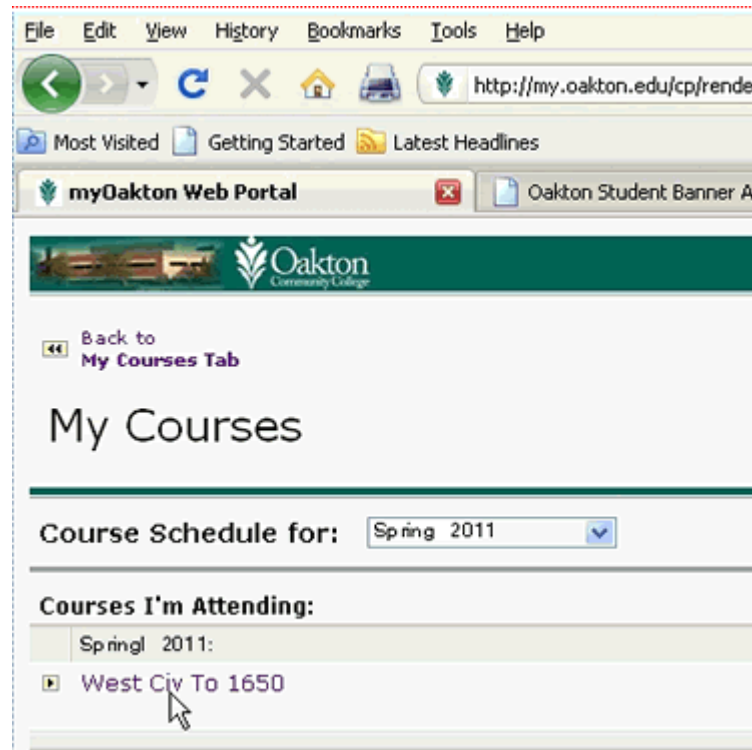


D2L Student Guide

Login Instructions:

1. Log into MyOakton
 - o Go to the Oakton home page at <http://www.oakton.edu> and click on the MyOakton link at the top of the page OR go directly to <http://my.oakton.edu>.
2. In MyOakton, locate and click on the My Courses Tab
3. On the My Courses *Tab* you'll see a My Courses *Channel* which lists all the classes you have access to.
 - o You can pare down the list of classes by choosing a semester in the "Course Schedule for" drop down menu
4. If a class has a D2L or MyMathLab component, click the class name on the list and you'll be taken there.
 - o Your instructor may also set this link to go to a non-D2L or MyMathLab site, such as his personal home page or a publisher course site.
 - o If the link takes you to a description of the course, your course may have no online component but you should confirm with your instructor or check any other instructions you received from him or the College.



Troubleshooting Login Problems:

If you have trouble logging into your D2L class, please consider the following before contacting the IT Help Desk (847.635.1965) or the Alternative Education office (847.635.1971):

- If you cannot log into MyOakton, then the problem is with your login ID or password.
 - Your login ID and password are the same for all Oakton systems.
 - If you contact the Help Desk or anyone about failure to log in, be sure to state exactly what you were logging into.
 - Case sensitivity is NOT important for MyOakton but it is important for other systems. If for some reason you bypass MyOakton and log into an Oakton system directly, case may then be an issue.
 - Your password will generally be the PIN you created when you applied to the College or whatever you most recently changed it to.
 - "Birthdate" passwords: If you applied to the college with a paper application or in person, your initial password might be your birthdate but
- If you can log into MyOakton but do not see your course listed under MyCourses, you may have a registration issue, possibly a drop for non-payment. Check your status with Registration and Records (847.635.1705).
- If you can see your course listed under MyCourses but clicking on it takes you to the D2L home page, your class is likely not open yet to students. You can contact your instructor for more information.
 - Most D2L classes will not open before the date listed in the College class schedule but if you've been told yours will open early and hasn't, it's important that you check with your instructor.
- If you click the link to your class under MyCourses but it takes you to a general description of the class or to another site that seems *relevant* to the class, your course likely is not using Desire2Learn.
 - Students in full-online classes should contact the Alternative Ed office. Other students should contact their instructor.
- If you click the link to your class under MyCourses but it takes you to an unrelated site, you may have a virus or spyware on your computer. Try from a different computer to confirm before calling for help.
- If you click the link to your class under MyCourses but the link "404's" or otherwise indicates you are not allowed to access the page, try from a different computer to confirm. If the problem persists only on one computer, call the Help Desk and be prepared to describe the locations where it worked and didn't work. Sometimes the problem will be your ISP or workplace blocking connection.

Note: there are activities such as quizzes within a class that can be "conditionally" released based on the student ID, date, or other factors. These are controlled by your instructor. If you login successfully but have trouble opening one of these activities within the class, consult your instructor first.

Navigation Basics: Your D2L Home Page

Your D2L Home Page, like the D2L Course Page, is structured much like MyOakton.

