Personal Dashboard Guide

WHAT IS THE PERSONAL DASHBOARD?

The Personal Dashboard and Course Setup Checklist is an optional new landing page and workflow for instructors that provides a welcome tour and task list for a quick and easy way to set up courses in D2L Learning Environment. The Personal Dashboard homepage displays an instructor's full course list, with the ability to set current courses as favorites for easier access. Instructors can also view a notification if their courses are not visible to students yet and access their own profiles from the Dashboard view.

If an instructor needs to access their organization landing page, they can select the Classic Homepage link. They can also choose their default landing page to be either the Classic Homepage or the Personal Dashboard by clicking the **Settings** link. This will change which page they see when they log in to D2L Learning Environment. The **Settings** link also allows them to reset the **Welcome Tour** to view it again.
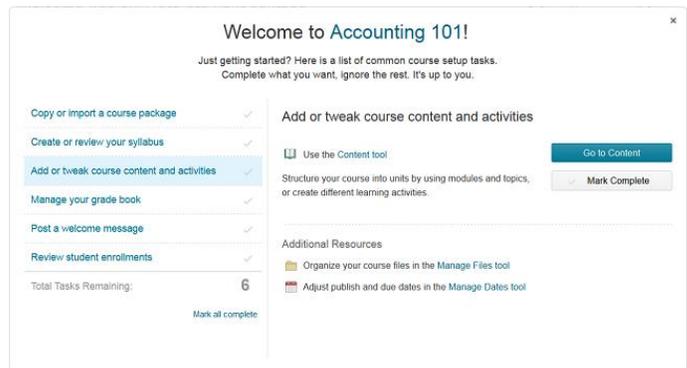
PERSONAL DASHBOARD LANDING PAGE

PERSONAL DASHBOARD VS CLASSIC HOMEPAGE

Personal Dashboard	Classic Homepage
• Visual course tiles • Easy access to user profile • List of all your courses on homepage • Course Setup Checklist	• Access to organization widgets • Search courses in Course Selector • No suggested course setup; autonomous

Switching between the Personal Dashboard and the Classic Homepage is possible at any point; simply toggle between the two by selecting the view you would like from the top right of your page. You can also choose your default view by clicking on **Settings** or reset the **Welcome Message**.

COURSE SETUP CHECKLIST

The Course Setup Checklist contains a list of suggested course setup tasks with shortcuts to the tools. Tours appear on those pages to demonstrate how to get started on the task. The checklist lets instructors keep track of completed items. The Course Setup Checklist can also be accessed from the top of course-level pages when there are still items to complete. This tool is ideal for new Brightspace by D2L users, as well as for experienced instructors, as it helps fast-track the process of setting up a course in D2L Learning Environment. The Personal Dashboard must be enabled first for the required Course Setup Checklist permissions to appear. Administrators must set the permissions for instructors to view the Course Setup Checklist.

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.