Introduction to the D2L Learning Environment

When you first log into D2L/Brightspace, the My Home page is displayed. The My Home page is your starting point within the D2L/Brightspace Learning Environment comprised of widgets and individual content frames. The default My Home page consists of both a Calendar and Announcements widget, along with two navigation bars to browse your courses and the site. Instructors may customize their course pages.

My Home page
Minibar

The mini bar is located at the very top of your homepage. It contains the My Home page shortcut, Course selector drop-down, Alerts, and your personal settings.

Course selector: To access one of your D2L courses, you must log into D2L, then either click on the name of the course in the My Courses widget or choose your course from the course selector drop-down in the mini bar from the My Home page. Courses are listed alphabetically using the course selector drop-down; there is a 25 maximum. Advance Search, you can search for a course by:

- Roles
- Semester
- Toggle the “Pin” icon on/off to keep current courses pinned to the top of the list for quick access

Alerts: Alerts in the minibar notify you if you have any unread mail, messages, or subscription updates. If you have any new, unread alerts, a red dot will appear.

A) Message Alerts allows you to view any emails you might have and can send you to the email option.
B) Updated Alerts allows you to view any updates to the course.
C) Subscription Alerts When you subscribe to a discussion post this option will let you know that something new has been added.
Personal Settings

The personal settings contains links to your profile, notification options, account settings, and log out. Click your name on the minibar to open the personal menu.

Profile

To access and create your personal profile

1. Select Profile from your personal menu on the minibar.

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.

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. 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.

Notifications

The Notifications tool enables you to choose a variety of options to receive information from your courses via email or text messaging:

- Subscribe to a summary of activity for each course and receive a daily email.
- Specify your mobile number for instant notifications.
- Receive instant notifications about course activity, such as edited content, new discussion posts, dropboxes, grades, news items and upcoming quizzes via email or text.

Back to the top
Account Settings

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.

- **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.
- **Dialogue Settings**: 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**: Select the checkbox if you do not want D2L to automatically mark things as read while you are scrolling through them.
- **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.
- **Application Settings**: Click Revoke Access if you want to force all your applications or devices to renew their authentication. This ensures that others cannot, for example, access your grades or send emails as you if you lose a mobile device or discover that a linked application is compromised.
Discussions Tab:

- **Always show the Discussion List pane**: 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.
- **Reply Settings**: Use this setting to automatically include the original post by default when composing a reply.
Email:

- **Send a copy of each outgoing message to**: It is recommended you select this option to automatically send a copy of each email you send through D2L to your eagle.clarion.edu email account.
- **Save a copy of each outgoing message to the sent mail folder**: On by default for D2L, but there is no Sent email folder within your D2L courses. You can clear this selectbox.

**Locker**

The locker is located on your My Home page. Here, you can store important files for courses by uploading or creating new ones. These files can then be accessed anywhere that you have internet connection. Space is limited to a total of 20 MB.
D2L Help

D2L Help provides links to help students and instructors get more information on navigating their course. The **Student Documentation** link is very helpful to students when they need more information or help while in a course. The **D2L Support** link takes students to a page where they can access 24 x 7, toll free support number for assistance with any D2L questions. The support site includes an online D2L help desk ticket for less urgent issues.

University Resources

The University Resources menu contains links that may be helpful while completing work in your course. They are pictured below.
Help Desk

D2L has a Help Desk widget on your My Home page. It is located on the left hand side of the page. It supplies links that you may find helpful when it comes to specific parts of your course and may answer some of your questions.

- Right below the Help Desk heading, there are links to help students get started with their course.
  - The Student Documentation link takes students to a separate page where they can find information on individual parts of their courses.
  - The D2L Technical Requirements link takes students to a page that includes all information they may need to see whether or not their computer or browser is compatible with D2L.
  - The Login, Password, or Course Access Questions link takes students to a page that can help students trouble shoot through any problems they may have relating to these topics.
  - The DON'T SEE YOUR COURSE LISTED? Link also takes students to a trouble shooting page.
The 24x7 D2L Support is a place where students can call at any time to get help with any problems they may be having with D2L. Students can also submit a Support Ticket with any questions they may have.

Finally, if your professor used Blackboard Collaborate in your course, there is supporting documentation and 24 x 7 help for any questions you may have.

Navigating within a Course

Once your courses show up in D2L on your My Home page, you are able to enter them. To navigate throughout the course, you will use the Nav Bar. It is circled in red below. Through the Nav Bar, you can access Content, Assessments, Communication, and Resources.

- The Content area is the main instructional area of a course. It will contain documents, videos, or links your professor decides to use in your course.
- Assessments contains links to Assignments, Grades, Quizzes, Rubrics, Competencies, Self-Assessments, and Class Progress.
- Communication contains links to Chat, Classlist, Discussions, Groups, Online Rooms, and Wiggio.
- **Resources** contains links to Calendar, Checklist, Locker, Announcements, Surveys, and Glossary.

**Please Note:** Your instructor may not use these tools. Your course navigation may not match these images.