

# Healthy Minds/Healthy Children

**MORE**



Supported by **Canadian Oil Sands**

Mental Health Online Resources for Educators

# Introduction to Desire2Learn (D2L)

(where the module is posted at the University of Calgary  
for viewing by learners)



# Introduction to Desire2Learn (D2L)

Desire2Learn (D2L) is the Internet-based course management system used for the Healthy Minds/Healthy Children [Mental Health Online Resources for Educators—MORE](#) courses. D2L is a “virtual classroom” which will allow you to view and listen to the module presentations, engage in discussions with other participants and presenters, connect to web resources, and complete the module evaluation. This guide will show you how to successfully participate in each of these activities.

Please note that you will need a computer with Internet connection to access D2L.

This step-by-step guide will show you how to:

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## Need Help?

Call the office at 403-220-4310

Or

email [hmhc@albertahealthservices.ca](mailto:hmhc@albertahealthservices.ca), specifying D2L Help in the subject line

## Logging in to the D2L Website

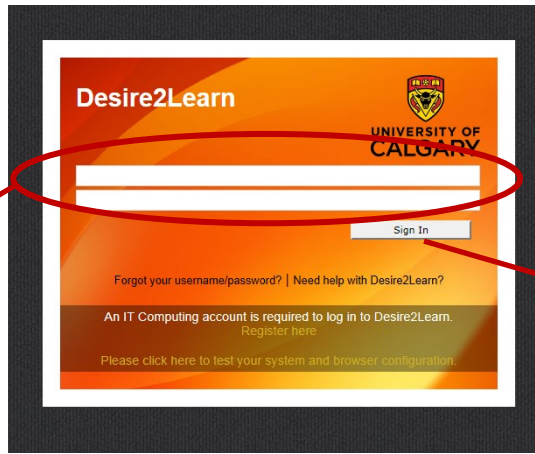
From a computer with an Internet connection, open a web browser. Chrome or Mozilla are recommended browsers for the best results.

Type in **[d2l.ucalgary.ca/login.asp](http://d2l.ucalgary.ca/login.asp)** into your browser (note there is *no* www!). This will take you to the D2L login page.



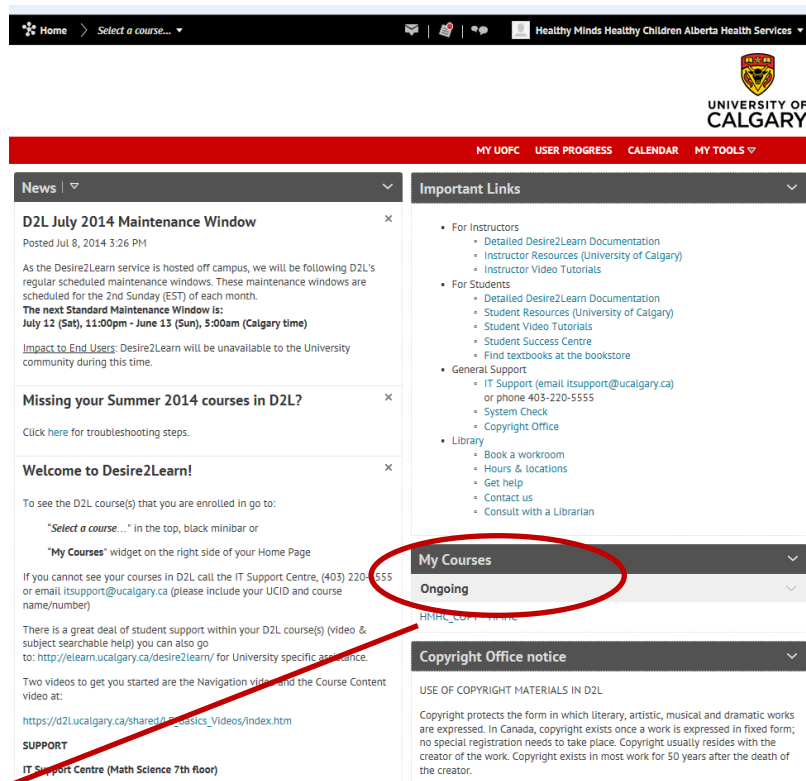
**Hint:** You may want to bookmark this login page (or add it to your favourites) so you can easily access it for the duration of the module.

