

Getting Started with LEARN

Logging into LEARN

There are two ways to log into LEARN.

1. Enter LEARN's URL into your web browser window: learn.rrc.ca



2. Access from RRC HUB: hub.rrc.ca and then click the LEARN link. This will log you in automatically – you won't have to re-enter your username and password.



Learn

Access any class that uses the College's *Desire2Learn* site.

Unless you are accessing through HUB, you will need to enter your College email as your username and password to log in.

1. Click the button labeled "LEARN Login"



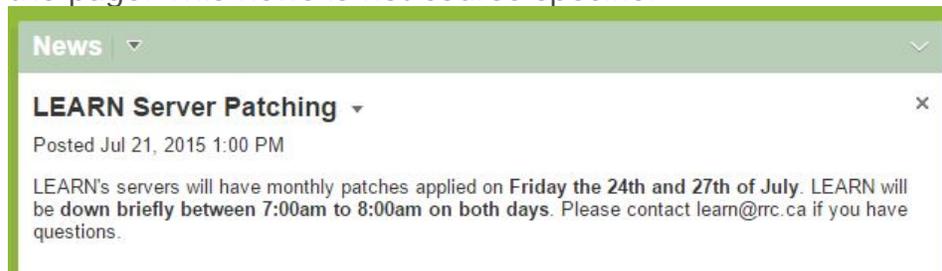
2. Type your email address in the first box and your password in the second box. Click "Sign in"

Sign in with your organizational account

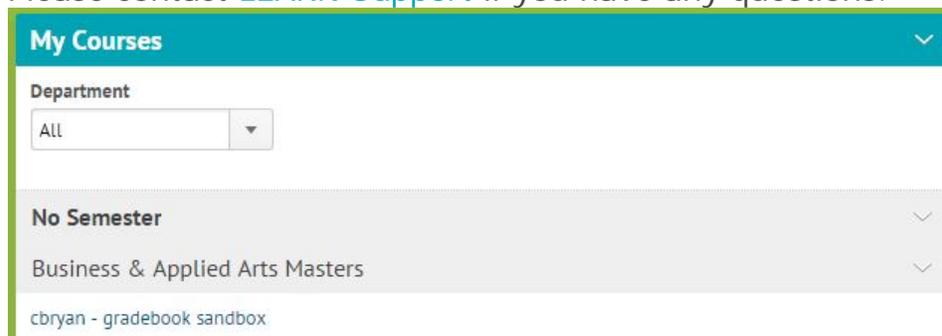
Sign in

Once logged into LEARN you will see the LEARN home page. A few key items of interest are:

1. **News:** The News for LEARN will be displayed prominently on the page. This news is not course specific.



2. **My Courses:** Below news is the My Courses list, which includes all courses in which you are enrolled along with information like start date, end date, or course notifications. If you expect to see a course that you're teaching and it isn't there, ask your program's coordinator whether they have requested that the course be flagged for LEARN in Colleague. If your course is flagged in Colleague it will be automatically created. If you are listed as the instructor you will automatically be enrolled. Please contact [LEARN Support](#) if you have any questions.

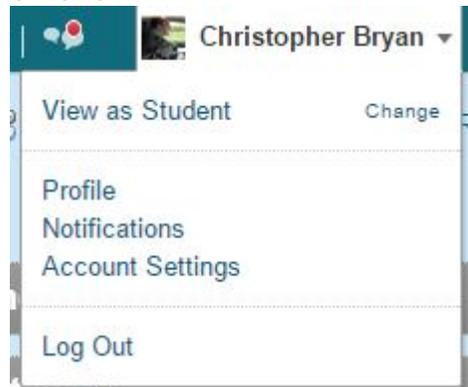


3. **"Select a course"** dropdown at the top left of the page. This allows you to search for your courses and "pin" important

courses so they're easy to access.



4. **Personal Settings:** There are also a number of personal settings that can be set by clicking your name in the upper right hand corner of the page then clicking "**Profile**", "**Notifications**", or "**Account Settings**". This includes the ability to subscribe to notifications about course activity or emails.



Getting a Personal LEARN Sandbox Course

A sandbox is a personal practice course that you can use to experiment without any danger to the content of a live course. There are no real students enrolled in a sandbox, so you can try out the various features of LEARN before you use them with students. As an instructor you have access to many more tools in LEARN than a student does. To help you see LEARN as a student does, LEARN Support can enroll a "demo student" in the course that you can "impersonate".

More information on Demo Students and the Gradebook can be found [here](#).

To get a sandbox and/or a demo student please contact [LEARN Support](#).

Copying Content from a Development MASTER

If you have developed content in a development MASTER you can easily copy it into your course shell for delivery.

1. Enter your Course
2. Click "Edit Course" in the upper right hand corner



3. Click "Import/Export/Copy Components"



4. Click "Search for Offering"

What would you like to do?

- Copy Components from Another Org Unit

Protected Resources:

- Include protected resources

Course to Copy:

Search for offering

5. Enter the name of the MASTER and click search.

Search For:  Show Search Options

6. Select the MASTER you would like to copy from

	Offering Code ▲	Offering Name	Department	Semester
<input type="radio"/>	Introto_Technology_Education_LEARNTraining	Intro to Technology in Education LEARN Training	Business & Applied Arts Masters	
<input checked="" type="radio"/>	Tech_Training_MASTER	Tech Training - MASTER	Misc Masters	

7. Click "Add Selected"
8. Click "Copy All Components"
9. Follow the prompts, and your content will have copied from the MASTER to the live course delivery.

Getting Your Courses into LEARN

Courses appear in LEARN when they have been flagged as a LEARN course in Colleague, the College's Student Information

System (SIS). If your course is flagged as a LEARN course it will appear in LEARN automatically. If you are listed as the course's instructor, you will also be enrolled as an instructor automatically.

If you check your courses in LEARN and don't see the course you expect to see, first check with your program's coordinator and confirm that:

1. The course has the "D2L" flag applied to it
2. You are listed as the course's instructor

If either of these things are not done, your program's coordinator needs to contact Enrollment Services to have these changes made.

LEARN is synchronized with Colleague daily at 7am and noon.

LEARN Training

The Teaching Learning Technology Centre offers face-to-face training as well as a self-directed online course about using LEARN. You can sign up for both at the [Employee Development](#) page on HUB.

Small group (3 or more) and departmental training sessions can be arranged (pending availability) by contacting [LEARN Support](#).