

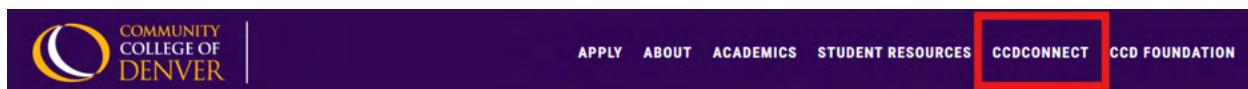


Desire To Learn (D2L) Walkthrough

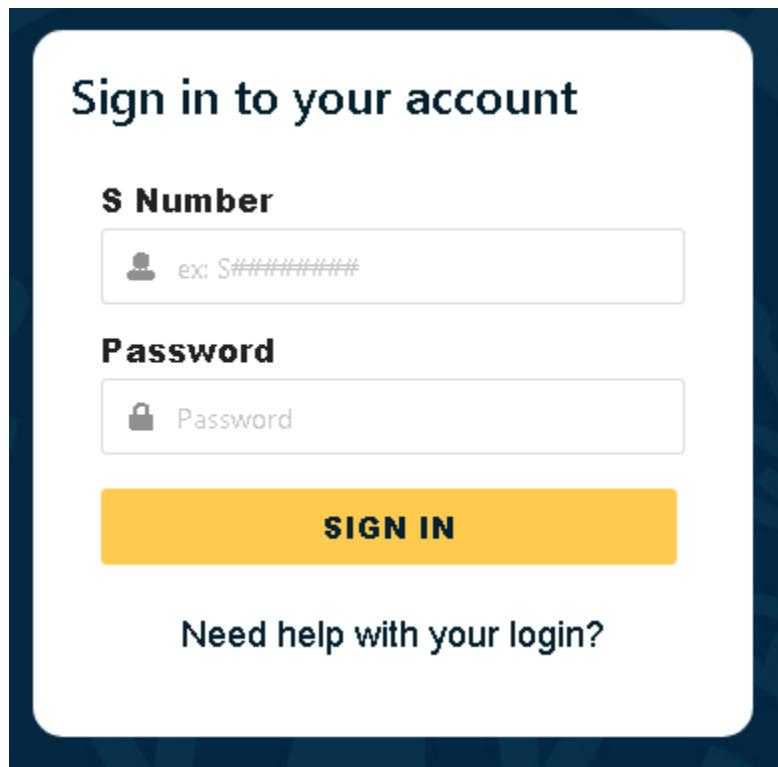
Desire to Learn, also known as D2L is the primary learning platform used for your classes at the Community College of Denver. This document will offer a brief walkthrough for D2L.

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”.

