



Profile Personalization

This guide will help you personalize your D2L setting. This guide covers your Personal Profile, Course Notifications and Account Settings.

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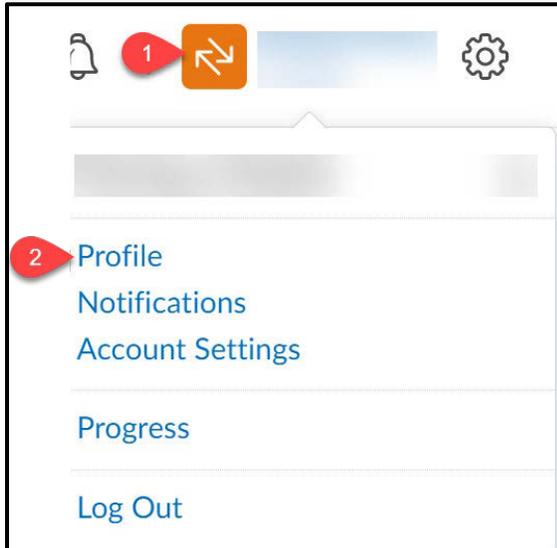
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Tutorial Video(s)

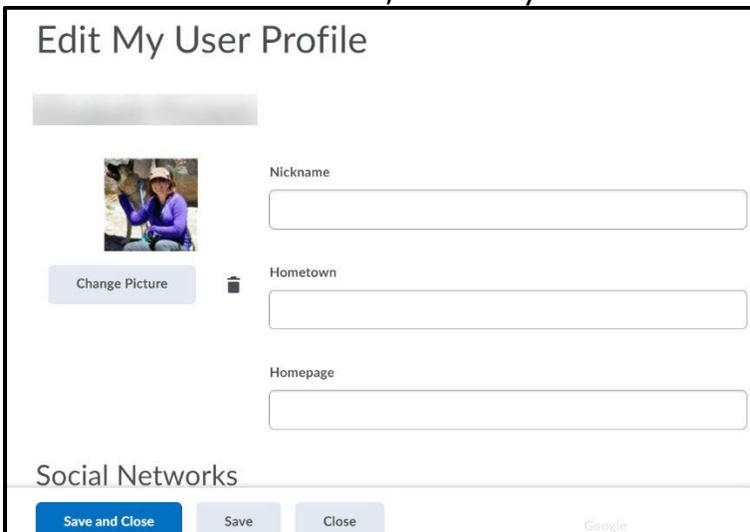
- [Creating a Personal Profile](#)
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Creating a Personal Profile

1. In the upper right corner of the screen, click on your name to show the dropdown menu.
2. Select **Profile**.



3. Provide as much or as little information as you want by filling in the text boxes. You are not required to provide social, contact, education, work, or personal information.
4. To assign a photo to your profile, click **Change Picture**. Click Upload to find the photo on your computer. The following file types can be used: .jpg; .jpeg; .gif; .bmp; .png; .ico; .mac; .pic; .pict; .pnt;, .pntg; .tif; or .tiff.
5. Click **Add**.
6. When you have finished entering information into your profile, click **Save** to remain on the page or **Save and Close** to exit. Note: Your picture will appear to other users in **Classlist**, beside your name.

A screenshot of the 'Edit My User Profile' form. The title 'Edit My User Profile' is at the top. Below it is a blurred header area. On the left, there is a profile picture placeholder with a 'Change Picture' button below it. To the right of the picture are three text input fields labeled 'Nickname', 'Hometown', and 'Homepage'. At the bottom of the form, there are four buttons: 'Save and Close' (highlighted in blue), 'Save', 'Close', and 'Cancel'.

