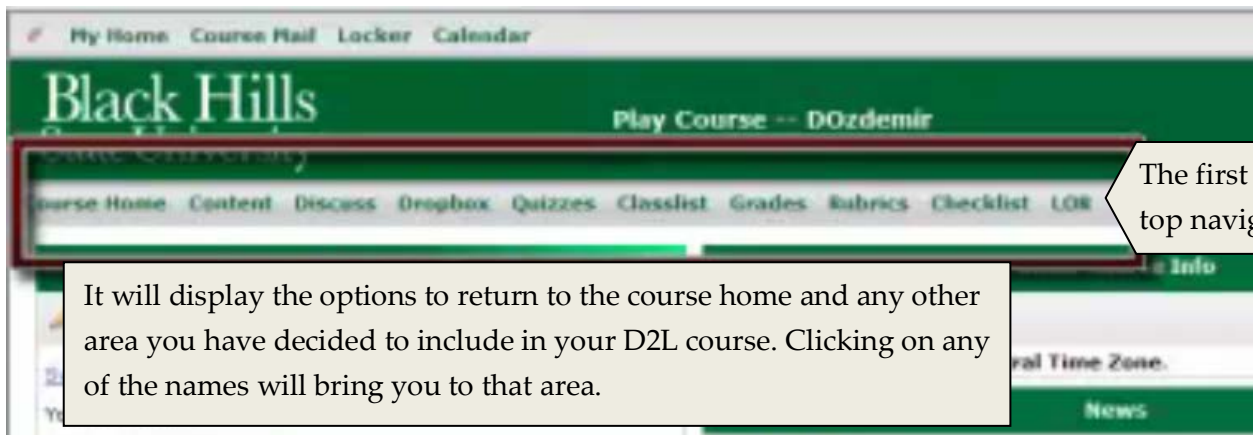




Navigating the D2L Course Home

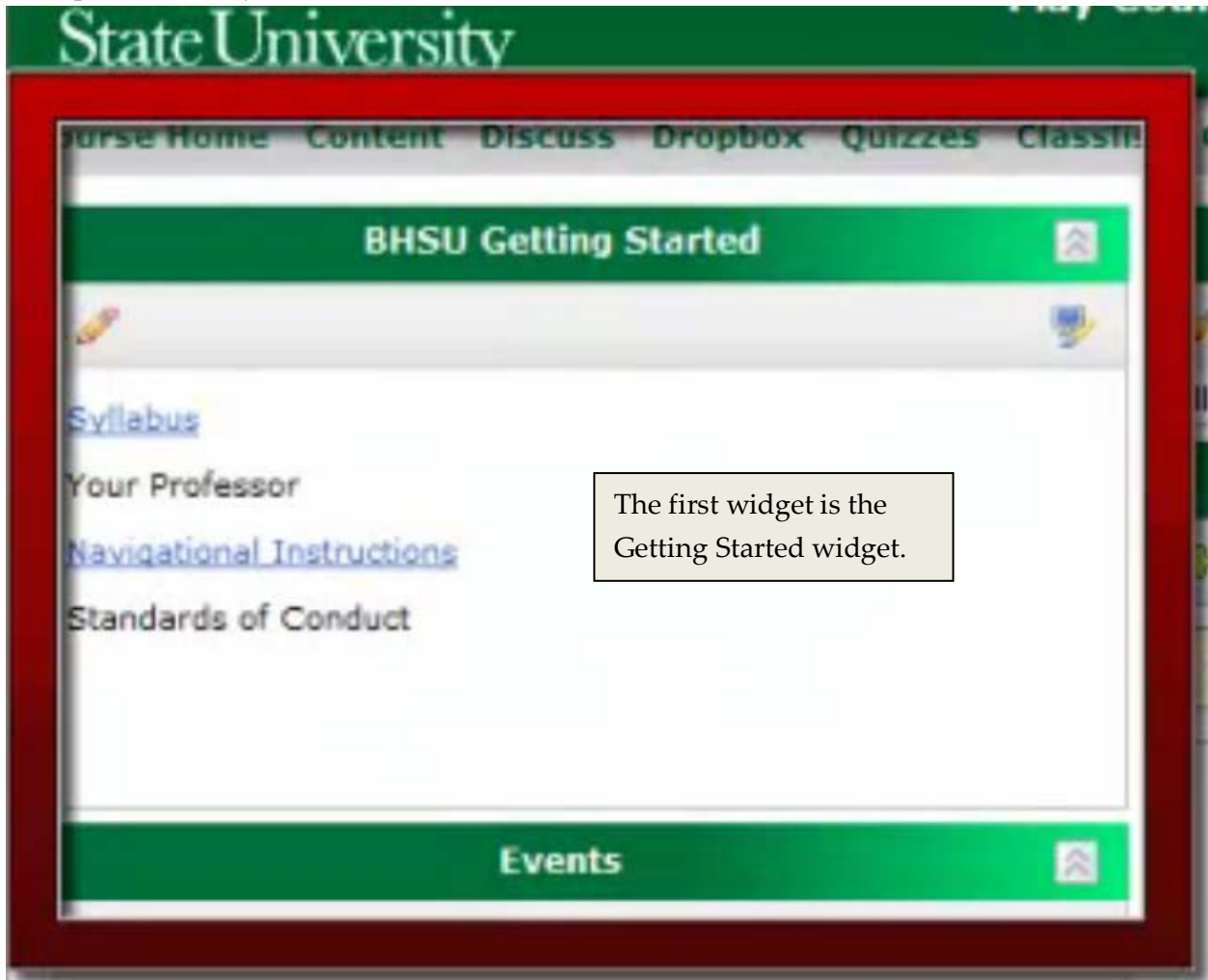
In this tutorial we will cover the different features and areas to take note of in your D2L course home.