Type your username and password as given to you upon confirmation of registration



Click on the **Sign In** button.

You are now in the D2L Home Landing Page.



In the **My Courses** section on the right side, look for the name of the course you want to enter. Click on this course title to enter your course.

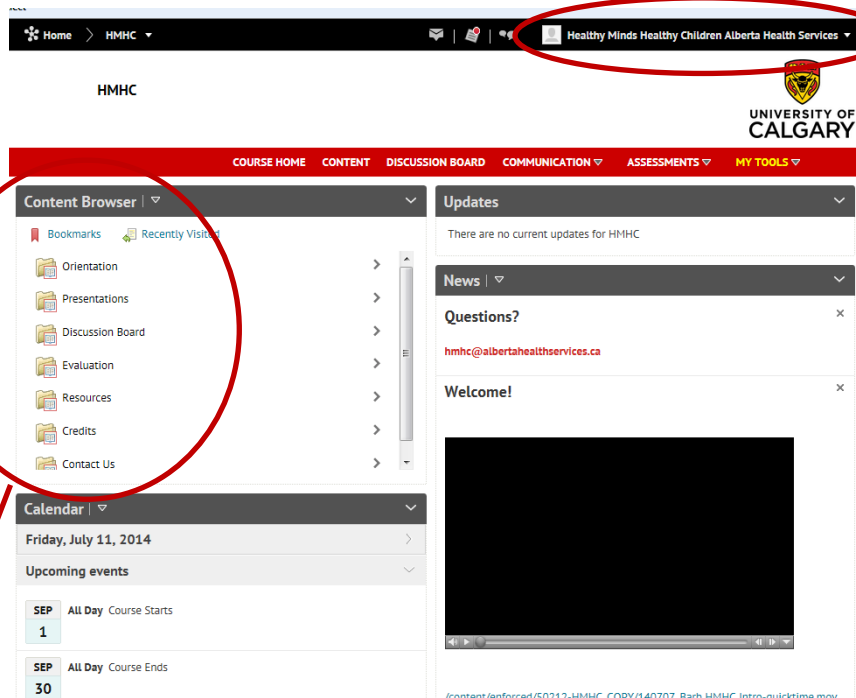
Congratulations! You have successfully entered the D2L site for your course.

Please note that each module you register in will become available to you by the first day of the month for that course (e.g. October 1 for an October course). You will also receive an e-mail from the Healthy Minds staff notifying you when the site is available.

## Navigating the D2L Site

You are now in the homepage for the course, which looks much like the picture below. Each course is designed similarly, so once you are comfortable with one, other courses will be very familiar to you. Notice the following:

1. The logout button is always in the drop down menu under your name, click on it to leave the site
2. Whenever you log in to the course, the homepage will automatically display the news area.



The **content browser** is always on the left side of the screen. Each area in the content browser will take you to a different area, as follows:

Information and materials to help you become oriented to D2L can be found in the **Orientation** area.

We are fortunate to offer these modules at no cost to educators, thanks to grant funding. A condition of the grants however, is that we provide extensive evaluative feedback. For this reason we ask you to help support us by completing a number of quizzes, evaluations and surveys:

- Pre-module survey
- Pre-module quiz
- Post-module quiz
- Module evaluation
- Post-module survey

Please take a few minutes to take the **Pre-Module Quiz** prior to watching the presentation. Answers from participants will be aggregated and compared with results from the post-module quiz. This will help us assess the effectiveness of the learning materials.

△ The presentation on the topic, in both VoiceThread (audio narration over PowerPoint) and PowerPoint note formats, can be found in the **Presentation** area.

You can find relevant local and web resources, as well as further information about Healthy Minds/Healthy Children resources or programs in the **Resources** section.

The **Discussion Board** allows you to participate in text-based discussion with the presenter, other participants, special guests, and Healthy Minds staff.

Please complete the **Post-Module Quiz** after you finish viewing the presentation.

Please complete the **Module Evaluation** once you have finished reviewing the module, including resources. This evaluation gives us important feedback on the module.