Course Notifications

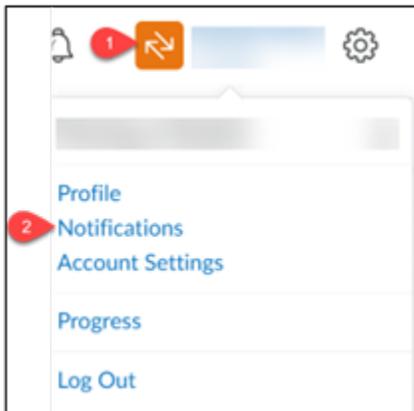
In **Notifications**, D2L can notify you with updates in your course via either email or text message. You can receive a daily summary of course activity or receive instant notifications. You can opt in to be notified of upcoming assignment deadlines, new discussion posts, and new Course News items.

Pulse App: Alternately (or in addition to Notifications), you may wish to use D2L's [Pulse app](#). You'll select **Colorado Mesa University** and use your **MAVzone credentials** to log in when you install the app. Check out our [quick video on setting up the app and notifications](#) or check out the [Pulse video tutorial from D2L](#).

Note: If the app asks for the D2L course web address, enter:
<https://d2l.coloradomesa.edu>

Setting up Notifications

1. In the upper right corner of the screen, select your name to open a drop down.
2. Select **Notifications**.



3. Determine your **Contact Methods** by enabling your email address and/or registering and confirming your mobile number (for text notifications). Note: Always use your **CMU email address**. It is against federal regulations to use any non-CMU email address to communicate with or about students.

Subscribe to Daily Activity Summaries

This will send a daily email to you, giving you the number of posts in Discussions and other activity.

1. In **Summary of Activity**, select **Daily** from the drop-down menu. (Your other options are Never or Weekly summaries.)
2. Click **Save** if you are finished with this screen.

Select Your Instant Notifications

1. In **Instant Notifications**, select the checkbox to the right of each notification you'd like to receive. You may select to receive them via **SMS** (text message), **Email**, or both. Note: Some subscriptions, such as Discussions, can only be received via email.

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment feedback released		<input type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Assignments - assignment feedback updated		<input type="checkbox"/>
Assignments - publish all feedback completion	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item created		<input type="checkbox"/>
Content - content item updated		<input type="checkbox"/>
Content - content overview updated		<input type="checkbox"/>
Content Service - [term not found: ContentService.Notifications.MessageDescription]	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications		<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

2. When you've selected your preferences, click **Save**.

Customize Your Notifications

1. In **Customize Notifications**, select the checkboxes beside the options you want to use. Students have the option of receiving their grade value each time they get a notice from the **Grades** tool.

Customize Notifications

Include my grade value in notifications from Grades

Allow future courses to send me notifications

2. When you've selected your preferences, click **Save**.

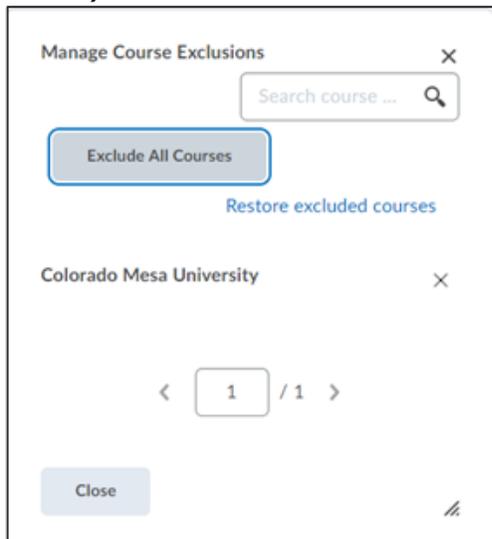
Using Manage Alerts and Email

By default, when you set up notifications, you will see them for all courses, but you can disable notifications for individual courses.

1. At the bottom of the Notifications area, in **Exclude Some Courses**, click **Manage my course exclusions**.



2. In the dialog box that appears, click the X next to the name of the class from which you do not want to receive notifications. (Note: Be sure to **keep** notifications from Colorado Mesa University, as important D2L updates are posted here.)

