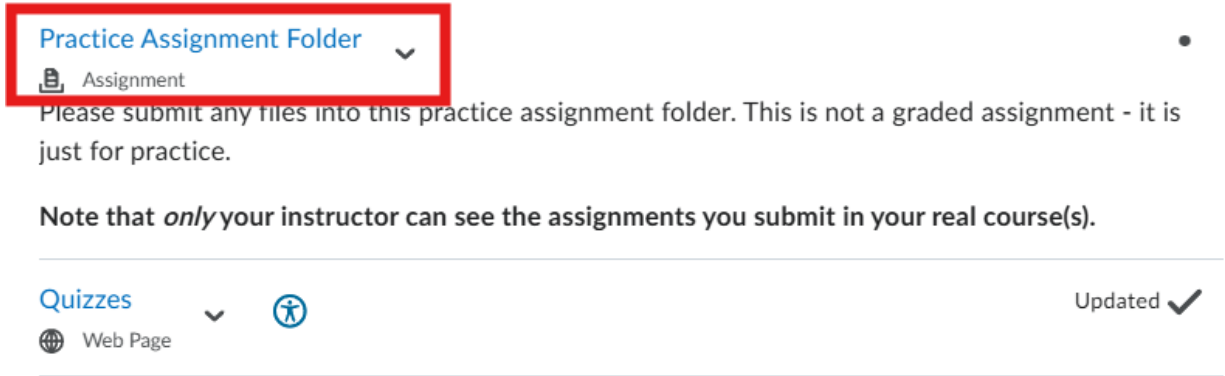
9. Click “Submit”.



Upload to D2L through an Assignment located in Content

1. Click on an assignment located within Content.

D2L Walkthrough



Practice Assignment Folder ▼

Assignment

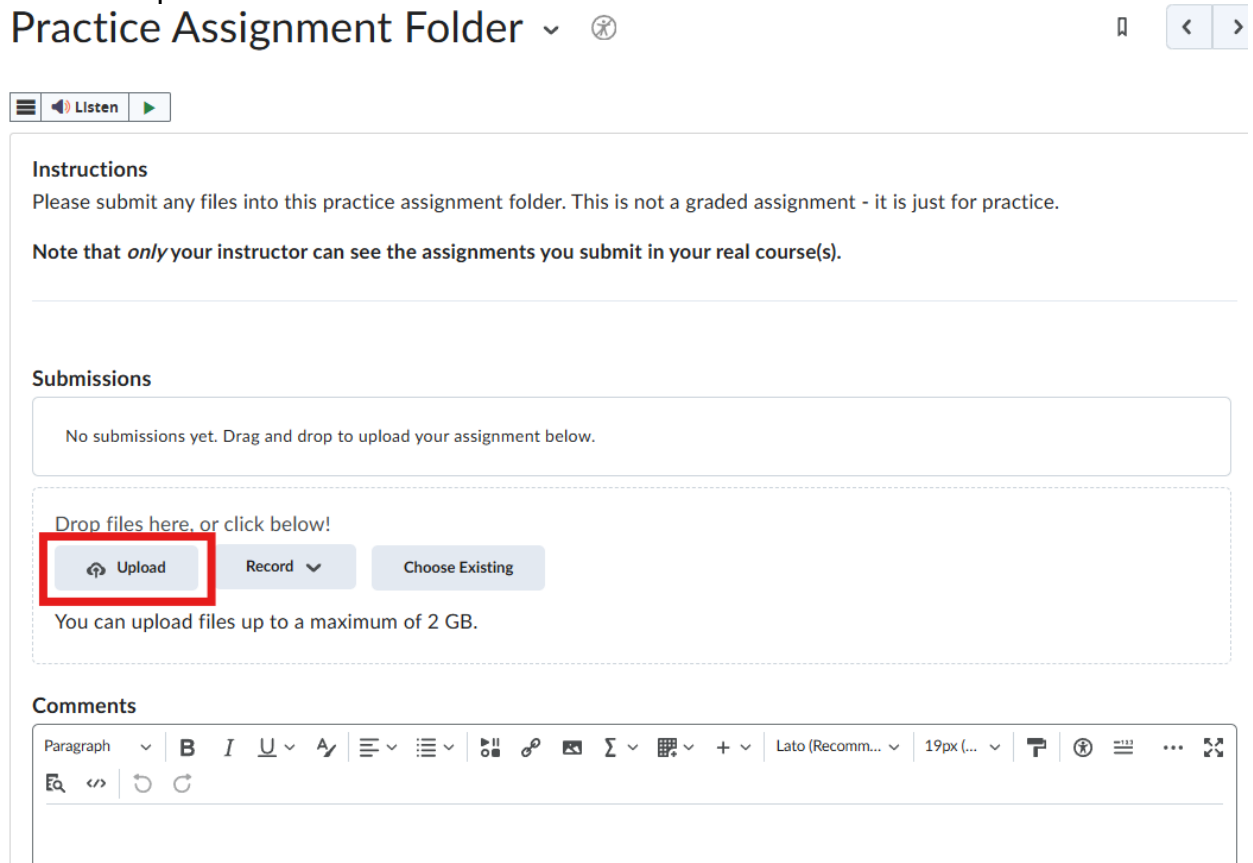
Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

Note that *only* your instructor can see the assignments you submit in your real course(s).

