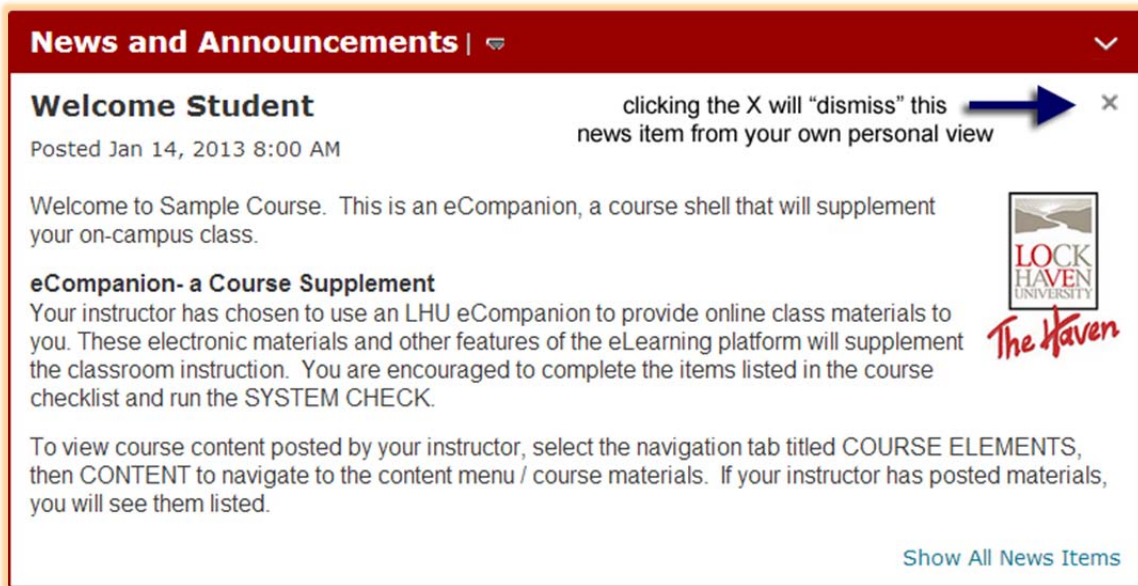


FOR STUDENTS: Reviewing the Course Home page

The following documentation will provide students of an overview of the Course Home page. Keep in mind that

NEWS FEATURE - News is located on the Course Home. It is used frequently to communicate important events and changes that will impact on the course, it is recommended that students read all new posts.

DISMISSING a NEWS ITEM - Each news item has a dismiss icon on the right side of the message. Once this icon has been clicked the message will disappear from view. This does not mean that the news item has been deleted. Only your instructor has access to delete a news item.



The screenshot shows a red header bar with the text "News and Announcements" and a dropdown arrow. Below the header is a news item titled "Welcome Student" with a timestamp "Posted Jan 14, 2013 8:00 AM". The main text of the news item reads: "Welcome to Sample Course. This is an eCompanion, a course shell that will supplement your on-campus class." followed by "eCompanion- a Course Supplement" and "Your instructor has chosen to use an LHU eCompanion to provide online class materials to you. These electronic materials and other features of the eLearning platform will supplement the classroom instruction. You are encouraged to complete the items listed in the course checklist and run the SYSTEM CHECK." and "To view course content posted by your instructor, select the navigation tab titled COURSE ELEMENTS, then CONTENT to navigate to the content menu / course materials. If your instructor has posted materials, you will see them listed." At the bottom right of the news item is a blue link "Show All News Items". On the right side of the news item, there is a small image of the Lock Haven University logo with the text "The Haven" written in red script below it. In the top right corner of the news item, there is a small "X" icon. A blue arrow points from the text "clicking the X will 'dismiss' this news item from your own personal view" to the "X" icon.

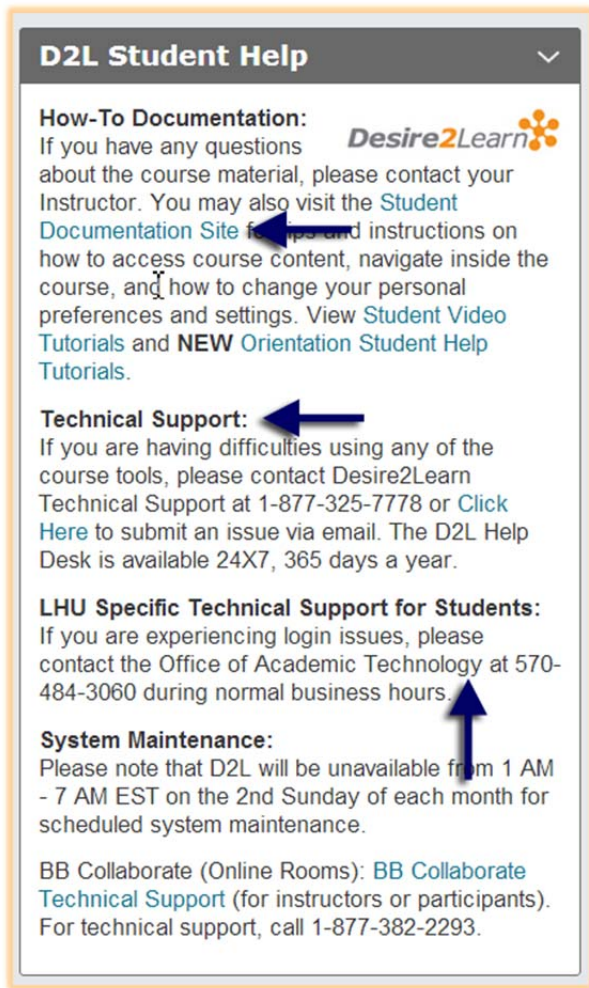
To **REVIEW** or **RESTORE** a **DISMISSED NEWS ITEM** - Locate and click on the dropdown menu next to the News title;




The screenshot shows the same red header bar and news item as the previous screenshot. A blue arrow points to the dropdown arrow next to the "News and Announcements" header. The text "click the drop down menu to go to News Tool and then RESTORE" is positioned to the right of the arrow.

