



Getting Started with D2L

Requesting, Navigating, and First Steps in your Course Site

Request a course site

Regardless of whether a course is in-person or online, the course website serves as the hub.

[D2L Course Site Request](#): You can only request a course site if you are listed as instructor in UAccess.

- [Step-by-step Instructions & Help](#)

Adjust basic course settings

Customize and begin to create a sense of course community.

[Getting Started: D2L Home Page and Course Home Page](#)

Things you can do right away:

- [Change the banner image](#) and customize banner text (name of course)
- [Use Navbar to Manage Student Access](#): Temporarily using the Preparing Course Navbar allows students to see the course in their own D2L Home Page, access the course, and see what is on the Course Home Page. Students cannot access any other part of your course.
- [Activate/Deactivate a Course](#): Note, if your course is deactivated, it does not show in your students' D2L pages.

Widgets (boxes) you will see on your course home page: [Syllabus](#) and [Trellis](#)

Edit your D2L profile

Start to personalize and humanize your digital identity.

[User Settings](#): You can personalize your D2L profile with a photo or avatar, customize how you wish to receive notifications, and customize your account settings. For instance, you can change your name, decide when to receive SMS and email notifications (if at all), and set your D2L to your current time zone.

Navigate to Content

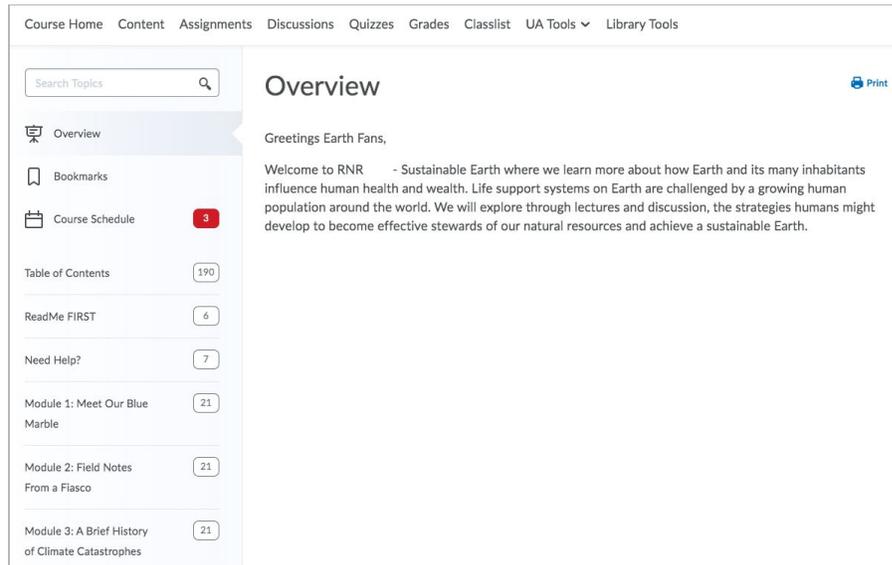
Complement your syllabus with some basic course information.

Tip: Use the course Navigation bar (aka “navbar”) near the top of the page to move around the site.

[D2L Content](#):

Course Overview: This is the first item students encounter in the Content area. **Tip:** Create a brief description, and give basic information, e.g., about the teaching modality for the course. One cannot hyperlink to Overview from somewhere else.

[screenshot of D2L course site table of contents showing course description text in Overview and modules]



Course Schedule: Here students see a summary of Calendar items for the next few days, based on any [events in the Calendar](#) on the course home page.

Modules: Here is where you [create course structure](#) and organize materials.

Tip: Create a 'Start Here module' to help students start making connections with you, classmates, course materials, and tools.

Establish channels of communication with students

Let students know that you value their input, how to contact you, when you are available, and what to expect.

Classlist: You can see when students were last active in your course site and it offers you an easy way to email all or some of your students via [Send Emails](#).

Tip: Send an email to students *before start-of-semester*, see [example email to students](#).

Announcements: Reach out to students immediately and regularly. Welcome them with a syllabus sneak peak, or maybe a first survey about their situation and internet access, and give first navigation instructions so that students know where to go from here.

Tip: You can be more humanly present if you record a welcome message, [see example of video welcome](#).