



[Preferences](#)

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

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[Preferences](#)

[Preferences](#)

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Students: Preferences

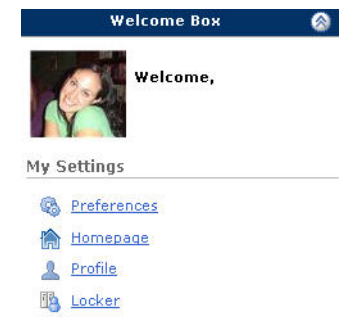
About Preferences

The **Preferences** tool allows you to change your font settings, [paging](#) preferences, [discussion](#) room layout, and [email](#) preferences (including [AutoForward D2L Email messages](#)). Customizing your personal settings is a great way to ensure that you are comfortable in your learning environment.

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Access Preferences

On your [My Home](#) page the **Preferences** link is located in the **Welcome Box** located on the left side of the page.



Click **Preferences**. The **Preferences** box will appear with a list of what you can set preferences for.

Navigation bar auto-refresh:

On Off

Font Settings:

Face: Verdana Size: 11

Preview:

The quick brown fox jumps over the lazy dog.

Internet Connection Speed:

Connection Speed: 56K - Low Speed

Course CD-ROM: (Does not apply to Mac users)

Drive Letter: E:

Operating System:

Mac OS X

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Change Font

Your font settings are available from the **General** tab.



- Use the dropdown list to select a font type and size.
- Click **Save**.

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Change the Paging Value

This paging value allow you to limit or expand the number of search results you see for certain tools.

- Select the **Paging** tab.
- Use the drop-down list to select **Paging** values.
- Click **Save**.

The screenshot shows a navigation bar with tabs for General, Paging, Discussions, Email, and Pager. The Paging tab is selected. Below the tabs, there is a section titled "Reset Paging value for:" with a dropdown menu labeled "Classlist:" containing the text "- Please select a value -". At the bottom of the page, there is a dark blue bar with a "Home" link, a status message "General Preferences Saved Successfully on May 20, 2009 12:45 PM", and a "Save" button.

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Change Discussion Preferences

If your instructor has set up **Discussion** then you will use them to communicate with classmates to discuss readings, projects, or additional resources that you have found to be useful. You can select the layout and organization of your **Discussion** forums and topics.

Note: If you have little experience with the **Discussion** tool, you may want to revisit this area after you have become more familiar with **Discussions** so that you will be able to determine your ideal preferences.

The screenshot shows the "Discussions" tab selected in a settings menu. The page is titled "Personal Settings" and contains several sections: "Display Settings" with checkboxes for "Show the discussion topics list", "Show the search bar", and "Show the preview pane"; "Default Message List View" with radio buttons for "Threaded View" and "Un-threaded View"; "Message List Style" with radio buttons for "Grid Style" and "Reading Style"; "Message Fields to Display" with a checkbox for "Message Id"; "Character Limits" with a checkbox for "Limit the number of characters of the subject to display in the Message List" and a text input for "Subject Characters to Display" set to "50"; and "Reply Settings" with a checked checkbox for "Include original message text in reply". At the bottom, there is a dark blue bar with a "Home" link and a "Save" button.

Display Settings allows you to show the discussion topics list, show the search bar, and show the preview pane.

Default Message List View allows you to decide to view messages in a threaded view or an un-threaded view. The threaded view can easily allow you to follow conversations on the **Discussion** board.

Message List Style allows you to view discussions in the grid style or the reading style. If you choose the reading style you must click the **Mark As Read** link so your instructor will see that you have read the topic, otherwise it will appear that you have not read any **Discussions**. The grid style automatically marks each **Discussion** as read when you view each one.

Message Fields to Display allows you to choose to display the message ID. The message ID may be useful for you, but it may add extra clutter to the screen.

Character Limits allows you to limit the number of characters of the subject line displayed in the message list. If you

select this box, use the next box to set the number of characters to display in the subject line of **Discussion** board messages.

Reply Settings allows you to decide if you would like to include the original message text in the reply message.

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D2L Email Settings

There are several options you can choose with the [D2L Email](#) tool. If you do not want to check your D2L email, you can choose to have your D2L email forwarded to an email account you check frequently.

Email Options

It is highly recommended that you check the box next to 'Save a copy of each outgoing message to the "Sent Mail" folder'.

Text entered in the box to the right of **Email Signature** will automatically be displayed at the bottom of a new email message.

| General | Paging | Discussions | D2L Email | Pager |
|--|--------|-------------|-----------|-------|
| Email Options | | | | |
| <input type="checkbox"/> Track activity for messages sent to internal email addresses | | | | |
| <input type="checkbox"/> Include original message in email replies | | | | |
| <input type="checkbox"/> Send a copy of each outgoing message to | | | | |
| <input checked="" type="checkbox"/> Save a copy of each outgoing message to the 'Sent Mail' folder | | | | |
| Email Signature:  | | | | |
| <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> | | | | |

Display Options

It is highly recommended that you check the box next to 'Mark messages as read when viewed in the Message Preview pane'. It is preferable that you show messages in the Message Preview Pane, as some pop-up blockers will interfere with your message appearing in a new window. The Show the Folder List pane is helpful for navigating your email folders.

| | |
|-------------------------------------|---|
| Display Options | |
| <input checked="" type="checkbox"/> | Show the Message Preview pane |
| <input checked="" type="checkbox"/> | Show the Folder List pane |
| <input type="checkbox"/> | Mark messages as read when viewed in the Message Preview pane |
| <input checked="" type="checkbox"/> | Show internal email addresses in the Address Book |
| <input type="checkbox"/> | Show external email addresses in the Address Book |
| <input type="checkbox"/> | Allow filtering messages and contacts on group enrollment |

Forwarding Options

You can forward your D2L email to the email account you use most frequently.

- Check the box next to 'Forward incoming messages to an alternate email account'.

- Enter the alternate email address.
- Mark the radio button next to 'forward and mark read in the Inbox folder'.

Forwarding Options

Forward incoming messages to an alternate email account

Email Address

- forward and delete from the Inbox folder ?
- forward and mark unread in the Inbox folder ?
- forward and mark read in the Inbox folder ?

Home

Save

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Change the Pager Sound

Set this preference to receive visual notification when someone [pages](#) you as well as to select your **Pager** sound.











Note: Many instructors do not use the **Pager** tool, therefore you should ask your instructor what communication methods he or she will use with students. Instructors may only read emails and not answer pages.

If the **Pager** icon is off, you will receive incoming pages, however you will have to manually check for pages by clicking on the pager.

General Paging Discussions Email **Pager**

Pager Settings:

Incoming page Icon: On Off

- Incoming page Sound:
- No Sound 
 - Alarm 
 - Ring 1 
 - Bleep Bleep 
 - Ring 2 
 - Ding Dong 
 - Pager 1 
 - Beep 
 - Car Alarm Activation 
 - Car Horn 

Home

Email Preferences Saved Successfully on May 20, 2009 3:00 PM

Save

- Select the **Pager** tab.
- Select to turn the **Pager** icon on.
- Choose a page sound from the list.
- Click **Save**.

You will hear the sound you selected the next time you receive a page.

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Source URL (retrieved on Nov 23 2009 - 6:18pm): <http://help.d2l.arizona.edu/students/preferences>