

D2L

Part 1: Introduction, Course Setup and Content



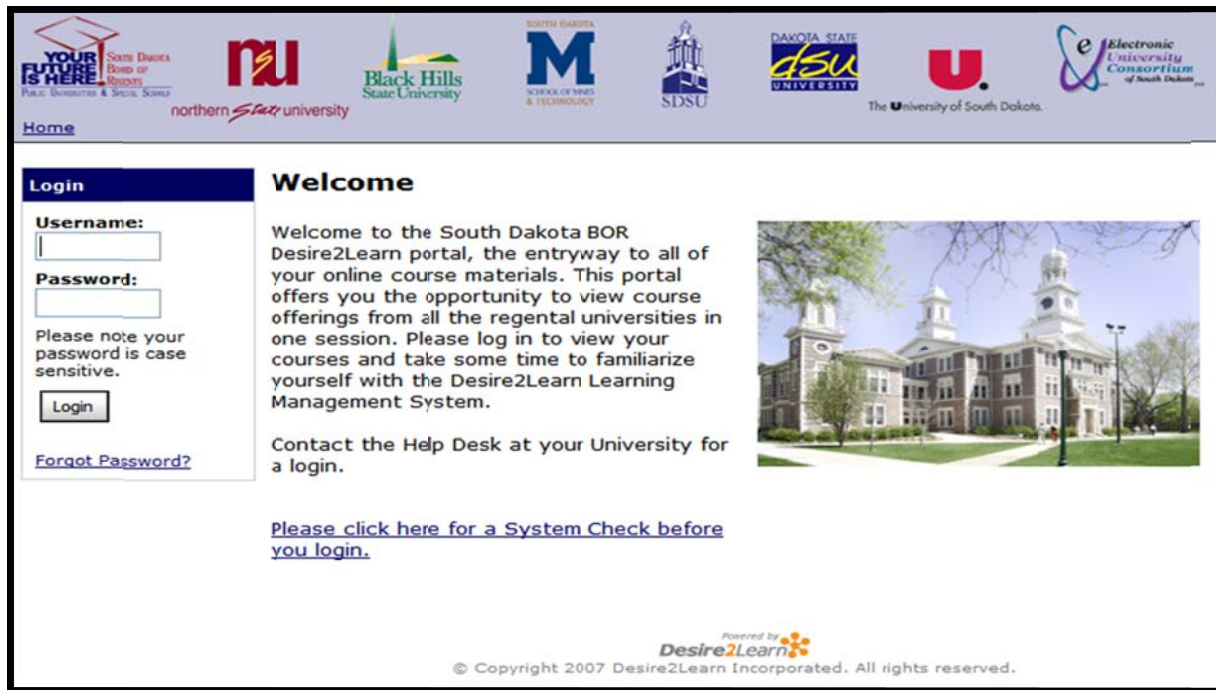
Center for Teaching and Learning

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D2L Overview

Accessing D2L

Desire2Learn (D2L) is a Learning Management System, similar to WebCT. It is compatible with all major web browsers (Internet Explorer, Firefox, etc.) on both Windows and Macs. Using your web browser, you may access D2L by using this URL: <https://d2l.sdbor.edu/>. Here you will be prompted to enter a username and password. To login, use your **Web Advisor username** and **password**.



My Home

After logging in, you will be directed to your “My Home” page. This page and its components are maintained by the SD Board of Regents and are not customizable. My Home controls your access to other components of D2L. On this page, you may see if you have new messages in your course(s), view personal events and news, access your D2L courses and locker, and even change some of your personal preferences. The figure on the next page shows a standard “My Home” page and labels some standard features.

Navigation

The screenshot shows the 'My Home' page with several navigation elements highlighted and numbered:

- 1**: My Home (top left)
- 2**: Course Mail (top left)
- 3**: Locker (top left)
- 4**: Calendar (top left)
- 5**: Help (top left)
- 6**: Logged in as smaker 9/29/2010 (top right)
- 7**: Logout (top right)

The page content includes:

- WelcomeBox**: Welcome, Sarah Aker. Links for Preferences, Change Password, Homepage, Profile, and Locker.
- Events**: Today, Tomorrow, and Upcoming sections, all showing 'No events'.
- News**: Scheduled Maintenance/Upgrade notice regarding Desire2Learn and D2L availability.
- My Courses**: Table with columns for Course and Actions. Includes 'SandBox' and 'USD Sandbox' courses.
- Updates**: Notice that there are no current updates for South Dakota Board of Regents.

Navigation

The Navigation Bar is found at the top of your screen and contains 'global' links. These links will be displayed in the same location and format throughout D2L. In the above picture, the common Navigation Bar links are boxed and numbered one through seven.

- 1. My Home:** This link is a shortcut back to the "My Home" page.
- 2. Course Mail:** This links you to all of your course mail. Course Mail is a global listing and will display messages from all of your courses together. However, you may choose to filter your e-mail by course if you would like to view mail from only one course at a time as shown in the

The screenshot shows an email inbox with the following details:

- Folder List:** Shows folders like Inbox, Sent Mail, Drafts, Trash (17), and Address Book.
- Message List:** A list of messages with columns for Filter By, Search For, Date, and Size. The messages are related to Organic Chemistry and General Chemistry courses.
- Message Preview:** Shows the content of the selected message, including course information and a link to 'View Printable'.

figure below.

