



Major Components of D2L

In this “last introduction to D2L” tutorial we will discuss the Major Components of D2L. You will learn how to setup your preferences, email address, homepage, profile, and lockers for your D2L course and learn about the other boxes on the welcome to D2L page.

Setting Up Preferences in D2L

The screenshot shows the D2L Welcome Box interface. At the top, it says "Welcome Box". Below that is a user profile picture placeholder and the text "Welcome, Michelle Barman". A list of navigation links is displayed: Preferences, Email Address, Homecats, Profile, and Locker. Below the links is an "Events" section with a calendar icon and the word "Today". To the right of the main content area, there are sections for "Scheduled Maintenance" and "Course Viewing".

When you are logged in to D2L you will see a BHSU welcome box. This box contains links to preferences, email address, change password, homepage, profile, and locker.

The preferences link allows you to change your preferences when viewing and using tools in D2L.

Preferences

General Preferences Appearance & Accessibility Language & Region Discussions Email Pager

Cancel Save

General Preferences

Online Status: Appear online (when I'm logged in)
 Always appear offline
[Which option should I choose?](#)

CD-ROM Drive: E:
[Selecting your CD-ROM Drive](#)

Cancel Save

The general preferences tab allows you to change your online status and cd-rom drive.

Preferences

General Preferences Appearance & Accessibility Language & Region Discussions Email Pager

Cancel Save

Font Settings

Adjusting the font face and font size changes the default font and size of the text. It does not affect images, documents, and other objects such as math equations.

Font Face: Times
Font Size: 11
Preview: The quick brown fox jumps over the lazy dog.

Dialog Setting

If you are using assistive technology such as a screen reader, we strongly recommend showing secondary windows as:

Show secondary window as: Dialogs
 Pop-ups

HTML Editor Settings

The HTML editor is used to enter text and HTML in the system. It has many additional rich text features which you may find cumbersome or difficult to navigate, particularly if you use assistive technology such as screen readers.

HTML Editor: Turn off rich text editor and view source

Math Display Setting

The appearance and accessibility tab allows you to change your font and dialog settings. You can also modify the HTML Editor and Math Display settings.

Preferences

General Preferences Appearance & Accessibility **Language & Region** Discussions Email Pager

Cancel Save

Language & Region Preferences

First Day of the Week: Sunday
Displayed in the left margin

Time Zone

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent: Americas
Select a continent to populate the list of time zones.

Time Zone: GMT-7:00 United States - Denver
Offset in hours from UTC, time zone name.

Cancel Save

In the Language and Region tab you can change the first day of the week in your calendar.

You can change your time zone setting as well.

Preferences

General Preferences Appearance & Accessibility Language & Region **Discussions** Email Pager

Cancel Save

Personal Settings

Display Settings: Show the discussion topics list Show the search bar Show the preview pane

Default Message List View: Threaded View Un-threaded View

Message List Style: Grid Style Reading Style

Message Fields to Display: Message ID

Character Limits: Limit the number of characters of the subject to display in the Message List

Subject Characters to Display: 50

Reply Settings: Include original message text in reply

The discussions tab houses settings for discussions that happen in your class. Among these options are display settings and message list styles.

Preferences

General Preferences Appearance & Accessibility Language & Region Discussions Email **Pager**

Cancel Save

Pager Preferences

Incoming Page Icon: Show icon in navbar when I receive a page

Incoming Page Sound: Alarm Play

Cancel Save

The pager tab lets you change pager preferences.

File Edit View Favorites Tools Help Snagit

Preferences - South Dakota Board of Regents

[My Home](#)

YOUR FUTURE IS HERE State Board of Higher Education

northern *State* university

Black Hills State University

M SCHOOL OF MANAGEMENT & TECHNOLOGY

SUSU

DSU DAKOTA STATE UNIVERSITY

QUALITY CENTER

The University of South Dakota

To get back to your home page click on the "My Home" link in the top left corner.

