Using the System Check Quick Link
You can use the quick link on the entry page of the online classroom for a general test of your computer’s preparedness for operating the D2L software by verifying your browser version, browser and display settings on your computer. To use the System Check quick link, follow these steps:

1. Go to https://online.national.edu/
2. Click the link at the bottom that says ‘Please click here for a System Check before you log in.’
3. After you click the link, you should see the results of the System Check.
Responding to Results of the System Check Quick Link

If your computer did not pass the System Check, refer to the following table below for specifications as to what components and browser versions you should have.

If your computer did pass the System Check, then continue to Log In.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP or greater</td>
<td>Mac OS X</td>
<td>Windows XP Service Pack 2 or greater</td>
</tr>
<tr>
<td>SVGA monitor</td>
<td>Resolution of 1024 x 768 or greater</td>
<td></td>
</tr>
<tr>
<td>Minimum resolution of 800 x 600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High speed Internet access</td>
<td>cable modem, DSL</td>
<td></td>
</tr>
<tr>
<td>JRE v1.4.2.x, 1.5.x, 1.6.x</td>
<td>JRE 1.6 update 13</td>
<td></td>
</tr>
<tr>
<td>(Required to run LiveRoom 4.3 and Equation Editor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enabled</td>
<td>Enabled</td>
<td></td>
</tr>
<tr>
<td>Enabled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 2010 Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some courses (especially IT) may require additional software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speakers &amp; DVD/ROM, recent video &amp; sound card, webcam (where instructed, required for proctored classes)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Browser Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Windows Status</th>
<th>Mac OS X Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 8</td>
<td>Supported (recommended)</td>
<td>Firefox 3.6</td>
</tr>
<tr>
<td>Firefox 3.6</td>
<td>Supported</td>
<td>Firefox 3.5</td>
</tr>
<tr>
<td>Firefox 3.5</td>
<td>Supported (recommended)</td>
<td>Firefox 3.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safari 4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safari 3.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Logging In

To Login, follow these steps:

1. Go to [https://online.national.edu/](https://online.national.edu/)
2. In the Username box, enter your NAU username that was created when completing your admissions application.
3. In the Password box, enter the password you created when completing your admissions application
   a. Password is case sensitive
   b. If you can not remember your password, click on ‘Forgot Password’ and follow instructions
4. Click the Login button.

5. Upon a successful login, you should see your D2L homepage.

**Inside D2L – My Home**

My Home is the main page of your account in Desire2Learn (D2L). From this page, you will be able to navigate to your courses, set your preferences, view the Academic Catalog and more.

**Top Navigation Bar**

- **My Home**: This is the link for navigating back to the My Homepage from anywhere in D2L.
- **NAU Academic Catalog**: Goes to NAU’s public website to view the Academic Catalog.
- **NAU Online Library**: Goes to National American University’s databases and service.

Log in using your D2L username and password (that is also the same as your Student Portal username / password)
**Email:** Email is available in each individual class; you can also view all emails from all courses through this homepage link.

You can select the emails you view from the ‘Filter by’ drop down menu.

![Email screenshot](image)

**Help:** Brief notes about the different aspects of D2L.

**FAQ:** Goes to frequently asked questions for online students.

Filter topics by selecting a specific category from the drop down menu at the top.

![FAQ screenshot](image)

**Logout:** Where to log out of D2L.

![Logout screenshot](image)

**Left Navigation Bar**

**My Settings:** The My Settings box identifies that you have arrived in your Desire2Learn (D2L) account. You should see your name after the word *Welcome.*

![My Settings screenshot](image)
Preferences: You can set the way you want your interface of D2L to appear as well as other characteristics. Below is a description to describe each of these aspects.

Appearance and Accessibility: Change the settings on this page to make the D2L interface appear the way you want it to – different fonts and font size may aid in being able to see the content more easily.

Language and Region: Allows you to set the first day of the week for your calendar.

Discussions: How you want your discussion areas to appear. (NOTE: Discussion settings can be accessed in the Discussion area and are described there)

Email: Select Email/Display/Forwarding options for your D2L email.

Profile: In Profile, you have the opportunity to enter general contact and personal information about yourself and post a picture. There is no requirement to do so. NOTE: Any classmate will be able to see your information by clicking on the Homepage link that is associated with your name in the Classlist.

Middle Column

My Courses: You will find your courses listed by quarter. Click on the blue link for the course you wish to access.

News: You will find any system announcements here. These will be posted by the D2L system administrators.
Right Column

**Support:** You can either choose from ‘Need Technical Assistance’ which will provide you with system requirements and technical assistance contact information or ‘Need Navigation Assistance’ which provides you with helpful information about how to navigate through your online classroom.