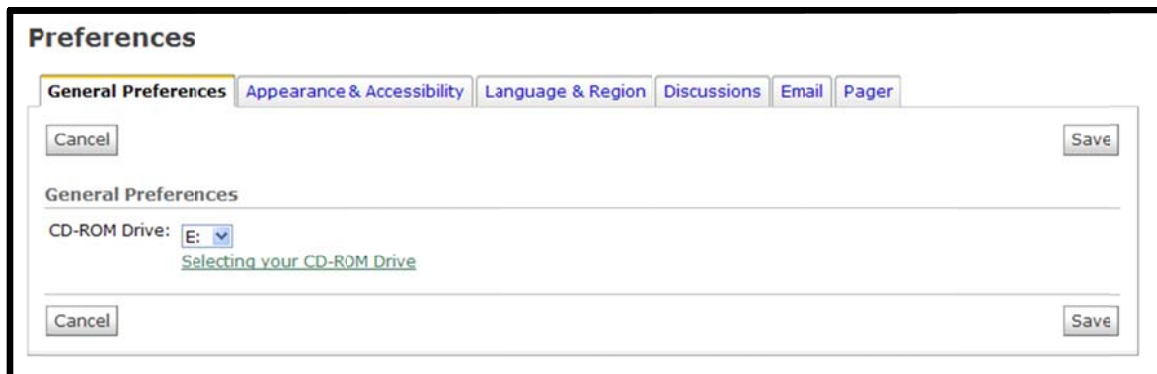
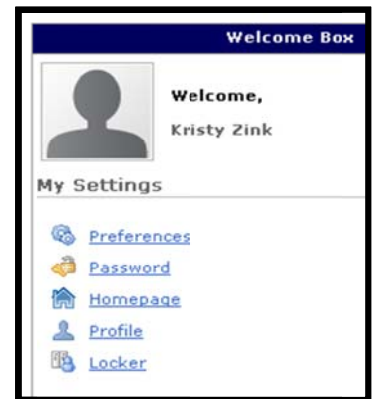
3. **Locker:** The Locker tool is a place where users can store and retrieve files. Files in a personal locker are not accessible to others unless they are made public. Files stored in the locker can be accessed from any course.
4. **Calendar:** The Calendar Tool can be used to link to Course-Related Events and store personal events. For more information about utilizing the Calendar feature, see “Events.”
5. **Help:** Displays help topics.
6. **Pager Tool:** The pager is a user-friendly tool that gives you instant messaging capabilities with your students. The pager tool can be used to:
 - Quickly correspond with someone who is online.
 - Invite a classmate or group member to the chat room for a quick meeting
 - Send a note of encouragement to someone who is also working on coursework in the middle of the night!
 - Check who's currently online from your list of contacts.
7. **Logout:** Think link will logout a user from D2L.

Notice that your name, current date and “Central Time Zone” in D2L are displayed in the upper right corner of “My Home”. It is important to remember that all times are in *Central Time*.

Home Widgets

There are 6 widgets, or boxes, on the My Home page. They include the Welcome Box, Events, News, My South Dakota Board of Regents Courses, Updates, and Respondus. Many of the widgets found here are also found on your course home page and will be customizable.

1. **Welcome Box:** The Welcome Box, shown on right, displays your name, profile picture, and five settings options:
 - The **Preferences** tool will take you to 6 tabs: General Preferences, Appearance & Accessibility, Language and Regions, Discussions, Email, and Pager. Each of these tabs allows you to change various preferences settings.



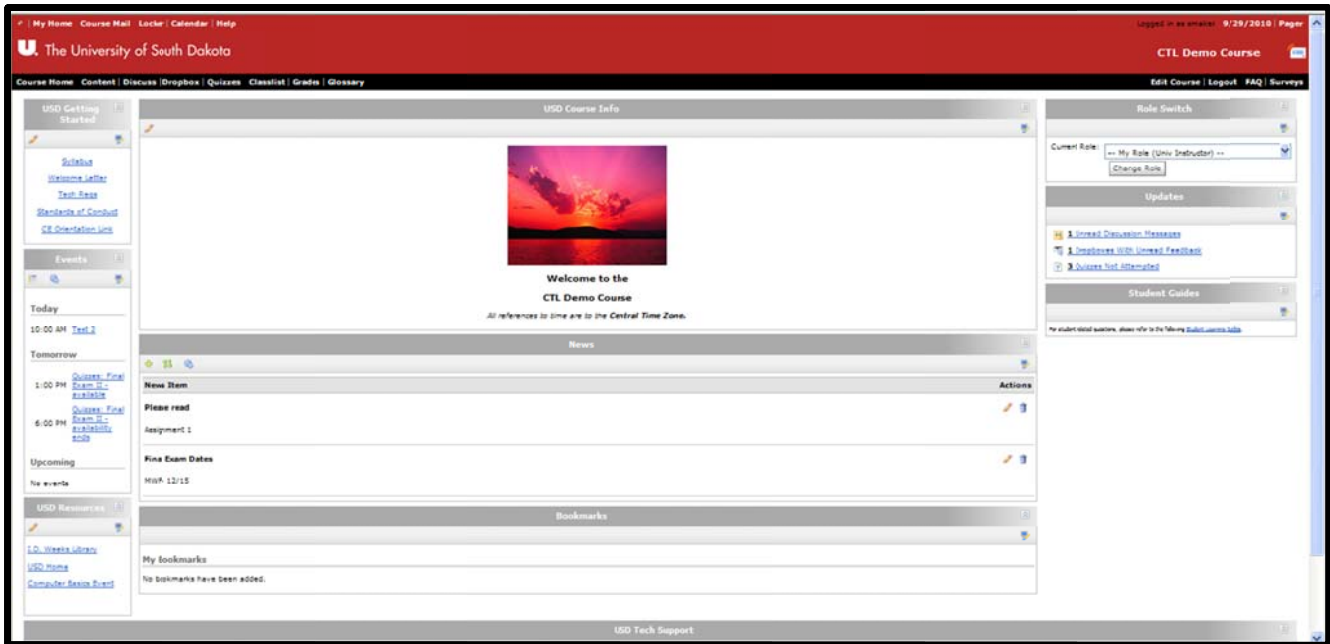
- General Preferences: Change your CD-ROM Drive.
 - Appearance and Accessibility: Change font and size, dialog and math display settings.
 - Language and Region: Change Time Zones and Calendar Settings.
 - Discussions: Specify viewing options in the Discussions tab.
 - Email: Specify e-mail settings, choose forwarding options for D2L e-mails.
 - Pager: Specify preferences for receiving visual and/or audio notifications.
 - **Password:** This tool allows you to change your D2L password. NOTE: This only changes your D2L password not any other password that may be associated with your Web Advisor user-id.
 - **Homepage:** Change or set a homepage that will be visible to others on your D2L profile.
 - **Profile:** Create and edit a profile that will be visible to other D2L users.
 - **Locker:** This link brings you to the Locker on the Navigation Bar.
2. **Events:** This Events Widget can be used to enter personal events and will only be visible to you. This area is valuable for reminding yourself about grading deadlines and course preparation work. Once you have created an event, it will appear in bold on your My Home page under the Events widget as the date draws closer.
 3. **News:** This tool is used to communicate updates, changes, and new information to all D2L users from SDBOR. This widget cannot be edited on your My Home page, but you will be able to utilize a similar widget and feature within your individual courses that can be edited to reflect your course.
 4. **My Courses:** This widget displays all the courses for which you are currently enrolled. If you are enrolled in more than twenty-five courses, your widget will feature a search option. Courses listed under “The University of South Dakota” are your active courses. Old inactive courses are filed under “USD Sandbox.” As shown below:



