



## Getting Started

### LOGGING IN:

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1. Go to <https://anokatech.ims.mnscu.edu/>

**Please note:** You will need to allow 24 hours after registering for a course to be able to login and see your D2L course.

#### **Login using the following format:**

Username: 8-digit Student ID Number (including the leading zeros).

Password: Your birth date in the following format YYMMDD.

For example: John Doe was born on 8/15/1962 and his tech id number is 00000000 so his username would be 00000000 and his initial password would be 620815

If you need help, please contact the MnSCU D2L Helpdesk , which can be found here:

[http://www.anokatech.edu/current\\_students/desire2learn/Desire2LearnInformat.html](http://www.anokatech.edu/current_students/desire2learn/Desire2LearnInformat.html)

### UPDATING YOUR INFO:

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#### **Changing your password:**

1. Log in to D2L.
2. On your homepage, click on "My Password" in the left column.
3. Enter your current password.
4. Enter your new password and re-type it to confirm it.
5. Click "Change Password." Make sure you write down your new password.

Anoka Technical College D2L Courses:

<https://anokatech.ims.mnscu.edu/>

Anoka Technical College D2L Information Site:

[http://www.anokatech.edu/current\\_students/desire2learn/Desire2LearnInformat.html](http://www.anokatech.edu/current_students/desire2learn/Desire2LearnInformat.html)

Anoka Technical College's Website:

<http://www.anokatech.edu>



1355 WEST HIGHWAY 10 ANOKA, MN 55303

(763) 576-4700 FAX (763) 576-4715

INFO@ANOKATECH.EDU

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## DESIRE2LEARN ONLINE COURSE USER GUIDE

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### **Desire2Learn Orientation for students new to D2L:**

D2L Online Course Orientation sessions will be held at Anoka Technical College. These are drop-in sessions-come in any time between the hours listed below for assistance in logging in and navigating your online course.

(days/hours will be posted before each semester on the website)

# HOW TO USE DESIRE 2LEARN FOR ONLINE COURSES AT ANOKA TECHNICAL COLLEGE

## NAVIGATING THE COURSE

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To go to your courses – click on the course name listed under the “My Anoka Technical College Courses.”

Once on the course homepage-just under the course name you will see a bar that runs across the screen. This contains all of your course navigation.

**Course Home** – will take you to the course homepage.

**Content**-includes notes, links, and the course information and syllabus.

**Discussions**-this is the bulletin board feature to communicate with your instructor and classmates. Instructors will post discussion questions that you will need to respond to.

**Dropbox**-this is the assignment area, it will have the instructions and due dates listed for the assignments. You will turn in your assignments using this feature.

**Quizzes**-where quizzes will be posted.

**Grades**-as your instructor grades your assignments-you can see your progress in the course.

**Email**-You can send email to your instructor or other students in the course. Make sure you have updated your email address on your login page. Please notify Registration of the change as well so that they can add this to your student records.

**Classlist**-You can see a list of who is enrolled in the course, along with email addresses.

**Links**-includes links your instructor has added for the course.

## ASSIGNMENTS

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To turn in assignments

1. Click on the Dropbox on the navigation bar.
2. Click on the folder of the assignment you want to complete.
3. Following the instructions for the assignment, it says “How many files you are going to upload” – in the box type 1 and then click Next.
4. Again you will see the instructions for the assignment-but now under that there is a File #1 box and a browse button-click Browse to find your assignment saved on your computer. You may enter a note to your instructor if you would like in the comments area. Then click Upload.
5. You will receive a confirmation screen that says you have successfully turned in your assignment.

## QUIZZES/TESTS

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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.
3. Read the instructions for taking the quiz.
4. Click on Start Quiz!
5. A pop-up window will come up-click OK if you are ready to take the quiz.
6. When you select your answers click on Save.
7. When you are done, click on Go To Submit Quiz. Then click Submit Quiz.

## DISCUSSION BOARD

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### Reading Messages

Click on the discussion name listed on the left hand side of the screen to enter that particular discussion. The numbers of posted messages are beside the discussion name. The titles of your unread messages will appear in bold text. Once read, the message title will no longer be bolded. To read a message, click on the message title. The message will then appear in the bottom half of the screen.

### Replying to a Message

To reply directly to an existing message that someone has posted, click on their message title to add your comments to that particular thread (conversation). You will see their message, with an option to “Reply” at the bottom. If you click on Reply, an Add message box will appear. You may fill this in and, when complete, click Submit. When replying to a message, you have the option of having your message appear with the original message or not by choosing “With Message” or “Without Message.”

### Attaching Files to Your Message

When you submit a message, you may also attach a document that others in that discussion can download. To attach a document, click on the “Browse” button while you are adding the message. This will allow you to find the file you wish to attach. Double clicking on the file name will attach it to your message. When you click on “Submit,” the attachment will appear with your message in that discussion.