Desire2Learn (D2L) is a way to deliver interactive courses or course components over the web at Motlow. It provides students with static content (e.g. syllabi, schedules, announcements, and lecture notes) as well as access to interactive tools such as discussion groups. Students may connect to their class from anywhere that they have computer access. The secure environment allows students and instructors to communicate and exchange course material and grades.

MSCC Online (D2L) URL
http://elearn.mscc.edu

MSCC Online (D2L) Technical Help Desk
D2L Help E-mail: d2lhelp@mscc.edu
Dean, Terry Durham 615-220-7885
Coordinator, Dakota Cunningham 931-393-1595

D2L 10.5 Minimum Hardward and Software Requirements

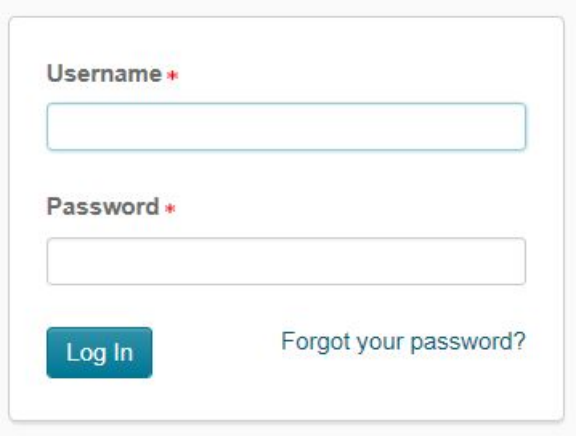
	Required	**Recommended**
Operating System	Windows Vista, Windows 7 or newer Mac OS X v10.7 or newer	
Video	Super VGA Monitor Minimum resolution: 1024 X 768	Resolution of 1024 X 768 or greater
Internet Speed	56k modem	Cable or DSL connection with speed of 1.5mbps or higher
Audio	16 bit sound card and speakers	16 bit sound card and speakers
Java Runtime Environment (JRE)	JRE v1.6 x	JRE 1.6 update 31 (Requires Equation Editor)
Javascript	Enabled	Enabled
Cookies	Enabled	Enabled
Pop-ups	Allow	
Adobe Flash Player	10.1 or greater	
Supported Browsers*		Chrome (latest version) Firefox (latest version) Internet Explorer (versions 11,10) Safari (versions 7.0,6.0)

System Check

There is a system check located on the login page. Click this tool to automatically check your machine for proper settings.

Login

URL: http://elearn.mscc.edu or click Online Learning on our homepage, then select MSCC Online.



Username: First Initial, Last Name and MMDD of birth date.

Password: same as your Motlow email password.

My Home Page

This is your personal gateway to your MSCC Online (D2L) courses. Your ***My Home*** page will list all of the courses that you have registered for as well as campus wide ***news*** and a link to your ***calendar*** list all upcoming events in your classes. You can add personal events to your calendar as well as print by month or day.

Navigation Bar

The navigation bar at the top of the screen gives access to ***email*** delivery and retrieval, a personal ***journal*** categorized by class for note taking and a campus-wide ***discussion*** board. This bar may be altered once you leave ***My Home.***

Course Home Page

To access your ***Course Home*** page, click on the appropriate link on ***My Home*** page. Your ***Course Home*** page contains all of the important tools you will need to interact with your instructor and in you course. The Course navigation bar at the top will remain visible until you navigate outside your course.

Welcome Box

Under the ***Welcome box*** the ***My Preferences*** link is a useful tool in personalizing your MSCC Online (D2L) web pages. You can change the font style and size, specify which operating system you are using (i.e., Windows 7, Windows 10, etc.), and specify the drive which is accessing your CD-ROM content.

The ***My Password*** link allows you to change your password any time you see fit. The change will take effect immediately. Just a reminder, write your password down and put it in a safe place in case you forget it.

The ***My Homepage*** is a tool to create a personal webpage to introduce after building your page, be sure to activate your page by clicking on page.

E-mail

Email allows you to send, receive, reply and forward mail messages. You can also store messages, search your messages and add mail folders.

Composing an email message

1. In the main email window, click on the *Compose* button.
2. Type the recipient's e-mail address in the *To:* field. If you have an address book setup you can click on the *Address Book* button beside the *To:* field.
3. Type a brief description of your e-mail in the subject line.
4. Type your message in the large text box.5. Click the Send button.