5. **Updates:** This widget displays updates from SDBOR. On your course homepage, this box will display new course e-mails, discussion posts and drop-box submissions.
6. **Respondus:** ?!?!?!?!?

Accessing a Course

To access a specific course, click on a course name, highlighted in blue, from the list of courses found in the My Courses widget on the My Home page. Clicking on this link will bring you to your Course Home Page, similar to the one shown below. You should notice some similarities between the Navigation Bar and Home widgets found on this page and the ones that are found on your My Home page.

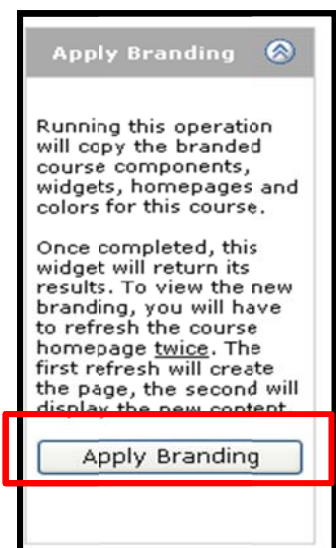


Activate Course

The first time you enter a new course, you will need to perform several steps to make this course ready to use and visible to your students. There are three important steps for activating your course.

Apply Branding

The first step towards making your course useable is to apply SDBOR D2L branding. First, locate the Apply Branding widget on the far right column of the Course Home Page. Click on the Apply Branding Button and then refresh your internet browser.



Activate Course

The second step is to make your course visible to students. To do this you will need to activate your course.

1. Click on the Edit Course link in the lower right Course Navigation Bar. This will bring you to the Course Administration Page shown on the right.
2. Click on Course Offering Information under the General Header.
3. On this page, check the “Course is active” box, located in the middle of the page.

Activating your course will allow your students access to the course only after the official start date of the course. They will not have access prior to that date.

Remember, if you forget to activate your course, students will not be able to access it on D2L.

Course Address Book

We recommend one more step when activating your course. We find it best to activate the Course Address Book when you activate your course. This allows you to access a filter option in your D2L e-mail inbox and address book that is specific to this course. You'll be able to easily e-mail users enrolled in this course, or in any group created within this course. Additionally, this allows students to send e-mails amongst themselves.

Course Administration
CTL_Demo - CTL Demo Course

Design

- [Course Design Accelerator](#)
A list of tasks that promote effective course design and streamline the process of course creation.
- [Instructional Design Wizard](#)
The Instructional Design Wizard guides you through building an effective course blueprint using established instructional design principles.
- [Course Builder](#)
Use Course Builder to create and manage your course structure, upload files, create and edit learning objects, and manage your assessments from one central location.

Administration

- [Groups](#)
Set up, edit, or enroll users in groups; create group work areas.
- [Metadata Administration](#)
Create, edit, or delete metadata views or templates, or change metadata settings.

General

- Course Offering Information**
Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.
- [Navigation](#)
Change the links that appear on the navigation bar or change the colors and background image.
- [Homepages](#)
Select a homepage to use for this course offering, edit the appearance of the current homepage, or create custom widgets for the homepage.
- [Widgets](#)
Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.

Tools

- [Manage Dates](#)
View, edit, offset, and remove availability dates, and change Schedule display settings for your course objects.
- [Import / Export / Copy Components](#)
Import course components from a file or copy them from another org unit; export components to a zip file.
- [Intelligent Agents](#)
Create agents to notify users of course activity.
- [Manage Files](#)
Upload and delete files, create folders to organize files, or create content topics from files.
- [Self-Registration](#)
Configure self registration settings for this Course Offering, change the registration form, review and approve enrollments, manually enroll or unenroll users, or view an

Course Home | **Content** | **Discuss** | **Dropbox** | **Quizzes** | **Classlist** | **Grades**

Course Admin Tools

- [Course Design Accelerator](#)
- [Instructional Design Wizard](#)
- [Course Builder](#)
- Course Offering Information**
- [Navigation](#)
- [Homepages](#)
- [Widgets](#)
- [Groups](#)
- [Metadata Administration](#)
- [Manage Dates](#)
- [Import / Export / Copy Components](#)
- [Intelligent Agents](#)
- [Manage Files](#)
- [Self-Registration](#)