Step 1. Navigation Bar

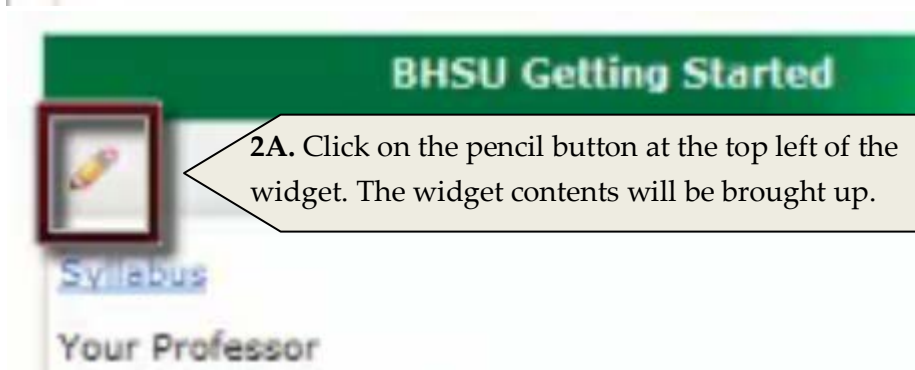


Step 2. Getting Started Widget

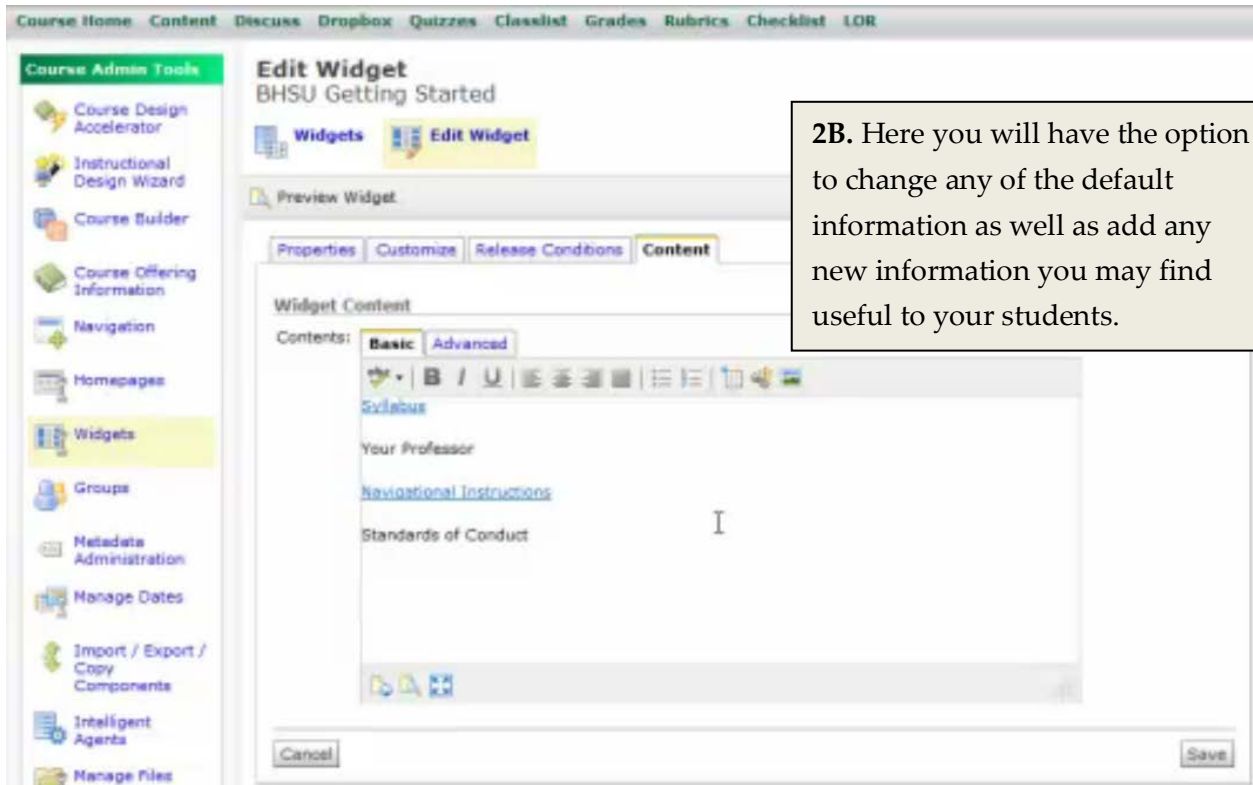
You will notice widgets on your course home screen. These will be used to display information or helpful links for your students.



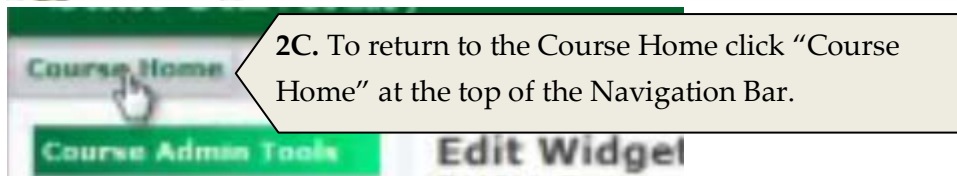
The first widget is the Getting Started widget.



2A. Click on the pencil button at the top left of the widget. The widget contents will be brought up.