Adding an attachment to an email

1. In the main email window, click on the *Compose* button.
2. Click the *Browse* button and choose your file.
3. Click the *Attach File* button.

Creating a folder

1. In the main email window, click on the *Folders* button.
2. Click on the *Add New Folder* button on the bottom right hand side of the main folder screen.
3. Type in the name of the folder.
4. Click *Save.*

Creating an Address Book contact

1. In the main email window, click on the *Address Book*.
2. Click the *Add Contact* button.
3. Type in the first name of your contact in the text field.
4. Type in the last name of your contact in the text field.
5. Type in the email address.
6. Click *Create*.

Course Content

Course content areas contain a variety of learning materials. Instructors can use these areas to present information in many different ways ranging from basic text to multimedia. Instructors can also link items from other tools to the content area.

The Course Content area is the main place you will go to get course content.

Classlist

The Classlist provides a list of students currently enrolled in a course. Email addresses are provided. You can email a classmate by clicking on his/her email address or name.

Grades

Click this link to access your grades in the course. Any components your instructor adds to the gradebook are viewable here.

Updated: 24.January.2017

Calendar

You can use the calendar to inform or remind yourself of important course-related dates and events. Your calendar view includes all the information that you have posted, in addition to events posted by your course instructor.

Adding a Personal Event

1. Click on *Add Event*
2. Type the title of your event in the *Title* field.
3. Choose a date by using either the drop-down boxes or by clicking on the small calendar image beside the drop-downs.
4. In the Description text area, type a description.
5. Click *Save.*

You have now returned to the main calendar screen. You will see that date is now bolded. This means that you have a personal event scheduled for that date. Click on the blue date to view event and description.

Dropbox

The D2L *Dropbox* allows students to submit their papers to their instructor electronically.

Types of Files

1. Your assignments can be submitted using a Word file, an Excel spreadsheet, a PowerPoint presentation or a number of other file formats.
2. Microsoft Works or Claris Works files cannot be accepted. They do not come through correctly.

Dropping off a file

1. Click on the dropbox tool.
2. Click on the appropriate folder.
3. Enter the number of files that you will be uploading (generally it will only be one). Click *Next*

.4. Browse to the file that you would like to upload and click open.

5. Type in a short description or comment about the file.
6. Repeat for additional files.
7. After your files have been selected, click Upload.
8. Some files may take a long time to upload (especially if there are graphics in the file). After the upload is complete the *File Upload* dialog box should appear. See the steps below to verify that your file went through.

Did my file get through?

1. Go to the Dropbox tool.
2. Click on the History button
3. All of the assignments that have been submitted will be listed.

Discussions

Discussions allow you to communicate with your instructors and classmate. Unlike "Chats", discussions let you interact with your classmates and Instructors without having to be online at the same time.

The Discussion Page

1. From the *My Homepage*, click on the course.
2. When the *Course Home Page* appears, click on the *Discussions* link. The *Discussion* page for that course will appear.

Sending a message

1. Access the *Discussions* page as described above.
2. Choose the topic that you would like to post a message in.
3. Click *Add Message.*
4. An area to write a message will become available.
5. Move your cursor into that area.
6. Type in your message and include a subject.
7. Click *Close.*
8. Click *Submit.*

Reading a Message

1. Access the *Discussions* page as described above.
2. Click the topic that you'd like to view.

Click on the subject within the topic that you would like to view.

Replying to a Message

1. Access the *Discussions* page as described above.
2. Click on the topic that interests you.
3. Click on the subject that you want to reply to.
4. On the bottom frame click on *Reply.* A reply form will appear.
5. In the reply form, type your message.

When your message is complete, click S*ubmit*

Quizzes

The quiz tool gives you access to take online quizzes set up by your instructor. Simply click on the quizzes link and follow directions. Be sure to save and submit. Be sure any pop-up blocker software you have installed on your computer is turned OFF. You may also access your score once instructor has graded quiz, if your instructor allows this access.

Your instructor may require a quiz to be taken using Respondus Lock Down Browser, a custom Internet browser that will not allow you to print, copy, go to another URL, or access other applications while taking tests/quizzes.