Course Offering Information
CTL Demo Course

Cancel

- Course Offering Name: CTL Demo Course
- Course Offering Code: CTL_Demo
- Course Template Name: CTL Training
- Course Template Code: CTL Training
- Department: USD Sandbox
- Semester: SandBox
- Language: US English
- Force Language: No
- Active: Course is active**
- Sections: Course has sections
- Registration: Users can self-register
- Start Date: None
- End Date: None
- Course Offering Path: /content/USD/Sandbox/CTL_Demo/
- Course Address Book: Show course address book**
- Dark Color:
- Light Color:
- Soft Color:

Cancel

Manage Files

The Manage File tool acts as a file management system for your course. We recommend that you organize the files you wish to use in your course into folders for each module or topic covered in the course, and then store these files in the Manage Files area. As you upload individual items into the content From the Manage Files area, you may organize, delete, copy and move files and folders.

To access Manage Files:

1. Click on Edit Course.
2. On the Course Administration page, click on the Manage Files link located under the Tools heading.

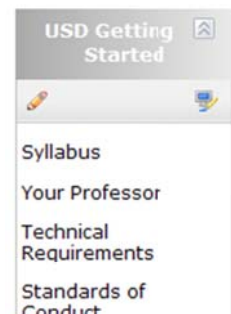
To Upload Files:

1. Click on the Upload icon. A new screen will appear, prompting you to browse for a file on your computer.
2. Locate the file on your computer and click upload. This file will now appear in your Manage Files page, allowing you to further organize topics.

Course Customization

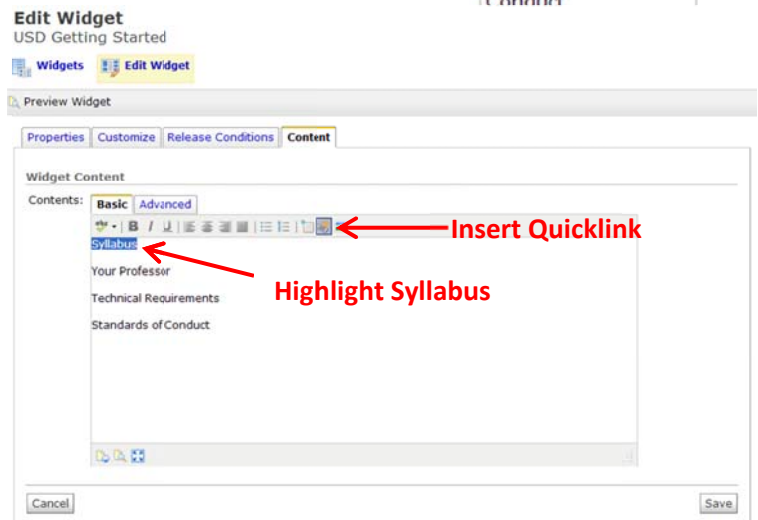
USD Getting Started

This widget is found in the top left part of your Course Home Page, and is standard in all D2L courses. Students often look here first to find a course syllabus. This widget automatically has links for “Syllabus,” “Your Professor,” “Technical Requirements,” and “Standards of Conduct.” These words will appear in black until you link them to an uploaded document or to another place in your course. After linking these items, they will appear in blue underlined text as a hyperlink. The process for uploading or linking a syllabus is the same for all links in this widget.



To Upload a Syllabus:

1. Click on the Edit Icon (✎) on the left side of the widget.
2. Highlight “Syllabus” in the content box.
3. Click on the Quicklink Button (🔗). The “Insert a Quicklink” editing box will appear on your screen.



You may now either link your syllabus to your Course Content area or directly to a document version of your syllabus already uploaded into your Course Files.

To link to Course Content:

Note: This option requires that you have already uploaded a version of your syllabus into the Course Content area of your course, which will be discussed later in the tutorial.

1. Select "Content" from the drop down list in Category.
2. From the drop down box, select the topic within the Content area that you wish students to be directed to when trying to view your syllabus.
3. Enter a name in the Link Caption box. This is what your students will see and click on to open your Syllabus.
4. Press Insert.
5. Press Save on the Edit Widget page.

The screenshot shows a dialog box titled "Insert a Quicklink - CTL Demo Course - South Dakota Board of Regents". It has three main sections: "Category Step 1", "Link Details Step 2", and "Link Options Step 3". In the "Category" section, the "Category" dropdown is set to "Content". In the "Link Details" section, the "Content" dropdown is set to "-- Select a content topic --". In the "Link Options" section, the "Link Caption" is an empty text box, and "Open In:" has radio buttons for "Whole Window" and "Same Frame", with "Same Frame" selected. At the bottom, there are "Cancel" and "Insert" buttons. A red "Step 4" label is positioned near the "Insert" button.

To Link to a Course file:

Note: This option requires that you have uploaded and saved your syllabus in the Course Files section of your course, which will be discussed later in this tutorial.

1. Select "Course File" from the drop down list in Category.
2. Under Link Details, click on the "Add a File" button. A new window will appear, prompting you to browse and select a file from your Course Files. After you have located your file, press "Select File." You will now be back on the Insert a Quicklink screen.




The screenshot shows a dialog box titled "Insert a Quicklink - CTL Demo Course - South Dakota Board of Regents". It has three main sections: "Category Step 1", "Link Details Step 2", and "Link Options Step 3". In the "Category" section, the "Category" dropdown is set to "Course File". In the "Link Details" section, the "File" field has an "Add a File" button. In the "Link Options" section, the "Link Caption" is an empty text box, and "Open In:" has radio buttons for "Whole Window" and "Same Frame", with "Same Frame" selected. At the bottom, there are "Cancel" and "Insert" buttons. A red "Step 4" label is positioned near the "Insert" button.