We ask that you also complete the **Post-Module Survey** the first time you complete a module this school year. You will also be asked to complete it again near the end of the school year, along with a follow up survey. These will give us feedback on the impact of our modules on your practice.

The **Contact Us** section contains biographies on the course presenters, discussion board guests (if applicable) and Healthy Minds/Healthy Children staff.

Feel free to explore all of these module sections. Key sections are described below in more detail.

Areas such as content and discussion board are also accessible from the tabs in the red bar across the top of each module.

## Getting Oriented to D2L

An orientation to D2L contains links to additional resources like a sample VoiceThread presentation, a searchable site for Desire2Learn documentation and student video tutorials.

The screenshot displays the D2L course interface for HMHC. At the top, there is a navigation bar with 'HOME', 'HMHC', and 'Healthy Minds Healthy Children Alberta Health Services'. Below this is a red navigation bar with tabs: 'COURSE', 'HOME', 'CONTENT', 'DISCUSSION BOARD', 'COMMUNICATION', 'ASSESSMENTS', and 'MY TOOLS'. The 'CONTENT' tab is circled in red. Below the navigation bar is the 'Content Browser' menu, which is also circled in red. It lists various sections: 'Orientation', 'Presentations', 'Discussion Board', 'Evaluation', 'Resources', 'Credits', and 'Contact Us'. The 'Orientation' section is highlighted. To the right of the Content Browser is the 'Updates' section, which shows 'There are no current updates for HMHC'. Below that is the 'News' section, followed by 'Questions?' with the email 'hnhc@albertahealthservices.ca' and a 'Welcome!' message with a video player. At the bottom, there is a 'Calendar' section showing upcoming events for September and October.

Please note that this orientation section is the same for every module, and you can pick and choose to complete orientation components as needed to familiarize yourself and become comfortable with the D2L platform.

To access the orientation, click on the **Orientation** section from the content browser or click on the **Content** button in the red bar at the top of the screen and then select **Orientation** from the **Table of Contents**.



Hint: Use your scrollbar to scroll down the page and see all of the orientation activities.

## Completing the Pre-Module Quiz

BEFORE starting the presentations, please take 5 minutes to complete the Pre-Module Quiz. Click on the Pre-Module Quiz section in the content browser or click on the **Content** button in the red bar at the top of the screen and then select Pre-Module Quiz from the **Table of Contents**.

## Viewing and Downloading the Course Presentation

To access the course presentation, click on the **Presentation** section in the content browser or click on the **Content** button in the red bar at the top of the screen and then select **Presentations** from the **Table of Contents**.

This is where you will find the presentation(s). Each presentation comes with a handout you can print off beforehand to take notes on. You can pause, rewind and restart a presentation as you like, which is good for taking notes or for watching the presentation in sections as you have time during your day.

View the **VoiceThread presentation** (audio narration over PowerPoint). To do this, click on the **title of the presentation**. A new window will display on your screen and the VoiceThread presentation will play automatically. Don't forget to turn on your speakers!

In VoiceThread, click on the pause button at the bottom of your screen to pause your presentation. Then click on the play triangle that appears to start playing the presentation once again. If you want to move around within one slide, you can click on the little round button beneath the playing bar and drag it with your mouse. If you would like to go back to something the presenter said in an earlier slide, just click on the rewind button to advance to the previous slide.

## Accessing Additional Resources

Additional resources relating to the course are available in the resources section. To access the resources area, click on the **Resources** section in the Content Browser.

Here you will find websites, tools and other practical resources you can use in your school and classroom.

# Engaging in Discussions

The **Discussion Board** allows you to engage in text-based discussion with the presenter, other participants, special guests, and Healthy Minds staff. The discussion board in D2L is asynchronous, which means that everyone can participate on their own time – i.e. when it is convenient. Thus, there may be a lag between when you post a question or comment and when there is a response or comment by others. Healthy Minds/Healthy Children staff will monitor the discussion board to help ensure that presenter responses to your questions or comments are posted in a timely manner.

To access the D2L discussion board, click on the **Discussion Board** section in the Content Browser or in the red bar across the top of the screen.

