



Established on *Desire2Learn Help* (<http://helpd2l.arizona.edu>)

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Students: Pager

About the Pager Tool

The **Pager** is an online messaging tool you can use to send text messages directly to other students who are currently logged into D2L. The **Pager** allows D2L users to "page" each other by sending a short text message. The next time the person being paged enters the course, the pager will flash and beep that a message is waiting and the pager icon will display "page" .

Please be aware that many instructors do not use the **Pager** tool, so before paging them make sure to check to see what communication methods they use with students. They may only read [emails](#) and not answer pages.


Use the **Pager** to:

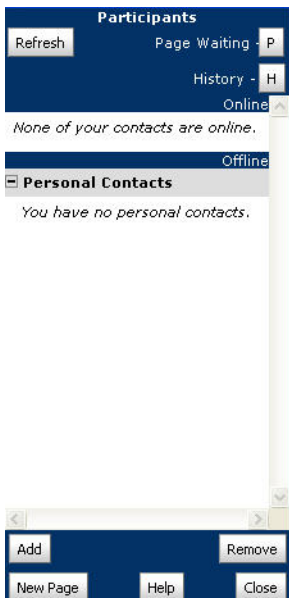
- To get a quick answer from someone currently online
- Let others know that you're online too
- Invite someone or a group of people into the [Chat Room](#)
- Notify someone of an [email](#)

The **Pager** tool is faster than waiting for a response through [email](#), but only if you are both online at the same time.

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Accessing the Pager

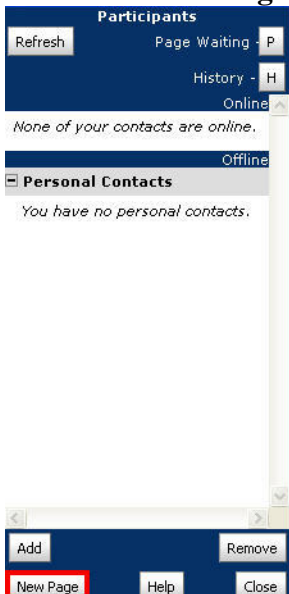
- You can access the **Pager** from any part of D2L by clicking the **Pager** icon located in the top right portion of your screen.

- A new window will pop up, allowing you to begin using the **Pager** tool.



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Sending a Page

- From the main **Pager** screen, click the **New Page** button.



- A new window will pop up where you can create your page.

Send Page

To:

Message:


- In the **To:** box, input the d2l username you wish to page. If you have addresses stored in your address book, you can click the **To:** button, which will open your address book.

- Input the message into the body of the page.

- When you are ready to send the page, click **Send**. Your page will be sent, and you will be taken back to the main **Pager** screen.

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Opening a Page

- If you have received a new page, you will see a blinking pager icon and hear a beeping sound (Make sure your speakers are on and volume is turned up). 
- Click the **Pager** to open the new page. A window will pop up, showing you the pager message.

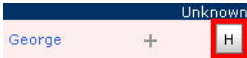
- Once you have read the message, select **Close** to return to your D2L screen.

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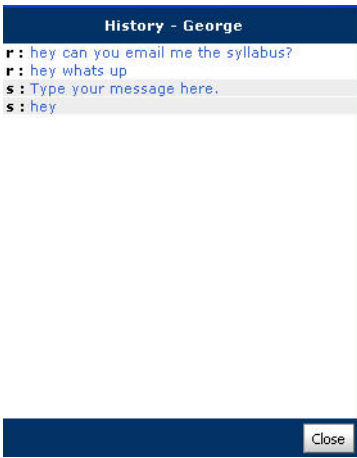
Viewing a List of Pages

- If you would like to view a list of all the pages you have received from a particular user, you can do so by clicking

the **History** icon next to the user.



- A new window will pop up showing you all the pages you have received and sent to this user.

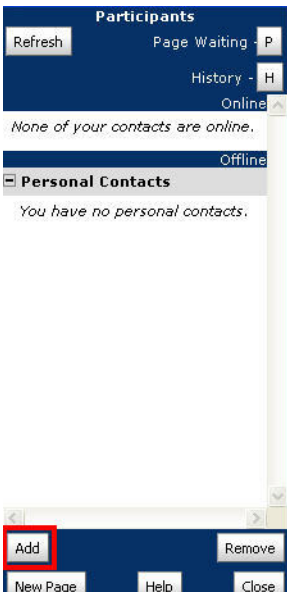


- Click **Close** to return back to the main **Pager** screen.

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Adding Contacts

- You can add contacts to your pager list by clicking the **Add** button from the main **Pager** screen.



- A new window will pop up giving you the option of adding a known contact, or a classmate from one of your D2L courses.

Add A New Contact

Add a Known Contact

Enter the username of the Contact you want to add:

Add Classmate(s)

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- If you know the D2L username of the contact you wish to add, click the "Add a known contact" radio button and type in the username. Click the **Add** button to add the known contact to your contact list.

