



Frequently Asked Questions

In this tutorial we will learn how to use the FAQ section of D2L. This can be used to post the answers to frequently asked questions.

Step 1. Creating Categories of FQA's



1A. First click on FAQ in the navigation bar, if you do not have the link you will need to add it.



1B. You first need to create a category do this by clicking on the icon.

Name: D2L Questions

Description: Basic Advanced

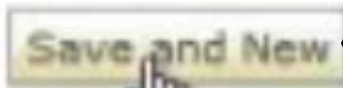
This contains questions about D2L

1C. You need to enter a name and

1D. enter a description



1E. then click save.



1F. You can click save and new if you want to continue creating categories.

Step 2. Creating FQA's Questions



2A. Next click on new question,

• Category: D2L Questions

2B. here you will need to choose a category to put the question in.

What if I forget my password?

2C. Then enter your question.

• Question:

• Answer: Basic Advanced

Click the blue link entitled Forgot Password?

2D. Next enter the answer



2E. and click save or save and new.



2F. On the main page you can reorder your questions by clicking the reorder button.

In this tutorial we learned how to use the FAQ section of D2L.