Instructions

- ▶ Use this page to set preferences around how you view and interact with tools in the Learning Environment
- ▶ Save your changes before switching to a new set of options

Preferences

General Preferences Appearance & Accessibility Language

Cancel

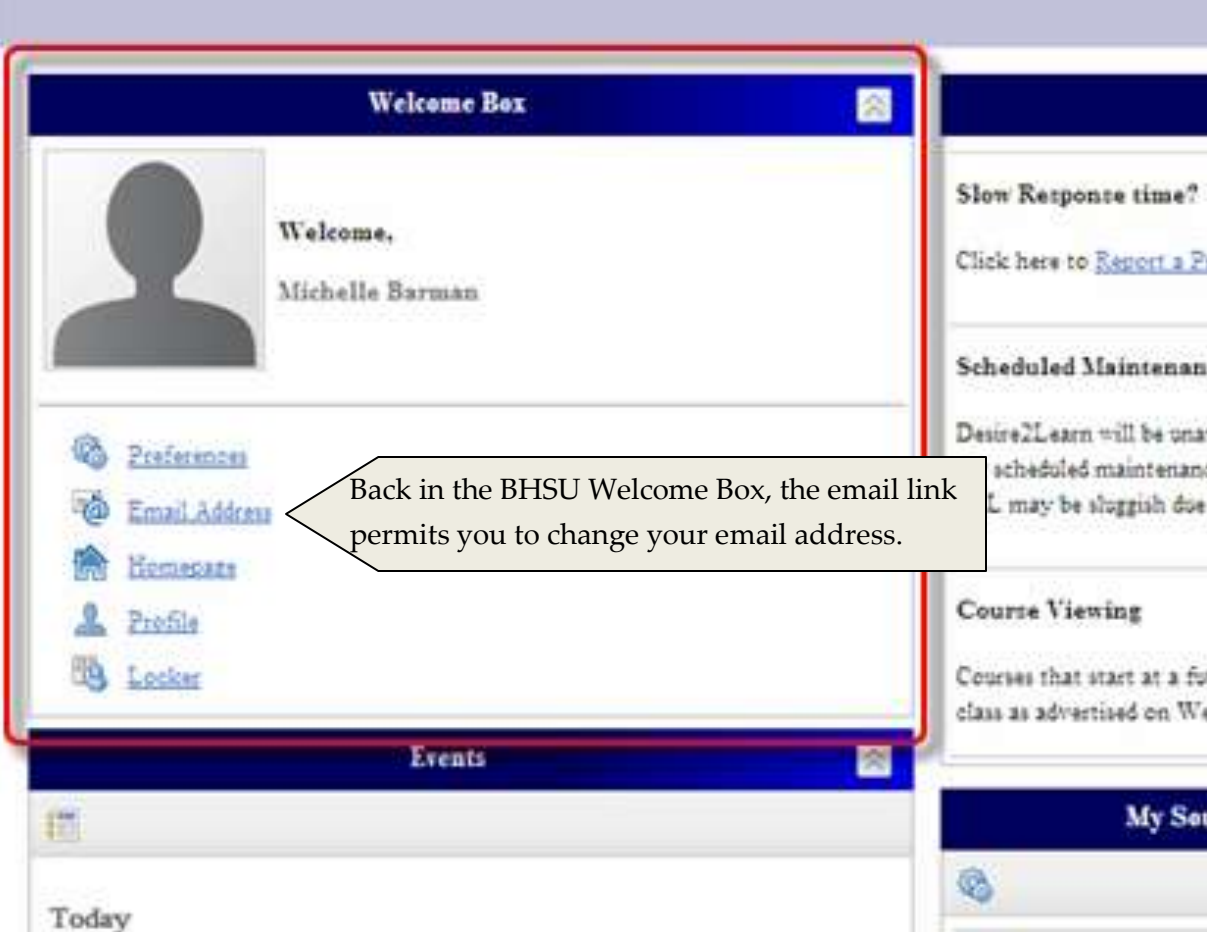
Pager Preferences

Incoming Page Icon: Show icon in navbar when I receive a page

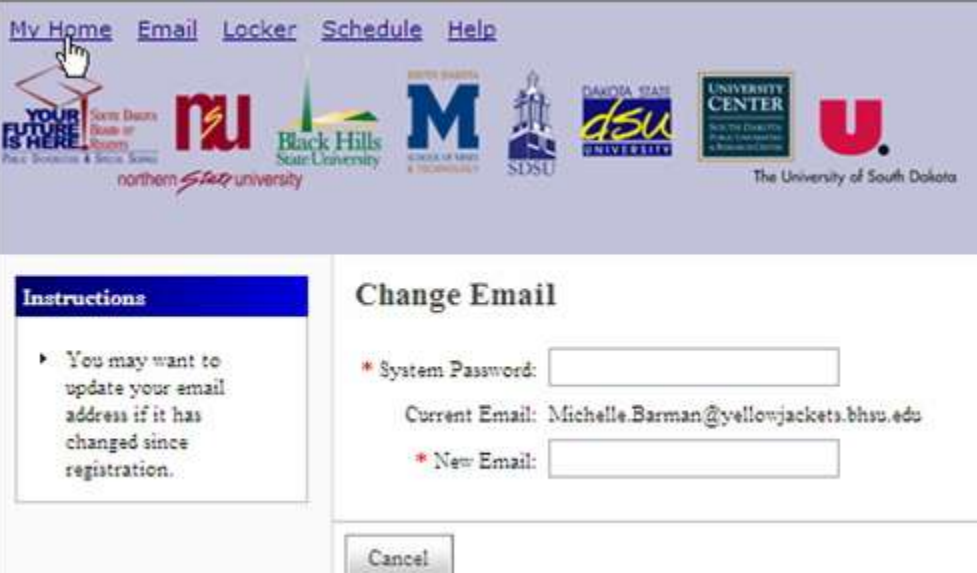
Incoming Page Sound: Alarm Play

Cancel

Changing Your Email Address in D2L



The screenshot shows the 'Welcome Box' interface. At the top, it says 'Welcome, Michelle Barman'. Below this, there is a list of links: Preferences, Email Address, Homebase, Profile, and Locker. A callout box with a white background and a black border points to the 'Email Address' link. The text inside the callout box reads: 'Back in the BHSU Welcome Box, the email link permits you to change your email address.'



The screenshot shows the 'Change Email' form. At the top, there is a navigation bar with links: My Home, Email, Locker, Schedule, and Help. Below the navigation bar, there are logos for various institutions: Northern State University, Black Hills State University, M (Middle Tennessee State University), SDSU (South Dakota State University), DSU (Dakota State University), and The University of South Dakota. The 'Change Email' form has the following fields and text:

