D2L Quickstart: An Introduction to OCU's Online Learning Management System

(Presented by CETL – Tutorial updated March 29, 2018)

- **Login Page:**

  http://ocuonline.okcu.edu

  Use the same username and password you use to log in to BlueLink or the campus computers. You can even login on your phone! *Hint: If you can't remember the URL, **Google "OCU D2L"** to easily find this page.*

If you have further questions about D2L, check out our D2L FAQ page (just scan the QR code with your phone, or type http://bit.ly/1RQd45x *into your computer/phone's browser).*

You can also ask a librarian, or contact the OCU Helpdesk (208-5555, helpdesk@okcu.edu*) for further help with D2L or any other online system at Oklahoma City University!*
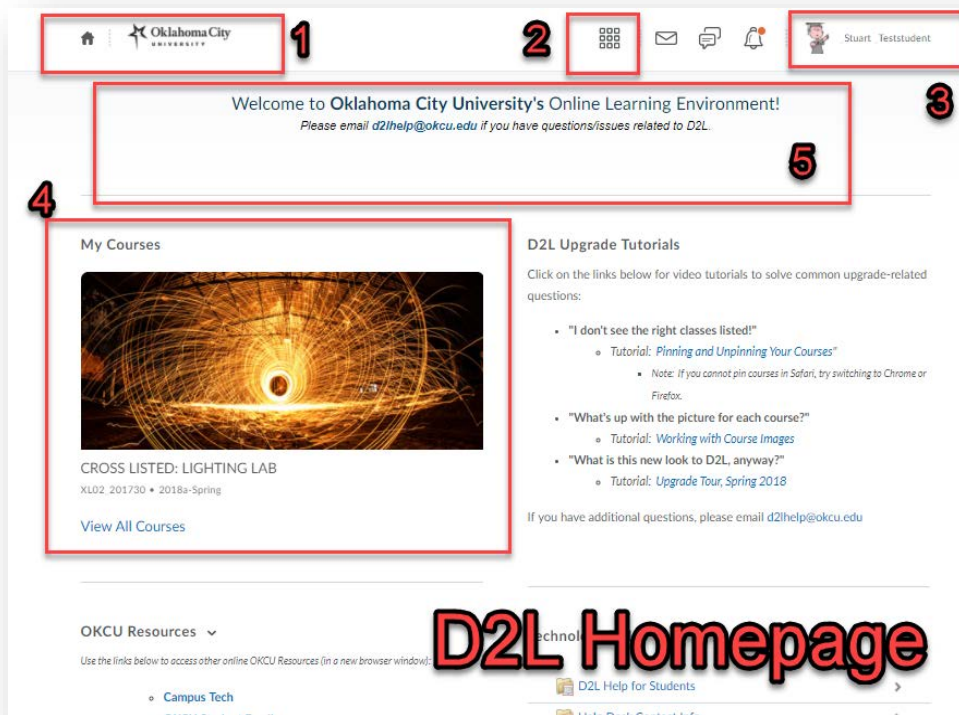
- **D2L Home Page**

  This is the portal through which you will access the online portion of all your courses. See image to the right for more information.

These items (in the top navigation bar) will always be at the top of your D2L Screen	1	Home	Click this at any time to return to this home screen.
	2	Select a Course	Use this drop down menu to quickly move from one course to another, or to pin/unpin your courses
	3	Identity Menu	Your name will appear here --Use this drop down menu to access and change your account, profile, or settings, as well as to turn on your D2L NOTIFICATIONS.
	4	My Courses	In this module, you will see a list of all the courses you have currently "pinned." Click on a course name to enter it. To see your unpinned courses, click the "View All Courses" link or use the Select a Course Menu (#2)
	5	Announce-ments	This module sometimes contains news that pertains to the entire University. Read any content that appears here!
		Other modules	The rest of the homepage contains useful information, like calendar dates, other school resources and D2L training materials.

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Course Home Page

You have a separate page for each course you are enrolled in each semester. A typical course home page will have elements similar to these. (Hint: Your courses home page may look slightly different from this one – instructors always have the ability to customize their courses.)

1	Navigation Bar	No matter where you are in D2L, this Navigation Bar will appear, just as it did on the overall D2L homepage.
2	Course Menu	These links and menus take you to various tools places WITHIN this course. Click "More" to see all the possible tool options your professors may use.
3	Course Banner	In most courses, you will see a banner here that matches the thumbnail you saw on the homepage (#4 in the chart on the first page). Your instructor has the ability to change this image if they choose.
4	Content Browser	The tool within D2L you will use the most is probably Content (where professors can share and organize documents, links, and other things for you to access). You can access those things here, OR by clicking on the "Content" link in the Course Menu (#2).
5	News	Instructors use the News area in a variety of ways – some use to post a single welcome message; others use it to give you timely reminders about the course on a regular basis. *(Hints: click the "x" that follows each news item to dismiss it from your view and turn on NOTIFICATIONS – see #3 on the previous page – to get new news items sent to you via email or text.)*
		Keep scrolling down to find an updates widget and a course calendar!

FAQs *(Hint: Find more FAQs using the QR code on the previous page.)*

- **When can I get into D2L?**
  You can log into D2L as soon as your account is added into the system (usually mid-July for new Fall students). Within D2L, specific courses typically open on the first day of class, unless your professor chooses to open them early.

- **Can I get notifications when my professors add things to a course?**
  Yes! You can turn on Notifications by selecting "Notifications" from the "identity menu" in the upper right hand corner of D2L – see #3 on the previous page

Course Homepage