Discovering D2L: User Profile & Classlist

User Profile

D2L allows for each user to create and manage a profile. By creating a D2L profile, you can help your classmates and instructors learn a little bit about you.

To access your profile in D2L, click on the arrow next to your name in the upper right-hand corner of your D2L screen, then click the profile button. You will see the Edit My User Profile page.

- **Image**: Upload an image of yourself for your classmates and instructor to see. This will make it easier for other students to identify you. Click Change Picture to upload a photo.
- **Nickname**: Prefer to be called by a nickname? Specify your nickname here.
- **Hometown**: The hometown field is there for students to express their heritage and get to know other students.
- **Homepage**: Link your personal homepage to D2L. Many students like to post a link to their personal portfolio website.
- **Social Networks**: The Social Networks category allows you to link your Facebook, Twitter, Google, and LinkedIn.
- **Education & Work**: The Education & Work category allows you to identify your current or former employer, high school, and university.
- **Other Personal Information**: The Personal Information category allows you to express more information about you, including hobbies, interests, favorites, and much more.

**Caution!**

All information posted in your User Profile will be visible to all of your classmates and professors. Please use your best judgment when determining what information to post in your User Profile.
The **Classlist** tool is a helpful tool when trying to contact a professor or a classmate. You can also use the Classlist to view the profiles of your classmates and instructors. To access the Classlist, click on the Classlist button on the course toolbar.

The **Email Classlist** button is used for sending an email to all of your classmates and your instructor.

The **role tabs** will help you locate the individual that you are seeking in your classlist. Click, **Students, Instructors**, or **TA** to view individuals with a specific role in your course, or click **All** to see everyone.

The **Classlist** displays an image, a name, an email, and a role for each person in a course. This is why it is important for you to set up your **User Profile**.

To view a classmate’s **profile**, click that classmate’s image.

To send an email to an individual, click their name in the classlist. The email will be sent to their preferred email address. It will appear to be sent from your preferred email address. A copy of the email you send will also be sent to your preferred email address. You can change your preferred email address in your notifications settings. To do this, click **your name** in the upper right-hand corner of your D2L window. Then, select **Notifications**. Under **Contact Methods** you will see your current preferred email address. To use a different email account, click **Change your email settings**.