- Instructions:** You may want to update your email address if it has changed since registration.
- System Password:**
- Current Email:** Michelle.Barman@yellowjackets.bhsu.edu
- New Email:**
- Cancel** button

Editing Your Homepage in D2L

The screenshot shows a user profile page in D2L. The 'Welcome Box' is highlighted with a red border and contains a user silhouette, the name 'Michelle Barman', and a list of links: Preferences, Email Address, **Homepage**, Profile, and Locker. A callout box points to the 'Homepage' link with the text: 'The homepage link allows you to add your homepage to your profile.' Below the Welcome Box is an 'Events' section. To the right, there are sections for 'Slow Response time?', 'Scheduled Maintenance', and 'Course Viewing'.

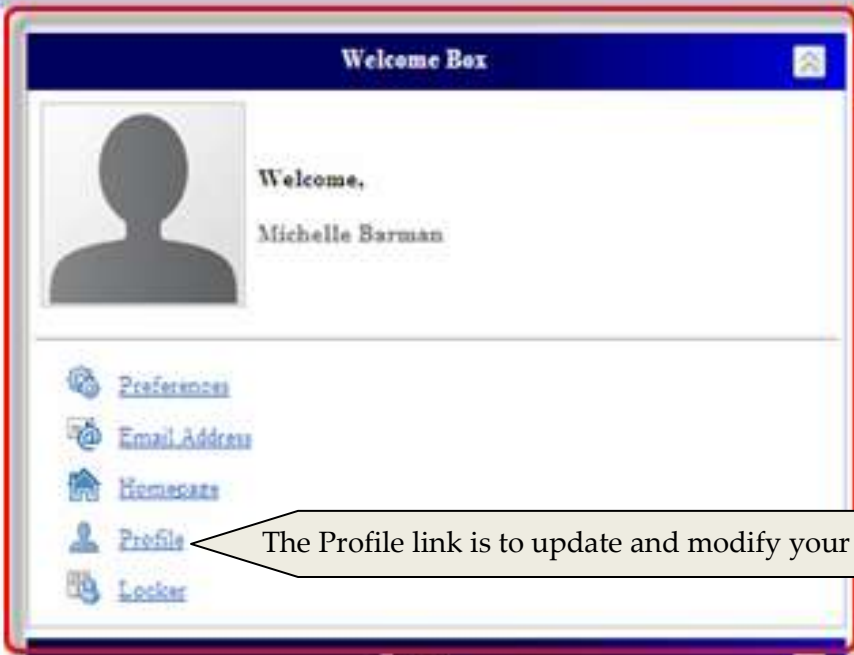
A banner at the top of the page contains navigation links: My Home, Email, Locker, Schedule, and Help. Below the links is a row of logos for various institutions: Northern State University, Black Hills South University, M, SDSU, ASU, and The University of South Dakota.

