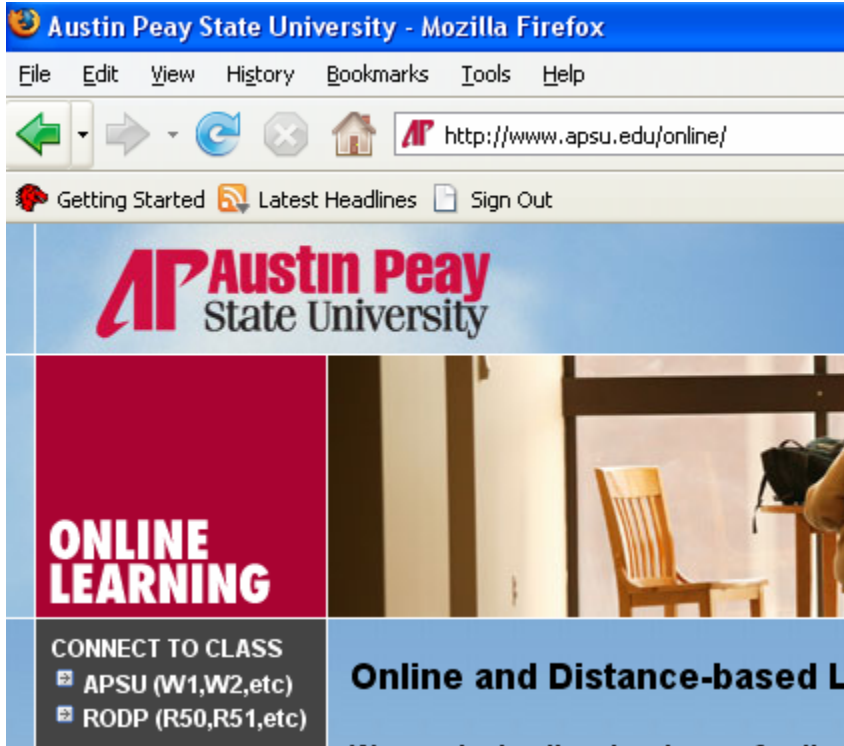


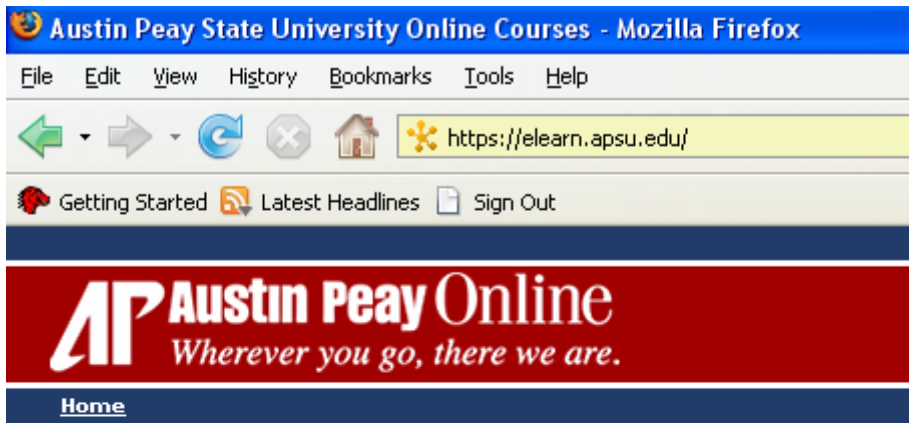


**Reviewing  
E-dossiers in  
Desire2Learn**

Logging in to Desire2Learn can be done in a number of ways:

- Visiting <https://elearn.apsu.edu/>
- Linking through the e-dossier reference website:
  - <http://www.apsu.edu/academics/edossier.htm>
- Linking through APSU online (as shown below)
  - <http://www.apsu.edu/online>





**Login**

**Username:**

**Password:**

Please note your password is case sensitive.

## Welcome to APSU Online

Please see the [APSU Online Orientation](#) pages for more information about AP online courses.

[Connect to the Felix G. Woodward Library Remote Library Services for Students](#)  
[Remote Library Resources for Faculty](#)  
&  
[Enrolled Student Resources](#)

[Forgot Password?](#)

The University's Help Desk can resolve

Login using the following information:

Username: Your Banner "A" number (e.g. "A00555115")  
Password: Your Banner 6-digit pin number

If you don't recall your Banner pin, select the "Forgot Password" link or contact the Office of the Registrar (serves as the Banner administrators).