Notice also that on the right side of each topic, you can see the total number of posts and threads in the topic:

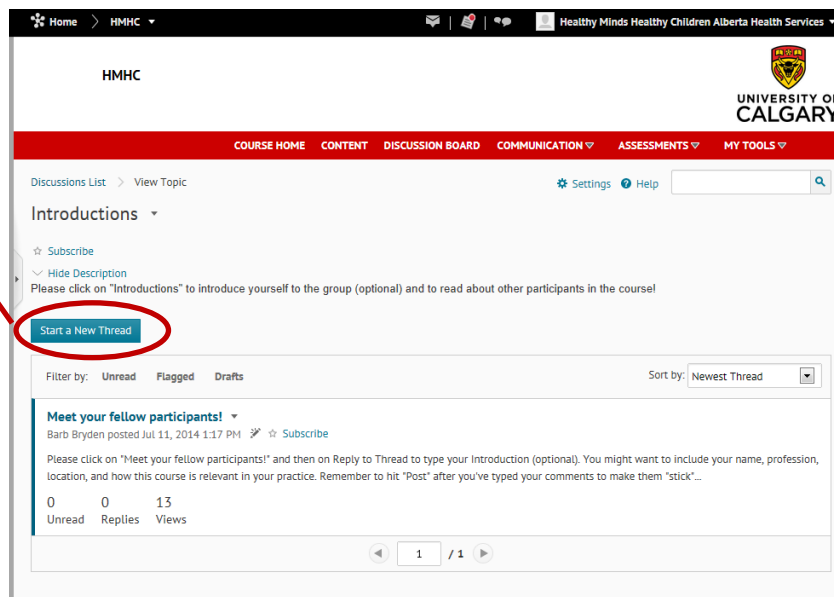
While Healthy Minds/Healthy Children - MORE protects the privacy of its registrants, we highly recommend that discretion be used at all times when posting information about yourselves and your students. We do not recommend you include highly personal information or details that might inadvertently lead to identification of your students or school.

## Entering a Topic

To enter a discussion topic, click on the title name of the topic. This will open the topic and list all the threads to date. Note that each thread also indicates the number of unread, replies and views of the threads. With each thread, the subject or title of the posting, name of the person who wrote it, and date and time the posting was created, all appear on the display.

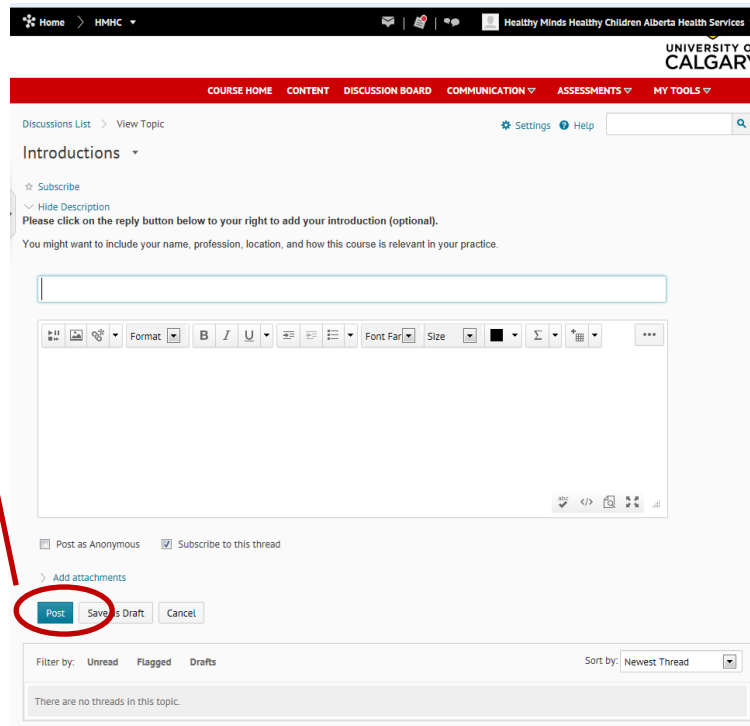
## Creating a Thread

To create a new thread within a topic, first enter the topic as per the above instruction. Then, simply click the blue button "Start a New Thread" that appears under the thread title.