**Tutoring:** Will direct you to Smarthinking which is a free tutoring service available to all NAU students. Please contact your Learner Service Advisor for information on utilizing this service.

Inside D2L - My Courses

**Course Home:**
Top Navigation

**Course Home:** Use this to navigate back to this page from any where else in the classroom

**Content:** Provides an outline of the course with links to all material by Learning Plan. Use the grey plus sign to expand each section

**Discussions:** Use this page to access discussion topics. Discussions provide a place for users to communicate by posting messages into defined topic areas and responding to messages posted by other users. Discussions take place inside topics, where messages are posted, read and replied to. Discussion topics are organized into forums, which are collections of related topics. To enter a discussion topic, click its name.

- **Forums & Topics List:** The Display dropdown box allows you to select between two views:
  - All Forums and Topics (default view) or
  - Topics with Unread items
- **Title:** You can see all Forum Titles along with any instructor’s notes. You can also see how many total messages are in this forum and how many are unread.
- **Settings:** Allows you to set up how you want to view your discussions.
  - Show the discussion topics list – displays the left Topics List pane in the Message List view
  - Show the search bar – displays the Search fields in the Message List view
  - Show the preview pane – displays the message body in the bottom half of the screen
Threaded View – indents replies so the discussion thread is visually presented
Unthreaded View – all responses are aligned to the left
Grid Style – Message subjects are displayed in grid
Reading Style – entire message text is fully expanded. Reply opens up into a new window

**Using Discussions**
- Navigate to **Discussions** by clicking **Discussions** in the course navigation bar
- Select a forum or topic you would like to participate in
- Within the forum, select the topic
- To originate a topic:
  1. Click **Compose**
  2. Add your title to **Subject**
  3. Enter your text in the body of the discussion
  4. To finish posting your entry to the discussion, click **Post**
To view and reply to the posts of other participants:
1. Click the discussions link you wish to open
2. To reply, click Reply at the top of the page
3. The Reply Details Message box will become available
4. Enter your message in the Message box
5. Click Post

Dropbox: Use this page to submit files (assignments) to dropbox folders and to view feedback on your submissions.

- To add a submission (please note that a file MUST be uploaded in order to complete a submission):
  1. Click Add a File in the Submit Files area
  2. To find where you have your file stored, click Browse
  3. Select the file
  4. Click Open in the File Upload dialog box
5. Select **Upload** in the Submit a File dialog box

6. Select **Submit** on the Submit Files page

7. You should then get a confirmation page that proves you successfully uploaded the file.

8. Return to the folder list by clicking **Folder List**

**Quizzes:** This page lists all current, past and future quizzes.

- To take a quiz: click on the name of the quiz you wish to complete.
• When the quiz page opens, you will see:
  1. Quiz Specifics - Quiz Period (the date range in which the quiz is available), Time Allowed (how much time you have to complete the quiz once you click Start Quiz), Attempts (how many times you are allowed to attempt the quiz)
  2. Instructions
• Click **Start Quiz**

![Quiz page screenshot]

• Answer the questions
• Save the answer to each question by clicking the Save icon under each question
• When you have completed the quiz, click **Go To Submit Quiz**

![Question screenshot]

• After reviewing click Submit Quiz
Classlist: Use this page to view participants enrolled in a course and email all or selected users.

Grades: Use this page to view your grades and feedback for assignments and quizzes.

Left Navigation Bar

Classroom: Lists all learning plans for the course. Click on each to view the course content for the individual Learning Plans.

- Under each Learning Plan you will find a Content Map containing:
  1. Expectations – What the course expectations are.
  2. Introduction - An overview of the Learning Plan. Please note that the competencies and learning objectives listed are not assignments, but learning outcomes that you can expect to achieve as you complete the learning activities and assignments in the learning plan.
  3. Learning Activities - Designed to further develop your mastery of the learning objectives identified within this learning plan. Any activities that are graded will be indicated (quizzes, discussions & assignments).
4. **Discussion** – Lists required discussions that will be graded.

5. **Assignment** – Lists required assignments for the Learning Plan that will be graded.

Written assignments can be submitted through the Dropbox

**Right Navigation Bar**

- **Updates**: Displays any updates for the course

- **Calendar**: Use this to schedule events within your classroom

- **Google Search**: Direct link to Google search engine

**Middle Column**

**Welcome**: Displays course code and name along with a brief overview of the course.

**News**: This section will display all University News (same that you see on ‘My Homepage’) and any course specific news.