



**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 address bar containing 'apsu.edu/online'. The website header includes the Austin Peay State University logo and navigation links: ABOUT APSU, ADMISSIONS, ACADEMICS, STUDENT LIFE, ATHLETICS, CLARKSVILLE. The main content area is titled 'Distance Education' and features a large image of a student working at a computer. Below the image, there are sections for 'Our Mission', 'Our Vision', and 'Our Services'. The 'Our Services' section lists various offerings such as course development, closed captioning, and online student assistance. The 'About Online Learning at APSU' section discusses the benefits of online learning and the support provided by the department. The footer includes 'The Bruster's Take on QM'.

Welcome to APSU Online!

Welcome to the new D2L Daylight user interface!

For more information on Daylight, visit our [D2L update page \(opens in new window\)](#).


Conduct a System Check to ensure your device is properly configured to use D2L: [System Check \(opens in new window\)](#)

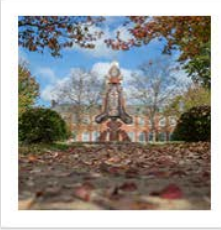
[Password Recovery/Reset \(opens in new window\)](#)

Username *

Password *

[Log In](#)

 Recommendations (1)
You may not be getting an optimal system experience.
[Learn more...](#)



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 Courses ▾

Help ▾

Student Introduction to Online Courses

Distance Education Support Desk

[931-221-6625](tel:931-221-6625) (available from 8 to 4:30 whenever the university is open)

GOVSTECH Help Desk

931-221-HELP (for OneStop, email, or general computer issues)

Announcements ▾

Faculty: McGraw Hill and Pearson

▾ ×

Conditionally Released

The McGraw Hill Connect and Pearson widgets have been retired from the Course Home page. Please use the following quick guides to add McGraw Hill or Pearson resources to your course.

[McGraw Hill Connect Guide](#)

[Pearson MyLab & Mastering Guide](#)

For assistance, please contact the Distance Education Support Desk.

[931-221-6625](tel:931-221-6625)

online@apsu.edu

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”.

My Courses ▾



_D2L E-Dossier
Template



2016-2017 Nicole Roth
Dossier Sandbox



1st year Edossier
Training

Announcements ▾

Faculty: McGraw Hill
and Pearson

Conditionally Released

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

1st year Edossier Training

Announcements ▾

Welcome ▾

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

[Show All Announcements](#)

Bookmarks ▾

No bookmarks have been added.

Calendar ▾

Tuesday, August 28, 2018

Library ▾

Note: The below links open in new windows

[Woodward Library](#)

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

The screenshot displays the Austin Peay State University e-dossier interface. At the top left, the university logo and '1st year' are visible. Below the navigation bar (Content, Tasks, Communicate), there is a search box and a sidebar menu. The sidebar menu includes 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents' (highlighted with a count of 31). Below 'Table of Contents' are several items with counts: 'Link to Personnel' (1), 'Calendar and Departmental Criteria' (1), 'Policies for Retention, Tenure, and Promotion' (3), 'Statement of Intent' (2), 'Current Recommendations' (4), and 'Up-to-date Vita' (2). The main content area on the right lists modules with counts: 'One-Page Narrative Summary Areas 1-3', 'Prior Administrative Reviews' (2), 'Narrative Description Area 1' (1), 'Teaching Philosophy', 'Narrative Description Area 2' (2), 'Narrative Description Area 3', 'Peer Reviews', 'Student Evaluations' (1), and 'Supplemental Materials' (13). An 'Add a module...' button is at the bottom of the main content area.

AP Austin Peay State University ... 1st year

Content Tasks ▾ Communicate

Search Topics 🔍

Overview

Bookmarks

Course Schedule

Table of Contents 31

- Link to Personnel 1
- Calendar and Departmental Criteria 1
- Policies for Retention, Tenure, and Promotion 3
- Statement of Intent 2
- Current Recommendations 4
- Up-to-date Vita 2

One-Page Narrative Summary Areas 1-3

Prior Administrative Reviews 2

Narrative Description Area 1 1

Teaching Philosophy

Narrative Description Area 2 2

Narrative Description Area 3

Peer Reviews

Student Evaluations 1

Supplemental Materials 13

Add a module...

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 displays the user interface for the '1st year Edossier Training' course. At the top, the Austin Peay State University logo is on the left, and the course title '1st year Edossier Training' is in the center. On the right, there are icons for a grid, email, chat, notifications, and a user profile for 'Brandi Bickham' with a settings gear.

Below the header, a navigation bar contains 'Content', 'Tasks', 'Communication', 'Resources', and 'Edit Course'. The main content area is titled 'Statement of Intent' and includes 'Print' and 'Settings' options. It features a 'Published' status and a 'Add dates and restrictions...' field. Below this is an 'Add a description...' field and a row of buttons: 'New', 'Add Existing Activities', and 'Bulk Edit', along with 'Expand All' and 'Collapse All' options.

The 'Table of Contents' on the left lists several items with red circular indicators showing the number of items in each section: 'Table of Contents' (31), 'Link to Personnel Calendar and Departmental Criteria' (1), 'Policies for Retention, Tenure, and Promotion' (3), 'Statement of Intent' (2), 'Statement of Intent 2008-2009' (2), and 'Statement of Intent 2007-2008' (2). The 'Statement of Intent' item is currently selected and expanded.








The expanded 'Statement of Intent' section shows a 'New' button and 'Add Existing Activities' button. It lists two items: 'bskw1000 Fall 09' (PDF document) and '2008-2009 Wintersc Statement of Intent' (PDF document), both with checkmarks. Below this is another section for 'Statement of Intent 2007-2008' with a 'New' button and 'Add Existing Activities' button, and a dashed box indicating a drag-and-drop area for files.

In order to review the next e-dossier, click on the Austin Peay State University logo in the upper left-hand corner.

 1st year Edossier Training      Brandi Bickham 


[Content](#) [Tasks](#) [Communication](#) [Resources](#) [Edit Course](#)

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


      Brandi Bickham 

[Self Registration](#) [Calendar](#) [ePortfolio](#) [Brightspace Help](#)


My Courses ▾



_D2L E-Dossier Template



2016-2017 Nicole Roth Dossier Sandbox



1st year Edossier Training

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