When you log on to D2L, the organizational home page displays. There are three main components to this page:

- the **Minibar (A)**,
- the **Navigation Bar (B)**, and
- the **Organizational Widgets (C)**.

**Note:** Instructors cannot edit this page.

Go to page 2 for descriptions of each screen element.
Mini Bar

The **Mini Bar** area of the **Organizational Home Page** screen contains seven tools:

- **My Home (1):** This link always takes you back to the **Organizational Home Page** screen.
- **Select a course (2):** Use this drop-down menu to see and enter courses you are enrolled in. **Note:** Click the "pin" icon to the right of a course name to make that course always display at the top of the list.

- **Message Alerts (3):** This icon displays a red dot if another person has sent you a message on the Desire2Learn system. Click the icon to see who paged you and the message.
- **Update Alerts (4):** This icon displays a red dot when one or more of your courses contains new information (e.g., *Discussion* posts, *Dropbox* submissions, or *Quiz* completions).
- **Subscription Alerts (5):** This icon displays a red dot when another user has initiated a chat since your last logon.
- **User (6):** This drop-down menu displays your profile picture (if uploaded). Click the drop-down menu to set up or modify your *Profile, Notifications*, and *Account Settings*; or to log out of Desire2Learn. See also *My Settings (17)*, below.
- **Admin Tools (7):** This icon contains a drop-down menu for access to tools that apply to your account (rather than individual courses), such as *Competencies* and *ePortfolio* tools. *Admin Tools (10)*, below, is the same tool.

Navigation Bar

The **Navigation Bar** area of the **Organizational Home Page** screen contains four tools:

- **Content (8):** This link provides access to the *Table of Contents* screen for the *Organizational Home Page*.
- **ePortfolio (9):** This link provides access to the ePortfolio tool (both your own and ePortfolios shared with you).
- **Admin Tools (10):** This link provides access to tools that apply to your account (rather than individual courses), such as *Competencies* and *ePortfolio* tools. *Admin Tools (7)*, above is the same tool.
- **Help (11):** This link opens the *Desire2Learn Resource Center* in its own window. Click the *Learning Environment* link at the top of the window to display the instructor-level help guides.
Organizational Widgets

The *Organizational Widgets* area of the *Organizational Home Page* screen contains eight tools:

- **NEIU News (12):** This tool shows news about NEIU as a whole; not about individual courses.
- **Faculty D2L Support (13):** This tool contains direct links to *CTL Help Guides*, *CTL Request Forms*, and *D2L Support Contacts*.
- **My NEIU Courses (14):** This tool displays all courses in which you have a role, organized according to semester.
- **eSurvey Tools & Results (15):** This tool links to the SmartEvals EvalCenter web site, where you can gain access to the eSurvey tool and your student-rating results.
- **Calendar (16):** This tool shows important NEIU dates and *Calendar* items from all courses in which you have a role.
- **My Settings (17):** This tool provides access to the same areas as the *User (6)* tool (*Profile*, *Notifications*, and *Account Settings*), as well as the *Email Address*, *View My Progress*, *Locker*, and *ePortfolio* tools.
- **NEIU D2L Tips & Tricks (18):** This tool links to the Center for Teaching and Learning Enhanced Learning and Innovative Teaching Environment (ELITE) program web site.
- **Role Switch (19):** This tool allows you to switch your role temporarily to a student view.