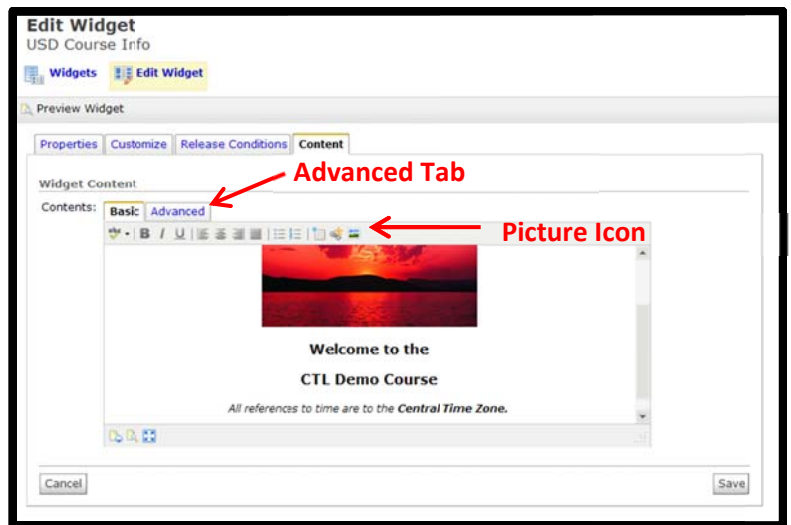
3. Enter a name in the Link Caption box. This is what your students will see and click on to open your Syllabus.
4. Press Insert.
5. Press Save on the edit widget page.

USD Course Info

The Course Info Box is the main box in the middle of your course homepage and welcomes students to your course. This is a great place to post a picture related to your course and a welcoming message.

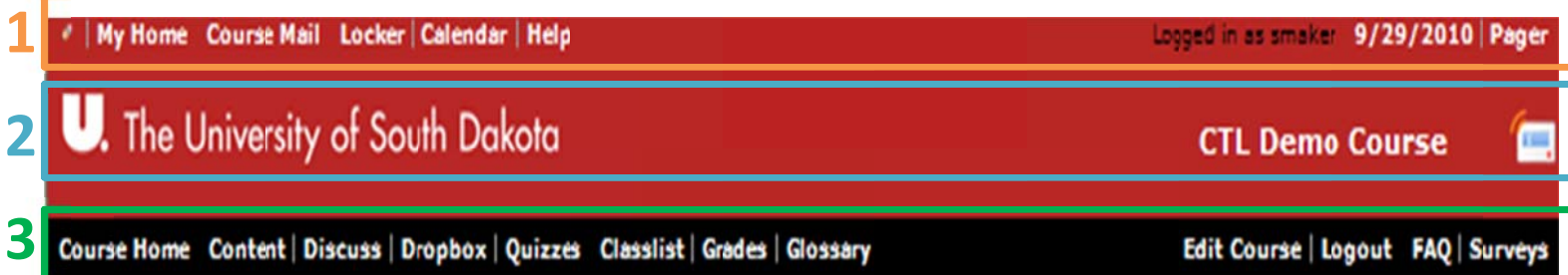
To edit this widget:

1. Select the edit icon (), on the left side of the USD Course Info widget.
2. Enter any new content. You can use the Advanced Tab to further customize the information you are adding. Pictures can be inserted by clicking on the Picture Icon () and then  browsing a picture on your computer.
3. Click Save. Your changes should now be visible on your Course Home Page.



Navigation Banner

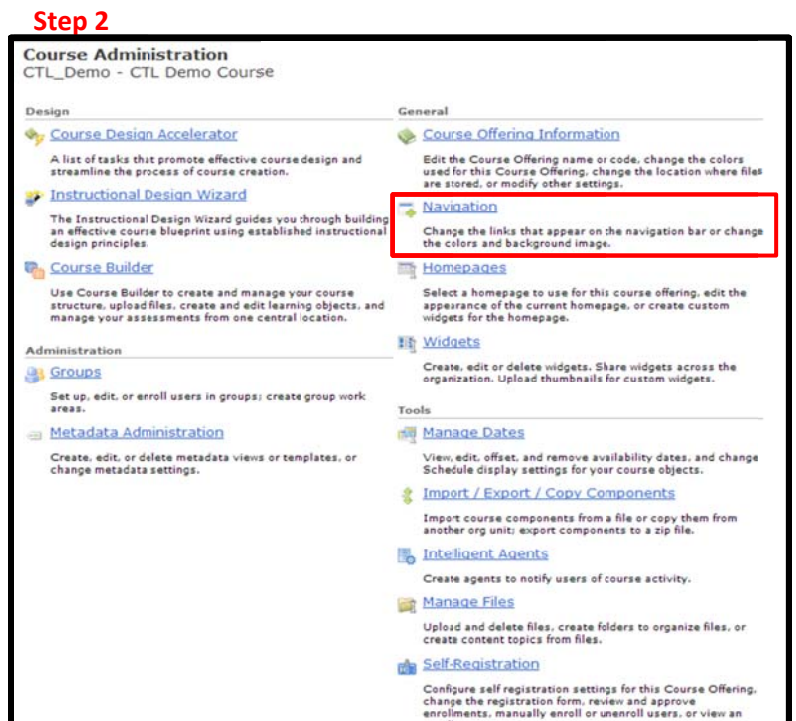
The Course Home Page is divided into several different areas. To most efficiently utilize D2L, it is best to familiarize yourself with the various items accessible on this page and on the course Navigation Bars. As an instructor, you will have control over the content for some of the items visible on this page; however, some items are not able to be changed as per SDBOR policy, and you will have limited or no control over what appears in those areas. Shown below is the course Navigation Banner, split into three different bars or areas.