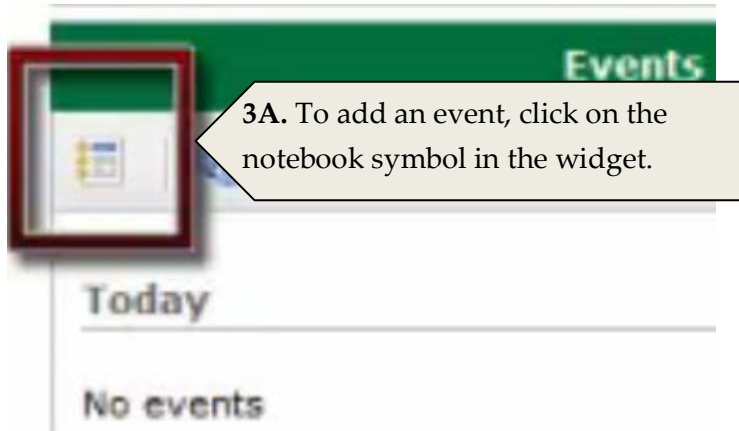
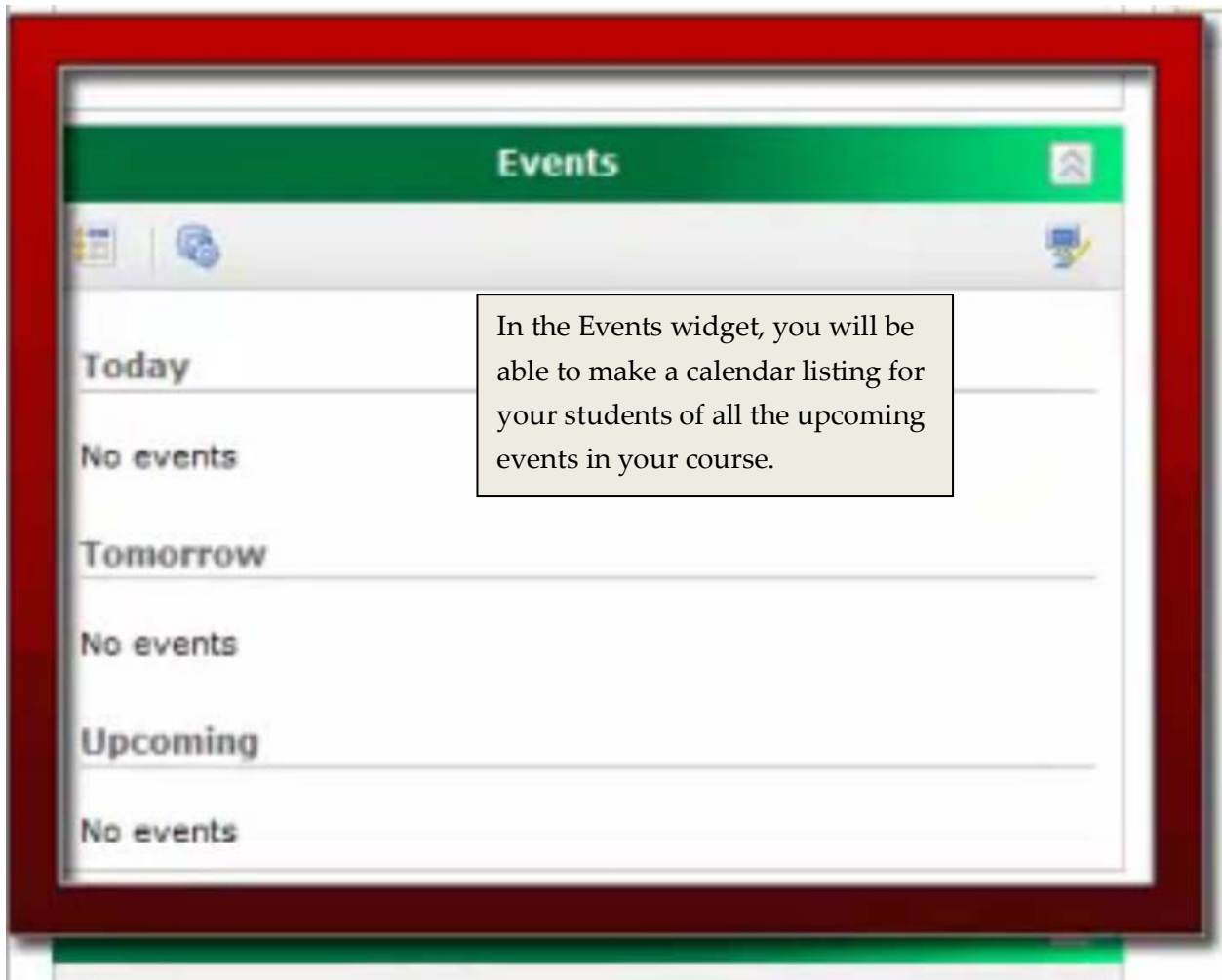


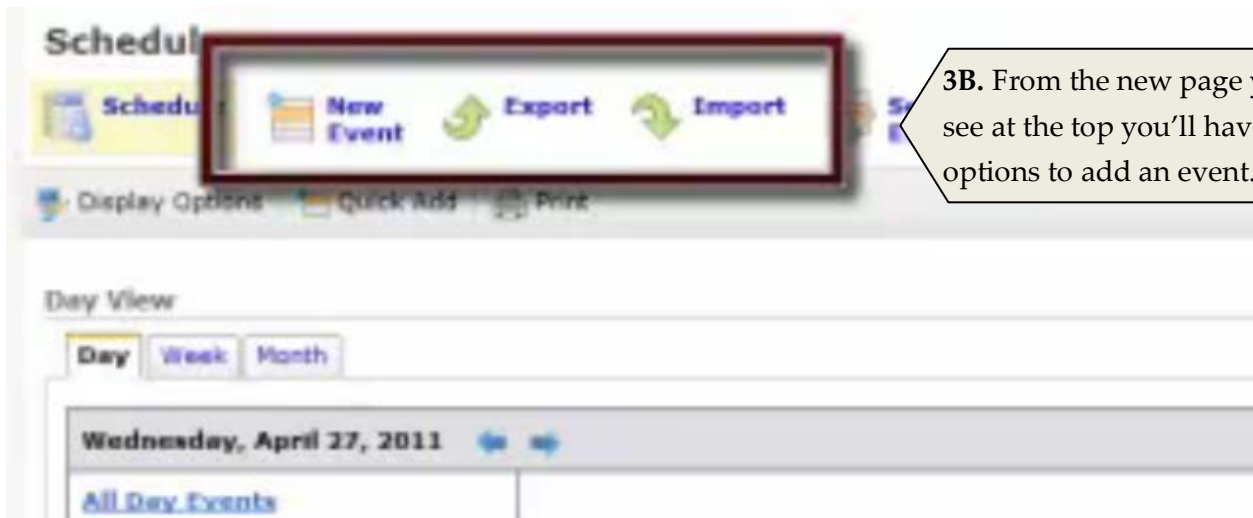
2B. Here you will have the option to change any of the default information as well as add any new information you may find useful to your students.



