Student Quick Reference – Desire2Learn (D2L)

Technical Support

- For help with course content, contact your instructor
- For help logging into D2L, contact IT at 610-399-2043
- For 24/7 help with D2L tools, contact D2L Technical Support at 1-877-325-7778

Logging In

1. On the Cheyney homepage, click on Desire2Learn under Portal Links.
2. Log in with your Student Self-Service username and password.

If the Cheyney homepage is unavailable, you may also login at https://cheyney.desire2learn.com/

My Homepage

My Homepage will open when you sign in to D2L.

You will see a list of all of your courses under the heading My Courses. To open a course, click on its title.

Course Homepage

When you open a D2L course, you will see the Course Homepage. This page includes information from your instructor on how to get started and navigate the online course. If you have any questions about how to get started, contact your instructor right away.

MiniBar

The MiniBar is found at the top of the D2L screen. It contains:

1. The Course Menu – This drop-down menu gives you access to all of your courses. Courses may be “pinned” to the top of the list.
2. Notification Icons – These icons alert you about new messages from other users and updates within your courses. A red dot indicates that there are new or updated items.
3. User Settings – Use the drop-down list to edit your profile, change your notification settings, view your class progress, and log out.

NavBar

In a D2L course, use the gray NavBar to access course tools. The NavBar may look different in different courses.

Course Content

Click on Content in the NavBar to open your course content. Content contains:

1. Top-Left Sidebar – Here, you may access the course overview, topics you have bookmarked, and upcoming events.
2. Table of Contents – Content may be arranged in modules or listed by title. Access the course topics and materials by clicking on them here.
3. Completion Tracking – If your instructor has set up completion tracking, the completion bar and green checkmarks in the Table of Contents will indicate completed modules or sections.

Discussions

Click on Discussions in the NavBar to open your course discussions. Discussions are listed by Topic. Click on the title of a Topic to open it.

A Topic may have several discussion threads. Click on the title of a thread to open it. To respond to a group members’ post, click on Reply to Thread.

To start a new thread within a topic, select the Start a New Thread button. Your instructor may or may not require you to read or reply to other threads before you start a new thread.

Quizzes

To complete a quiz, click on Quizzes in the gray NavBar. Click on the title of the quiz, read the quiz summary, and then the Start Quiz button. When you are finished, be sure to click on Submit Quiz.

When you are taking a quiz through D2L, be sure that any pop-up blockers are turned off. Be sure to save your quiz progress frequently.

After submitting a quiz, you may have access to a submission view or results page. Depending on how your quiz was set up by the instructor, you may see your answers, if they are correct, and the correct answers.