

## Dec. 2017 Domain Changes – FAQ's

For help, contact the IT Helpdesk at 952-358-8181,  
or submit a help request to [AskUs – Employee Edition](#)

### **Q: What is happening?**

A: Web addresses with ".mnsu.edu" are changing to ".minnstate.edu"

### **Q: What should I do after Dec. 27th?**

A: We recommend you check all links in your files and D2L courses that have anything to do with the "mnsu.edu" address.

### **Q: How will I know which files to check?**

A: You will receive an email that provides a list of all .mnsu.edu links in your courses (excluding PowerPoint and Excel files).

### **Q: What should I do in pdf, word, and html files?**

A: If you have a hyperlink that uses ".mnsu.edu" in the **title**, you will need to reword the title.

#### ***Example 1:***

*"To log on to D2L, go to <https://normandale.ims.mnsu.edu>" will need to be rewritten as "To log on to D2L, go to <https://normandale.learn.minnstate.edu>"*

#### ***Example 2:***

*"To watch the video, go to <https://mediaspace.mnsu.edu/media/Intro+to+Cinema>" will need to be rewritten as "Go to <https://mediaspace.minnstate.edu/media/Intro+to+Cinema>"*

### **Q: If I use a hyperlink that does not use ".mnsu.edu" in the title, will I need to change that?**

A: No. The underlying hyperlink will automatically change. (Double-check after Dec. 27th)

***Example 1:*** "Click here to log on to D2L" - no need to do anything - however, we recommend double-checking the link after Dec. 27th.

**Example 2:** "Click here to watch the video for Week 11" - no need to do anything - however, we recommend double-checking the link after Dec. 27th.

**Q: What should I do with hyperlinks in PowerPoints or Excel files?**

A: The system's "search & replace" tool does not work on PowerPoint and Excel files. Any hyperlinks in these files, such as a link to a MediaSpace video, will need to be manually changed. Use the examples above, or contact IT for support.

**Q: Anything else I should know?**

A: Review the checklist below for additional info.

## Dec 27 Domain Change Checklist

### Faculty Checklist for After D2L Domain (URL) Change on December 27, 2017

Awareness: D2L will be offline from 8:00 am to 12:00 pm on Wednesday, December 27, 2017

- Update all browser bookmarks to the new D2L Login URL
- If using Assignment Grader app, log out of the app, then log back to the new domain URL.
- Check Respondus quiz generator settings and revise to new D2L domain URL
- If using any third party publisher materials in your spring course, check the links to make sure they work
- Check PowerPoint documents to see if they contain any links that include "mnsu.edu" or "ims.mnsu.edu"  
Update mnsu.edu to minnstate.edu  
Update ims.mnsu.edu to learn.minnstate.edu
- Note that students may be contacting you about any links that don't work