The screenshot displays the D2L interface for the 'Introductions' topic. At the top, there is a navigation bar with 'HOME', 'HMHC', and 'Healthy Minds Healthy Children Alberta Health Services'. Below this is a red navigation bar with 'COURSE HOME', 'CONTENT', 'DISCUSSION BOARD', 'COMMUNICATION', 'ASSESSMENTS', and 'MY TOOLS'. The main content area shows the topic title 'Introductions' and a 'Start a New Thread' button circled in red. Below the button, there is a filter section with 'Unread', 'Flagged', and 'Drafts' options, and a 'Sort by' dropdown set to 'Newest Thread'. A thread titled 'Meet your fellow participants!' by Barb Bryden is visible, with 0 unread, 0 replies, and 13 views.

A new window will appear. Type your message in the space provided. When you are done typing your message, click on the “Post” button. This is very important, as your comment will not be saved to the Discussion Board unless you click on the **post** button.



The screenshot shows the University of Calgary Discussion Board interface. At the top, there is a navigation bar with links for Home, HMHC, and Healthy Minds Healthy Children Alberta Health Services. Below this is a red header with navigation options: COURSE HOME, CONTENT, DISCUSSION BOARD, COMMUNICATION, ASSESSMENTS, and MY TOOLS. The main content area is titled 'Introductions' and includes a 'Subscribe' button and a 'Hide Description' option. A text input field is provided for the user to enter their message. Below the input field is a rich text editor toolbar with various formatting options. At the bottom of the form, there are three buttons: 'Post', 'Save as Draft', and 'Cancel'. The 'Post' button is circled in red, and a red arrow points from the text above to it. Below the form, there are filter and sort options, and a message stating 'There are no threads in this topic.'

### **Reading a Thread**

While the subject of the thread appears on opening the topic, in order to see the replies to the thread, or create your own reply, you will need to click on the title of the thread. Further detail will then appear.

### **Replying to a Thread**

After reading someone’s thread, you may want to comment or respond to it. First make sure you have clicked on the tile of the thread. Then, below the title of the thread, you will see a blue button “Reply to Thread”. As with creating a thread, once you type in your response, make sure to select “Post”.

### **Managing Discussion Postings (Optional)**

D2L provides you with options to help you stay up to date with new postings in the discussion board. You can choose to “subscribe” to any topic area you wish and select how you would like to be informed of new posts.



Remember that the discussion board is of a confidential nature. Please use discretion as to what information you share (e.g. shared information about students, families and schools MUST protect their identity). If you print the discussion material, please dispose of it accordingly once you are done.

## **The Post-Module Quiz**

Once you've viewed the presentation(s) and participated in the Discussion Board, please complete the Post-Module Quiz.

Click on the Post -**Module Quiz** section to access the evaluation area.

Click on the Post—**Module Quiz** title to open the Quiz..

The Quiz will now appear. Use your mouse to select a response for the questions. Use your scrollbar to scroll down the



page as you complete the questions.

When you are finished the Quiz, **click on the *Submit* button to send it.** This is very important, as we will not receive your responses unless you **submit** your responses.

## Completing the Module Evaluation

Near the end of each module you will be asked to fill out an evaluation form. We appreciate your feedback and continually make changes to improve our modules, and thus we ask you to take about 10-15 minutes to fill out this survey. Your responses will be anonymous (we only see the aggregate results) and we can assure you that your feedback will be taken into account. We have used past feedback extensively in the design of these current modules and your feedback will help us in planning future courses.

Click on the **Module *Evaluation*** section to access the evaluation area.

Click on the **Module *Evaluation*** title to open the evaluation form.

The survey will now appear. The first series of questions are multiple choice – use your mouse to select a response for these. The last few questions are open ended and will allow you to type your responses. Use your scrollbar to scroll down the page as you complete the questions.

When you are finished the survey, **click on the *Submit* button to send it.** This is very important, as we will not receive your feedback unless you **submit** your responses.

Well done! You have successfully completed the Module Evaluation.