Select Go to News Tool and At the News item list, locate the news item you wish to have displayed again. Locate and click on the dropdown menu next to the news item title and Click Restore.

HELP and TECHNICAL SUPPORT – Various support options are available to students. These options are displayed on the Course Home page. There is a documentation site with PDF files and video tutorials. There is a D2L Help Desk phone and email assistance (24 x 7) and a local LHU support line for Login assistance.



D2L Student Help

How-To Documentation: 
If you have any questions about the course material, please contact your Instructor. You may also visit the [Student Documentation Site](#) for tips and instructions on how to access course content, navigate inside the course, and how to change your personal preferences and settings. View [Student Video Tutorials](#) and [NEW Orientation Student Help Tutorials](#).

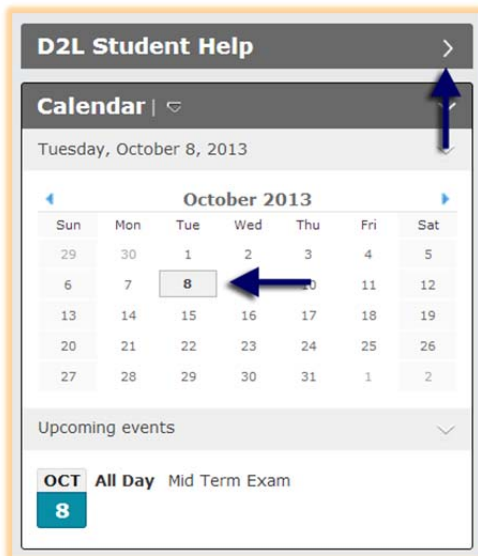
Technical Support:
If you are having difficulties using any of the course tools, please contact Desire2Learn Technical Support at 1-877-325-7778 or [Click Here](#) to submit an issue via email. The D2L Help Desk is available 24X7, 365 days a year.

LHU Specific Technical Support for Students:
If you are experiencing login issues, please contact the Office of Academic Technology at 570-484-3060 during normal business hours.


System Maintenance:
Please note that D2L will be unavailable from 1 AM - 7 AM EST on the 2nd Sunday of each month for scheduled system maintenance.

BB Collaborate (Online Rooms): [BB Collaborate Technical Support](#) (for instructors or participants). For technical support, call 1-877-382-2293.

CALENDAR – The Course Calendar will appear in the right column. Dates in BOLD will alert you to upcoming course events. It is possible to control and minimize the windows in the Course Home View using the arrow indicators to the right of the window title.



D2L Student Help

Calendar | 

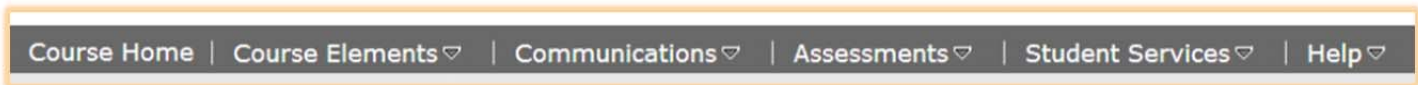
Tuesday, October 8, 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

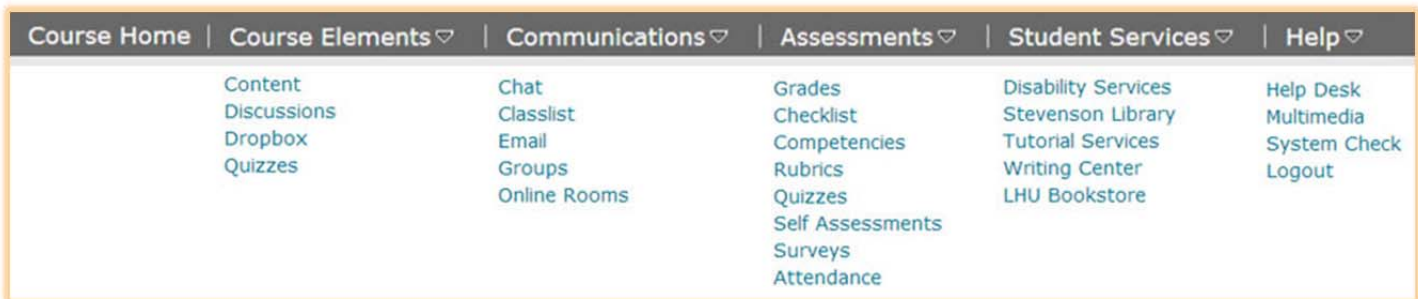
Upcoming events

OCT 8 All Day Mid Term Exam

NAVIGATION BAR – the navigation bar at the top of the course pages provide your roadmap of the course tools and features.



View the navigation tabs and the headings under each--



Selecting **CONTENT** under **COURSE ELEMENTS** will display the Content Menu with an orientation module and the course materials listed.

