




## Educational Technology Student Orientation to D2L

### Sending a Page

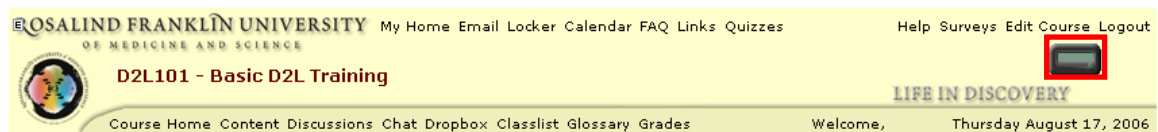
#### Step 1

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:

SELECT the **New Page** button

**Step 3**

The Send Page pop up displays. SELECT the **To** button to add a name or, ENTER the **username** in the To box. The username format is First name "." last name (example John.Smith)

The screenshot shows a 'Send Page' dialog box with a dark blue header and footer. The header contains the text 'Send Page'. Below the header is a 'To:' label followed by a text input field. Below that is a 'Message:' label followed by a larger text area with a vertical scrollbar. At the bottom, there are two buttons: 'Cancel' on the left and 'Send' on the right. Three yellow callout boxes with black outlines point to specific elements: the top callout points to the 'To:' input field and contains the text 'ENTER the username (ex. bob.smith) or SELECT the To button.'; the middle callout points to the message text area and contains the text 'ENTER your message in the message box'; the bottom callout points to the 'Send' button and contains the text 'SELECT the Send button'.

ENTER your **message** in the Message box.

CLICK the **Send** button.