



Desire2Learn: Getting Started

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Getting Started

The following topics cover the basic interface and some common tools you will come across within the system. We suggest you take some time to review these topics to familiarize yourself with Desire2Learn (D2L).

Logging In and Out

Follow this link to navigate to the D2L Login Page: <https://prairiestate.desire2learn.com/>

Note: The login URL should **not** have the “www” at the start of the URL like many other websites.

Ensure that your browser pop-up blocker is disabled for D2L.

Prairie State College uses a single sign-on account for all users. This means that one username and password is used for the main applications that you'll use on campus. You will be notified of your username and password, but required to change your password when you login for the first time. You will also be required to change your password at least every 6 months.

Username: Your username is the first initial of your first name and your full last name, possibly followed by some numbers. (Example: jdoe2356)

Password: Your default password is an 8-digit random alphanumeric code. Students will receive a letter or email that includes this information

Logging Out: The logout link is located in the drop-down menu when you click on your name in the top right corner. Selecting **Logout** ends your current D2L session.

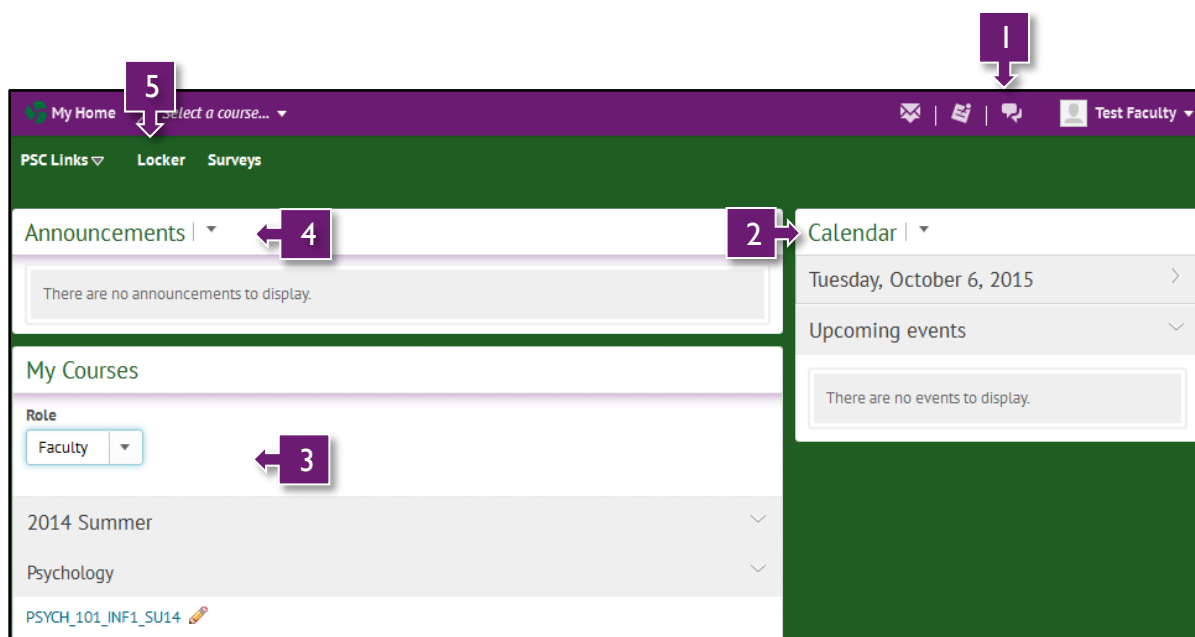
System Time-outs: If you are inactive for 3 hours, the system will log you out of D2L. Make sure you save your data regularly.

My Home

My Home is your starting point inside D2L. From here, you can set up your profile, edit your preferences, and access your courses. You will also see announcements posted by D2L system administrators.

On the **My Home** page, there are widgets, a navigation bar, and a minibar that gives you access to various functions within D2L.

1. The minibar allows you to access profile settings, message alerts, update alerts, Pager alerts, and quickly switch to another course.
2. The **Calendar** widget contains a monthly calendar and a list of upcoming events.
3. Your courses are listed in the **My Courses** widget. Select the name of the course to access it. Change the **Role** to see Archived or Student role courses.
4. The **Announcements** widget is where you will see any announcements posted by D2L system administrators. This will include updates regarding system downtime and scheduled maintenance.
5. The navigation bar above the Announcements widget provides useful links to PSC links as well as access to your Locker.

