



Desire2Learn Basics for Students

| Welcome | What is the Online Classroom? | My Courses |
|---------|-------------------------------|------------|
|---------|-------------------------------|------------|

My Preferences is where you can change the appearance of OC: you can change the font style and size to suit your needs.

* Individuals using assistive technology can turn off the navigation bar auto-refresh in this area to accommodate web readers.

My Personal Homepage allows you to create a homepage that your classmates and instructors can see.

Updates lists changes that occur in your account.

In **Events** you can view upcoming system, course, and personal events that are added to your calendar.

The Online Classroom also known as (D2L) is a course management system (CMS) that can provide support to face-to-face classroom instruction or a mechanism for conducting a course completely online.

Why OC @ OSU?

For the past five years, OSU Stillwater has provided two different course management systems (CMS) to Stillwater, OSU-Tulsa, and Center for Health Sciences. Students having classes on both systems had to learn to use both systems. Combining all these campuses into one installation of OC will contribute to uniformity of user experience and maximize the use of resources.

What log in information do you use?

O-Key account holders: OC is now connected to our O-Key system. If you have an O-Key account, you will use that same information you use to log into O-Key: the O-Key username (or e-mail address) and your O-Key password.

Non- O-Key account holders: Contact the program manager or institution for the correct OC login information.

Note to international students! When you get an official social security number, you may get a new O-Key account. When that happens, you will use the new O-Key information the next semester to log in.

Please see "Logging in FAQs" (below and to the right) for more information.

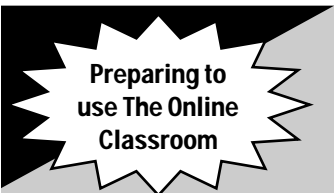
In the My Courses area, you will see the list of *all* your current courses. Click on the link to open your course

Why don't I see my course?

- If you enrolled late, you will not see your course until the day after you enroll.
- Generally the courses will be available from 7 Days Before To 21 days after class ends.

Why does my course appear to be blank?

You will have a course link for each course in which you enroll. However, not all instructors use OC. Those unused course sites will appear to be blank.



Check your system!

OC can automatically check that your computer has the proper settings for:

- JavaScript
- Browser version
- Cookies
- Display

Here is what you do:

1. Go to the OC main page
2. Click the **System Check** link

Turn off Pop-up Blockers

Pop-up blockers can interfere with working in OC.

Tip: For the best OC performance

| What else do I need to do to prepare for using OC? | Logging In FAQs |
|--|-----------------|
|--|-----------------|

Plug-ins & Media Players:

Your instructor may post materials for which you will need some or all of the following plug-ins and media players:

- **Adobe Reader** <http://www.adobe.com/acrobat/readstep2.html>
- **Real player** <http://www.real.com/realplayer.html>
- **Shockwave** <http://www.adobe.com/shockwave/download/download.cgi>
- **Quicktime** <http://www.apple.com/quicktime/download>

Other things to consider:

Viruses: Computer viruses can cause major problems for your home computer. To avoid these problems, go to the **OSU Software Distribution Center** and download the McAfee antivirus program for free!

Spyware: Spyware is software that can gather your information without you knowing. It also can interfere with OC. To protect your computer, go to the **OSU Software Distribution Center** and download Anti-Spyware

Microsoft Office: For the majority of your activities in OC, you will want to use Microsoft products to reduce problems with compatibility in your online activities. To get your copy of Microsoft Office, go to the **OSU Software Distribution Center** and download it for free!

OSU Software Distribution Center—
free software to current OSU students, faculty and staff:
<https://it.okstate.edu/sdc/>

How do I log into OC?

NEW STUDENTS:

Activate your O-Key account!

- Go to: <http://okey.okstate.edu>
- Click **O-Key Account Activation**
- Follow the wizard to activate your account

CONTINUING STUDENTS:

Has your O-Key password expired?

- Go to <http://okey.okstate.edu>
- Click "Forgot password? Locked out?"
- Follow the Wizard
- Change your password

How long will it take for O-Key changes to affect OC?

Changes to your O-Key account should only take about 15 minutes to go through the system to OC.

Where do I log into OC?

Go to <http://oc.okstate.edu>

For Help with Your OKEY Account Contact OSU-IT Helpdesk:

OSU-Tulsa:
Phone: 918-594-8200
Email:
tulsa.helpdesk@okstate.edu

Stillwater:
Phone: 405-744-HELP (4357)
Toll-free: 1-877-951-4836
E-mail: helpdesk@okstate.edu
Website: <http://help.okstate.edu>

Stillwater Hours:
Weekday—Fall/Spring: M-F 7AM - 1AM
Weekday—Summer: M-F 7AM - 10PM
Weekends (All):

Note: The Stillwater Helpdesk is available to all campuses, if the local campus help is unavailable.

Desire2Learn Basics

Online Classroom Navigation

Navigation in OC may initially appear inconsistent. Here is a guide on how to get around:

Global Links:

- The upper left-hand side of the banner are the global links: **My Home**, **Email**, and **Calendar**.
- They will remain constant no matter where you are in OC.

Course links:

You will not see course navigation until you open a course site.

- Course links will appear in the lower left-hand side of the banner.
- These links may vary from course-to-course because each instructor can rename them to tailor these links to the individual course.
- You may see course links on the lower right-hand side also

Tip: Avoid using the **Back** button in your browser.

- For best results, use the OC navigation to get

Course Content


The Course Content is probably the central area you will visit in your course site.


1. First, open your course by clicking on the course link.
2. You will then see a new set of navigation items in the lower part of the banner.
3. Select Content


The Content will generally be displayed in outline form. Once you click on a linked item, you can move from page to page


Content Navigation:


The buttons pictured above are the navigation icons you will see in the upper right-hand side of your screen, below the banner.

