

# D2L Quick Reference

## Upload Course Files

### Upload a Single File

1. Go to Edit Course → Files.
2. Click the Upload icon in the top right hand corner. A box will pop up.
3. Click Browse to find the file you would like to upload, and click Upload.

### Upload Multiple Files at once

1. On your computer, select all the files/folders you want to upload.
2. Right click and choose Send to → Compressed (zip) Folder
3. Upload the files (see directions above)
4. In the file manager, find the .zip file you just uploaded.
5. Click on the zip icon to the right of the filename, and say okay to the dialog box that pops up. Your files will be unzipped in the current directory.

## Content Links

### Create a module (modules = grouping of content links)

1. Go to Edit Course → Content.
2. Choose the Add Module icon (shown above).

### Create a content link from an existing Course File

1. Go to Edit Course → Content.
2. Choose the Add Topic icon (shown above) next to the module where you would like the new topic to appear.
3. Choose Course File as your topic type.
4. Name the Content link.
5. Browse for the Course File you previously uploaded.
6. Click save, bottom right.




### Create a new content link by editing online

1. Go to Edit Course → Content.
2. Choose the Add Topic icon.
3. Choose Create New File as your topic type.
4. Enter a topic title for your content.
5. Add/Edit the content, as you would in a word processing program.
6. Click Save, bottom right.
7. Click save again to store the file with your other course files.

### Create multiple content links at once from existing files

1. Go to Edit Course → Content.
2. Choose the Bulk Add topic icon (shown above).
3. Check the box next to each file you would like to add to your content links.
4. Use the textbox to add or change the name that will be displayed for each content item.
5. Click the Create button, bottom right.

### Re-order content links


Position:  Up  By:  Move  
 Down

1. Go to Edit Course → Content.
2. Check the box to the left of the item you want to move.
3. Use the arrows next to Position to move the item up or down in the order.
4. Change the number in By to decide how much to move the item.
5. To move the item out of a Module, use the Move icon.

### Delete Multiple Content Links

1. Go to Edit Course → Content.
  2. Check the box next to the items you would like to delete.
  3. Click on the Trashcan icon at the top of the page.
- \*\* This does not delete the files themselves, only their content links.*

### Hide (or unhide) a Content Link or Module

1. Go to Edit Course → Content.
2. Choose the Edit Icon  next to the link or module you want to change.
3. Choose the Release Conditions tab at the top.
4. Change the checkbox next to Hide.
5. Click the Save button, bottom right.

## Discussions

### Create a new discussion

1. Go to Discussions → Create new Forum
2. Set the Forum Title. Also set availability dates.
3. Click Save, bottom right.

### Autogenerate discussions restricted to course groups

1. First make sure your group is defined in the Classlist module
2. Create the Discussion topic
3. Go to Discussions → Set Group restrictions
4. Click on Automatically Create Restricted Topics

### View Participation (items authored and read) for any individual

1. Go to Discussions → Statistics

## Gradebook

### Create a new grade category (tests, quizzes, etc)

1. Grades → New Category.

### Create a new grade item

1. Go to Grades → New Item.
2. Name the item, and save.
3. Set the number of Points.

### Edit a single grade item

1. Go to Grades.
2. Click on the item name.

### Edit multiple grade items

1. Go to Grades.
2. Edit All Grade Items.

*\*\*\*This is particularly useful for renaming items, changing point values, or categorizing grade items. Not all options are seen in this view – if you don't see what you need, edit a single grade item as described above.*

### Create a bonus item

1. Go to Grades.
2. Create a new grade item, or click the name of an existing item.
3. Under Grading, next to Bonus, check "This item is a bonus item".

### Drop the lowest grade(s) in a category

1. Go to Grades → New Category OR click the name of an existing category to edit.
2. Check the box next to Distribute Points evenly.
3. Set number of points per item in the category.
4. Enter the Number of lowest non-bonus grade values to drop.

### Re-Order Gradebook items

1. Go to Grades → Re-Order.
2. Choose an item to move. Use the up and down arrows to change the position of the item.

### Set your Grading System

1. Go to Grades → Grades Setup → Grade Calculations.

### View only certain groups or sections in the Gradebook

1. Go to Grades
2. In the pulldown labeled View By: select Users, Groups, or Sections.

### View (or don't view) Points or Percentages for all Gradebook items

1. Go to Grades → Grades Setup.
2. Check or uncheck items for Points Grade and Percent Grade.

### View Scores as Letter Grades or Pass Fail

1. Go to Grades → Grades Setup → Grade Schemes.
2. Click on New Course Scheme.
3. Name it. Enter a Symbol for each possible grade, and a Start %.
  - Symbol = letter (A,B,C,D,F) or value (Pass, Fail).
  - Start % = lowest **percentage** that equals the value or letter grade.
4. Apply the Grade Scheme.
  - For a single grade item, go to Grades, Click on the item name and change the Grade Scheme to what you just created
  - For all grade items, go to Grades → Grades Setup → Grade Schemes, set the Course Scheme to be your new scheme.

