



Established on *Desire2Learn Help* (<http://help.d2l.arizona.edu>)

[Home](#) > [Help for Students](#) > Pager

available [Supporting](#)

[Contacts](#)

[Pager](#)


[Pager](#)

[Pages](#)

# Students: Pager

---

## About the Pager Tool

The **Pager** is an online messaging tool you can use to send text messages directly to other students who are currently logged into D2L. The **Pager** allows D2L users to "page" each other by sending a short text message. The next time the person being paged enters the course, the pager will flash and beep that a message is waiting and the pager icon will display "page" .

Please be aware that many instructors do not use the **Pager** tool, so before paging them make sure to check to see what communication methods they use with students. They may only read [emails](#) and not answer pages.

Use the **Pager** to:


- To get a quick answer from someone currently online
- Let others know that you're online too
- Invite someone or a group of people into the [Chat Room](#)
- Notify someone of an [email](#)

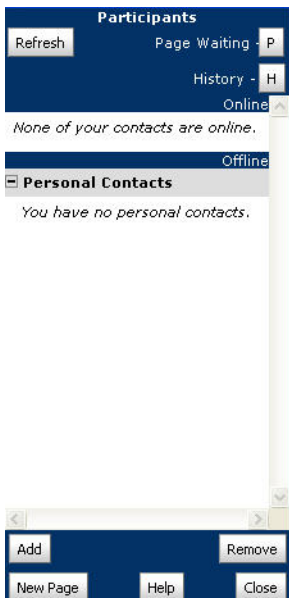
The **Pager** tool is faster than waiting for a response through [email](#), but only if you are both online at the same time.

[Back to Top](#)

---

## Accessing the Pager

- You can access the **Pager** from any part of D2L by clicking the **Pager** icon located in the top right portion of your screen.  

- A new window will pop up, allowing you to begin using the **Pager** tool.

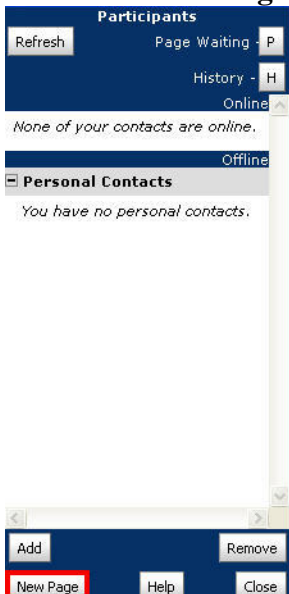


[Back to Top](#)

---

## Sending a Page

- From the main **Pager** screen, click the **New Page** button.



- A new window will pop up where you can create your page.

**Send Page**

To:

Message:

- In the **To:** box, input the d2l username you wish to page. If you have addresses stored in your address book, you can click the **To:** button, which will open your address book.

Send Page

To: d2lusername

Message:

Cancel Send

- Input the message into the body of the page.

Send Page

To: d2lusername

Message: Type your message here.


Cancel Send

- When you are ready to send the page, click **Send**. Your page will be sent, and you will be taken back to the main **Pager** screen.

[Back to Top](#)

---

## Opening a Page

- If you have received a new page, you will see a blinking pager icon and hear a beeping sound (Make sure your speakers are on and volume is turned up). 
- Click the **Pager** to open the new page. A window will pop up, showing you the pager message.

Page

From: George

To: George

Sent: Feb 7, 2008 1:23 PM

Received: Feb 7, 2008 1:23 PM

hey

Reply

Close

- Once you have read the message, select **Close** to return to your D2L screen.

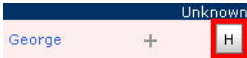
[Back to Top](#)

---

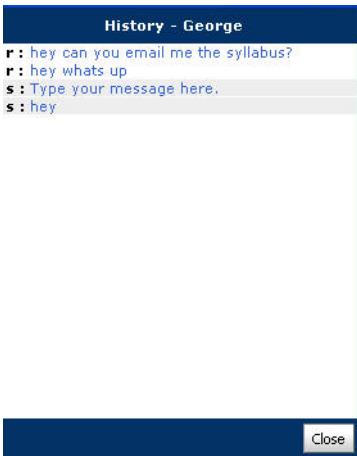
## Viewing a List of Pages

- If you would like to view a list of all the pages you have received from a particular user, you can do so by clicking

the **History** icon next to the user.



- A new window will pop up showing you all the pages you have received and sent to this user.



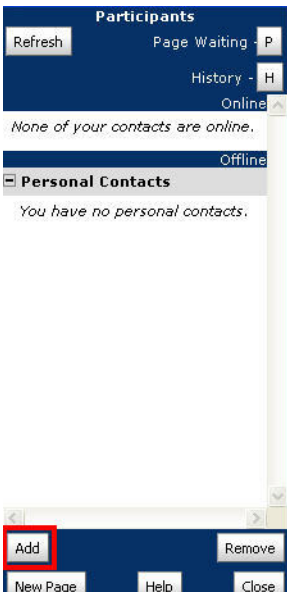
- Click **Close** to return back to the main **Pager** screen.

[Back to Top](#)

---

## Adding Contacts

- You can add contacts to your pager list by clicking the **Add** button from the main **Pager** screen.



- A new window will pop up giving you the option of adding a known contact, or a classmate from one of your D2L courses.

**Add A New Contact**

**Add a Known Contact**

Enter the username of the Contact you want to add:

**Add Classmate(s)**

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- If you know the D2L username of the contact you wish to add, click the "Add a known contact' radio button and type in the username. Click the **Add** button to add the known contact to your contact list.