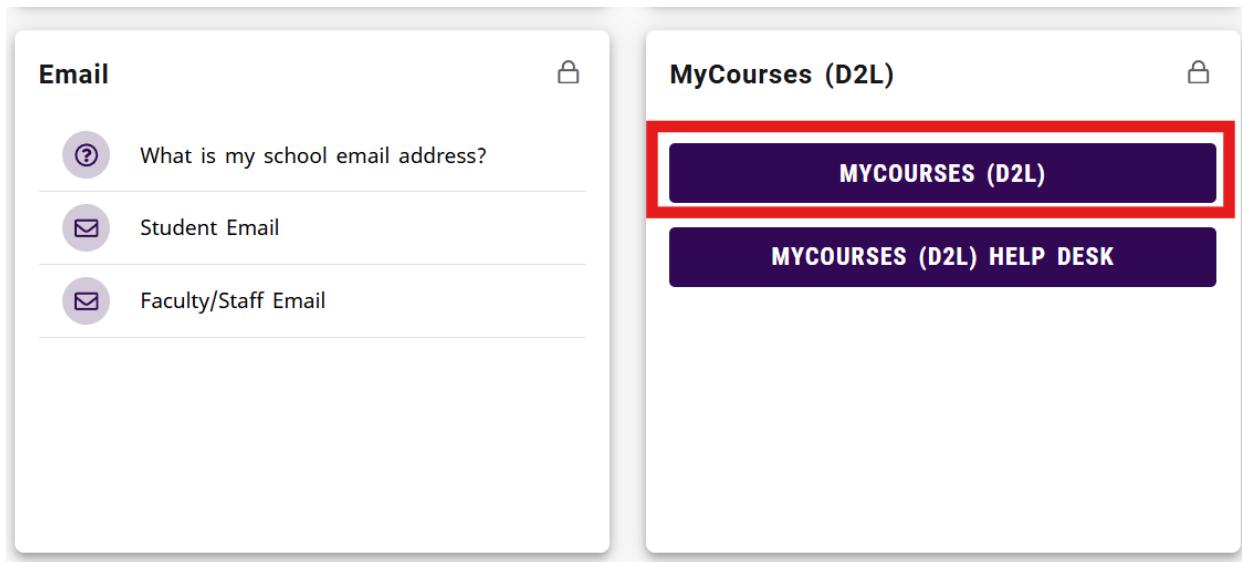


2. The login screen will appear. Enter your student number and password.
 - If you need help to reset your password, click on ‘Need help with your login?’.