The screenshot shows a Mozilla Firefox browser window with the URL <https://elearn.apsu.edu/d2l/orgTools/ouHome/ouHome.asp?ou=6634>. The page header includes the Austin Peay Online logo and the tagline "Wherever you go, there we are." Below the header, there are two main sections:

- Welcome:** A red header with a close button. The content below says "Welcome, Micheal!" and "My Settings:".
- My Austin Peay State University Courses:** A red header with a close button. It contains a list of course categories:
  - Sandbox
  - Training
  - 2007-2008 Edossier** (highlighted)

The e-dossiers to review will show up with your course listings – you may have to expand the directories by clicking the “+” sign:

This screenshot is similar to the first one, but the "2007-2008 Edossier" category is expanded. The "My Austin Peay State University Courses" section now shows:

- Sandbox
- Training
- 2007-2008 Edossier** (expanded)
  - 2nd-5th year Edossier Training

Additionally, the "Welcome" section now includes a link for "My Preferences" under "My Settings:".

Select the e-dossier you would like to review; you will then be in the e-dossier.

The screenshot shows a Mozilla Firefox browser window displaying the Austin Peay State University e-learning portal. The browser's address bar shows the URL: <https://elearn.apsu.edu/d2l/orgTools/ouHome/ouHome.asp?ou=242719>. The page header includes the university logo and the text "Austin Peay Online 2nd-5th year Edossier Training" with the slogan "Wherever you go, there we are." Below the header is a navigation menu with links: [Course Home](#), [Content](#), [Discussions](#), [Dropbox](#), [Quizzes](#), [Classlist](#), [ChatRoom](#), [Grades](#), and [Checklist](#). On the left side, there are three menu items: "Events" (with a minus sign icon), "Bookmark" (with a minus sign icon), and "Open my" (with an "Events" button). The main content area has a "Search" box and a "News" section with "Change Order" and "Add" buttons. A news item titled "Privacy Issues - Aug 19, 2006" is displayed with an "Edit" button. The text of the news item is: "The information contained in this dossier should not be disseminated to any individuals who are outside of the review process."

Clicking on “Content” will display the e-dossier in a “Table of Contents” Structure.

AP Austin Peay Online  
Wherever you go, there we are

Course Home Content Discussions Dropbox Qu

### Modules

- [Calendar for Faculty and Personnel Actions](#)
- [Policies for Retention, Tenure, and Promotion](#)
- [Statement of Intent](#)
- [Current Recommendations](#)
- [Up-to-date Vita](#)
- [One-page Narrative Summary Areas 1-3](#)
- [Prior Administrative Reviews](#)
- [Narrative Description Area 1](#)
- [Teaching Philosophy](#)
- [Narrative Description Area 2](#)
- [Narrative Description Area 3](#)
- [Peer Reviews](#)
- [Student Evaluations](#)
- [SUPPLEMENTAL MATERIALS](#)

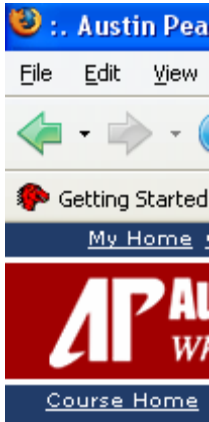
Clicking on a module will expand the Table of Contents to allow access to all the faculty member's files, as shown below:

Browser title: Austin Peay State University - Mozilla Firefox  
Menu: File Edit View History Bookmarks Tools Help  
Address bar: https://elearn...  
Navigation: Getting Started Latest Headlines Sign Out  
Secondary Menu: My Home Calendar Email Glossary FAQ Link  
Header: AP Austin Peay Online Wherever you go, there we are  
Main Menu: Course Home Content Discussions Dropbox Qui  
Content:  
[Narrative Description Area 1](#)  
    **A** [Narrative Description of Area 1](#)  
        1 [2007-2008 Narrative Description](#)  
        2 [2006-2007](#)  
[Teaching Philosophy](#)  
    **A** [Teaching Philosophy Statement](#)  
[Narrative Description Area 2](#)  
    **A** [2007-2008 Narrative Description Area 2](#)  
    **B** [2006-2007 Narrative Description of Area 2](#)  
[Narrative Description Area 3](#)  
    **A** [Narrative Description of Area 3](#)

The Table of Contents can always be collapsed by clicking on “Content”

Browser title: Austin Peay State U  
Menu: File Edit View History  
Address bar: Lates  
Navigation: Getting Started Lates  
Secondary Menu: My Home Calendar  
Header: AP Austin Wherever  
Main Menu: Course Home Content

In order to review the next e-dossier, click on “My Home” in the upper left-hand corner.



This will return you to the main window to select another dossier:

