How do I do my assignments?

CIDL courses have a variety of assignments you will need to complete depending on what class you are in. All CIDL courses though have two assignments you must complete when you first start the course. They are the:

- **FINANCIAL RESPONSIBILITY ACKNOWLEDGMENT QUIZ.**
- **EXAM PROCTOR INFORMATION QUIZ.**

Both of these quizzes are located on the “Assignments/Exams” tab or on the “Notifications” tab. These two quizzes should be the first thing you complete when you begin the course. If you do not complete these quizzes, you will not be able to see the course content. You can view the “Why Can’t I see the content?” FAQ on your course homepage for more information.

Some course assignments will be completed using the “Dropbox” tab in D2L. You can view the “How does the dropbox work?” “FAQ on your course homepage for more information.

Some courses will have discussions assignments which will be completed via the “Discussions” tab. You can view the “How do the discussion boards work?” “FAQ on your course homepage for more information.
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Other courses will have publisher website assignments. You will complete these assignments through the publisher website tab that is in your course. Examples are the “SAPLING” tab in chemistry, the “MyStatsLab” tab in Statistics, etc. Each course is different so make sure you review the syllabus for information on how to register and use these assignment resources.

The majority of your assignments including exams will be completed via the “Assignments/Exams” tab. For detailed instructions on how to complete your quizzes or exams in D2L please refer to the “Why can’t I see my content?” FAQ and for information on how to schedule and take your proctored exams please view the “How do I take my exams?” FAQ.

It is important for you to remain on schedule and to get your assignments and exams completed on time. D2L now has built in reminder features to help you keep on top of your due dates. See the following pages on how to setup D2L to automatically remind you either via email or text when important things in your course are happening.
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Notifications and Subscriptions

You can receive automatic notifications when things are happening in your course through e-mail or SMS.

To do this, you will first need to set up your Notifications. This will not only allow you to receive updates to “Subscribed” discussion topics but also allows you to receive reminders on News Items, when assignments are due, and when grades are released.

To do this:

1. Click on the down arrow next to your profile located in the upper right hand corner of Desire2Learn.

2. Click on the “Notifications” link.
3. You will see the “Notifications” page. There are two methods of Contact under “Contact Methods”.
   - Email Address
   - Nobile Number (SMS/text messages)

   Setting up Email Address

   a. Click on “Enable email notifications.”
b. The “Email Settings” window will open. You can “Use system email” which is your OU email address or you can “Use custom email”, an email of your choice. Select either “Use system email” (OU email) or “Use custom email”. If you select “Use custom email” type your email address.

c. Click the “Save” button.
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Setting up text messaging on you mobile phone.

a. Select “Register your mobile”.

b. This opens the “Register Your Mobile” window.

Before going on, be sure to remember that carrier charges might apply to text messages you receive. Check your phone/data plan.
c. Select the “Country” your phone plan is in.

![Country Selection]


d. Select your “Mobile Carrier”.

![Mobile Carrier Selection]
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e. Place your phone number in the space provided.

![Mobile Number input field](image1)

f. Click “Save”.  

![Save button](image2)
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g. A “Mobile Number” window will open and a confirmation code will be sent to your phone. Type the “Confirmation Code” sent to your phone in the “Confirmation Code” box.

h. Click “Confirm”.
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i. Select the maximum number of messages per day you will accept.

4. Under the “Summary of Activity” box and select “Daily” if you want to receive an email reminder in addition to the text messages or “Never” if you do not want to receive the email.
5. Decide what notifications you want under the “Instant Notifications” and select the appropriate boxes. If you select “Dropbox – dropbox folder due date or end date is 2 days away” or “Quizzes – quiz end date is 2 days away” you will receive a reminder email or message letting you know that you have an

6. If you like choose the “Customize Notifications” you would like.

**Note:** If you select “Allow future courses to send me notifications” you will receive reminders in all future classes you are enrolled.
7. You have the option to not receive messages from some courses under the “Exclude Some Courses” by clicking on “Manage my course exclusions”.

8. The “Manage Course Exclusions” window will open. Click on the X next to the class in which you DO NOT want to receive a notification for.
9. Click the “Close” button.

10. The exclusion will appear on the website.
11. When you are finished setting up your notifications click the “Save” button.

<table>
<thead>
<tr>
<th>Exclude Some Courses</th>
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<tbody>
<tr>
<td>Don’t send notifications for: University of Oklahoma</td>
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<tr>
<td>Save</td>
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</tbody>
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**Setting Submissions**

To receive a notification for a discussion you will need to set up the profile notifications as well as “Subscribe” to the topics/lessons.

1. Click on the “Discussions” link located at the top of your Desire2Learn screen.

2. Go to the topic/lesson you want to receive information on and click on “Subscribe” located to the right of the topic name.

![Desire2Learn Screen](image)

**NOTE:** You can manage your “Subscriptions” after you set them up by clicking on the “Subscriptions” tab.
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As you work through this course, if you have any questions related to the course content, please contact your instructor. If you have any questions about your enrollment, or encounter problems with your OU account, contact CIDL Student Services at (405) 325-1921, toll-free (800) 942-5702, or via email: cidl@ou.edu. If you would like to schedule your proctored exams, use the "Book Now" widget in the left column of this webpage, or contact the CIDL Testing Center at (405) 325-1208, or via email: testing@ou.edu. Finally, if you encounter ANY technical difficulties while completing this course, you can contact the CIDL Curriculum office via email: cidldev@ou.edu.