




Educational Technology Student Orientation to D2L

Adding a New Contact to your Pager

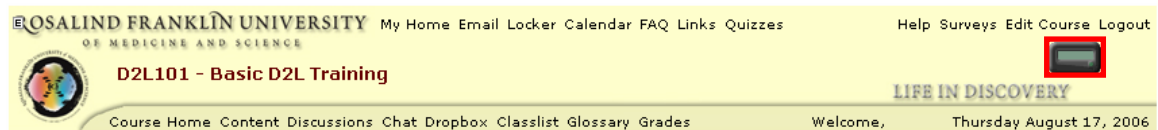
Step 1

From your My Home page or Course Home page, CLICK the **Pager** icon  on the top right in the header.

A. From your My Home page



B. From your Course



Step 2

The Pager Management page displays:

Participants

Refresh Page Waiting - P

History - H

Online

Brian H

Ron H

Offline

Personal Contacts

Bret H

Marc H

Marilyn H

Add Remove

New Page Help Close

Select the **Add** button to add personal contacts to your list.

Select the **Remove** button to remove a personal contact from your list.

SELECT the Add button.

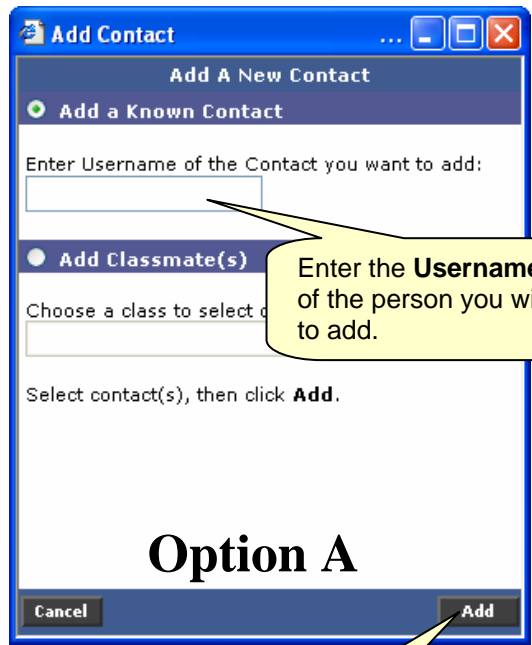
Step 3

The Add A New Contact page displays. From here you can select to add contacts one of two ways.

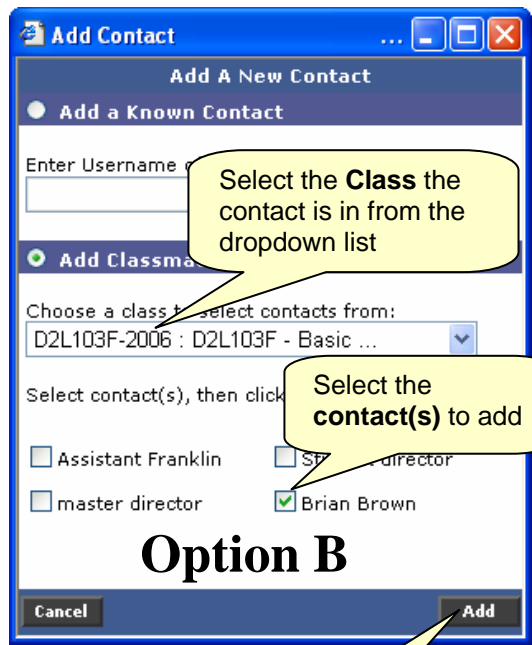
- A. Add a Known Contact (See 'Option A' below)
 - I. **ENTER** the **name** of the contact in the Enter username... box. The username format is First name "." last name (example John.Smith)
 - II. **SELECT** the **Add** button

Or,

- B. Add Classmate (s) (See 'Option B' below)
 - I. **SELECT** a **class** from the Choose a class... dropdown list.
 - II. **SELECT** the **check box** next to the classmate (s) you wish to add.
 - III. **SELECT** the **Add** button.



Option A



Option B

or

Note: Option A (Known Contact) allows you to add any other D2L user, not just students in your same class.