Email
Accessing your email
Access your email account by clicking the Email link on the navigation bar.
The first page you see is the Message List.
Checking email
The Message List displays a list of items in your inbox, including unread emails. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.
Use the options in the top tool menu to reply to, forward, delete, or manage the message.
Note: Messages opened using the preview pane are not marked as read. To mark a message as read, click Mark Read on the tool menu.
Composing email

1. From the Message List page, click Compose on the top tool menu.
2. Click the Address Book icon at the top of the page to locate an address from your Address Book.
3. Click the To, Bcc, or Cc link at the top of the screen.
4. Click the Add Recipients button.
5. Type a brief description of your email in the Subject line.
6. Type your message in the large text box.
7. Click the Spell Checker icon to check for misspellings.
8. Click Send.

Adding attachments to email
1. From the Compose New Message page, create a new email as usual.
2. In the Attachments section, click Browse and select the file you want to attach.
3. Click Add.
4. Repeat steps to attach additional files.
Note: If you add an attachment and want to delete it before sending, click the Remove link beside the attachment.
Replying to and forwarding email
1. From the Message List page, select the message you want to reply to or forward by clicking on the message's subject link.
2. Click the Reply, Reply All, or Forward icon.
3. Enter the recipient names in the To, CC, and Bcc fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
4. Add any additional content, including attachments, to the message.
5. Click Send.

Email message folders
Folders help you manage your messages by organizing them into groups.
Your folders are listed in the Folder drop-down list and in the Folder List pane to the left of the Message List if the pane is set to display.
You have the following folders by default:

- Inbox
- Drafts
- Sent
- Trash

You can add folders to this list as needed.
Your email Address Book
The Address Book lets you to keep an online list of your contacts and organize contacts into groups.
To access the Address Book do one of the following:

- Click Address Book on the Folder List pane.
- From the Message List page, select "Address Book" in the Folder drop-down list.
- Click the Address Book icon at the top of the Compose New Message, Reply, Reply All, and Forward pages.

Email forwarding options
If you wish to have Desire2Learn email forwarded to another address, you may do the following:
1. In the My Settings widget on the My Home page, click the Preferences link.
2. Under Forwarding Options, check the box to "Forward incoming messages to an alternate email account" and enter your email address in the space provided.
3. Choose an option for handling forwarded messages.
4. Click Save.

Accessing Discussions
Click the Discussions link on your course navigation bar.
The main discussions page lists the topics available to you, organized into forums. Click a topic name to enter the topic and join in the discussion.
Reading messages in Discussions
There are two ways of viewing the messages inside a topic—using the Grid Style message list or the Reading Style message list. See Changing your settings to learn how to change your view.
In the Grid Style message list, a list of messages appears at the top of the page, showing the subject, author, and date for each message. Click a message's subject to read the message; the full message appears either at the bottom of the screen or in a new window, depending on your personal settings.
In the Reading Style message list, the full text of every message is always displayed. Click the Mark Read link below a message's header to tell the system when you've read a message.
In either style, use the View drop-down list at the top right of the page to switch between Threaded view, where messages are grouped with their replies, and one of the Unthreaded views (All Messages, Unread Only, Flagged Only) where you can sort messages any way you like.
Posting a message in Discussions
1. Enter the topic where you want to post a message.
2. Click Compose at the top of the message list.
3. Type a Subject.
4. Type your Message.
5. Set any other message options you want. (These options may not be available, depending on the course and the topic.)

To	Do this
Attach a file	In the Attachments area, click Add a File and locate the file you want to attach. You can attach as many files as you want.
Post your message anonymously	Select Author anonymously.

6. Click Post.
Replying to a message in Discussions
1. Locate the message you want to reply to.
2. Do one of the following:
    o If you're using the Grid Style message list, click the subject of the message you want to reply to, and then click Reply at the top of the message.
    o If you're using the Reading Style message list, click the Reply link below the header of the message you want to reply to.
3. Type your reply in the Message field. To include the original message's text in your reply, click the Add Original Message Text link.
4. Set any other message options you want. (These options may not be available, depending on the course and the topic.)

To	Do this
Attach a file	In the Attachments area, click Add a File and locate the file you want to attach. You can attach as many files as you want.
Post your message anonymously	Select Author anonymously.

5. Click Post.

Accessing the Quizzes tool

To access the Quizzes tool, click the Quizzes link on the course navigation bar.

Taking a quiz

1. From the main Quiz List, click the name of the quiz you want to take.
2. Read the instructions and details for the quiz, and click the Start Quiz link.
1. Answer the quiz questions by selecting an answer from the list of options or by filling in the appropriate text field.

   Note: Click the Save All Responses button regularly if there are a lot of questions on a single page or you are working on a time-consuming question.
2. Click the ➡Next Page or ⬅Previous Page icon to navigate between pages.
3. Click the Go to Submit Quiz button when you are ready to submit.

   Note: If you try to submit a quiz with unanswered questions, you see a warning at the top of the Submit Quiz page. Click the links below the warning to return to the unanswered questions.

When you finished revising questions, click Submit Quiz.

Viewing your submission information and graded quizzes

From the main Quiz List, click the 🔲Submissions icon beside the quiz you want to view.

Accessing the Assignment tool

Click the Assignment link on your course's navigation bar.

From Folder List page you can view:

- A list of assignment folders and related attachments.
- Whether folders are for group or personal assignments.
- The number of assignments that you submitted to each folder.
- Whether feedback, including grades and rubric scores, has been left for you.

Submitting assignments to a folder

From the main Assignment page, click the name of the folder that you want to submit an assignment to, and then do the following:

1. Click Add a File.
2. Click Browse to attach the file you want to upload. You can click Add to attach additional files.
3. Click Upload.
4. Click Submit.

Reviewing your Assignment submission history

1. On the Folders page, click History.
2. Click the Folder you want to view submissions for.

A list of submitted files displays on the Submission History page. You can check each file's size, when it was submitted, whether comments were included with it, and who has retrieved it. For group assignment folders you can check who submitted each file.

- **Unread:** The file has not been retrieved.
- **Read:** The file has been retrieved. (It may not have been read or graded.)

Viewing feedback

1. From the Assignment Folders page, click the View icon in the Feedback column for a folder.
2. View your comments, grades, and/or rubric achievement.
3. Click Download All Files to download any attachments.

Grades

Use the Grades tool to check your grades on assignments and tests. You can see your individual grades and comments, as well as class averages and feedback. You can also view your final grade and the grade formula used to evaluate you if your grades have been released by your instructor.

The Grades page

To access the Grades tool, click the Grades link on the course navigation bar.