

# HOW TO USE D2L

Welcome to UCalgary Continuing Education. We are thrilled you have joined the preferred learner-centered institution for life-long learning. An institution whose mission is to empower people and transform communities for a better future. Your journey will take place in these virtual four walls: Your D2L course. Let's take a closer look.

Look to the main page for announcements from your instructor in order to stay up to date with course tasks. Navigate to the "Content" tab in your course to find the majority of your course content. Each module/week is similarly structured to include the following: introduction, lesson objective, lesson essential question, learning activity summary, learning activity details with wayfinding icons, links, and resources.

Be sure to look for links within the text of the learning activity details for course documents. There may also be an additional "Course Documents" module where you can also access course documents. Depending on your device or the browser you are using, documents may pop up directly in D2L, or they might download to your computer, so that is something to look out for if you are having trouble.

Be sure to check out the module called "Instructor Bio" or look at the course outline to find the contact information for your instructor. To get in touch with your peers, look at the class list under the communication tab.

Additionally, if your course has discussion board tasks, you can access the discussion board in the "Discussions" tab at the top of your D2L course.

Make sure to review the course outline and check with your instructor about online communication etiquette. If your course has synchronous sessions, be sure to look at the Zoom page under the communications tab for a list of dates and times that your course has live class sessions.



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

## DIGITAL SKILLS FOR LEARNING ONLINE

### MY TOOLS FOR ONLINE LEARNING

This work is licensed under a  
Creative Commons Attribution-  
NonCommercial-ShareAlike 4.0  
International License.



# HOW TO USE D2L

Make sure to refer to the module “Assignments at a Glance” to learn more about your course assignments and where to submit them. Typically, assignments are submitted to the Dropbox under the “Assessments” tab.

Be sure to check with your instructor for specific instructions. To review your course grades, you can go to the “Assessments” tab and select “Grades.” Be sure to review the course outline and check in with your instructor for specific course grading details.

If you need additional support, look at your course outline for instructor contact info as well as the contact information for Continuing Education’s student services.

Also, the course outline provides additional information on policies and resources at the University of Calgary. If you need additional help with D2L be sure to check out the “Course Home” tab where you can find additional resource links under “Information for Continuing Education Students”.

D2L works differently depending on the device and web browser you are using. Continuing Education recommends accessing and using D2L with Google Chrome. D2L can have limited capabilities on phones and tablets, so it is recommended that you access D2L with a desktop or laptop computer. Also, it is a good practice to always access D2L through the Continuing Education Student Portal. If you need additional assistance with this, be sure to reach out to your instructor.

Now that you are familiar with D2L it is time to roll up your sleeves and start your learning journey.

Best of luck!



**UNIVERSITY OF CALGARY**  
CONTINUING EDUCATION

## DIGITAL SKILLS FOR LEARNING ONLINE

### MY TOOLS FOR ONLINE LEARNING

This work is licensed under a  
Creative Commons Attribution-  
NonCommercial-ShareAlike 4.0  
International License.