2C. To return to the Course Home click "Course Home" at the top of the Navigation Bar.

Step 3. Events Widget





3B. From the new page you will see at the top you'll have many options to add an event.



3C. You can make a new event with the "New Event" button.



3D. You also have the option of adding in your events if you already have them in an iCal or CSV file format by using the "Import" button.



3E. You can search through any event you may have created in the past by clicking on the "Search Event" button.

By searching with keywords, it will bring up any relevant matches.

Search Events

[Schedule](#) [New Events](#) **3F.** If you make any events by accident, you can click on the "Delete Event" button.




Search Events

Search For: [Show Search Options](#)

No events found

Delete Events

[Schedule](#) [New Events](#) [Export](#) [Import](#) [Search](#) **3G.** All of your events will show up in a grid listing. You will then be able to search by date to find the event you wish to delete.



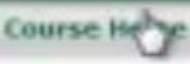
3H. After finding all dates to delete, click "Delete Selected." You will be brought back to the main Schedule page.

Start: April 27 2011
United States - Chicago

End: April 27 2011
United States - Chicago

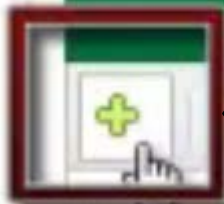
No events to delete

3I. Let's navigate back to the Course Home by clicking on "Course Home" at the top.



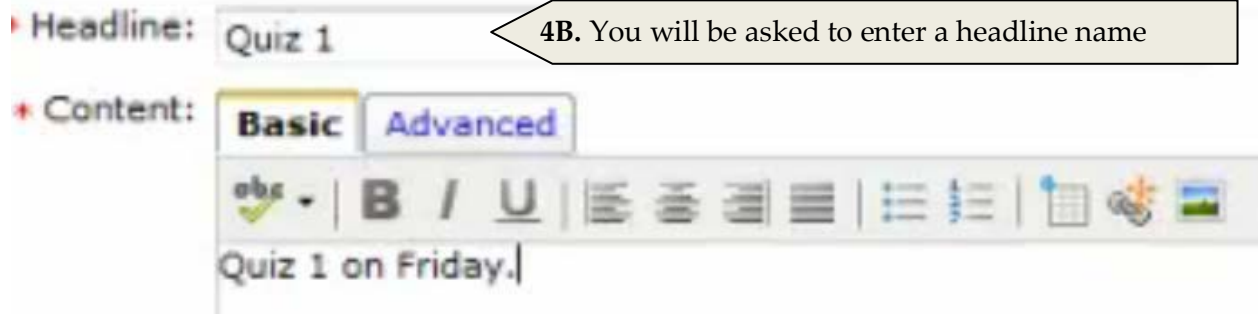
Step 4. News Box Widget

The next widget box is the News box.



4A. By clicking on the symbol that looks like a plus sign, you will be able to add new News events to the News widget box.

al



4B. You will be asked to enter a headline name

4C. and content to your News update.

Next, you will need to set the Availability or when the News update will appear for your students.

Availability

Show Start Date: Show Start Date Beside Headline

Start Date: April 27 2011
2 25 PM

End Date: Remove news Item based on end date

April 20 2011
12 00 AM
United States - Chicago

4D. You will have to set a Start Date as well as an End Date.

4E. You can also choose to have the news item removed on the end date by selecting "Remove news item based on the end date."

Attachments

Add a File

4F. If you would like an assignment or a document to show with the news update you can choose to attach a file to it.