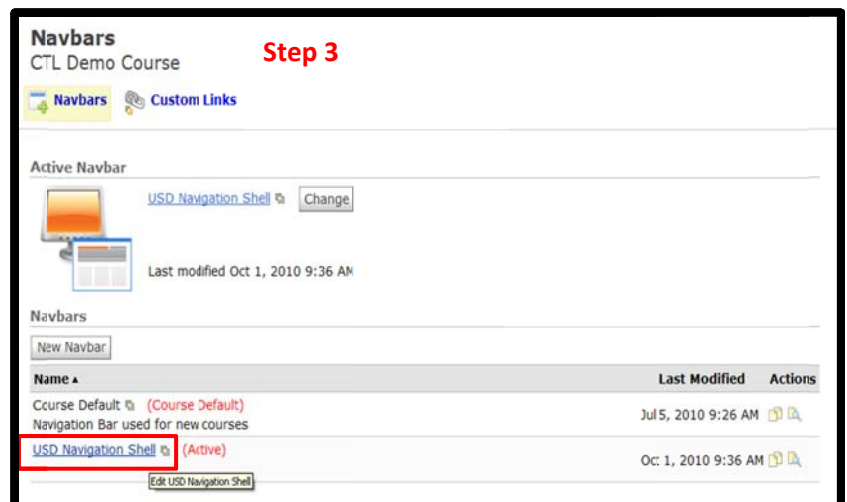
1. **Upper Navigation Bar:** This area contains the global links that are standard to any page in D2L, previously discussed in the My Home Navigation Bar section. This content cannot be changed.
2. **Middle Navigation Bar:** This area contains the university name and logo and the title of your course. This content cannot be changed.
3. **Lower Navigation Bar:** The left side of this bar contains a list of links that allow users to move to and from various components of the course. These links can be edited to reflect the needs of your course. The links posted here will be accessible to students enrolled in your course. The right side of this bar allows you to Logout, access FAQ and surveys and the Edit Course link. Students will be unable to see the Edit Course link. This option is only available to professors.

To edit the Lower Navigation Bar:

1. Click on the Edit Course link located in the right corner of the Lower Navigation Bar. This will bring you to the Course Administration Page shown on the right.
2. Click on Navigation, located in the right column under the General heading.

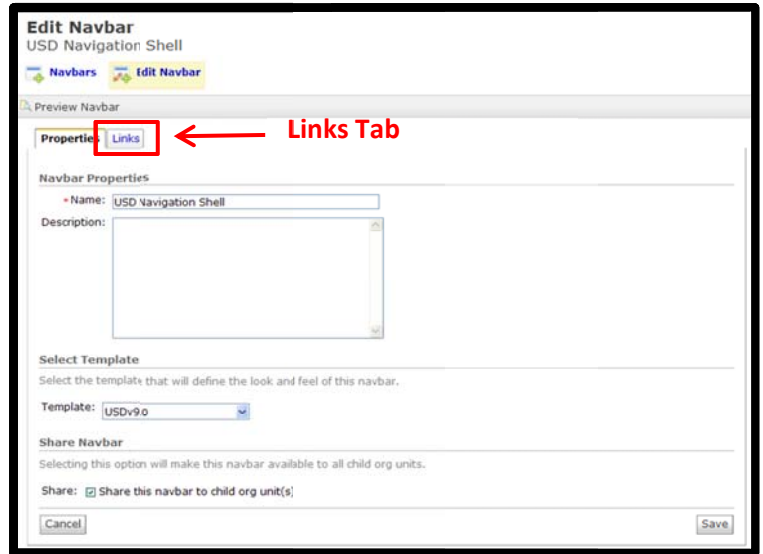


3. Under the Navbar heading, click on the blue hyperlinked USD Navigation Shell. If more than one navigation shell is available as an option, click on the active shell. The active shell will be denoted in parentheses and highlighted in red.