The screenshot shows the 'My Homepage' file manager interface. On the left, there is an 'Instructions' panel with the following text:


- To edit a file, click the icon next to that file. Only files with an extension of '.htm' or '.html' can be edited.
- Create a new homepage by clicking on **New**. Note: You must save your homepage as .htm or .html.
- Upload** will allow you to add an already existing page.
- Click the icon next to a file to make that file appear as your homepage in your profile.
- Click the icon next to any file to rename it.
- You can upload images

The main area shows a file named 'michelle.html' with a size of '0 bytes' and icons for edit, delete, and lock. A 'Back' button is visible at the bottom left.

Setting Up Your Profile in D2L



The screenshot shows the 'Welcome Box' for user Michelle Barman. It contains a profile picture placeholder and a list of navigation links: Preferences, Email Address, Homepage, Profile, and Locker. A red box highlights the entire 'Welcome Box' area. A callout box with a white background and black border points to the 'Profile' link, containing the text: 'The Profile link is to update and modify your profile.'



The screenshot shows the 'Edit My User Profile' page for Michelle Barman. On the left, an 'Instructions' box provides guidance on editing the profile. The main form includes a 'Cancel' button, a 'Change Picture' button, and fields for Nickname, Birth Date (with month and day dropdowns), Hometown (set to 'Rapid City'), and Homepage (set to 'pages-personal-24942/mich'). Below this is the 'Contact Information' section with fields for Email, Home Phone, Business Phone, Mobile Phone, Fax Number, Address 1, Address 2, City, State/Province, ZIP/Postal Code, and Country.


Instructions

- ▶ This page allows you to edit your user profile.
- ▶ If you are not comfortable revealing any of the information requested, simply leave it blank.
- ▶ To upload a picture of yourself for others to see, click the **Change Picture** link and select the picture you want to upload.
- ▶ When someone looks up your user, they will be shown all this information.

Edit My User Profile

Cancel

Michelle Barman

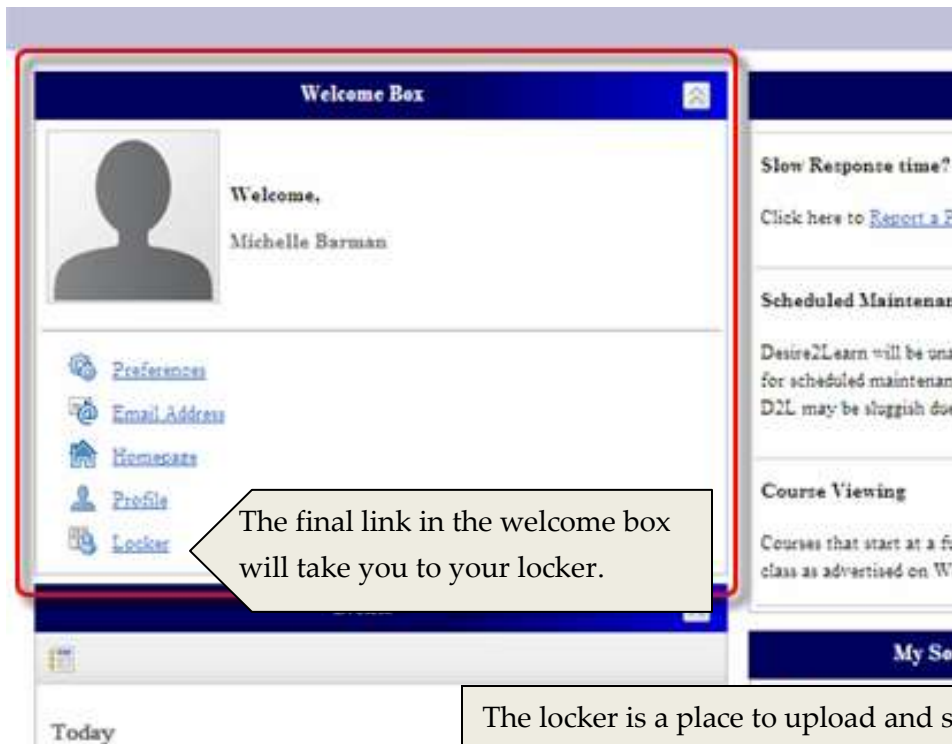
 Nickname:
Birth Date: Select a Month Select a Day
Hometown: Rapid City
Homepage: pages-personal-24942/mich