Across the very top you'll find links to

- **Email** (an internal email used only for D2L)
- **Locker** (a folder where you can store miscellaneous files to which only you have access)
- **Calendar** (formerly Schedule, a calendar of D2L-related events input by your teachers, administrators or you)
- **My Home** (a link back to your home page)

A gray bar below the Desire2Learn green banner has a Logout text link.

Content is compartmentalized into rectangular areas called "Widgets."

- **My Settings** allows you to set preferences and personalize your D2L experience and to track your work in different classes
- **My Courses** shows a list of all the classes you're associated with in D2L
- **News** shows announcements from D2L administrators.
- **Calendar** is the same as the Schedule

The screenshot displays the D2L Home Page for Oakton Community College. At the top, there is a green banner with the college's logo and the text "Desire2Learn". Below the banner, a navigation bar contains links for "My Home", "Email", "Locker", and "Schedule", along with a "Logout" link on the right. The main content area is divided into several widgets: "My Settings" (with a user profile picture and links for Preferences, Homepage, Profile, View my progress, and Locker), "News" (showing "No items found."), "Updates" (with a "9 New Emails" notification), "My Courses" (listing courses for Fall 2010, including Chemistry, Sandbox, Accounting, and Biology), and "Calendar" (showing a calendar for April 2011 with a "Today" button).

Navigation Basics: A D2L Course Page

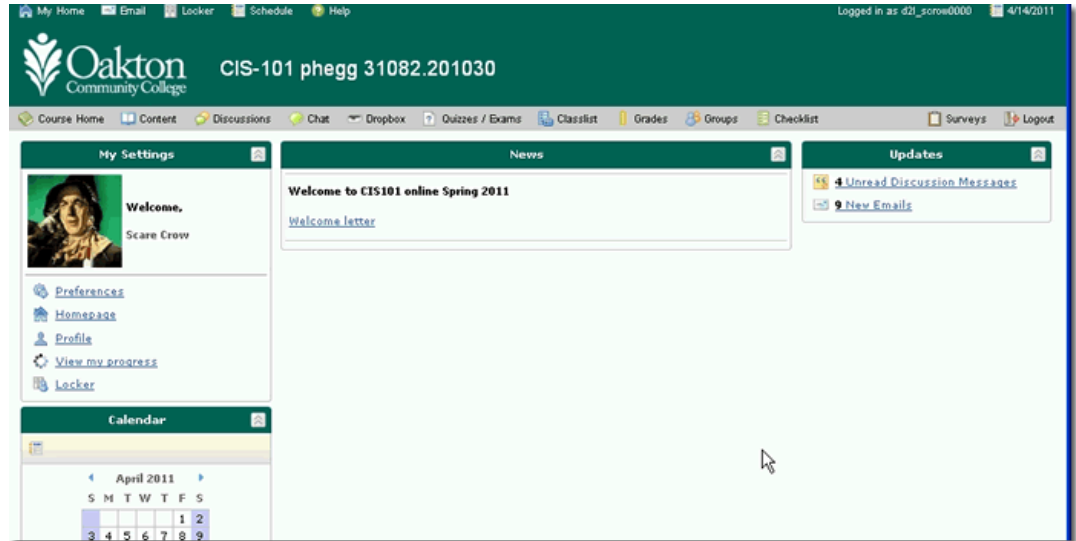
Clicking on the name of a class in the My Courses Widget on your home page takes you to that course.

The course page is similar looking to the home page. It may have the same widgets but it can have a different selection depending on the instructor's design.

The News widget or a similar tool will generally be at the top of the page and contain links and information to get you started in the class. (It will contain only news pertaining to *this* class.)

Key to the Course page are the links on the gray bar. These include:

- **Content** (brief description)
- **Discussions** (brief description)
- **Chats** (brief description)
- **Quizzes** (brief description)
- **Dropbox** (brief description)
- **Grades** (brief description)



A Note on using the Calendar:

Your Desire2Learn calendar is a global tool capable of displaying all of your course-specific D2L events plus personal events.

Clicking the Calendar tool at the top of the page will default to displaying all your course and personal events.

If you log into your class and click the Calendar tool in the Widget along the left, by default you'll see only the events for that class.

Either way, you can customize your view.

Every calendar available to you will show along the left border. Here you can toggle any of them off and on from your current view by checking its box .

You can also use the down-arrow next to each calendar to change it's display color.

The screenshot displays the Desire2Learn interface for the course ACC-241-0C1 - Intermed Acctg I. The top navigation bar includes the Oakton Community College logo and course title. Below this, there are navigation tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. The main content area shows a calendar for February 2012. On the left sidebar, there is a 'Calendar' section with a 'View Schedule' button for the current course, 'ACC-241-0C1 - Intermed Acctg I'. Below this, there is a 'My Calendars' section with three entries: 'BUS-221-0C1 - Business Law', 'Oakton Community College', and 'ACC-241-0C1 - Intermed Acctg I'. A red arrow points to the 'View Schedule' button for the current course. Another red arrow points to a calendar entry for 'Last: 12:00 PM' on February 12th.