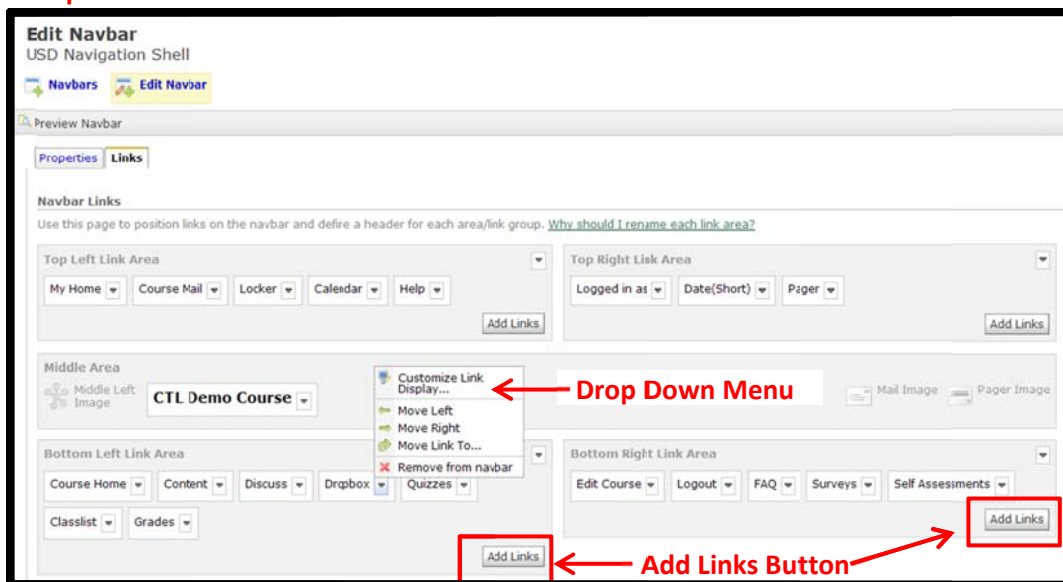
Step 4

4. You should now be on the Edit Navbar page. In the box on the middle of the page, click on the Links tab.



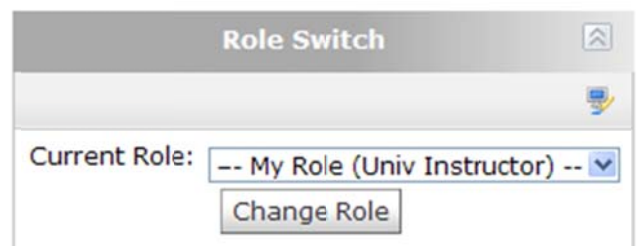
5. You may add/remove or reorder the links within your navigation bar. Clicking on the drop down menu of a link will allow you to move the link or delete it. If you wish to add links not currently on the Navbar, click the “Add Links” button. You may edit the links in the Lower Navigation Bar of your course. However, please consult the appendix containing SDBOR Required Features and Editing Permissions at the end of this tutorial.

Step 5



Role Switch Widget

Notice on the top of the right hand column of your Course Home Page, is the Role Switch Widget shown on the right. This widget allows you to switch your viewing perspective within your course. For example, if you edit a course component and would like to view how the change would look to your students, go to the widget, select Student from the drop down tab and then click change role.



Add Participants

Note: Students are automatically enrolled in all active D2L courses, so these steps are only necessary for adding additional instructors, Tech Fellows, Teaching Assistants, etc.

1. Click on Classlist.
2. Click on “Add Participants”
3. Selected either “Add an existing user” or “Import users from a file on your computer. *Note: You may only add D2L users through the “Add an existing user” option.*
4. Using the search feature, enter either the WebAdvisor User ID or the last name of the person you want to add.
5. From the list of available names, put a check in the box of the person you want to enroll and select the role you want that person to have in your class.
6. Click “Enroll Selected Users.”

Course Content

Content Area

The Content area of your course allows you to upload supplemental materials for students. Many professors use this area of the course to provide their students with lecture notes, podcasts of lectures, additional reading materials, helpful websites and assignments. You may organize your course content into modules and topics to reflect your course structure and schedule. Modules are like subject headings

Manage Content

The screenshot shows the 'Manage Content' interface. At the top, there are five icons: 'Manage Content', 'New Module', 'New Topic', 'Add Multiple Topics', and 'Reorder'. Below these is a search bar with a 'Search' button and a 'Show Search Options' link. The main area displays a tree structure of content:

- CTL Training Repository (Module)
- Desire2Learn (Module)
- D2L Introduction & Course Setup (Sub-Module)
- I. Part 1: Customization, Branding, and Activating a Course (Topic)
- II. Part 2: Linking a Syllabus (Topic)

A red label 'Topics' is overlaid on the right side of the Topics section.


or chapters that are used to structure and organize content. Topics are added under a module and will contain an actual file, i.e. a PowerPoint presentation or PDF file.

To access the content area, click on “Content” in the lower right Navigation Bar.

Add Content

To add content, you must first create a new module to add the content under.

To add a module:

1. On the Manage Content page, click the  New Module icon. You will be taken to the New Module page, shown below on the right.
2. You will be prompted to select a Parent Module.

- Select “None” if you want the module to be listed directly underneath the Content heading. This setting is the default.
- Select a module from the list of existing modules if you want the new module to be a sub-module.

3. Type your module title in the Title field. This title will appear when viewing the Table of Contents area of your course.
4. Enter a “Short Title” into the short title field. This title field is optional. After opening content, the table of contents reverts to a side bar view, and will display short titles in this view. If no short title is entered, the content will still be shown under the long title as a default.
5. You may choose to hide the Enumeration in your content area. Modules are automatically assigned a section number when put under the Content area. If you do not wish to have section numbers appear next to your modules, check the “Hide the Enumeration” box.
6. Click Save to create just one module, or click Save & New to continue creating modules.

Note: Two other tabs are available when creating a new module that allows you to adjust settings related to the module you are creating. See Table below for an explanation of options.

Option	Procedure
Restrictions Tab	
Hide a module from students' view	Select the Hidden checkbox. <i>Note: All topics beneath this module are also hidden to students.</i>
Set date/time restrictions	Under Date Availability, select Has Start Date and/or select Has End Date checkbox.

	<i>Note: Selecting a Start Date will make content hidden to students until that time, whereas an End Date will hide content to students after that date.</i>
Set release condition	To set pre-existing release conditions to the module, click Attach Existing and select the conditions from the list in the pop-up window. To create new conditions and attach them to the module, click Create and Attach.
Comments Tab	
Add comments	To add comments that only you can see, type your comments into the Personal Comments text field. To share comments with other instructors and administrators, type comments into the Shared Designer Comments text field.

To add a topic:

1. On the Manage Content page, click on the “Create New Topic” icon.
2. You will now be prompted to select a source for your content. Select:
 - Create New File: Develop your content using an HTML format.
 - Course File: Browse and locate file from Manage Files.
 - Upload New File: Browse and find file on Computer.
 - Quicklink: Hyperlink to an internet webpage.

Note: This tutorial outlines the procedure for adding a topic with content already up loaded into Manage Files.