 Turns the module outline (found in the left-hand column) on and off.

 Allows you to see the material in its own screen, without framing. Navigation will not show in the new screen.

 Takes you to an associated discussion if available.

 Lets you ask for help on a topic

 Allows you to submit anonymous feedback on the topic

 Bookmark the topic

 Print

 Previous screen

 Next screen

Discussions

Discussions allow you to communicate with your instructors and classmates without having to be online at the same time.

To view a discussion posting:

1. From *Course Home*, click the **Discussion** link.
2. The discussion topics will appear. Choose the topic you wish to view.
3. Click the discussion item you wish to read.

Tip: You may need to adjust the frame borders down to see the discussion links!

To create a new post:

1. Locate and open a discussion item (as in View instructions above)
2. Click the **Add Message** button. (It will appear just below the main topic.)
 - A text area will appear in a new frame below the original discussion item.
3. Title your message in the Subject line
4. To compose your message in the text box:
 - Type in your message as plain text, or
 - Use the HTML editor (it's a lot like Word)
 - Spell check
 - Preview
 - Add an attachment
5. Click **Submit**.

To respond to a post:

1. Locate and open a discussion item
2. Click the subject link of the discussion to which you wish to reply.
3. On the bottom frame, click **Reply**. A reply form will appear.
4. Type in your response.
5. Click **Submit**.

Dropbox

Submit a File

Your instructor may have you turn in your assignments electronically. If so, here is what you do:

1. From your *Course Home* page, click **Dropbox**.
2. Click the name of that assignment's folder.
3. Click **Browse** to locate the file you will submit.
4. Select the file and click Open
5. Type a comment in the *Description* text box (optional)
6. Click **Upload**. The *Results* box will appear.
7. Click **Done**.

Did my file get through?

You can verify all your submitted files:

1. Click Dropbox in the *Course Home* page.
2. Click History
 - You will see folders. Within each folder, you will see your submitted assignments
 - If you see a *re dot*, then your instructor has not yet downloaded the assignment.
 - If you see a *green down arrow*, the instructor has downloaded the

Quizzes

When you get ready to take a quiz, here is what you do:

1. On the course navigation bar, click **Quizzes**.
2. Select the quiz you are going to take
3. Click **Start Quiz!** When the pop-up window appears, click **OK**.
4. When you are finished taking the quiz, click **Go to Submit Quiz**.
5. After the screen changes and asks you to confirm, click the Submit Quiz button.
6. When the pop-up appears, click **OK**.

Tip: Save your answers often case of a power outage or other malfunction. You can...

- Click the grey **Save** button beside each question, or
- Click **Save All Responses** at the bottom of the page.
- D2L will save your answers also when you move from one page to the next.

Grades

If your instructor posts grades in OC, you can access them in the Grades area of the course.

- On the course navigation bar, click **Grades**
- The *Grades* page will open up.

Email

Your O-Key email address is linked to OC. All mail sent through OC will be routed to your Okstate email address.

- If you have your Okstate email forwarded in O-Key to another email address, you will receive your email at that email address.

Important ONE-time email settings!

It is *necessary* to do this procedure to make sure your email works without error.

1. Click **Email** at the top of the screen
2. Click **Settings**
3. Enter the email address you want to show as your "return" address in **Reply to Email Address**
4. Place a check mark beside **Show external email addresses in the Address Book**
5. If you want a copy of every message you send, click the box next to **Send a copy of each outgoing message**
6. Click **Save**

To send email from OC:

1. Click **Email** in the global navigation bar.
2. Address the email
 - Type in an address, or
 - Select entry from the address book, or
 - Click the **Filter by** drop-down box to select a class
3. Title your message in **Subject** line area
4. Type message in text box
5. Add Attachment (optional) - click **Attach File**
6. Click **Send**

Log into your course sites at:

<http://oc.okstate.edu>

Desire2Learn Basics



Inside Story Headline

D2L Navigation

Navigation in D2L may initially appear inconsistent. Here is a guide on how to get around:

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- The topmost left-hand side of the banner are your global links: **My Home, Email, and Calendar.**
- They will remain constant no matter where you are in D2L.
- You will not see course navigation until you open a course site.

Course links:

Course links will not appear until you open a course site.

- Course links will appear in the lower left-hand side of the banner and will provide you links to the **Course Home, Content, Discussions, Dropbox, Quizzes, Classlist, and Grades.**
- These links may vary from course-to-course because each instructor can rename them to tailor these links to the individual course.
- You may see course links on the lower right-hand side also

Tip 1: Avoid using the **Back** button in your browser. For best results, use the D2L navigation to get around.

Tip 2: The course navigation can be different from course to course depending upon what your instructor's course design. Some navigation links can also show up on the right-hand side of the banner as well.

Alternate Access for Non-standard OSU Courses

Some students who will access D2L on this server are enrolled in special programs and will have other website addresses for accessing their courses.

- The links for these other sites are on our main login page.
- Login information may be different if the student is not registered through our O-Key systems.
- If you have questions about login information, please contact your program administrator.

These programs include:

- Spanish and German Online
- Executive and Professional Development
- Engineering Outreach
- Fire Protection
- Oral Roberts University

Fully Supported Browsers

| | |
|----------------|------------------------|
| | Netscape Navigator 7.2 |
| WINDOWS | Internet Explorer 6.0 |
| | Mozilla 1.3—1.7 |
| MAC | Netscape Navigator 7.2 |
| | Mozilla 1.3—1.7 |

Library Access

- Stillwater
- Tulsa
- ORU
- Langston
- Etc.

D2L Course Access

- Courses into which you are enrolled will become active on the first day of the semester
- Courses will not show up until up to 24 hours after you enroll
- Courses will be made available x days before the beginning of the semester.