

CourseConnect Educator Startup Guide – Desire2Learn v10.3

revised Jul 2017 - SMN

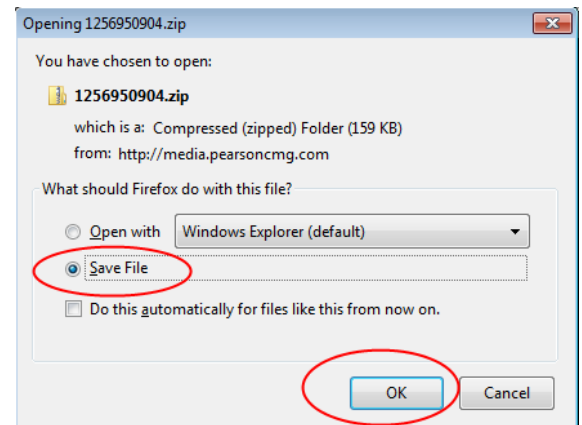
Thank you for choosing Pearson as your online learning provider. This document provides instructions for the following activities:

- 1) Downloading a CourseConnect course cartridge from Pearson
- 2) Loading that cartridge into Desire2Learn
- 3) Registering to view online content

If you need more assistance after reading this document, please contact the Pearson Support team at <https://support.pearson.com/getsupport/s/>.

Downloading Your Course Cartridge

When your course was completed, Pearson sent you an e-mail that contains a download link, as well as a username and password. When you click the download link, you'll be prompted to log in. After logging in, you'll immediately be asked to open or save a file. This file is a "course cartridge" – a compressed version of your course. You don't need to open the file or edit the contents. Just save it to your desktop, or somewhere else on your computer where you will be able to find it easily.



Installing Your Course in Desire2Learn

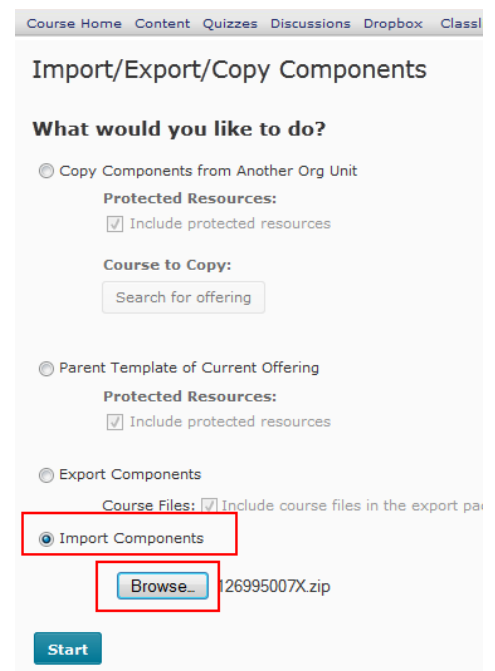
You will need the following materials to complete this tutorial:

- 1) An empty course in Desire2Learn
- 2) A CourseConnect course cartridge

Complete the following steps to install your course:

First, log into D2L and enter the course where you wish to install content. Then click "Edit Course" on the top nav bar and choose "Import/Export/Copy Components".

On the following screen, choose "Import Components" at the bottom, then click the Browse button and navigate to the course cartridge on your computer. Click OK, then Start.



Select Course Material

Import Options

Import file to:
/content/test/snokes/

When an existing file is encountered:

Overwrite the existing file

Do not overwrite the existing file

Import metadata

Select Components to Import

Select All Components

Content (138 item(s))

Import all items

Select individual items to import

Discussions (24 item(s))

Import all items

Select individual items to import

Dropbox (13 item(s))

Import all items

Select individual items to import

Grades (34 item(s))

Import all items

Select individual items to import

Desire2Learn will take a few minutes to read the contents of the course cartridge, then you will be able to click the Continue button.

On the Select Course Material screen, check the “Select All Components” box and click Continue at the bottom of the screen.

You’ll see a confirmation screen where you can make changes, or click Continue to install your course. Desire2Learn will work through the installation process and provide you the status as it works through the cartridge.

When the installation is complete, click Continue, then View Content. You’ll be taken to your new course.

Registering to View CourseConnect Content

You will need the following materials to complete this tutorial:

- 1) A CourseConnect course that has been installed in Desire2Learn
- 2) An educator access code: this should have been provided by Pearson, via e-mail

Once the course is installed, you will be able to enter the course and try the content. However, several items within the course are Pearson ‘protected’ content and will ask you to login with Pearson before allowing you to view the content. Protected content includes the Lesson Presentations, Media Index, and Instructor Resources page.

Take the following steps to register for your course material:

- 1) Log into your course and click on *Start Here* to bring up the Pearson login screen. You can also get to this screen by clicking any protected content in the course. The login screen should open up in a new browser window or tab
- 2) Click the Register button for educators
- 3) Read our Privacy Policy and End User License Agreement; click *I Accept* when you are ready to proceed
- 4) “Do you have a Pearson Account?”
 - a. Click *YES* if you have used Pearson products before. You can enter your Pearson username and password in order to use that login with CourseConnect
 - b. Click *NO* if you don’t have a Pearson login or aren’t sure. You’ll be prompted to create a new username and password

- 5) Enter your access code at the bottom and click *Next*. If you get an error message when completing this step, make sure you typed your access code correctly. If the error persists, please note the full text of the error message and contact our educator support team
- 6) You'll be asked for your name, e-mail address, and the school where you teach; please fill out the form and hit *Next*
- 7) Click "*Log in Now*". You'll see a thank you message urging you to close the window and return to your course. However, if you close the entire web browser, you'll be logged out. Make sure you only close the extra window or tab that opened when you clicked the Start Here button.

After you have successfully registered, you won't need to use your educator access code again. On future visits to the course, take the following steps to view all course content:

- 1) Enter the D2L course and click Start Here
- 2) At the login/registration page, enter your Pearson login as a "returning user" and click "login."