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

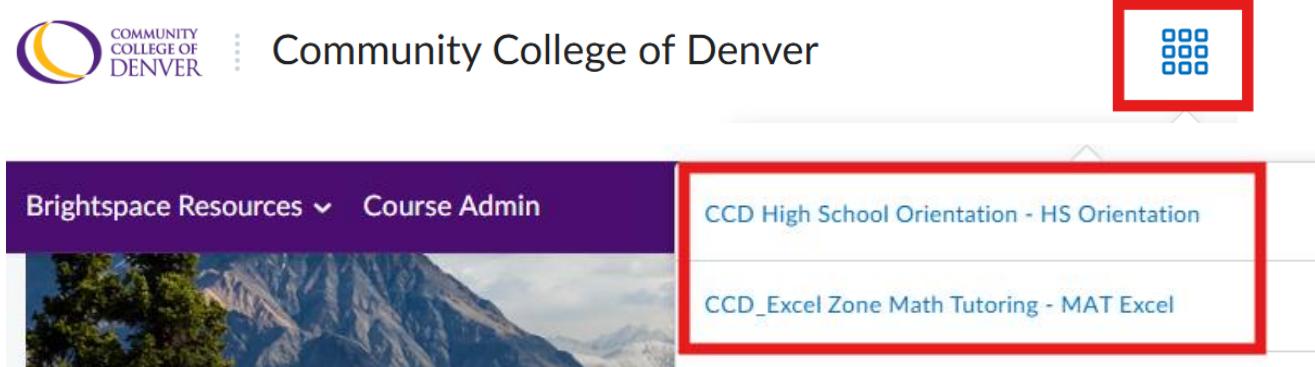
D2L Walkthrough



Selecting your class and Content

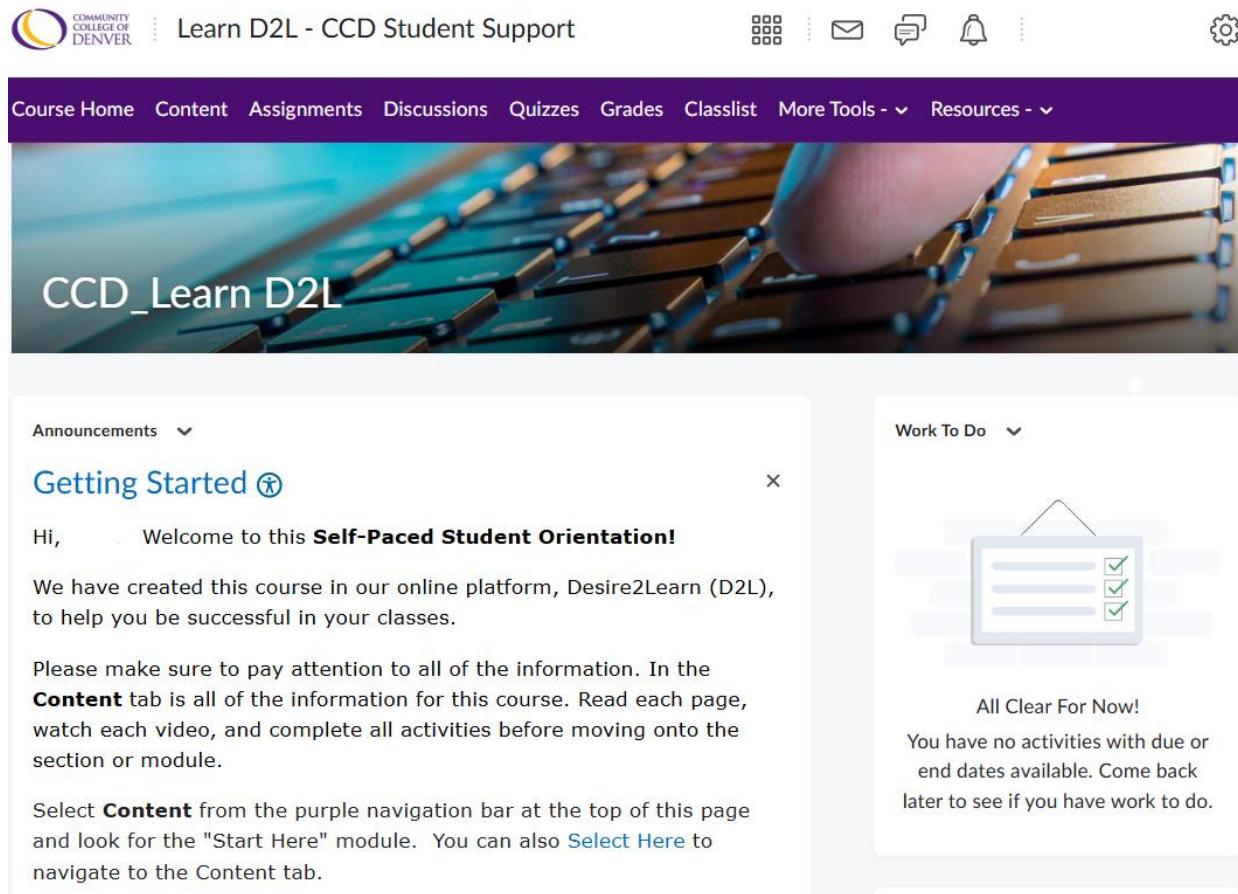
After you have accessed D2L, select your class.

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



The screenshot shows the D2L Learn platform interface. At the top, there is a purple navigation bar with links for Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, More Tools, and Resources. Below the navigation bar is a banner with the text "CCD_Learn D2L" and a background image of a person's hand interacting with a digital interface. The main content area is divided into two sections: "Getting Started" on the left and "Work To Do" on the right. The "Getting Started" section contains a welcome message, instructions for navigating the Content tab, and a note about selecting the Content module. The "Work To Do" section shows a checklist with three items marked as completed, followed by a message stating "All Clear For Now!" and a note that there are no activities with due or end dates available.

Announcements

Getting Started

Hi,  Welcome to this **Self-Paced Student Orientation!**

We have created this course in our online platform, Desire2Learn (D2L), to help you be successful in your classes.

Please make sure to pay attention to all of the information. In the **Content** tab is all of the information for this course. Read each page, watch each video, and complete all activities before moving onto the section or module.

Select **Content** from the purple navigation bar at the top of this page and look for the "Start Here" module. You can also [Select Here](#) to navigate to the Content tab.

