Multi-guide for DePaul’s ELA students

How to log in on D2L and Campus Connect
Activate Notifications
Submit your assignments
Update personal information
Make Payments
Open and use your D2L

Desire to learn – D2L is DePaul’s class communication platform. Here you will be in contact with your instructors and receive updates from your classes.

- First, you need to click and go to the following link [d2l.depaul.edu](http://d2l.depaul.edu)
- Once you get there, you will log in using your DePaul Credentials
- Then, you will be logged in and able to see your classes
You will be able to access any of them by clicking on them.

You will be able to see notifications and messages from your classes at the top right side of the panel, next to your name.
Configuration and changes to my D2L

• To make some adjustment to your D2L account, you click on your Name on the top right side of the page.
• Then click on account settings.
Activating notifications

- Important to have updates of anything that your instructors post on D2L
- You can add your email for getting the notifications
- Add your phone in case you want a text message for the notifications
- Select the cases when you want to be notified
Account Settings

Font Settings

General settings like changing the font or D2L’s layout

Discussions

Email

Here you can configure the email you want to get your notifications from d2l and activate them
How to submit your assignments?

• On your home page select your class
• Once you get in, at the top you will see the submissions section, click on it
• Then you will see the list of submission folders that your instructor might have created for you
Submitting your assignment

• Click on the folder related to your assignment and you will see the option to upload the file

• In the new window you will have the option to add your file

• Then you click Upload and find the document you are going to submit

• Once it is uploaded you click on ADD

• You will get a notification indicating that the submission has been success!
Click [here](#) to go to Campus Connect and use your credentials to log in.
Key sections

- Student Accounts
  - Click to make your payments here
- Personal information
Making a payment

- The system will show you the value
- After you confirm this value you will be able to choose between Flywire (International transactions) or ePay/eBill for payments online

### What I Owe

<table>
<thead>
<tr>
<th>Term</th>
<th>Charges &amp; Deposits</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Autumn</td>
<td>X,XXX.XX</td>
<td>0.00</td>
<td>X,XXX.XX</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>X,XXX.XX</td>
<td>0.00</td>
<td><strong>X,XXX.XX</strong></td>
</tr>
</tbody>
</table>
Updating personal Information

- This is important for DePaul to contact you
- It is also important to keep emergency contact and address updated
Any inquiries with the system?

• Feel free to contact me!
  Virtual Office Hours: Mondays, Tuesdays and Thursdays from 11am-3pm
  https://depaul.zoom.us/j/841780260

• Also you can contact the Tech Support Center https://depaul.service-now.com/sp