Additional Release Conditions

You must first save the news item before you can add release conditions.

[Go Back](#)

[Save and New](#) [Save](#)

Submit a File - Play Course -- DOzdemir - South Dakota Board of Regents

My Computer

Course Offering Files

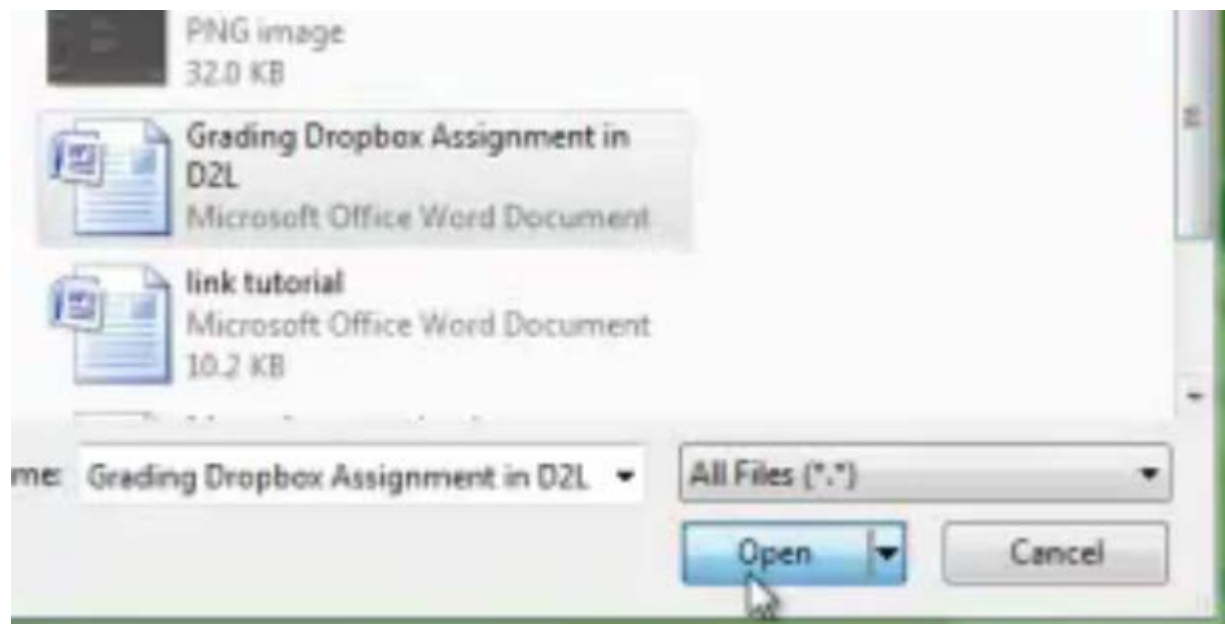
My Locker

Group Locker

Please select the file(s) to upload from your computer:

1. [Browse...](#)

[Add](#)



