COMMON D2L ICONS

What are these icons?

The icons below seen commonly throughout Desire2Learn and denot 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.
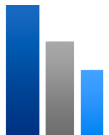
Double Pencil Icon (bulk edit)
- Indicates that multiple items can be edited and have their settings adjusted. This icon appears in locations where editable items exist, including the **Content**, **Dropbox**, **Grades**, and **Quizzes** sections.

Trash Can Icon (delete)
- Indicates that an item within your D2L learning environment can be deleted. This icon exists throughout D2L, including the **Course Home**, **Discussions**, **Quizzes**, **Content**, and **Grades** sections.

Bar Graph Icon (view statistics)
- This icon appears next to items in the **Manage Grades**, **Enter Grades**, **Manage Quizzes**, and **Discussions List** sections. This icon provides class statistics and user statistics for a specific section.

Pencil Icon (edit)
- Indicates that a single item can be edited and have its settings adjusted. It appears in locations where an editable item exists, including the **Course Home**, **Discussions**, **Dropbox**, or **Content** sections.

Double Arrow Icon (reorder)
- 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 Icon (preview)
- This 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.

Ruler and Pencil Icon (edit grade item)
- This icon can be found under the **Enter Grades** section in the drop-down menu next to all grade items. Clicking this icon allows users to edit the properties, restrictions, and objectives sections of a grade item.

Ruler and Check Mark Icon (grade item)
- This 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.

Blue Tray Icon (dropbox)
- This icon appears in the **Content** section of D2L. It appears next to an item that was uploaded to D2L in the Dropbox section under the Assessments tab. Users may click on this icon to upload more information to a current Dropbox item, such as pictures and assignments.

White Envelope Icon (email message)
- This icon appears in the **Classlist** under the **Communication** tab and under the **message alerts** icon. Clicking this icon will take users to their email where they can read and send messages.

Blue Ruler and Check Mark Icon (assess topic)
- This icon appears in the **Discussions** section under the **Communication** tab. Specifically, it appears in the drop-down menu next to all topics. Clicking this icon allows users to publish all scores to grades, retract all scores and manage columns.

Cog Wheel Icon (settings/preferences)
- This icon appears in the **Content**, **Grades**, **Quizzes**, **Classlist**, and **Discussions** sections. Clicking this icon allows users to modify display options.

Gray Envelope Icon (message alerts)
- This icon appears at the top of D2L in the dark gray nav bar where the **My Home** button is located. Clicking this icon allows users to see how many message alerts they have. They can then go to their email to read and send messages.

Note and Pin Icon (update alerts)
- This icon appears at the top of D2L in the dark gray nav bar where the **My Home** button is located. Clicking this icon allows users to read up on updates regarding D2L.

Conversation Bubble Icon (subscription alerts)
- This icon appears at the top of D2L in the dark gray nav bar where the **My Home** button is located. Clicking this icon allows users to see how many subscription alerts they have.

Cog Wheels Icon (admin tools)
- Indicates orgranization related, ePortfolio, and Learning Repository information. This icon appears in the same nav bar as the message and update alerts icons.