

Introduction to the D2L Learning Environment

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When you first log into D2L, the **My Home** page is displayed. The My Home page is composed of widgets, or individual content frames. The default My Home page contains both a **Support and Announcements widget**, along with two navigation bars to browse your courses and the site.

The screenshot shows the D2L My Home page for Clarion University. The page is divided into several sections:

- A. Course Access:** A section titled "My Courses" containing two course cards: "Sample-course - ENG 111" and "LTC D2L Tools Testing". A "View All Courses" link is located below the cards.
- B. D2L Help/Resources:** A section titled "24x7 D2L Support" with links for "Search D2L Help options above", "855-203-5112 (Toll Free), Option 2", and "Submit Online Support Ticket". It also includes a "Chat now!" button.
- C. Notifications:** A navigation bar at the top right containing icons for a grid, an envelope, a speech bubble, and a bell.
- D. Settings:** A navigation bar at the top right containing a user profile icon labeled "LTC Faculty" and a gear icon.
- E. Announcements:** A section titled "Faculty Announcements" with links to "review upgrades to the Turnitin tool" and "review upgrade to Blackboard Collaborate". It also includes a "Planned maintenance" notice for Dec 10, 2017, from 1:00 a.m. to 7:00 a.m., stating "D2L will be unavailable".

At the bottom of the page, there is a legend:

- A. Course Access**
- B. D2L Help/Resources**
- C. Notifications**
- D. Settings**
- E. Announcements**

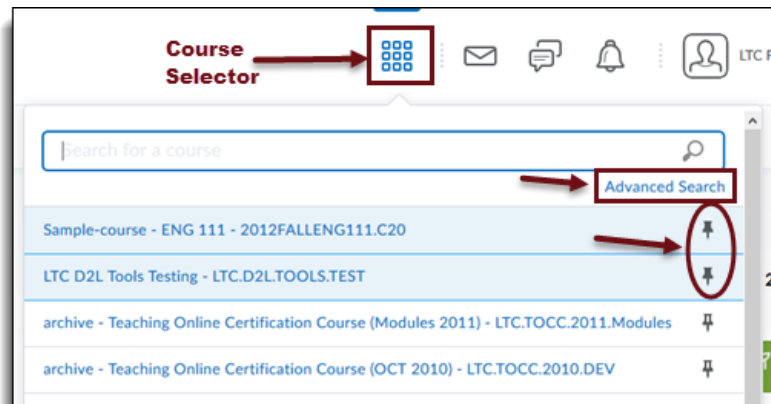
Note: To add more courses to your My Home Page, click **View All Courses** to search and pin courses to your Home Page.

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Entering a Course

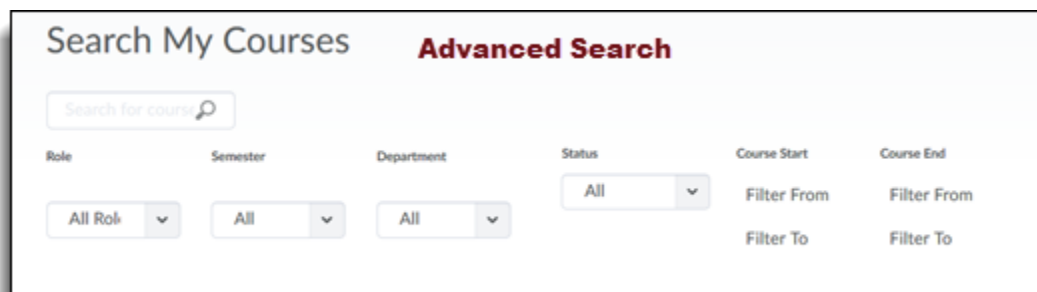
To access one of your D2L courses, you must log into D2L, then either click on the name of the course in the

- 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 there is a 25 maximum. Toggle the “Pin” icon on/off to keep current courses pinned to the top of the list for quick access



