










Common Icons, which appear in many areas of D2L and behave in relatively standard ways.





Name	Icon	What it does
Edit Item		Click this icon to edit the properties of the corresponding item.
Edit Selected Items		Select multiple items, and click the Edit Selected Items to edit. Edit Selected Items works differently in every area of D2L. For example: <i>In Grades:</i> you can edit the Name, Points, Weights, etc. <i>In Content:</i> you can edit the Name, and visibility.
Trash		Click this icon to delete the corresponding item. In some areas, click the trash icon and then select items to delete. In others, select items to delete and then click the trash icon.
Grade		Click this icon to enter a grade or to begin the grading process.
Reports		Click this icon to view a report. The report shown differs depending on the area of D2L the report is requested from (Dropbox, .
Statistics		Click this icon to view statistics for an area. The statistics shown differ depending on the area of D2L statistics are requested for.

The “What You See Is What You Get” (WYSIWYG) editor allows you to format text in D2L.




Name	Icon	What it does
Quicklink		Create a link to another D2L area (quiz, content, etc) or an external URL.
Embed Stuff		Click this to embed content (video, audio, iframe, etc).
View Source		Allow you to edit the raw HTML source of the page.

Tool-Specific Icons have unique functionality in a particular tool.

Dropbox is where your students submit papers.







Name	Icon	What it does
Download Submission		Download a student paper (or papers).
Email Selected Users		Email the selected users. Useful for students who have yet to submit.
Mark Unread		Mark papers as unread.
Mark Read		Mark papers as read.

Course Home is where news is posted and widgets are shown.









Name	Icon	What it does
Customize Widget		Customize the color or title of a widget.
Edit Options		Change widget. Alter options for D2L widgets.
View Source		Reorder Items.

Flip over for more Tool-Specific Icons...

Discussion Boards are where most online interactions take place during a course.

Name	Icon	What it does
Click to Subscribe		Click this to subscribe to a discussion forum or topic. This means you are not subscribed to this discussion forum or topic."
Click to Unsubscribe		Click this to unsubscribe from a discussion forum or topic. This means you are currently subscribed to this discussion forum or topic."
Add New Topic		Create a new discussion topic. Topics are where discussion takes place.
Mark Unread		Click to mark the checked discussion posts as unread.
Mark Read		Click to mark the checked discussion posts as read.
Post Has Been Edited		This post has been edited by the author. Hover your mouse cursor over this icon to see when the post was last edited.





Content is where readings, instructions, and other course materials are posted.

Name	Icon	What it does
Copy Selected		Duplicate checked items.
Move Selected		Move checked items to a new module.
Add Topic		Create a new file. Make a link, make a new page, or upload a document.
Add Multiple Topics		Link to files uploaded in the Manage Files area.
Add Module		Create a new folder in the current module.
Reorder		Re-order content items.
Preview in Content		Preview topic in content.
Preview		Preview this topic in new tab.

Checklist provides lists of tasks for students to help them track their progress.

Name	Icon	What it does
Preview		Preview the checklist in a new window.

Classlist lists of all of the students, TAs, and Instructors in a course.

Name	Icon	What it does
Download Submission		Download a student paper (or papers).
Email Selected Users		Email the selected users. Useful for students who have yet to submit.
Mark Unread		Mark papers as unread.
Mark As Read		Mark papers as read.

Further D2L documentation at:

<http://teachingcommons.depaul.edu/Technology/D2L>

For help contact Ian at ihall@depaul.edu.