Work To Do

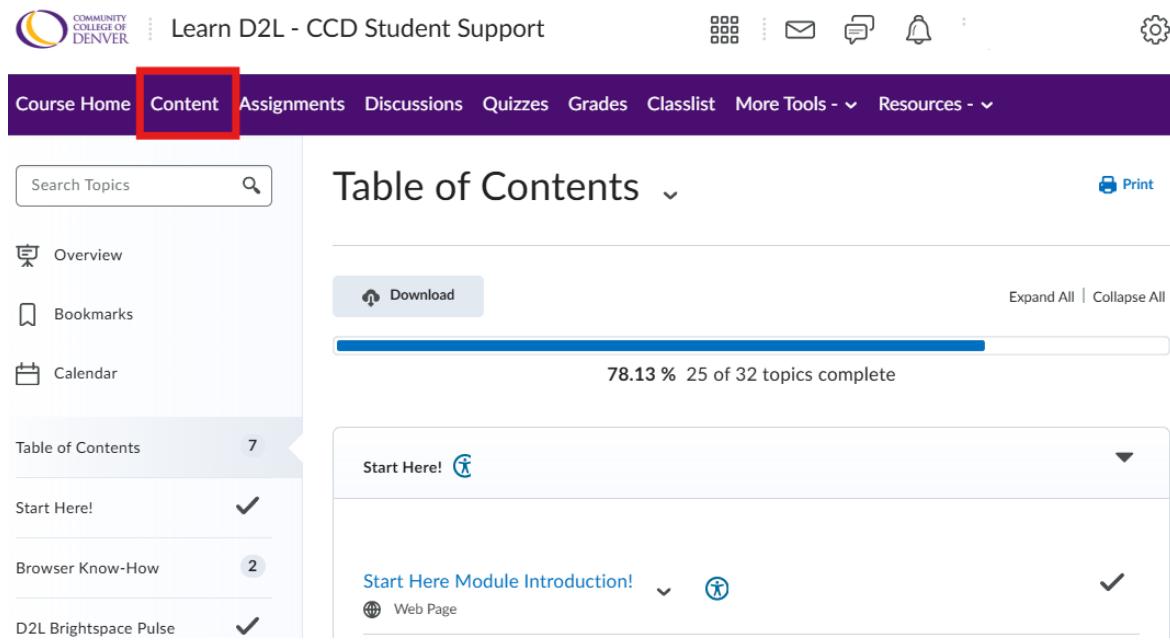
All Clear For Now!

You have no activities with due or end dates available. Come back later to see if you have work to do.