In Advanced Search, you can search for a course by:

- Roles
- Semester
- Department
- Status
- You may also filter Course Start and Course End



Navigating within a Course

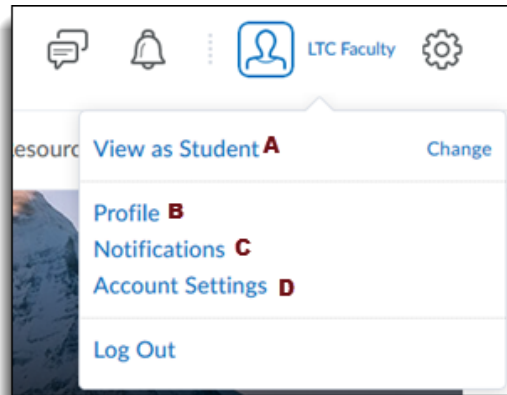
Once you are in your course, you can navigate the various areas using the navbar at the top of the page. The navbar includes links to the following course areas: Content, Assessment, Communication, Resources, Course Admin, D2L Help, and University Resources. Reach Course Home and My Home using the links at the top of the page.



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Personal Settings

D2L's Personal Settings area includes three tools: Profile, Notifications, and Account Settings. Access personal settings by clicking your name in the upper right portion of the minibar.



- A) By clicking “View as Student” it will allow you to view the course as your students will see. However, this does not give you the option to participate in what your students need to complete. To get out of the view of the student. Click back on your name in the upper right hand corner and click the “X” by View as Student.
- B) By clicking “Profile” this will allow you to update personal information and add a photo.
- C) Clicking on “Notifications” gives you the choice to receive updates via email or text message. You can change notification settings and exclude courses to get notifications from.
- D) Account Settings is where you can change the font and font size and also time zones.

Mini Bar

The Mini Bar is found along the top in the upper right hand corner. The mini bar contains the Clarion University link to My Home, the Course Home Link, the Course selector, alerts, and personal settings.

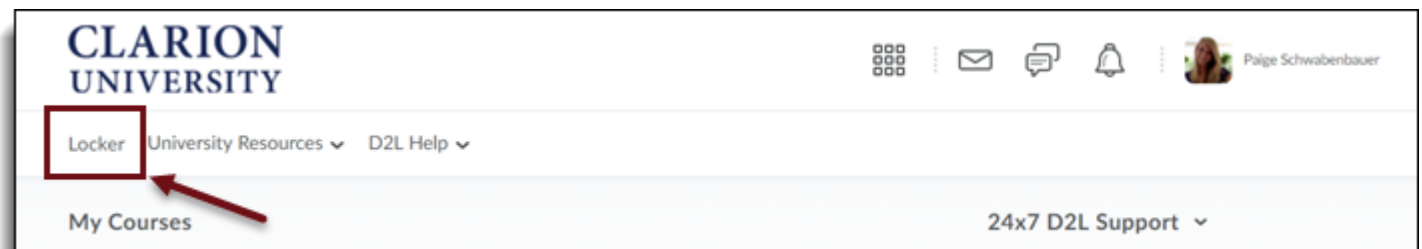


- A) **Message Alerts** allows you to view any emails you might have and can send you to the email option.
- B) **Subscription Alerts** When you subscribe to a discussion post this option will let you know that something new has been added.
- C) **Updated Alerts** allows you to view any updates to the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

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Locker

The Locker option is located in the left side of the course page under the Clarion University My Home page link.



The Locker tool is a work area where users or groups can store and retrieve files. It is an excellent way for users to manage their work because it allows them to access their files anywhere they have an internet connection. The option to make files public and group locker areas also make it easy for users to share files with other users and work collaboratively on assignments. This is a user-focused tool that does not require set up or evaluation from you. Files in a personal locker are not accessible to other users unless they are made public. Each user has 25 MB of locker storage space.

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