Contact Information

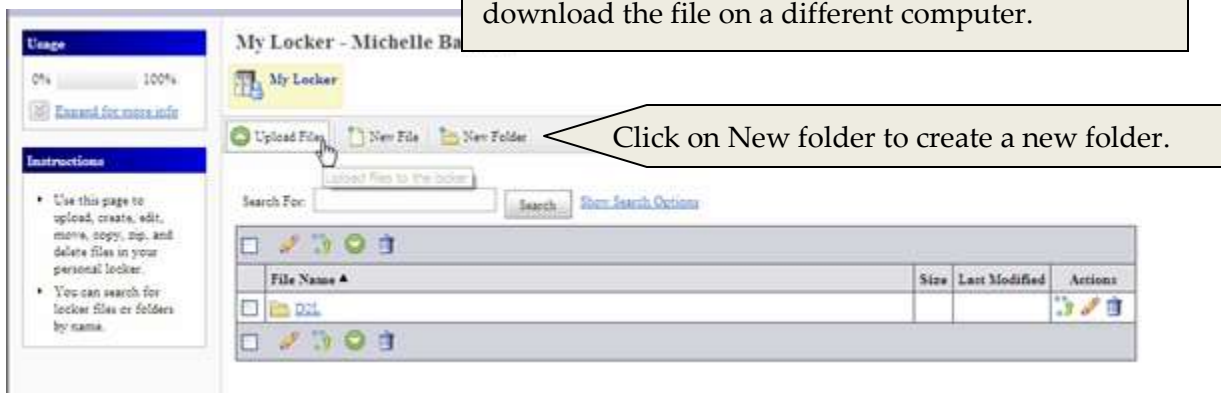
Email: Address 1:
Home Phone: Address 2:
Business Phone: City:
Mobile Phone: State/Province:
Fax Number: ZIP/Postal Code:
Country:

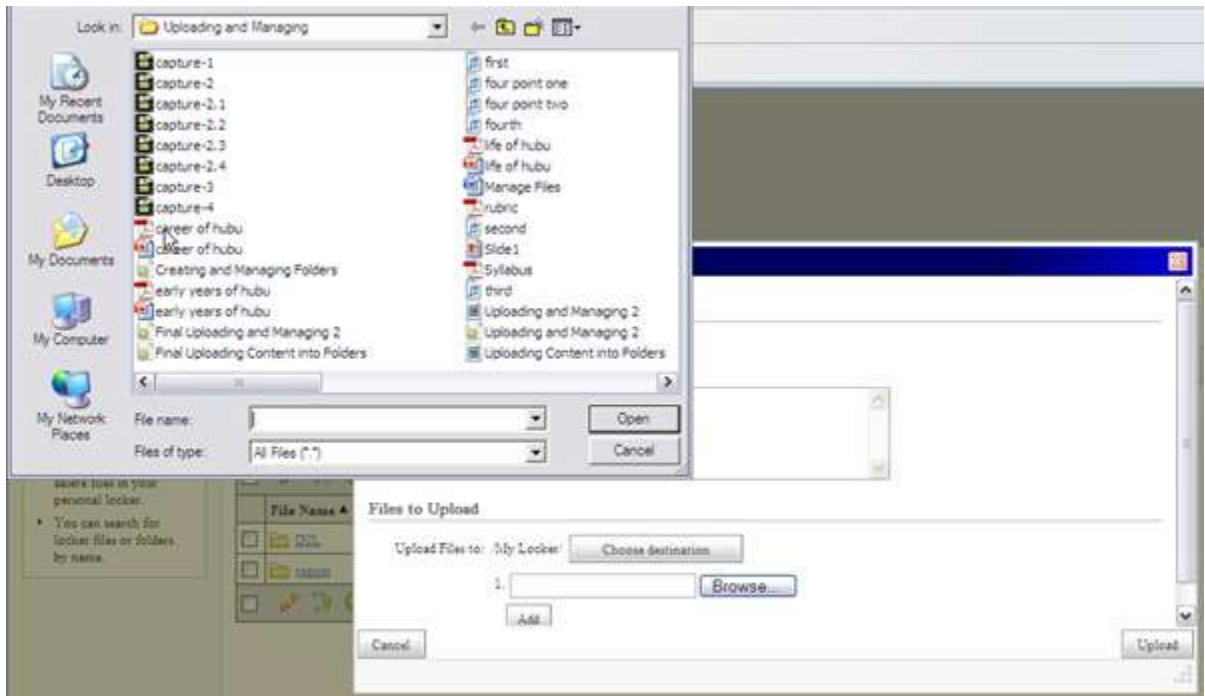
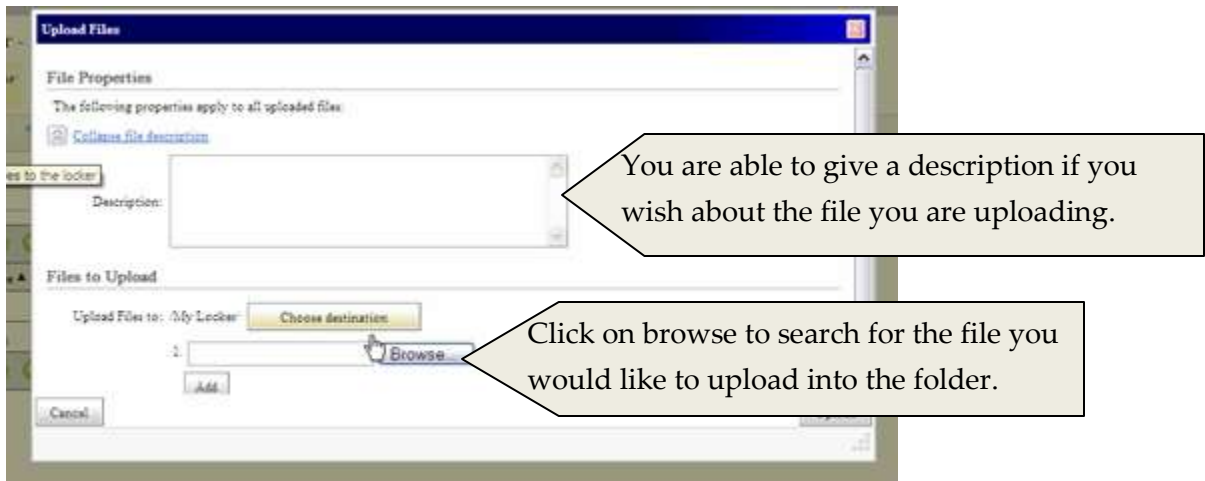
The purpose of creating a profile is to allow your students to learn more about you.

