



**Reviewing  
E-dossiers in  
Desire2Learn**

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

- Visiting <https://elearn.apsu.edu/>
- Linking through APSU online (as shown below)
  - <http://www.apsu.edu/online>

The screenshot shows a web browser window with the URL [apsu.edu/online](http://apsu.edu/online). The page header includes the Austin Peay State University logo and a navigation menu with items like 'ABOUT APSU', 'ADMISSIONS', 'ACADEMICS', 'STUDENT LIFE', 'ATHLETICS', and 'CLARKSVILLE'. A sidebar on the left contains expandable sections: 'Welcome', 'Introduction to Online Courses', 'Prospective Students', 'Current Students', 'Technical Support', 'Faculty', 'Technology Tools', 'State Authorizations', and 'Winter Term'. Below these is the 'Leading EXCELLENCE' logo and 'Distance Education Support' contact information: Phone: (615) 221-6626, Email: [online@apsu.edu](mailto:online@apsu.edu). A 'Related Links' section contains buttons for 'Online Associate Degrees', 'Online Bachelor Degrees', and 'Online Master Degrees'. Social media links for Facebook, Twitter, and YouTube are also present. The main content area is titled 'Distance Education' and features a photo of a student. Below the photo are sections for 'Our Mission', 'Our Vision', and 'Our Services'. The 'Our Services' section lists: Course development, Closed captioning services, Distance Education Support Desk, Faculty development training, Innovative approaches to content delivery, Multimedia resources, One on one D2L help sessions, Online student assistance, Online proctoring services, and Technology integration into online courses. The 'About Online Learning at APSU' section discusses family obligations, work commitments, and gas prices as reasons for online learning, and mentions that online students access D2L and engage with instructors and classmates online. The footer includes 'The Bruster's Take on QM'.

## Log in to D2L

Username  OneStop Username

Password  OneStop Password

**Login**

[Student Password Recovery/Reset](#)

[Employee Password Recovery/Reset](#)

Login using the following information:

Username: Your D2L username

Password: Your 6-digit Birthday (mmddyy)

If you do not know your D2L username, the information can be found on AP OneStop under Personal Information.

[My Home](#) > [Select a course...](#)

**Lori Buchanan**

[Self Registration](#) [Calendar](#) [Email](#) [Surveys](#) [Help](#)

<b>Calendar</b>   ▾	<b>News</b>   ▾	<b>Admin Tools</b>   □
<b>Monday, May 19, 2014</b> >	<b>My Courses</b>   ▾	<b>Help</b>   ▾
<b>Upcoming events</b>   ▾ <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">           There are no events to display. <a href="#">Create an event.</a> </div>		<a href="#">D2L Student Help</a> <b>The Help Desk:</b> 931-221-HELP <i>(D2L help is now available for students, via this phone number, anytime: day, night or weekend! Be sure to wait six rings for pickup, then press 3, and then hold on for a bit.)</i>  <b>D2L Help:</b> 931-221-6625 (available from 8 to 4:30 whenever the university is open)  <b>Student Counseling Services:</b> 931-221-6162 (day) or 931-221-4848 (night emergencies)  <b>Disability Services:</b> 931-221-6230 or 931-221-6278 (TTY)
<b>Virtual Academ...</b>   ▾		
<b>Enter the Virtual Academic Support Center</b>  Please click on the link to join a tutoring session: <a href="#">Click Here</a>  <b>Guides and Trouble Shooting for Blackboard Collaborate</b>  BlackBoard Collaborate Participant Guide: <a href="#">Click Here</a>		

The e-dossiers to review will show up with your course listings – you may have to expand the directories by clicking the arrow sign on “My Courses” or “Select a Course”

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

My Home > 1st year Edos... | Lori Buchanan

AP Austin Peay Online  
Wherever you go, there we are.

Content | Tasks | Communication | Resources | Edit Course

## 1st year Edossier Training

**News** | [Show All News Items](#)

**Welcome**

Welcome to D2L edossier Training. Please note that the first thing that you should do is click on the menu item, Content.

**Blackboard Ins...** | **Calendar** | **Library**

To Activate your account and Install:  
[Sign in to Blackboard IM](#)

**Monday, May 19, 2014** | **Upcoming events**

[Woodward Library](#)  
[Databases by Subject](#)

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

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

The screenshot shows the Austin Peay Online interface. At the top, there is a red navigation bar with the text "My Home > 1st year Edos...". Below this is the Austin Peay Online logo with the tagline "Wherever you go, there we are." and a large "AL" graphic. The main content area has two tabs: "Content" and "Tasks". Below the tabs is a search bar labeled "Search Topics" with a magnifying glass icon. The navigation menu is displayed as a list of items:

- Overview
- Bookmarks
- Upcoming Events
- Table of Contents (30)
- Calendar for Faculty and Personnel Actions
- Policies for Retention, Tenure, and Promotion (3)
- Statement of Intent (2)
- Current Recommendations (6)
- Up-to-date Vita (2)
- One-Page Narrative Summary Areas 1-3
- Prior Administrative

≡ Narrative Description Area 1	<b>1</b>
≡ Teaching Philosophy	
≡ Narrative Description Area 2	<b>2</b>
≡ Narrative Description Area 3	
≡ Peer Reviews	
≡ Student Evaluations	<b>1</b>
≡ Supplemental Materials	<b>13</b>
<input type="text" value="Add a module..."/>	

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:

**My Home** > **Select a course...** | | | | | **Lori Buchanan** |

Self Registration | Calendar | Email | Surveys | Help

<b>Calendar</b>   ▾ Monday, May 19, 2014 > Upcoming events There are no events to display. <a href="#">Create an event.</a>	<b>News</b>   ▾ <b>My Courses</b>   ▾	<b>Admin Tools</b>   <b>Help</b>   ▾ <a href="#">D2L Student Help</a> <b>The Help Desk:</b> 931-221-HELP <i>(D2L help is now available for students, via this phone number, anytime: day, night or weekend! Be sure to wait six rings for pickup, then press 3, and then hold on for a bit.)</i> <b>D2L Help:</b> 931-221-6625 (available from 8 to 4:30 whenever the university is open) <b>Student Counseling Services:</b> 931-221-6162 (day) or 931-221-4848 (night emergencies) <b>Disability Services:</b> 931-221-6230 or 931-221-6278 (TTY)
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