3. Choose a parent module to display your content under.
4. Create a title for your topic. This title will be seen by students trying to locate content.
5. Enter a “Short Title” into the short title field. This title field is optional. After opening content, the table of contents reverts to a side bar

view, and will display short titles in this view. If no short title is entered, the content will still be shown under the long title as a default.

6. You may choose to hide the Enumeration in your content area. Topics are automatically assigned a unit number under their module. If you do not wish to have section numbers appear next to your topics, check the “Hide the Enumeration” box.
7. Under the Content heading, click the Browse button next to Course File. A new screen will appear on your screen prompting you to pick a file from the Manage Files area of your course.


You may upload multiple topics at the same time by clicking on the Add Multiple Topics icon. Please note that this option only allows you to upload content from Manage Files. You will be prompted to select a Parent Module for these topics at the top of the page under the Properties heading. You

may also edit the long and short titles. The Long Title is defaulted to the name of the content uploaded into your Manage Files course area.

Note: Topics have additional tabs that allow you to add restrictions or comments just like modules. See table above for instructions.

Edit Content

To edit a module or topic:

Click on the Edit icon  next to the module you would like to edit. This will open to a screen identical to the one used when first uploading your content, where you may make any edits you would like.

You may also edit multiple modules at the same time, but the edits are limited to:

- Changing the title
- Changing the short title
- Hiding or unhiding a modules in the Restrictions tab
- Hiding or showing enumeration


To edit multiple modules:

1. On the Manage Content page, select the modules you want to edit.
2. Click the Edit Selected Items icon at the top or bottom of the list.
3. Edit the module properties.


The same procedure can be used to edit Topics.

Move and Reorder Modules and Topics

To Move a module or topic:

1. On the Manage Content page, select the module or topic.
2. Click the Move icon  at the top or bottom of the list.
3. Select a new Parent Module for your module or topic from the drop down list.
4. Click Move.

To Reorder modules or topics:

1. On the Manage Content page, click Re-Order in the top tool menu or the Re-Order icon  beside the module in the list.
2. Use the drop down menus in the Sort Order column to select the order for an item. Other items will reposition themselves according to the new order.
3. When you have finished your changes, click Save.

Appendix

Required Features and Editing Permissions

All SDBOR D2L courses have official university branding and carry standardized navigation bars, buttons and widgets that have been established through collaborative agreements among the campuses. These features assure that courses meet SDBOR EUC quality standards and facilitate ease of use for students. Although most course home page features are requirements that may NOT be altered by instructors, some may be edited and others require editing. This document explains which features of a course home page are required standards and which may be modified by instructors.

Instructors may add buttons or widgets to their course home page as described below. However, these new features must be added after the last button on a navigation bar or below existing widgets so that the location and order of the required features are not altered.

Location	Feature	Required; DO NOT REMOVE	Editing Permissions
Top Banner	University Logo and colors	X	None
Top Banner	University Name	X	None
Top Banner	Course Name, Number and Section	X	None
Top Banner (on right)	Pager Button	X	None
Throughout Home Page	Colors (of banner, navigation bars, buttons, widgets)	X	None
Upper Left Nav Bar (above banner)	5 buttons in the following order: My Home, Locker, Calendar, Help, Groups	X	Instructors may not delete these buttons but they made additional ones after "groups."
Upper Right Nav Bar (above banner)	2 buttons in the following order: Welcome, "student name" and Day/Date	X	Instructors may not delete these buttons but they made additional ones after "day/date."
Lower Left Nav Bar (just below banner)	7 Buttons in the following order: Course Home, Content, Discussions, Dropbox, Quizzes, Classlist, Grades	X	Instructors may not delete these buttons but they made additional ones after "grades."

Location	Feature	Required; DO NOT REMOVE	Editing Permissions
Lower Right Nav Bar (just below banner)	3 buttons in the following order: Surveys, Edit Course, Logout. (The Edit Course button is visible only to instructors and tech support)	X	Instructors may not delete these buttons but they made additional ones after "Logout."
Top Left of Course Home Page	Getting Started Widget with the following topics: Syllabus, Your Professor, Technical Requirements, Standards of Conduct	X; Additions permitted	Instructors will have to link topics to correct documents; 4 standard topics are required but more topics may be added.
Middle Left of Course Home Page	2 Widgets: Events and Open My Events	X	These cannot be edited as they are custom widgets that are populated automatically.
Bottom Left of Course Home Page	Resources widget with the campus Library link	X; Additions encouraged	The resources widget with a library link is required, but instructors may add other resources with links in this widget (bookstore, writing center, etc).
Bottom Left of Course Page below Resources Widget	Additional widgets may be added by instructors in this location.		Additional widgets may be added by instructors in this location.
Top Center of Course Home Page	Course Info with Central Time Zone notification	X; Content must be added	Widget is required and instructors should insert a brief course description in this widget; adding a graphic is recommended, but not required.

Location	Feature	Required; DO NOT REMOVE	Editing Permissions
Middle Center of Course Home Page	News widget	X; Messages to be added as needed	This widget is for instructors to post messages to their students throughout their course. Messages posted by campus and system administrators may also appear here automatically. Instructors can adjust sequence in which messages appear to students.
Bottom Center of Course Home Page	Additional widgets may be added by instructors in this location.		Additional widgets may be added by instructors in this location.
Upper Right of Course Home Page	Updates	X	This cannot be edited as it is a custom widget that is populated automatically.
Middle Right of Course Home Page	Role Switch (for instructors only)	X	None
Bottom Right of Course Home Page	Teacher Guides and Student Guides (Students will only see Student Guides)	X	None
Bottom Right of Course Home Page	Additional widgets may be added by instructors in this location.		Additional widgets may be added by instructors in this location.
Very Bottom Across Entire Course Home Page	Tech Support Information (specific to the university offering the course)	X	None