Add A New Contact

Add a Known Contact

Enter the username of the Contact you want to add:

Add Classmate(s)

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- If you do not know the username of a contact, you can add contacts that are enrolled in the same courses as you by clicking the 'Add Classmate(s)' radio button.

Add A New Contact

Add a Known Contact

Enter the username of the Contact you want to add:

Add Classmate(s)

Choose a class to select contacts from:

Select contact(s), then click **Add**.

- The dropdown box will now turn white, click the arrow to expand the dropdown box. Click the corresponding class to which you wish to add the user from.

Add A New Contact

Add a Known Contact

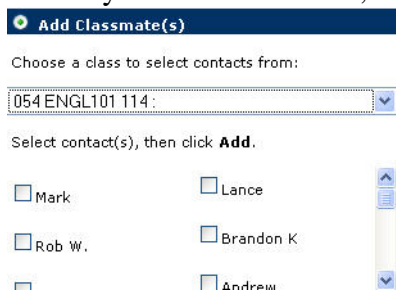
Enter the username of the Contact you want to add:

Add Classmate(s)

Choose a class to select contacts from:

054 ENGL101 114 :
051 EDL696B : EDL696B SP05 0...
Eller Executive MBA v1 : El...
051 INDV101 055-067 : INDV101...
051 LRC320 001 : LRC320 SP05...
051 MAR335 005 : MAR335 SP...
054 ENGL101 096 : 96
SIRLS Reaccreditation - Curric...

- Once you click the course, all the individuals enrolled in the class will be listed below the dropdown box.



Add Classmate(s)

Choose a class to select contacts from:

054 ENGL101 114:

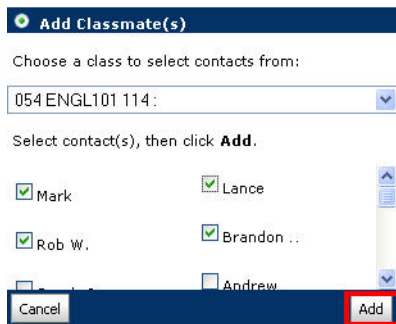
Select contact(s), then click **Add**.

Mark Lance

Rob W. Brandon K.

Andrew

- Check the boxes next to the users you wish to add and then hit the **Add** button.



Add Classmate(s)

Choose a class to select contacts from:

054 ENGL101 114:

Select contact(s), then click **Add**.

Mark Lance

Rob W. Brandon ..

Andrew

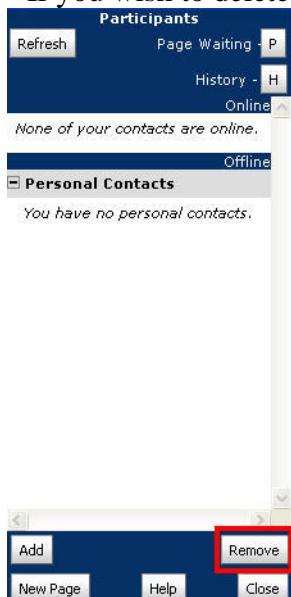
Cancel Add

- Your pager will now refresh with these users now added to your contact list.

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Removing Contacts

- If you wish to delete users from your contacts, click the **Remove** button from the main pager screen.



Participants

Refresh Page Waiting - P

History - H

Online

None of your contacts are online.

Offline

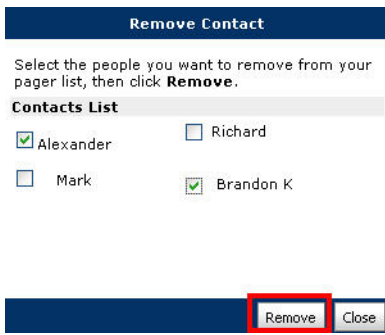
Personal Contacts

You have no personal contacts.

Add Remove

New Page Help Close

- A new window will pop up, listing all your contacts. Check the boxes next to the users you wish to remove and then hit the **Remove** button.



- Your pager screen will now refresh with those contacts removed from your list.

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Help with the pager



Click the **Help** button at the bottom of the **Pager** screen to view a page describing the **Pager** functions, buttons, and links.

Pager Help

Legend

- History** ▶ Displays past messages that have been sent and received.
- Refresh** ▶ Refreshes your screen.
- Online** ▶ Displays which of your contacts are currently online.
- Offline** ▶ Displays which of your contacts are currently offline.
- New Page** ▶ Allows you to send a new message to someone.
- Help** ▶ Offers assistance in times of doubt.
- Sound** ▶ Different sounds for the pager can be chosen in **My Preferences** on the course homepage. By selecting **Change my system Settings** and then the **Pager** tab, you can pick and choose from a variety of sounds or select no sound.
- Page Waiting** ▶ If the pager flashes, you can receive your page by clicking on the pager image. A **P** beside the user means a page has been sent by that user. Click on it to view the message.
- Scenarios [BR] for Use** ▶ - Get a quick answer from someone currently online. [BR] - Let others know that you're online too. [BR] - Invite someone to

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