Availability

Show Start Date: Show Start Date Beside Headline

Start Date: April 27 2011 2 25 PM
United States - Chicago

End Date: Remove news Item based on end date

April 29 2011 12 00 AM
United States - Chicago

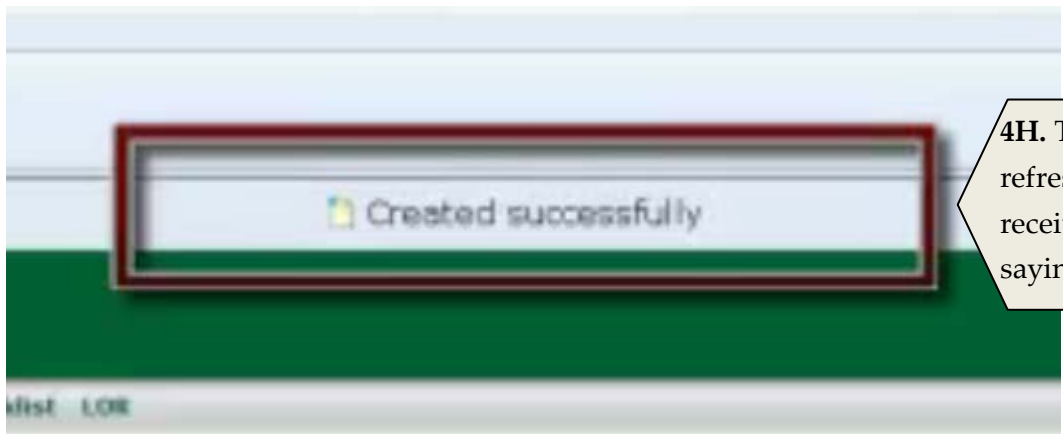
Attachments

 [Grading Dropbox Assignment in D2L.docx](#) (10.23 KB)
 Source: My Computer

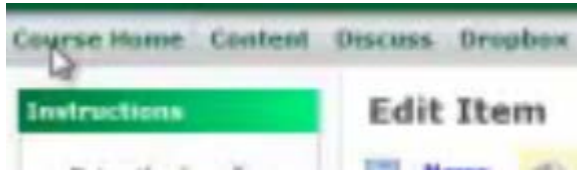
Additional Release Conditions

You must first save the news item before you can add release conditions.

4G. When you are finished, click Save and New to save the current news event and start a new one or Save if you are finished adding news updates.

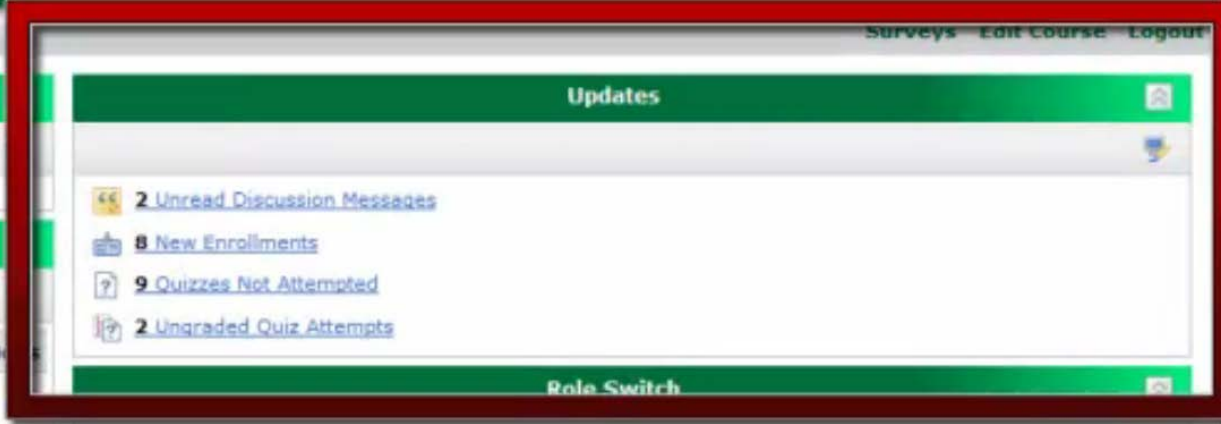


4H. The page will be refreshed and you will receive a message at the top saying Created Successfully.



Step 5. Update Widget

The next widget is the Update widget. Here you will be notified of any messages, enrollments, and quiz updates from your students.




The screenshot shows a web interface with a green header bar containing the text "Updates" and a small icon. Below the header, there is a list of four items, each with a small icon and a number: "2 Unread Discussion Messages", "8 New Enrollments", "9 Quizzes Not Attempted", and "2 Ungraded Quiz Attempts". Each item is a hyperlink. Below the list is another green header bar with the text "Role Switch" and a small icon. A red border highlights the entire widget area.

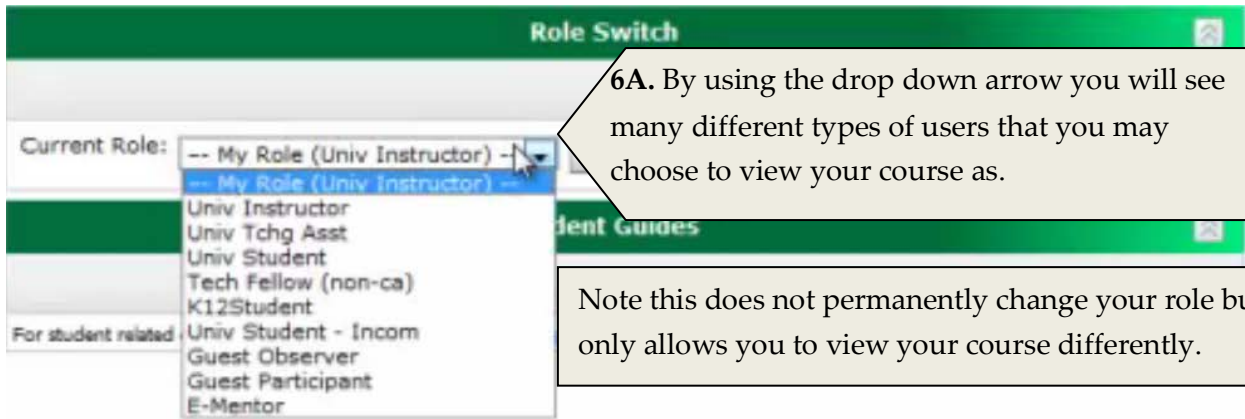
By clicking on the hyperlink of the update you would like to check, you will be brought to the item selected.

