

Finding Your Course

1. In your Web browser, go to <http://d2l.depaul.edu>.

Note: Do not type “www” in the address.

Note: Mozilla Firefox is the recommended Web browser on both Windows and Mac computers.

2. Enter your CampusConnect user ID and password.
3. Click **Login**.
4. In the center of the screen, you will see a “My Courses” widget. In the instructor tab, your courses will be listed, grouped by quarter. Click the name of a course to enter it.




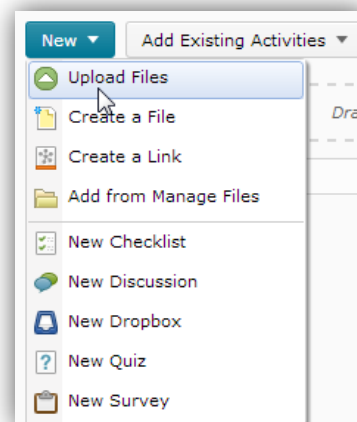
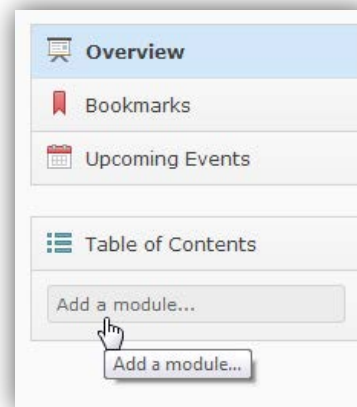
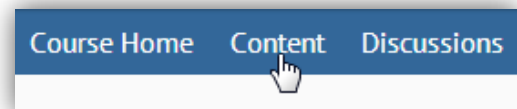
Posting Your Syllabus

1. When in your course, click **Content** in the top navbar.

Note: All content in a Desire2Learn course is organized into modules and topics. A Module is an organizing unit, like a folder. A Topic is an actual piece of content, like a file, a link, or an HTML page.


2. On the left, click the **Add a module...** text box.
3. Enter a title, like “Course Documents.”
4. Hit enter or return on your keyboard. You will be taken into the module you just created.
5. At the top of the page, click **New** ▾.
6. Select **Upload Files**.
7. Click **Upload**.
8. Select the syllabus file on your computer.
9. Click **Add**. Your syllabus will appear in the module.
10. Click your syllabus to view it within D2L.

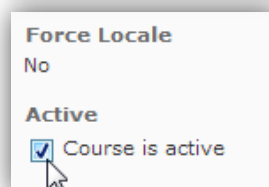
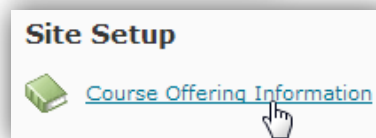
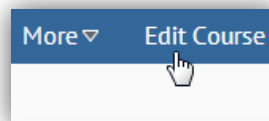
Note: Students will see the syllabus directly in D2L when they click on it. To download the file, they can click the  download icon in the bottom right of the document viewer.



Activating Your Course

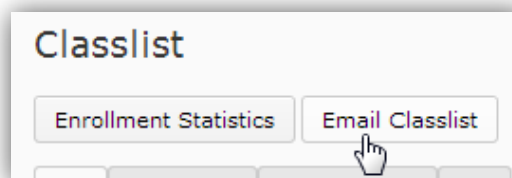
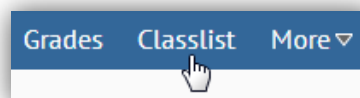
Your course must be activated before it is visible to students. If your course is not activated, you will see “(inactive)” next to the course name on your D2L home screen.

1. Click the name of the course you want to activate.
2. On the right side of the navbar, click **Edit Course**.
3. Under the “Site Setup” heading, click  **Course Offering Information**.
4. Select the **Course is active** checkbox.
5. Click **Save**.



Emailing Your Class


1. When in your course, click **Classlist** in the top navbar.
2. To Email everyone in your course, including students, instructors, and teaching assistants, click **Email Classlist** at the top of the page.
3. Click **Send Email**.
4. Enter a subject, just as you would in an email client like Outlook.
5. Compose your email in the “Message” field.
6. Click **Send** at the top of the page.



Note: To Email an individual student, click that student’s name in the Classlist.

Posting a News Item

News is located in your Course Home page, the first thing students see when they log into your course. It is a good place to post class announcements.

1. When in your course, click **Course Home** in the top navbar.
2. Click the down arrow next to the “News” heading.
3. Click  **New News Item**.
4. Enter a headline for your News announcement.
5. Enter the text of your News announcement in the “Content” field.
6. Set start and end dates to control when the News announcement will be visible to students.
7. Click **Publish**.