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 -

Table of Contents

Search Topics

Overview Bookmarks Calendar

Table of Contents 7

Start Here! 1

Browser Know-How 2

D2L Brightspace Pulse 1

Download

78.13 % 25 of 32 topics complete

Start Here! ⓘ

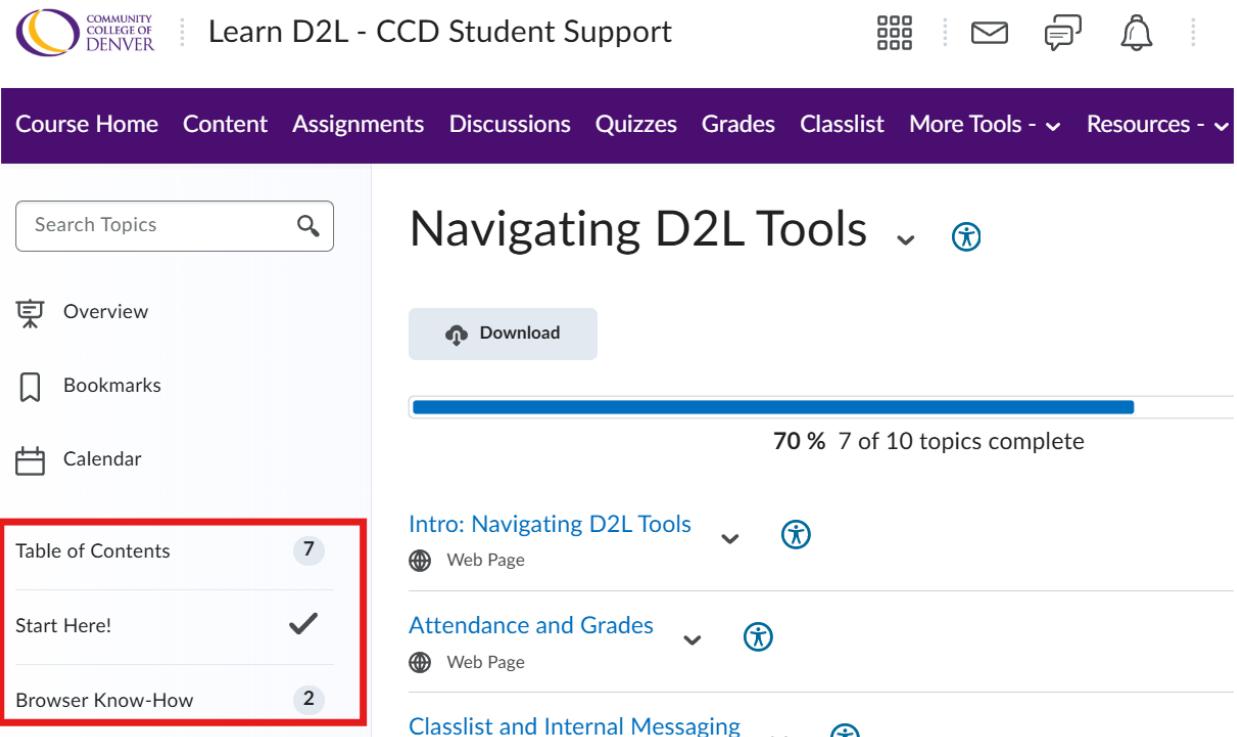
Start Here Module Introduction! ⓘ

Web Page

Print

Expand All | Collapse All

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

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Start Here! 1

Browser Know-How 2

Download

70 % 7 of 10 topics complete

Intro: Navigating D2L Tools ⓘ

Web Page

Attendance and Grades ⓘ

Web Page

Classlist and Internal Messaging ⓘ

Navigating D2L Tools ⓘ

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.

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.

Why Clear Browser Cache?

Web Page

100 %

[View Topic](#)

[Download](#)

[View Metadata](#)

Instructions on Clearing Browser Cache

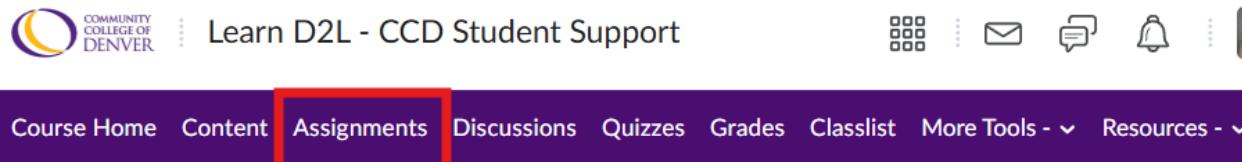
PDF document



How to Submit an Assignment in D2L

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

D2L Walkthrough



Learn D2L - CCD Student Support

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

Assignments

[View History](#)

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

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

Assignment	Completion Status
No Category	
Practice Assignment Folder 	Not Submitted

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

D2L Walkthrough

Assignments > Practice Assignment Folder

Practice Assignment Folder (1)



▼ 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.

