Navigating eLearning (D2L)
Navigating My Home

The My Home page in D2L is the first page you’ll see when you log in. It looks like this, and contains helpful links and information.
This is the News feed. Pacifica-wide eLearning/D2L news will be posted here.

This is a list of all your courses. They will be categorized by quarter and type (i.e. quarterly program course vs. ongoing student resource centers).
The D2L maintenance schedule and IT support contact information is posted here.

Tip: Check the maintenance schedule before planning long D2L sessions. All times posted in D2L are in Pacific Standard Time (PST).
The My Home page also includes links to a D2L help center and other Pacifica student websites, which will open in a new browser window.
Many items on the My Home page can be minimized or “collapsed” by clicking on the icon.
When the My Home page items have been collapsed, they look like this. Click on the icon to expand each item.
Navigating the Main Navbar

Quick Overview
The main Navbar appears at the top of all D2L pages and provides the following options (details to follow):

- Click here from any page to navigate back to the **My Home** page or other **courses**.
- Click these **Notification Icons** to view D2L emails, course updates, and **subscriptions**.
- Click here to edit your **D2L Profile**, **Notification Settings**, and **Account Settings**, or log out.
Click here to navigate back to the My Home page.

Click Select a course to see a dropdown menu of your courses. Click the course name to go there.
Click the **pin icon** to pin a particular course, or courses, to the top of your list.

Once the item has been pinned, your list of courses will be rearranged.
The Notification Icons

Hover your mouse over each icon to see what information or alerts can be accessed by clicking there.

When a red dot appears over the icon, it means you have a new notification alert in that category.
Click on the **Message Alerts** icon to preview new or recent D2L emails. Click **Go to Email** to access the full inbox and folders.

Click on the **Update Alerts** icon to preview course news and updates. Click each item for details.

Click on the **Subscription Alerts** icon to preview items you’ve subscribed to in courses.

Note: these are D2L emails only, this is not the same as your my.pacifica student email.

Tip: Review the Subscriptions tutorial for information about setting these up.
Click on your name to view this dropdown menu and manage your D2L account.

Click **Profile** to upload a profile picture and input other personal information you’d like to share.

Click **Notifications** to set up and edit optional email or text message alerts for specific items within courses (i.e. news, grades, quiz due dates, etc.).

Click **Account Settings** to change your password and edit other items, including forwarding D2L emails and changing your time zone.

Click **Progress** to see an overview of how much work you have completed in your courses.

Click **Log Out** to sign out of D2L and terminate your session securely.

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Navigating a Course Home

Tip: To distinguish between a Course Home page and the My Home page, look for the following distinct features:
1) The course name and number appears in the Main Navbar at the top,
2) The Mini Navbar appears, and
3) The instructor contact information is listed on the right.

Sample Course Home

News

Day II PowerPoint
Posted May 2, 2014 9:09 AM
PowerPoint from 5/2/14
Attachment(s):
Day II C track 2014 D2L upload.ppsx (5.85 MB)

Spring 2014 Standardized Learning Availability Schedule Track C
Posted Apr 28, 2014 2:59 PM

Spring 2014 Track C
Track C Modules 1-4: open on 4/4/14 @ 12:00am

- This means that Modules 1-4 are visible and accessible.
- After 4/4/14 Modules 1-4 are always visible and accessible for the tenure of the course.
- This means that Modules 1-4's corresponding Discussion Write/Posts are also visible and accessible.
- However** Modules 1-4’s corresponding Discussion Write/Posts will lock on 5/8/14@11:59 PM. (This is due to DOE regulations. The same method will be applied to Dropbox and quizzes too. Students will no longer be able to post for this set of modules. No late posts for Modules 1-4’s Discussion Write/Posts will be accepted after they lock.)

Ed Tech Contact Info

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The Mini Navbar is available from any course page and provides links to important sections of the course.

- Click **Course Home** to view the main course home page.
- Click **Learning Modules, Discussions, Dropbox, and Quizzes** to read about and submit various assignments.
- Click **Grades** to see scores and instructor feedback.
- Click **Logos (Tk20)** to complete an evaluation for this course.
- Click **Classlist** to see and contact other course members, including instructors.

**Tips:** Remember, this is a sample course, not all of these links will appear in every course. Also, if you need help navigating these links, there are additional tutorials available for each one.

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Below the Mini Navbar is the **Course News** feed. Instructors will post course announcements here.

Instructor and TA **contact information** is posted on the right of the Course Home page.
Scrolling down the Course Home page, you can review:
1) **Updates** listing unread course items,
2) A **Calendar** listing key dates, and
3) A **Content Browser** listing course modules (similar to the **Learning Modules** link in the Mini Navbar)
Navigating a Degree Program’s Resource or Orientation Center

From the My Home page, click on the Resource or Orientation Center, under My Courses, that you want to navigate to.

Tip: The Orientation Center will mostly provide Pacifica-wide information, whereas the Resource Center will provide program-specific information.
The Resource Center Home Page looks very similar to a course home page, with a program-specific news feed, department contact information, and a Mini Navbar.

Sample Resource Center Home

Welcome to the Program!
Posted Jan 14, 2014 3:06 PM

1st Years, we're so excited you're here!

We encourage you to update your **profile** in D2L.

To do this click on "My Home" located in the top, left-hand corner of the page, and click on "Profile" located in the **Welcome Box**.

When the page opens click Change Picture to upload a photo of yourself and fill in the fields on the page telling your classmates and instructors a little bit about yourself.

Welcome Box

Welcome,
Counseling Student

Note: Each program’s Resource Center home page may look slightly different.
To view the program resources, click on “Learning Modules” in the Mini Navbar.

This will take you to the Learning Modules Table of Contents, listing all of the available program resources.