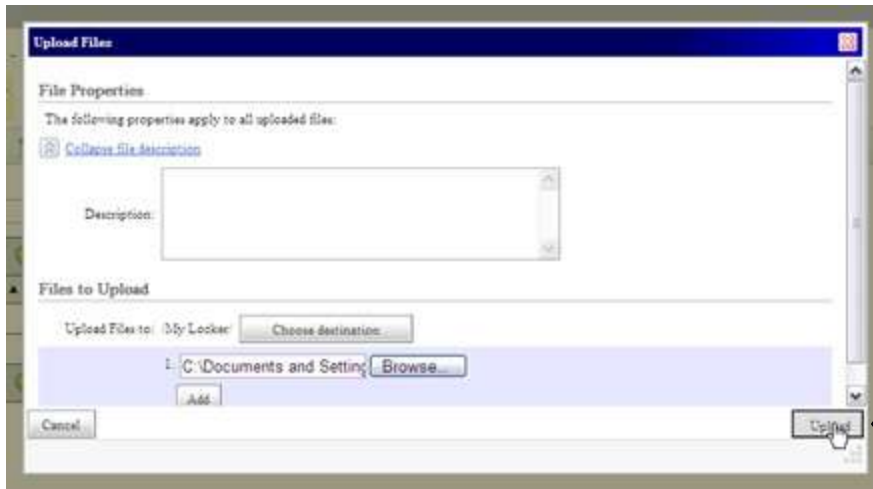
Setting Up Lockers in D2L



The locker is a place to upload and store personal files. It works like a flash drive by allowing you to store personal files in the D2L system. You can then download the file on a different computer.