Add a File

Record Audio

Record Video

Comments



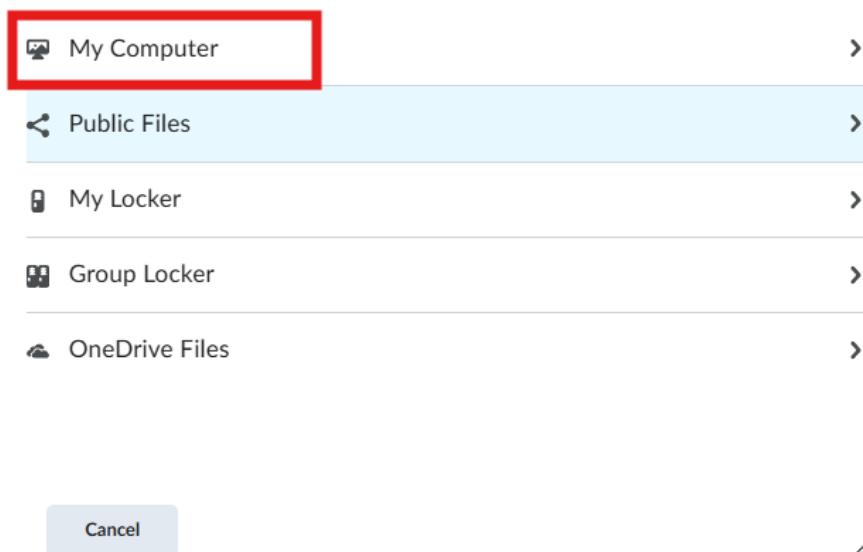
Submit

Cancel

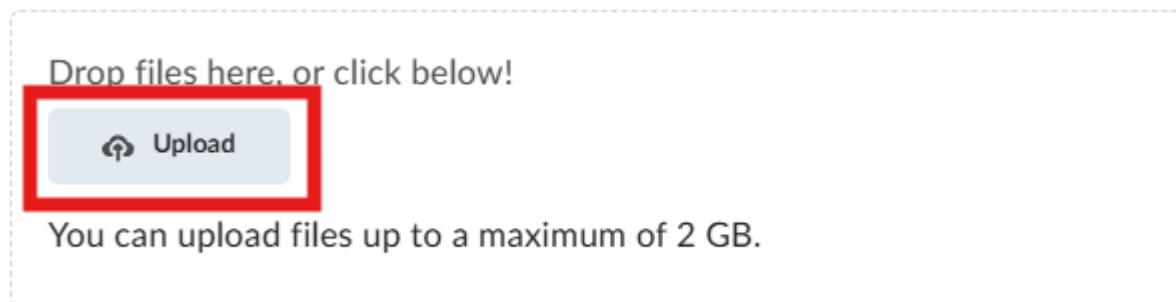
4. In the dialog box, “Add a File-...” Click on the desired storage location. For example, “My Computer”.

D2L Walkthrough

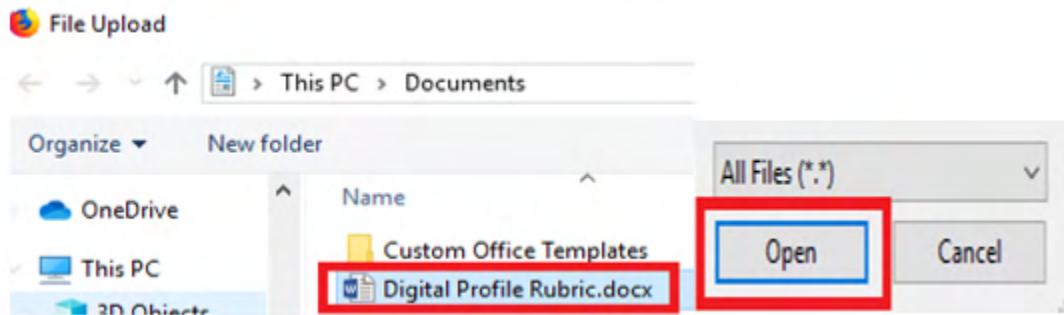
Add a File - Learn D2L - CCD Student Support - Colorado Community College System



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

Drop files here, or click below!

 Upload

You can upload files up to a maximum of 100 MB.

 Digital Profile Rubric.docx (19.04 KB) 

 Add  Back  Cancel

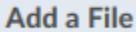
8. The uploaded file will appear under “After uploading, you must click Submit to complete the submission.”

Submit Assignment

Files to submit *

(1) file(s) to submit

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

 Add a File

 [Digital Profile Rubric.docx](#) (19.04 KB) 

Source: My Computer

9. Click “Submit”.

 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

Web Page

Updated ✓

2. Click on “Upload”.

Practice Assignment Folder

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!

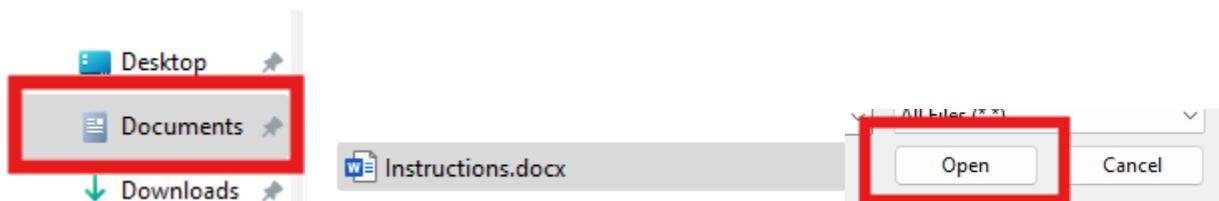
Upload Record Choose Existing

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

Comments

Paragraph **I** U *A* **Lato (Recomm... 19px** **P** **...**

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.