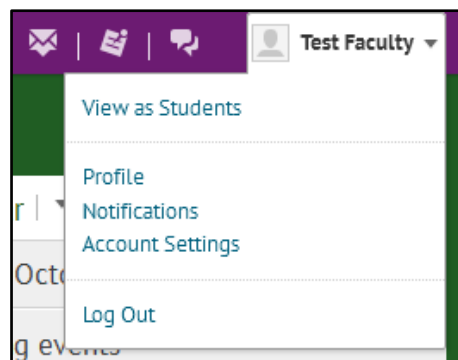


Introductory Tasks

When you log in for the first time we recommend that you complete the following tasks to further familiarize yourself with D2L:

- Set your Preferences
- Change your Password

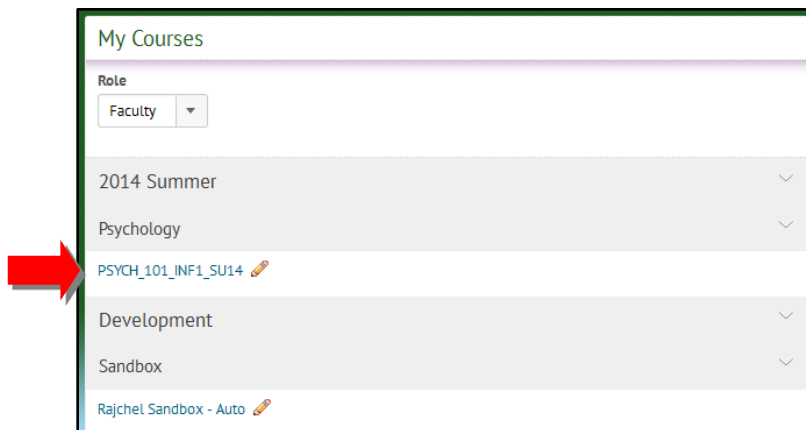
Click on your name in the minibar and select the appropriate link to make adjustments. Select **Save and Close** when you have completed making changes to any of these items.



Note: It is important to note that any information you display in your **Profile** is public to anyone in your class. Please exercise discretion when entering your personal information in the Profile.

My Courses

Your current semester courses are listed on the Faculty role in the My Courses widget. Select the name of the course to access it.



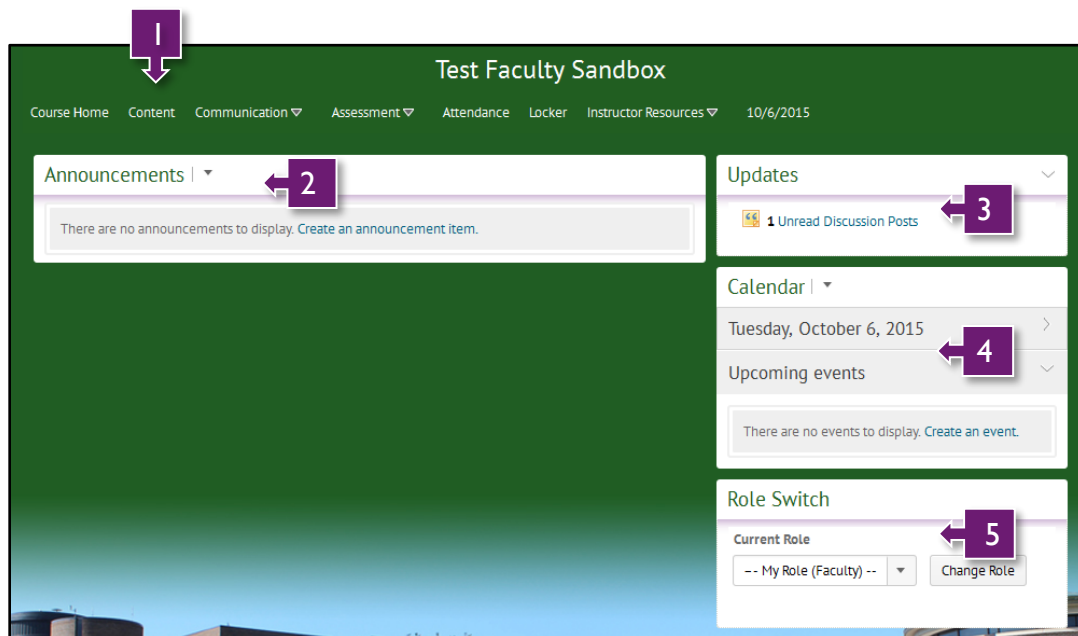
The courses are organized by semester. If you no longer want to view a particular semester or course select the arrow icon on the far right for the item to collapse that semester or department. Previous semester courses are listed under the Archive role.

Note: Your courses are listed by role. The courses you teach are listed separately from courses in which you are a student.

Course Home

Course Home is the first page you visit when you click on a course link. It contains the course tools and different widgets for displaying information.

1. The course navigation bar provides you with access to several course related D2L tools.
2. The **Announcements** widget provides a place for you to post course related announcements.
3. The **Updates** widget displays new items in the course such as unread discussion messages or submissions to Assignments.
4. The **Calendar** widget is used to manage and view events.
5. Use the **Role Switch** tool to view your course from the student perspective.



Common Icons

The following icons are common to most tools and widgets in D2L:

 **Add New**

 **Edit**

 **Delete**

 **Reorder**