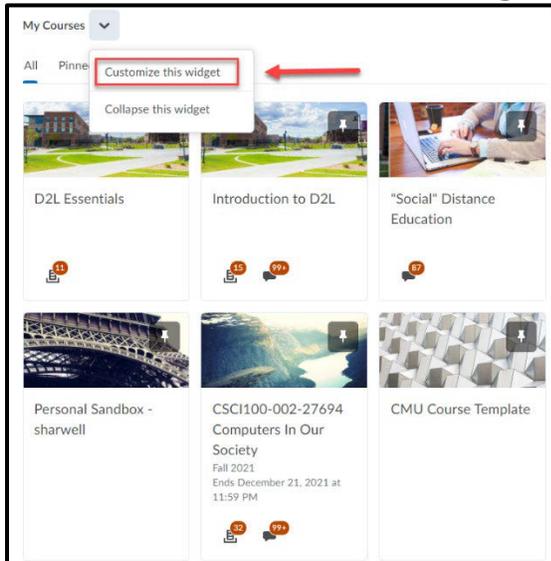


3. If you change your mind, you can return to this screen and click **Restore excluded courses** to reset your selections.
4. Click **Close**.
5. Click **Save** when you are finished with the Notifications screen.

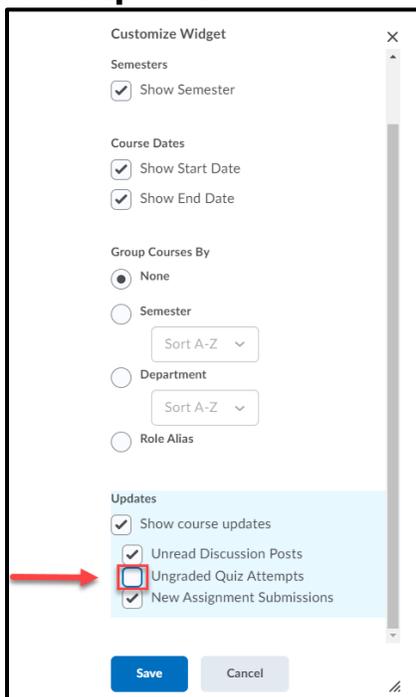
Customize My Courses Widget

By default, Ungraded Quiz Attempts are shown for Instructors in the My Courses widget. This section will show you how to turn off these updates for the Instructor.

1. At the D2L landing page, scroll down to **My Courses**, click the dropdown arrow, and click **Customize this widget**.



2. Next you will scroll down to the **Updates** section and uncheck **Ungraded Quiz Attempts**. Be sure to click **Save** after you have unchecked the box.