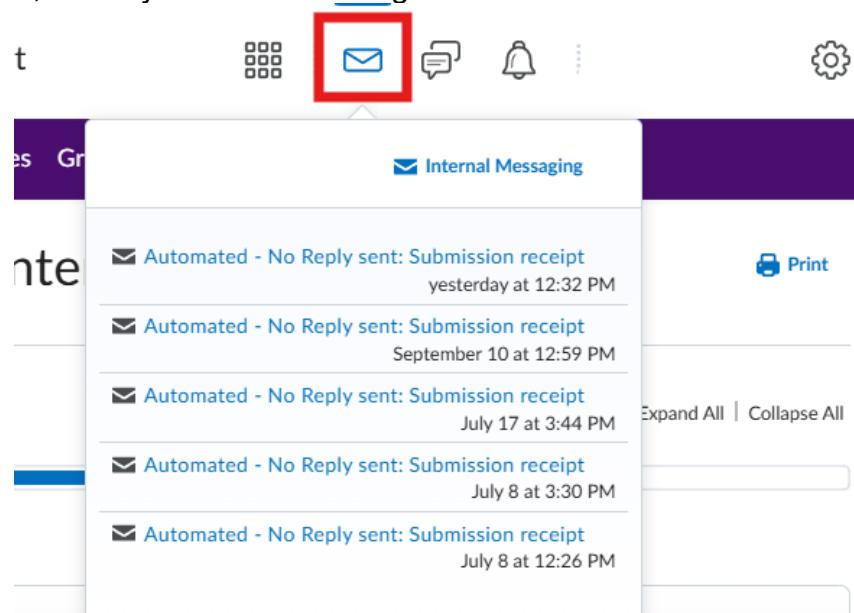
 Instructions.docx (88.89 KB) 

5. Click “Submit”.

 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.



The screenshot shows the D2L messenger interface. At the top, there is a navigation bar with icons for messaging, groups, and settings. The messaging icon (a mail icon inside a square) is highlighted with a red box. Below the navigation bar, there is a list of messages. The messages are all automated submission receipts, each with a blue envelope icon and the text "Automated - No Reply sent: Submission receipt" followed by a timestamp. The messages are as follows:

- Automated - No Reply sent: Submission receipt yesterday at 12:32 PM
- Automated - No Reply sent: Submission receipt September 10 at 12:59 PM
- Automated - No Reply sent: Submission receipt July 17 at 3:44 PM
- Automated - No Reply sent: Submission receipt July 8 at 3:30 PM
- Automated - No Reply sent: Submission receipt July 8 at 12:26 PM

On the right side of the messenger window, there are "Print" and "Expand All / Collapse All" buttons.

D2L Walkthrough

2. 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.



3. Click “Compose”.



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

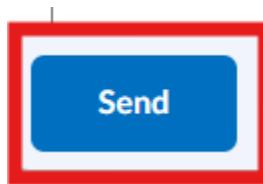
A screenshot of the "Compose New Message" dialog box. The title bar says "Compose New Message".

- To:** The "To" field contains the recipient's email address: "mail.cccs.edu" followed by a blurred section and "@mycourses-". The entire "To" field is highlighted with a red box.
- Subject:** The "Subject" field contains the text "Study together for the upcoming Exam!". The entire "Subject" field is highlighted with a blue box.
- Body:** The "Body" field contains the message text: "Hello, you asked a great question in class today! Would you like to study together for the Exam?". The entire "Body" field is highlighted with a red box.

Buttons at the bottom of the dialog box include "Send" (blue), "Save as Draft" (grey), and "Cancel" (grey).

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.