Quizzes ▼ ⓘ Updated ✓

Web Page

2. Click on "Upload".



Practice Assignment Folder ▼ ⓘ

Listen ▶

Instructions

Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

Note that *only* your instructor can see the assignments you submit in your real course(s).

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

Upload Record ▼ Choose Existing

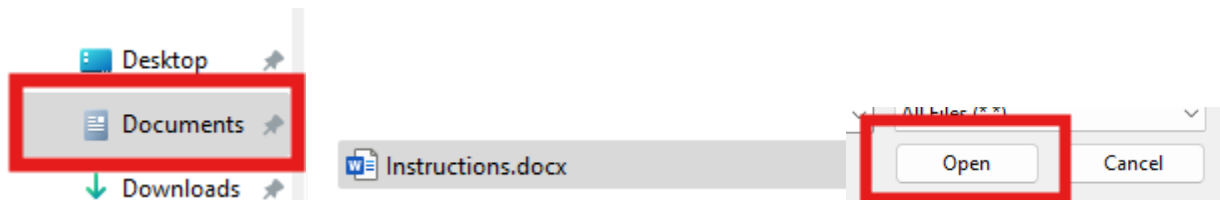
You can upload files up to a maximum of 2 GB.

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3. Your File Explorer will open, navigate to where your assignment is located. Click on the location and file then click "Open". In this example the assignment is in "Documents" and is titled "Instructions".




D2L Walkthrough

4. The uploaded file will appear under “You can upload files up to a maximum of 2 GB.”.


Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

 Upload Record ▼ Choose Existing

You can upload files up to a maximum of 2 GB.

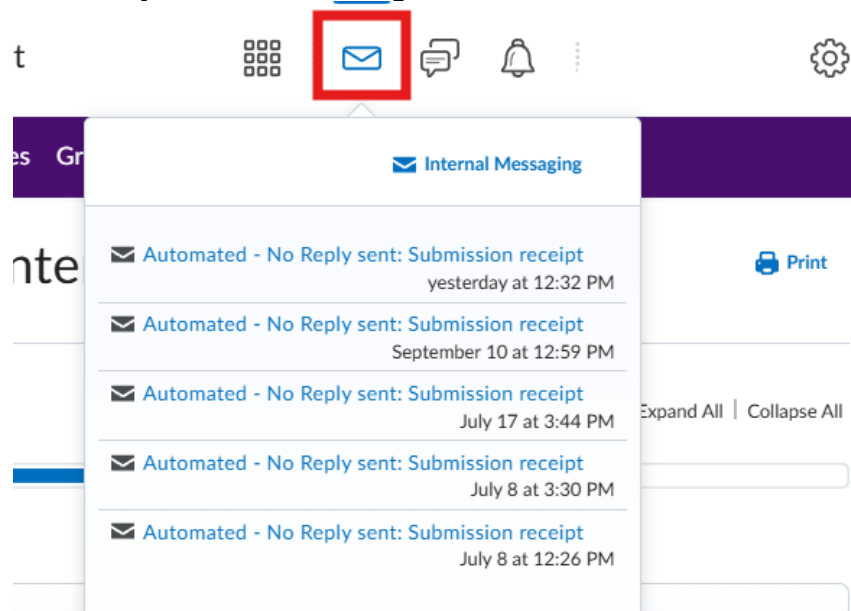
 [Instructions.docx](#) (88.89 KB) ×

5. Click “Submit”.



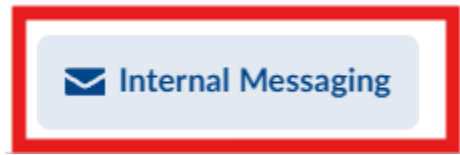
Messaging through D2L

1. At the top right hand of the screen, you will see a mail icon next to the nine squares, this is your D2L messenger.



D2L Walkthrough

- Click on “Internal Messaging” to send a message.
 - You can send direct messages to your classmates from the class list or contact your professor with questions related to your course.



- Click “Compose”.



- Add the recipients name in “To” and type your message in “Body”.

Compose New Message

Send

Save as Draft

Address Book

To

"[REDACTED]" <[REDACTED]@mycourses-mail.cccs.edu> X

Add CC or BCC

Subject

Study together for the upcoming Exam

Body

Paragraph ▾ B ▾ ≡ ▾ ≡ ▾ + ▾ Lato (Recomm... ▾ ... ↗

19px (... ▾ ¶ ≡ ▾ ↺ ↻

Hello, you asked a great question in class today! Would you like to study together for the Exam?

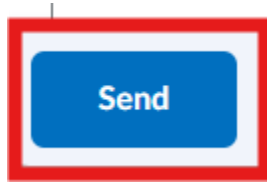
Send

Save as Draft

Cancel

D2L Walkthrough

2. Click "Send".



3. The icon that looks like a text box  shows message notifications.

4. Check all notifications by clicking on the bell icon. 