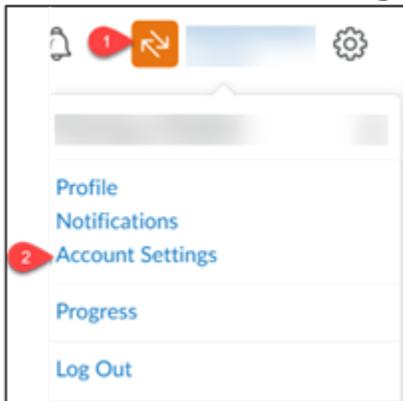


Account Settings

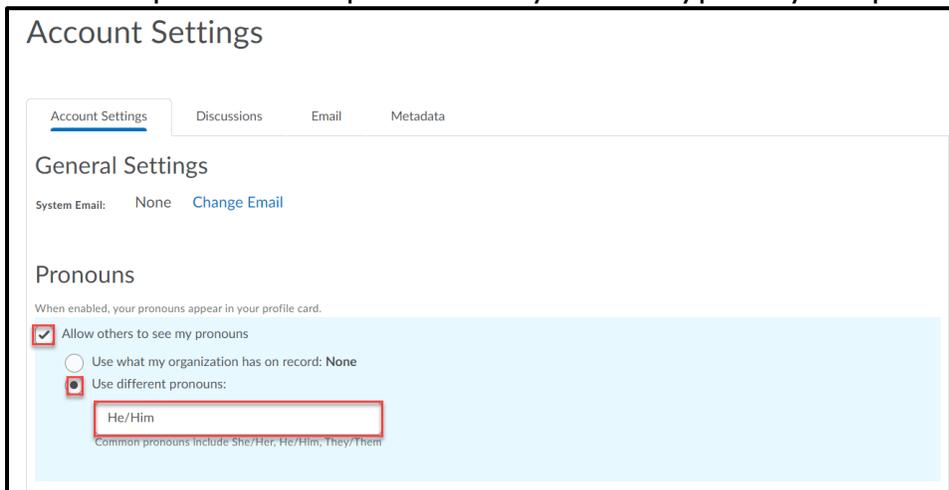
Customize your account settings to reflect your personal preference. In **Account Settings**, you can choose preferences for how D2L appears for you. This is primarily for those using assistive technology, such as screen readers. This guide also covers adjusting settings for **Discussions** and **Email**.

Changing Account Settings

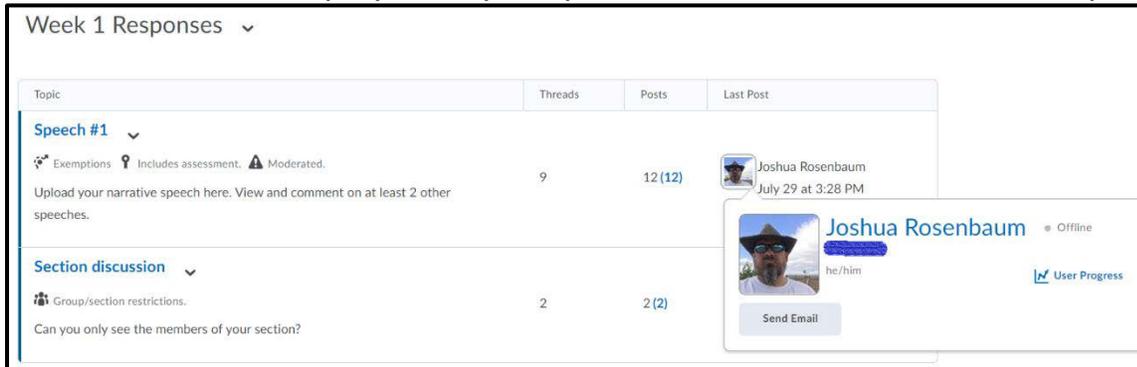
1. In the upper right corner of the screen, click your name. It will open a dropdown.
2. Select **Account Settings**.



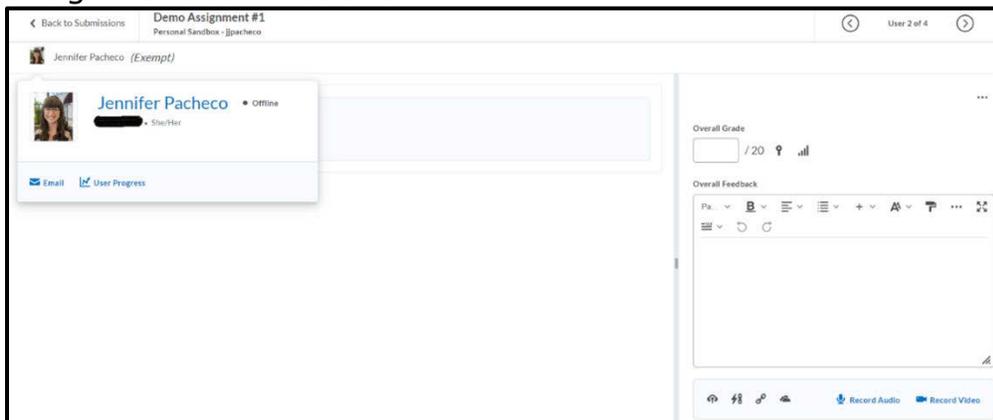
3. In this first section you can set your preferred pronouns. You will first need to check the “Allow others to see my pronouns” box and then choose the “Use different pronouns” option. Now you can type in your pronouns.



