

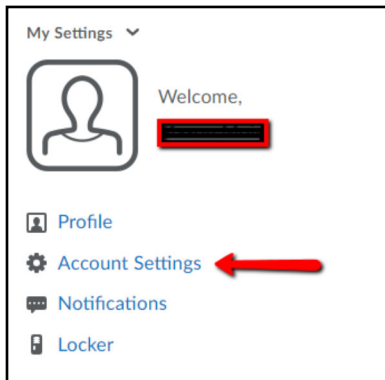


Black Hills State University Instructional Design

Change Time Zone

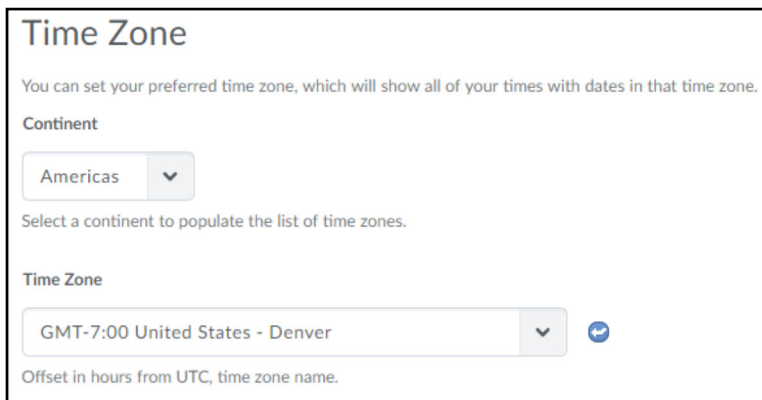
By default, D2L is set to 'GMT:6:00 United States - Chicago'

- Login to D2L
- Go to 'Account Settings' under 'My Settings'



- Scroll down to the 'Time Zone'
- Select
 - 'Americas' for 'Continent'
 - 'GMT:7:00 United States - Denver' for 'Time Zone' to set it up for Spearfish, SD.

Note: D2L will automatically update to Mountain Standard Time (MST) during Winter and to Mountain Daylight Time (MDT) during Summer.



- Click on 'Save and Close'

For example: If JDoe from Chicago sets the time zone to 'GMT:6:00 United States - Chicago' in D2L, D2L will automatically adjust submissions due dates / times to the course's time zone that was set by the instructor.