



Desire2Learn

STUDENT GUIDE

How do I access Desire2Learn?

To access **Desire2Learn**, go to **<http://learn.ou.edu>** and login using your OU username and password.

If you do not know your OU username and password, please visit **<http://account.ou.edu>** and set up your New User account. You may also call the IT Call Center (405) 325-HELP for assistance.

If you are trying to login and are receiving an error, be sure your password is being typed correctly and that your Caps Lock is not on. If you still encounter problems, it is recommended that you reset your password at **<http://account.ou.edu>** and try to login again.

If this fails and you are still unable to login, please call the IT Call Center (405) 325-HELP for assistance.

How to navigate through Desire2Learn

When you log in, you will see the "My University of Oklahoma Courses" widget on the right hand side.

- Click the plus signs (+) on the semester (Fall 2005 for example) to reveal the departments and click on those plus signs (+) to reveal your courses.

To access the course—simply click on the title of the course and you will be taken to the course homepage.

Any course you are officially enrolled in may appear in your course widget as early as one week before classes begin. Instructors can change this to be earlier, later, or remove the course entirely if they choose.

NOTE: When you enroll in a course, it will be the next business day before you appear in that course at Desire2Learn.

Navigating through Your Courses

Each of your course can have a different look because the instructor can customize the layout of the course.

The main area where most classes will have course related links is the area below the **OU** logo that by default starts with "**Course Home**". Most instructors will put the course related links here, such as links to their class content, grades, quizzes, etc.

Content will generally contain all the files your instructor wishes you to access such as lecture notes, syllabus, etc.

Links is an area where website links can be placed.

Discussions are where you can have asynchronous conversations on particular topics.

Chat is where you can have either a personal chat with your instructor, a group, or the entire class.

Dropbox is where you can upload your homework assignments.

Quizzes are where you can take online quizzes.

Grades are where you would check your grades in the class.

Classlist is where you can see who is in the course as well as the instructor and TA's. You can click on someone's name to send them a page. The page feature works like instant messaging (the tool is called the Pager found in the upper right hand corner when you log in).

Just remember that your instructors will be able to set up courses in many ways—be sure to ask them if you are confused on where to find something!

Using the Dropbox

The dropbox is where you can go to turn in assignments for your class.

To upload an assignment:

1. Click on the **Dropbox** link from the navigation bar.
2. Locate the assignment folder you are wanting to upload your assignment to, click on the folder name.
3. Now you are going to click **Browse** and locate the file on your computer. Select the file and click Open.
4. You can put in a description if you need to give the instructor some more information about your file.
5. Finally, click **Upload** to send the file to your instructor. You will see a **Results** screen showing you that it was loaded, the date/time, and the size.
6. Click **Done**. You will be taken back to the Dropbox area. Now you will see the column **Submitted Files** and there should be at least 1 file.

Email

You can use Desire2Learn to send out email to your instructor and fellow students' OU email addresses. Just look for the Email link in your course. Be sure if you do not regularly check your OU email to either start checking it or to forward your email to another account.

PLEASE NOTE: Information Technology cannot guarantee that you will receive your email if it is forwarded to an outside vendor. Occasionally, outside vendors such as Yahoo or AOL will block incoming mail from the University.

What is Desire2Learn?

Desire2Learn is a new course management product powered by the software Desire2Learn.

Quizzes

To take a quiz/test:

1. Click on **Quizzes** on the navigation bar.
2. Click on the name of the quiz you want to take. Read the instructions for taking the quiz.
3. Click on **Start Quiz!** A pop-up window will appear, click OK if you are ready to take the quiz.
4. As you are taking the quiz, you need to remember to **save** your answers in the case of a power or internet outage.
5. Beside each question is a grey Save button that you can click for each question or at the bottom of each page there is a **Save All Responses** button. When taking a quiz with multiple pages, every time you click the directional arrows, your answers will automatically save.
6. When you are finished taking the quiz and all answers have been saved, click on **Go to Submit Quiz**.
7. The screen will change and ask you to confirm. Click the button **Submit Quiz**. A pop up will appear, click **OK**.

Need more help?

If you need further assistance after reviewing the FAQ area, you may phone the IT Call Center (405) 325- HELP (24hrs, 7 days a week) and select Option 4 to avoid the recording.

Students may also go to the OU Online Support Center <http://support.ou.edu> and fill out a Request for Help.

Another option is to visit one of the IT Service Centers for walk-in support:

Location and Hours:

Felgar Hall, Room 300 (8am-5pm, M-F)
Gould Hall, Room 264 (8am-5pm, M-F)
Couch Residence Hall, Room W146 (8am-Midnight, 7 days/week)