



## Changing Your Timezone in D2L – D2L Tutorial

This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved when you want to change the default time zone for your course deadlines. This will automatically adjust due dates, start dates, and end dates in your courses to match with your own location. Your students will need to set this for themselves if they do not live locally, so please point them to this tutorial so they won't have to worry about missing deadlines.

### Steps

1. After you log on to D2L, click on your name at the top right, and select **Account Settings**.

The screenshot displays the D2L user interface. At the top, there is a navigation bar with the Camosun logo, a course title '2017 Course', and several utility icons (grid, mail, chat, notifications, profile, and settings). Below the navigation bar, there are links for 'Course Home', 'My Tools', and 'Edit Course'. A 'News' section is visible, featuring a post titled 'Welcome to the Daylight Experience!' with a date of 'Posted Mar 21, 2014 10:52 AM'. A red arrow points from the 'Account Settings' option in the user profile dropdown menu to the 'Account Settings' link in the screenshot. The dropdown menu also includes options for 'View as Student', 'Profile', 'Notifications', and 'Log Out'. Below the news section, there is a 'Show All News Items' link and a 'Bookmarks' section with a 'My Bookmarks' link.



2. In the **Account Settings** area, scroll down to the **Time Zone** section.

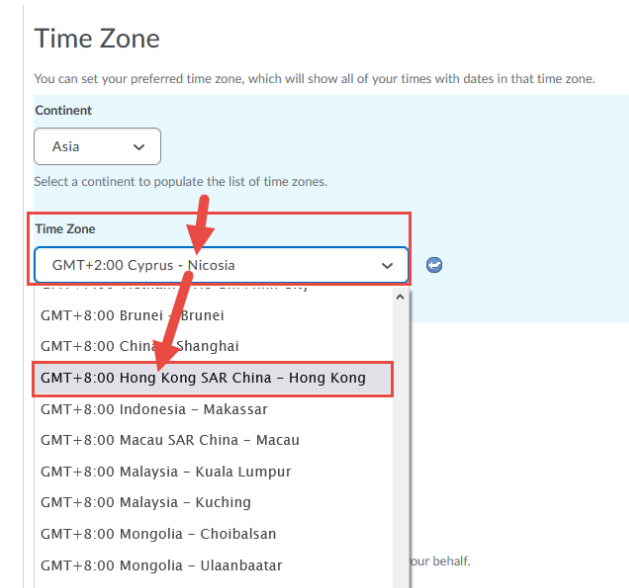
The screenshot shows the 'Account Settings' interface. At the top is the 'Video Settings' section with a checkbox for 'Optimize video presentation for programmatically-driven assistive technologies'. Below that is the 'Locale & Language' section with a dropdown menu for 'Preferred Locale and Language' set to '-- Default -- CDN English'. The 'Time Zone' section is highlighted with a red box and a red arrow points to it from the 'Locale & Language' section. The 'Time Zone' section includes a 'Continent' dropdown menu set to 'Americas', a 'Time Zone' dropdown menu set to 'GMT-8:00 Canada - Vancouver', and a 'Save and Close' button.

3. From the **Continent** drop-down, select your continent.

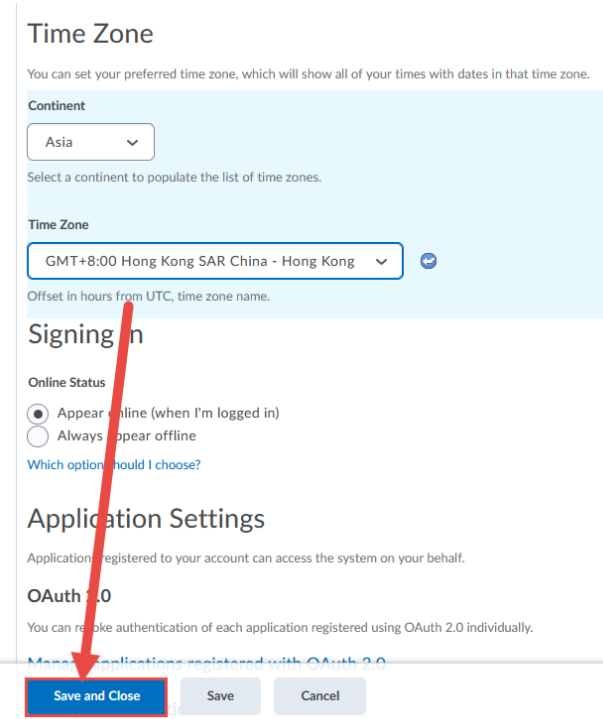
The screenshot shows the 'Time Zone' section with the 'Continent' dropdown menu open. The 'Continent' dropdown menu is highlighted with a red box and a red arrow points to it. The dropdown menu lists the following options: Africa, Americas, Asia, Europe, and Oceania. The 'Time Zone' dropdown menu is set to 'GMT-8:00 Canada - Vancouver'. The 'Save and Close' button is visible at the bottom.



4. From the **Time Zone** drop-down, select your specific time zone.



5. Click **Save and Close**.



## Things to Remember

Each individual in a course, instructor or student, needs to adjust time zones for themselves.



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