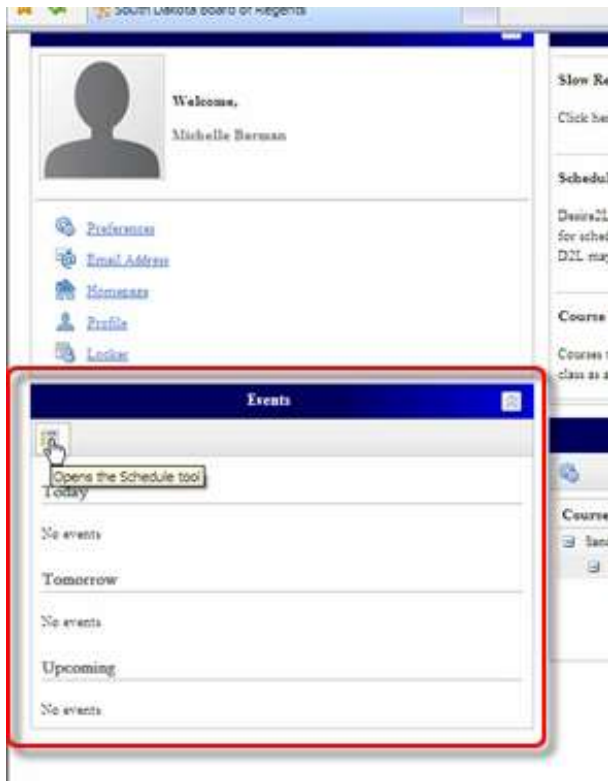




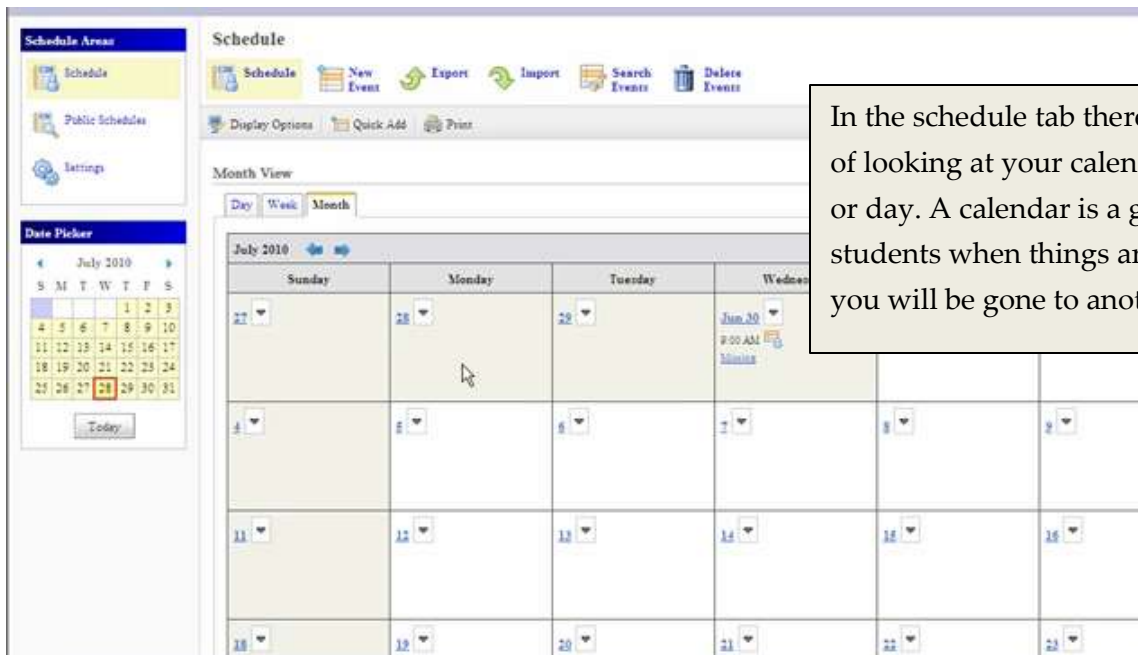


Click upload to finish uploading the file.

Posting Events and Absences in D2L



Below the BHSU Welcome Box is the event box. This box will post events you have input into your schedule to share with your students.



In the schedule tab there are three ways of looking at your calendar; month, week, or day. A calendar is a great way to show students when things are due or when you will be gone to another engagement.

Schedule

Schedule New Event Export Import Search Events Delete Events

Display Options Quick Add Print

Week View

Day Week Month

Sunday, July 26, 2010 - Saturday, July 31, 2010

Sunday Jul 26, 2010

Monday Jul 26, 2010

Tuesday Jul 27, 2010

Wednesday Jul 28, 2010

Thursday Jul 29, 2010

Friday Jul 30, 2010

Saturday Jul 31, 2010

Day View New Event Delete Events

To add a new event to your calendar click on the drop down arrows next to the day and choose new event.

New Event

Schedule New Event

Cancel Save and Done Save

Event Properties

* Title: Gone for event

Description: Basic Advanced

Celebration L

Location:

Private Event: mark event private

Priority: Normal

External Link: [Preview](#)

Date and Time

All day event:

Start: July 30 2010 9:00 AM

End: July 30 2010 10:00 AM

Repeats: None Update

Event Access

Event Type: Personal

Share with other users

Add Users

Email a notification to users when I add them to the list

Cancel Save and Done Save

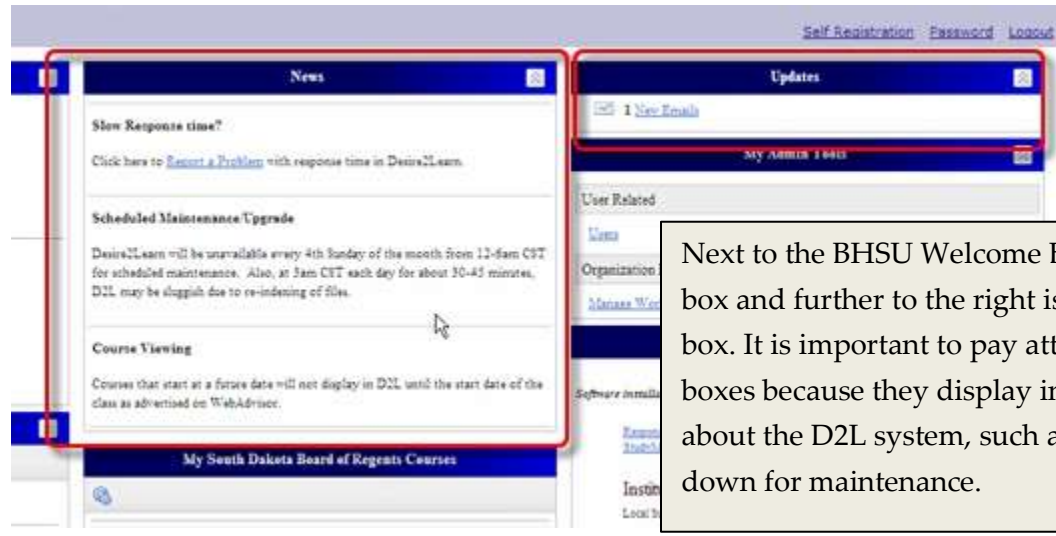
A title is required for your event.

You may give a description of the event if you wish.

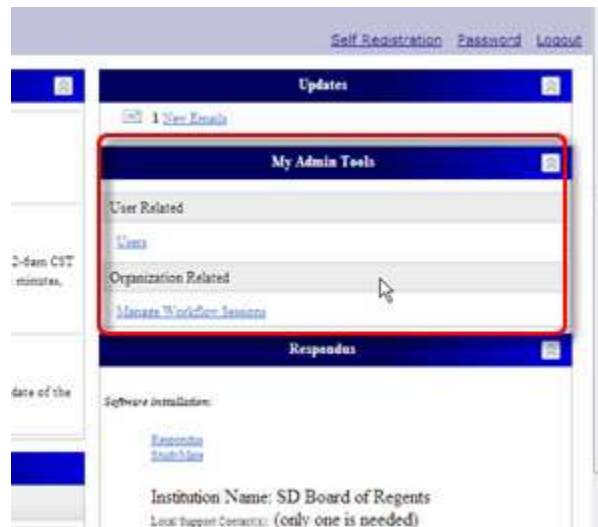
Add the location of the event in the location box.

You are able to give a start and an end time for your event. This allows users to know when the event is taking place.

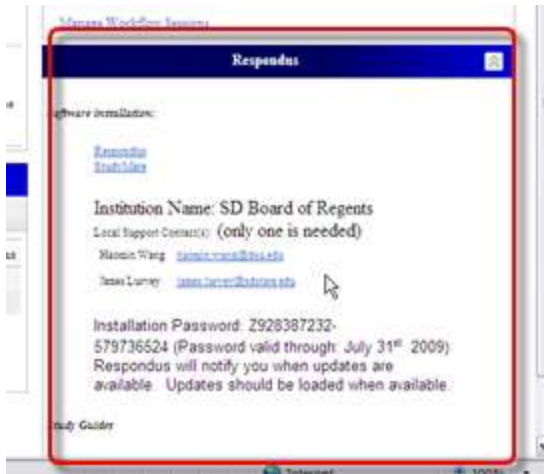
Miscellaneous Boxes



Next to the BHSU Welcome Box is the news box and further to the right is the updates box. It is important to pay attention to these boxes because they display information about the D2L system, such as days it will be down for maintenance.



Underneath the updates box is an admin tools box which contains users and workflow. This is discussed in a later tutorial.



Underneath the admin tools box is a Respondus box. This allows you to download and install Respondus and study mate. This information will be covered in a later tutorial as well.



The last box on your D2L page is a list of the courses you teach. Your courses will be categorized by semester.



The last major component in D2L is the main navigation bar. This is found in the top left hand corner of your screen. It includes important links such as my home, email, locker, schedule, and help.

This concludes the "Introduction to D2L" tutorial, we have discussed how to access D2L, the necessary requirements, what to do if you forget your password, and the major components of D2L.