**Add A New Contact**

**Add a Known Contact**

Enter the username of the Contact you want to add:

**Add Classmate(s)**

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- If you do not know the username of a contact, you can add contacts that are enrolled in the same courses as you by clicking the 'Add Classmate(s)' radio button.

**Add A New Contact**

**Add a Known Contact**

Enter the username of the Contact you want to add:

**Add Classmate(s)**

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- The dropdown box will now turn white, click the arrow to expand the dropdown box. Click the corresponding class to which you wish to add the user from.

**Add A New Contact**

**Add a Known Contact**

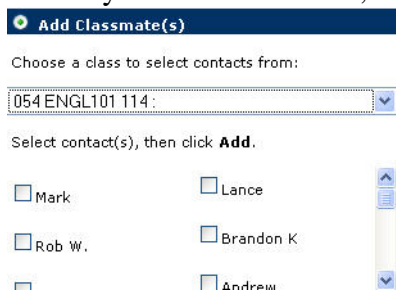
Enter the username of the Contact you want to add:

**Add Classmate(s)**

Choose a class to select contacts from:

054 ENGL101 114 :  
 051 EDL696B : EDL696B SP05 0...  
 Eller Executive MBA v1 : El...  
 051 INDV101 055-067 : INDV101...  
 051 LRC320 001 : LRC320 SP05...  
 051 MAR335 005 : MAR335 SP...  
 054 ENGL101 096 : 96  
 SIRLS Reaccreditation - Curric...

- Once you click the course, all the individuals enrolled in the class will be listed below the dropdown box.



**Add Classmate(s)**

Choose a class to select contacts from:

054 ENGL101 114:

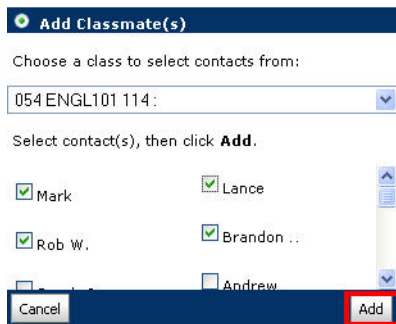
Select contact(s), then click **Add**.

Mark       Lance

Rob W.       Brandon K.

Andrew

- Check the boxes next to the users you wish to add and then hit the **Add** button.



**Add Classmate(s)**

Choose a class to select contacts from:

054 ENGL101 114:

Select contact(s), then click **Add**.

Mark       Lance

Rob W.       Brandon ..

Andrew

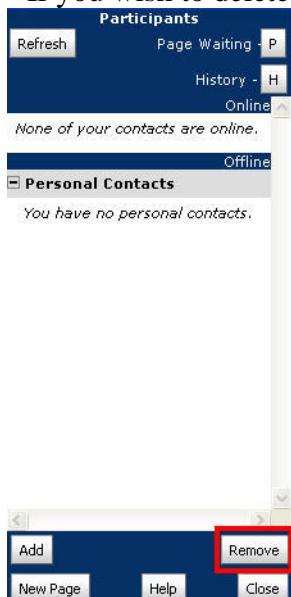
Cancel      Add

- Your pager will now refresh with these users now added to your contact list.

[Back to Top](#)

## Removing Contacts

- If you wish to delete users from your contacts, click the **Remove** button from the main pager screen.



**Participants**

Refresh      Page Waiting - P

History - H

Online

None of your contacts are online.

Offline

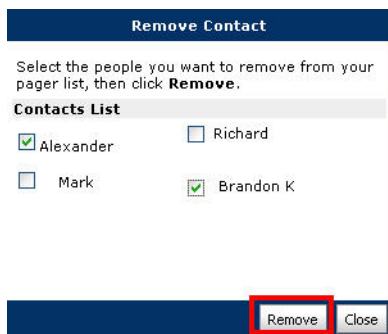
**Personal Contacts**

You have no personal contacts.

Add      Remove

New Page      Help      Close

- A new window will pop up, listing all your contacts. Check the boxes next to the users you wish to remove and then hit the **Remove** button.



- Your pager screen will now refresh with those contacts removed from your list.

[Back to Top](#)

## Help with the pager



Click the **Help** button at the bottom of the **Pager** screen to view a page describing the **Pager** functions, buttons, and links.

### Pager Help

#### Legend

- History** ▶ Displays past messages that have been sent and received.
- Refresh** ▶ Refreshes your screen.
- Online** ▶ Displays which of your contacts are currently online.
- Offline** ▶ Displays which of your contacts are currently offline.
- New Page** ▶ Allows you to send a new message to someone.
- Help** ▶ Offers assistance in times of doubt.
- Sound** ▶ Different sounds for the pager can be chosen in **My Preferences** on the course homepage. By selecting **Change my system Settings** and then the **Pager** tab, you can pick and choose from a variety of sounds or select no sound.
- Page Waiting** ▶ If the pager flashes, you can receive your page by clicking on the pager image. A **P** beside the user means a page has been sent by that user. Click on it to view the message.
- Scenarios [BR] for Use** ▶ - Get a quick answer from someone currently online. [BR] - Let others know that you're online too. [BR] - Invite someone to

[Back to Top](#)

[Help Page](#)

Source URL (retrieved on Nov 23 2009 - 6:15pm): <http://help.d2l.arizona.edu/students/pager>