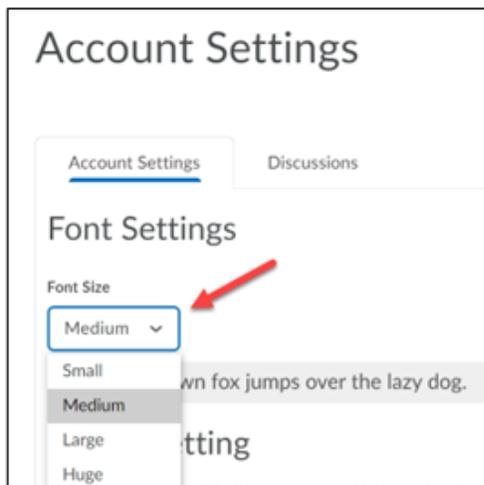
4. Pronouns will be displayed in your profile card for discussion board posts.



5. You will also be able to see student pronouns in their profile cards while grading assignment submissions.



6. If not already selected, click on the **Account Settings** tab. Usually, changes must be made to accommodate assistive technologies, such as screen readers. Otherwise, settings should not be changed, as it can significantly impact how your courses and content display to you. However, a quick change to the font size may be useful for some learners.



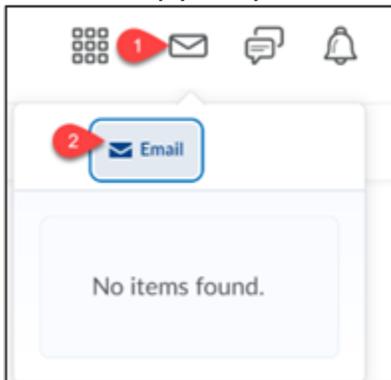
7. Remember to click **Save and Close** to save changes.

Using the Discussions Tab

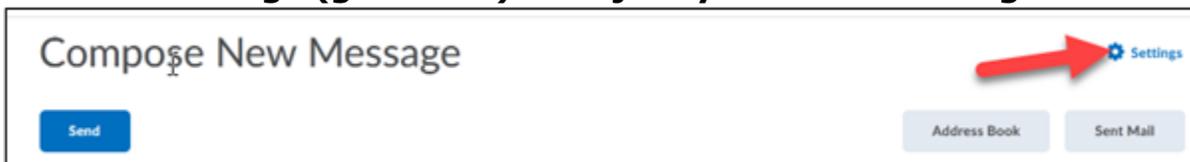
1. Click the **Discussions** tab.
2. Adjust the **Personal Settings** as you prefer.
 - a. In **Display Settings**, checkmark **Always show the Discussions list pane** to pin the Discussions list pane in the View Topic and View Thread pages.
 - b. In **Reply Settings**, checkmark **Include original post in reply** if you want the post to which you are replying quoted in your response.
 - c. In **Subscription Settings**, checkmark **When creating a new thread, subscribe to the thread by default** if you wish to receive notifications when others reply to that thread.
3. Remember to click **Save and Close** to save changes.

Using Manage Alerts and Email

1. Click the **Manage Alerts** (envelope) icon.
2. Then, click **Email**. D2L interfaces with the campus email. Therefore, **no** Inbox or Sent Mail box exists in D2L. The only record you will have of sent messages is to send a copy to yourself.



3. **Once you click on the email button, you will be in Compose New Message. Click on Settings (gear icon) to adjust your email settings.**



4. **Save a copy of each outgoing message to the Sent Mail folder does not need to be checked. We do not have a Sent Mail folder in D2L.**
5. If you want to retain a copy of your messages, select **Copy external mail on all sent messages**.
6. Do **NOT** specify a different **Reply-To** email address. Using non-CMU email addresses is restricted.
7. If you would like to automatically include an Email Signature in your message, then add it to the **Email Signature** box.

