NAVIGATING INSIDE D2L

MY HOME PAGE

Once you log into D2L, you will come to the My Home page. My Home is your starting point inside the D2L Learning Environment. From this area you will find D2L support and faculty training information. Important D2L alerts will be posted under News section. You can access your course via the My Courses widget (utilize the Role and Semester dropdown menus to filter your course list) or from the Course selector.
MINIBAR

The minibar is your main navigation tool to all of your courses and personal settings in D2L. The minibar contains a link to My Home, the course selector, alerts, and your personal menu.

COURSE SELECTOR

The course selector lists all the courses that you are enrolled in. Click on the pin icon to the right of a course to pin it so that it remains on the top of the list for easier navigation.

Alerts in the minibar notify you when you receive messages, updates, or subscription updates.

✉️ Message alerts - Email messages.

📄 Update alerts - New and updated news posts; upcoming dropbox end dates; released and updated grades; and upcoming quiz end dates.

📢 Chatter alerts - New discussion posts in forums, topics, and specific message threads you subscribed to.

If you have unread alerts, a red circle appears on the appropriate alert icon.
Personal Menu

Switch your role
Faculty can switch their role to view other role’s access within course.

There are two ways to switch your role

1. Click the personal dropdown menu on the minibar.
   - Click “Change” to select a temporary role from the list that appears. To end role switch and return to faculty view, go back to the personal menu and click on the “X”.

2. From the Course Homepage Current Role widget, select the role from the dropdown menu and then click Change Role. To return to the faculty view, go back and switch your role back to Faculty and click Change Role.
Profile

Access and create your personal profile

1. Click Profile from your personal menu on the minbar.
2. Fill in the text fields. You can enter information about your social networks, contact information, education and work, and personal details such as your birth date, hobbies, and favorite things. **Important note:** Be careful what information you provide in your profile since everyone who can view your profile in D2L will have access to this information.
3. If you want to upload and display a profile picture, click Change Picture, browse and select your image, then click Upload.
4. Click Save and Close.

Notifications

The Notifications tool enables you to:

- Subscribe to a summary of activity for each course and receive a daily email.
- Specify your preferred email address and mobile number for instant notifications. You can choose a different email address than your system email address.
- Receive instant notifications about course activity, such as edited content, new discussion posts, dropboxes, grades, news items and upcoming quizzes. To assist struggling students, Faculty can recommend to students that they set their notifications.
- Choose custom notifications and exclude some courses notifications.
SETTING YOUR ACCOUNT PREFERENCES

Use the Account Settings tool to customize and manage your personal preferences for things such as your online status, Learning Environment's appearance, accessibility options, language and region and Discussions settings.

Settings on this tab are not related to a specific tool.

Account Settings tab

Font Settings

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

Dialog Setting

The Show secondary window as options enables you to set secondary windows as pop-ups instead of dialog boxes. This setting helps screen readers and other assistive technologies separate the content of the secondary window from the main window. If you are using assistive technology such as a screen reader, we strongly recommend showing secondary windows as pop-ups.

HTML Editor Settings

Provides the option for you to turn off the rich text editor. The HTML editor has many additional rich text features that might be difficult to navigate with assistive technology. This option simplifies pages that have text fields, while still allowing you to include HTML content.

Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use assistive technology such as a screen reader then you may wish to disable this feature.
Video Settings

Select **Optimize video presentation for programmatically-driven assistive technologies** if you use assistive technology, such as a screen reader, to navigate the web. This option ensures that your assistive technology can detect embedded videos; it does not affect the accessibility of specific video players.

Time Zone

Sets all dates that include times in Learning Environment to correspond with the time zone you specify.

Signing In

Online Status - Sets whether you appear offline or online to other users when you are logged into the system.
Discussions Tab

Personal Display Settings *(select either)*:

- Always show the Discussion Topics List - Use this setting to show or hide the list of topics in the View Topic and View Thread pages. Hide it to save space or show it to switch between topics quickly.
- Display deleted posts - Use this setting to display deleted posts when browsing topics. You must also have the permission See Deleted Posts enabled to see deleted posts.

Default View *(select either)*:

- Grid View
- Reading View

Reply Settings - Use this setting to automatically include the original post by default when composing a reply.
**Subscription Settings** – Change default settings for new thread subscriptions.

**Default Rating Scheme** – Select the default rating scheme

- Five Star Rating Scheme
- Up Vote/Down Vote Rating Scheme
- Up Vote Only Rating Scheme

**Grid View Settings**

**Default Threading Style**

- Threaded
- Unthreaded (The default threading style used when accessing topics.)

**Display Settings**

- Show the preview pane (Selecting this option displays the lower Preview pane in the Grid View. If this option is not selected, clicking on a post in the Grid View will open the post in a pop-up window).
- Show the search bar (Selecting this option displays the Search fields in the Grid View).
COURSE HOME PAGE

Course Home is the first page you see when you navigate to a course. It contains widgets (News, Calendar and Current Role) and a Navbar with course tool links (Course Home, Content, Dropbox, Quizzes, Collaboration, Grades, Roster and Edit Course). The My Home Minibar and tools that enable you to access your personal information, account settings, and course specific content are still accessible.

NAVBAR

The Navbar is your main navigation tool within a course. The default WCU course Navbar contains links to: Course Home, Content, Dropbox, Quizzes, Collaboration (the dropdown menu links to Discussions, ePortfolio, Groups and Online Rooms), Grades, Roster and Edit Course.