

## COMMON ICONS

### What are these icons?

The icons below are seen commonly throughout Desire2Learn and denote some of the most frequently used tools within the D2L learning environment. For more information on using D2L as a tool for online learning please visit the OIT website's Desire2Learn pages located at <http://www.oit.colorado.edu/d2l>.



#### Pencil (edit)

The pencil icon indicates that an item can be edited and have its settings adjusted. This icon appears in locations where an editable item exists, including the **Course Home**, **Discussions**, **Dropbox**, or **Content** sections.



#### Trash Can (delete)

The trash can icon indicates that an item within your D2L learning environment can be deleted. This icon exists throughout D2L, including but not limited to, the **Course Home**, **Discussion**, **Quiz**, **Content**, and **Grades** sections.



#### Double Arrow (reorder)

The double arrow icon indicates that items can be sorted and presented in a different order. The icon appears on the **Course Home**, **Content**, and **Grades** section, as well as other locations.



#### Paper and Magnifying Glass (preview)

The paper and magnifying glass icon appears when an item preview is available. This icon commonly appears when creating a new item or when editing the settings of an item.



#### Double Paper (copy)

The double paper icon denotes that an item can be copied. Most items such as a single file, a group of files, or an entire module can be copied.



#### Plus Sign (add something)

The plus sign icon signifies that a new item can be added to the space where the icon exists. For example, clicking the icon in the **News** widget creates a news item.



#### Cog Wheels (settings/preferences)

The cog wheels icon indicates that a tool or widget's settings can be modified. This icon appears in the **My Settings**, **Calendar**, **News**, and **Updates** widgets typically found on **Course Home** pages, but can also be found elsewhere.



#### Ruler and Check Mark (grade item)

The ruler and check mark icon appears next to an item, generally in an actions column, when the item is gradable. Clicking this icon allows users to enter grades for that item.

## QUICKLINKS - Helpful Tutorials

#### Create a Content Topic

<http://oit.colorado.edu/node/2240>

#### Insert Media Files

<http://oit.colorado.edu/node/2378>

#### Create a New Folder

<http://oit.colorado.edu/node/2234>

#### Understanding Course Builder

<http://oit.colorado.edu/node/2358>

#### Upload/Download Files

<http://oit.colorado.edu/node/2238>

#### Add News Items

<http://oit.colorado.edu/node/2232>

#### Create Custom Widgets

<http://oit.colorado.edu/node/2153>

#### Create a New Folder

<http://oit.colorado.edu/node/2234>

#### Create a Discussion Forum & Topic

<http://oit.colorado.edu/node/2353>

#### Create a Dropbox Assignment

<http://oit.colorado.edu/node/2336>

#### Create a Grade Item

<http://oit.colorado.edu/node/2276>

#### Export a Gradebook

<http://oit.colorado.edu/node/2280>

#### Create a New Folder

<http://oit.colorado.edu/node/2234>

#### Creating Sections & Assigning Users

<http://oit.colorado.edu/node/2217>

#### Create a Quiz

<http://oit.colorado.edu/node/2306>