Step 6. Role Switch Widget

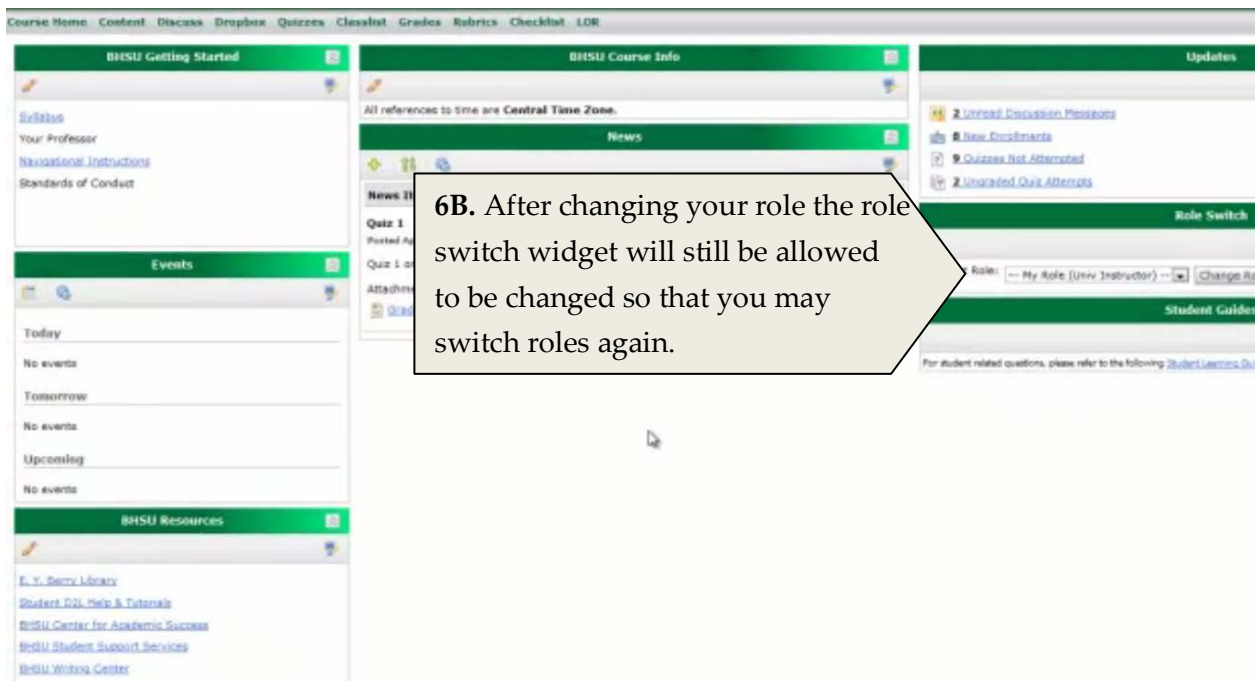
The next widget is the Role Switch widget. This will be used to view your D2L course as if you were a user other than an administrator.



The screenshot shows a web interface with a green header bar containing the text "Role Switch" and a small icon. Below the header, there is a white area with a dropdown menu and a button. The dropdown menu is labeled "Current Role:" and shows "-- My Role (Univ Instructor) --". To the right of the dropdown is a button labeled "Change Role". Below the white area is another green header bar with the text "Student Center" and a small icon. A red border highlights the entire widget area.



Note this does not permanently change your role but only allows you to view your course differently.



If you follow this tutorial you will be able to efficiently navigate through your Course Home page in your D2L course.