## The Post-Module Survey

Completing this Survey gives us feedback on our program. We appreciate your feedback as we are a new program and want to ensure that our format is meeting your needs. Please take 10-15 minutes to fill out this survey. The results from this survey give us feedback on the impact of our modules on your practice. While it is not necessary to do the Post-Module Survey every time you take a module, we do ask that you complete it the first time you take a module in the new school year, and again near the end of the school year.

Click on the **Post-Module Survey** section to access the evaluation area.

Click on the **Post- Module Survey** title to open the evaluation form.

The survey will now appear. The first series of questions are multiple choice – use your mouse to select a response for these. The last few questions are open ended and will allow you to type your responses. Use your scrollbar to scroll down the page as you complete the questions.

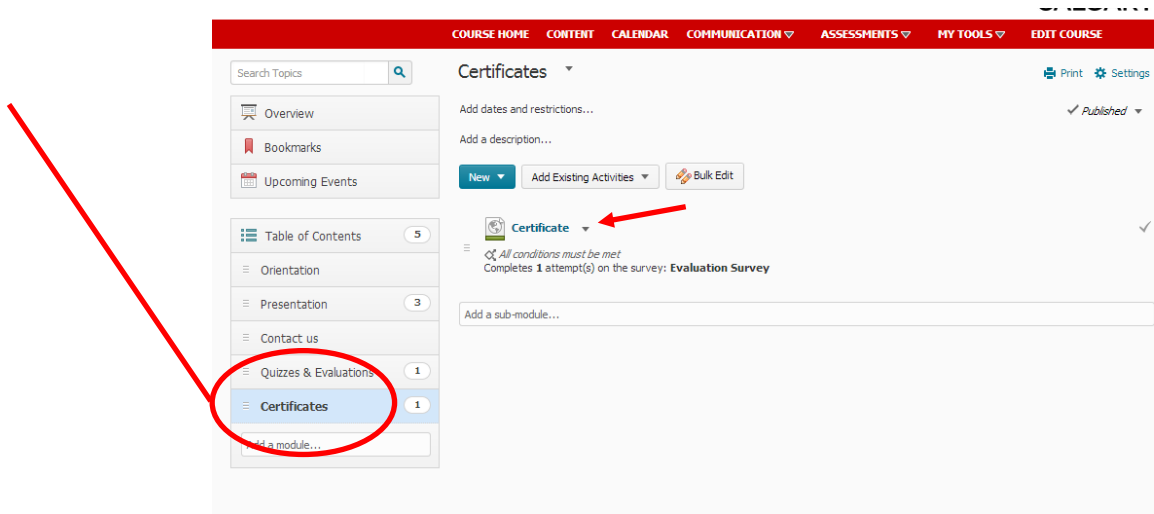
When you are finished the survey, **click on the *Submit* button to send it.** This is very important, as we will not receive your feedback unless you **submit** your responses.

Well done! You have successfully completed the Post-Module Survey.

We hope your learning experience with Healthy Minds/Healthy Children is useful, rewarding and fun!

## Certificate of Completion

MORE offers a generic certificate after you complete the Module Evaluation. Click on the **Certificate** option in the side bar. Click on the document title, and the certificate will open. You may print this certificate, save it to your computer, or save it to your “online portfolio” or “binder” for future reference.



Please contact the MORE Registrar if you require a personalized certificate.

Email: [hmhc@albertahealthservices.ca](mailto:hmhc@albertahealthservices.ca)

Subject Line: MORE Certificate

Phone: 403-220-4310

## Contact Us

### MORE Registrar's Office

Ph: 403-220-4310

Fx: 403-210-9684

E: [hmhc@albertahealthservices.ca](mailto:hmhc@albertahealthservices.ca)

Subject: MORE

Mental Health Outreach Resources for Educators (MORE)

Healthy Minds/Healthy Children

Rm 3212, Professional Faculties Building

2500 University Dr. NW

Calgary, AB T2N 1N4

### Alberta Health Services Main HMHC Office

Ph: 403-955-8446

Fx: 403-955-8184

E: [hmhc@albertahealthservices.ca](mailto:hmhc@albertahealthservices.ca)

Healthy Minds/Healthy Children

Richmond Road Diagnostic Treatment Centre

1820 Richmond Road SW

Calgary, AB T2T 5C7