# @ THE UNIVERSITY OF ARIZONA.

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### **Tip Sheet**



## What is D2L?

Desire2Learn (D2L) is a web-based course management system designed to create a rich online learning environment for students. D2L includes features such as an electronic dropbox, automated gradebook, discussion boards, and quizzes.

# How do I log in to my D2L course?

Steps for logging into D2L

- 1. Open up an Internet browser (i.e., Internet Explorer, Firefox, Safari)
- 2. Go to http://d2l.arizona.edu
- 3. In the NetID login box, in the upper left hand side of the screen:

Click on the hyperlink entitled 'Check that your browser is compatible'. This is to ensure that your computer is ready for D2L. If you see Failed , then follow the instructions on the screen to resolve the problem. If, after making changes to your browser you still see this message, contact the Office of Student Computing Resources (OSCR) Help Desk (techhelp@email.arizona.edu). You are also welcome to bring laptops into any OSCR HelpDesk Computer Lab for troubleshooting (http://oscr.arizona.edu/labs/openaccess)

- 4. If you do not have a 'Failed' icon then click on the UA NetID Login button on the top left-hand side of the screen.
- 5. Use your UANetID info to sign in. (This is the same username and password you use to get into your UA Webmail.)

  NOTE: You MUST have a UA NetID and be officially enrolled in the course for at least 24 hours before you can access your D2L course.
- 6. Once you successfully accessed the D2L MyHome page, look for the box labeled My Academic Courses in the middle of the screen.



- 7. Click on the plus sign (+) beside the current semester.
- 8. Click on the plus sign (+) beside the department name, and then
- 9. Click on your course name.
- 10. You should now be at your D2L Course Home page.

# What if I can't log into D2L?

Click on the **Report a Problem** tab on <a href="http://help.d2l.arizona.edu">http://help.d2l.arizona.edu</a> and complete the form with as much detail as possible, explaining the problem you are having.

Once inside my D2L course, how do I access the course materials?

There are two navigational tool bars along the top of your course homepage. One is blue and one is red (see image below). The links located on these tool bars allow you to access materials within your course. Some tools that your instructor may be using include:

Content which may include your course syllabus, reading material, or homework instructions.

Grades where you can see your grades on assignments throughout the semester.

**Dropbox** where you can submit electronic copies of your homework to your instructor.

Quizzes where you can complete course quizzes.



#### Some helpful Tips for using D2L

- The browser 'Back' button does not work well in the D2L environment. Get in the habit of using the links located on the blue and red navigational tool bars to move around inside your course.
- When exiting your D2L course, be sure to click on the Logout link AND close the browser window. This is especially important if you are using a computer in a public lab.

#### Where can I get more help if I need it?

- Go to <a href="http://help.d2l.arizona.edu">http://help.d2l.arizona.edu</a> and click on the 'Students' (purple) tab to access online help materials.
- If you still cannot find an answer to your problem, click on the Report a Problem tab and complete the form.

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