## Give your TAs access to your Course

1. Go to Edit Course → Registration → Add a Participant
2. Choose to Add an Existing Participant.
3. Enter the email address, hawkid, or last name of the person you would like to add, and click search
4. Change the pulldown under Role to the Desired Role.
5. Find the name of the TA, check the box to the left of their name. Click enroll.
  - TA (Designer) - can make changes to all content and structure
  - TA (High Level) - can manage grades, quiz attempts, content, and communication tools, but cannot change homepage layouts or make significant structural changes
  - TA (Low Level) - Can enter grades, manage quiz attempts, and manage communication tools. Cannot edit content, make structural gradebook changes, or change homepage layouts.

## NSU Help Desk

Technology Center 148

E-mail: Help@northern.edu

Phone: 1-605-626-2283

Toll Free: 1-866-693-0163

After Hours 1-605-216-2947

## Groups (Classlist)

### Create Groups you assign

1. On the course homepage, find the module labeled Course Tools.
2. Click on Classlist → Manage Groups (top right).
3. Add a Group Type (i.e., discussion, study, lab, project1, etc).
4. Choose “# of Groups – No Auto Enrollment”.
5. For Enrollment Quantity, enter the value that “#” should represent.

### Create randomly generated groups

1. On the course homepage, find the module labeled Course Tools.
2. Click on Classlist → Manage Groups (top right)
3. Add a group type (i.e., discussion, study, lab, project1, etc).
4. Choose “Groups of #” (each group has at most x people) or “# of Groups ” (there are x groups)
5. For Enrollment Quantity, enter the value that “#” should represent.

### Create Groups the students join themselves

1. On the course homepage, find the module labeled Course tools.
  2. Click on Classlist → Manage Groups (top right)
  3. Add a group type (Discussion, study, lab, etc)
  4. Choose “Self Enrollment – x groups” or “Self Enrollment – maximum x people per group ”
  5. For Enrollment Quantity, enter the value that “x” should represent.
- \*\*\* Make sure the Classlist module is in your course navigation!

## Email

### Email your entire class

1. Find Email in your course navigation bars.
2. Go to Email → Show Address Book.
3. Check the box next to .Student. All students are now selected.
4. Click on the BCC button.
5. Enter your address for TO.
6. Type your message.
7. At the bottom of the window, Browse to find any attachments. Click Attach File.
8. Click Send. A copy of your message should appear in your inbox.

### Email groups of students (as defined in the Classlist module)

1. Find Email in your course navigation bars.
2. Go to Email → Show Address Book.
3. Use the pulldown to select the appropriate predefined group.
4. Check the box next to the Group Name. All students in that group are now selected.
5. Click on the BCC button.
6. Enter your address for TO.
7. Type your message.
8. At the bottom of the window, browse to find any attachments. Click Attach File.
9. Click Send. A copy of your message should appear in your inbox.

## Dropboxes

### Create a dropbox

1. Go to Dropbox
2. Click the Admin Button top left. Click the Add Folder button.
3. Add Dropbox Category, if desired. (i.e. homework, papers, etc)
4. Link to an item in the Gradebook using the pulldown, or create a new gradebook item, if desired.
5. Set restrictions for when a student can submit the item (begin and/or end date).
6. If restrictions are set, you can also check Add Event to Schedule, and the start & end dates will be added to the events widget on the course homepage.

### Download all new files in a Dropbox

1. Go to Dropbox
2. Click the Name of the Dropbox.
3. In the pulldown on the top right, choose Show Unread.
4. Check the box top left (next to delete). All unread items are selected.
5. Click the Download button. Save the file to your desktop or a share drive.

### Email all Students who have not submitted their Dropbox item

1. Go to Dropbox → Click the item name
2. On the bottom of the page, click Email Unsubmitted Students

### Enter Grades & Feedback for Dropbox items

1. Go to Dropbox
2. Click the Name of the Dropbox.
3. In the pulldown on the top right, choose Show Without Feedback. This will show you all upgraded items.
4. Under the students name on the right, click Leave Feedback/Grade.
5. Enter the Point Grade, enter Gradebook comments, enter Dropbox feedback. Click Submit.

\*\*\* You may also upload attachments by browsing and adding the file. (Useful if you grade & make comments directly on student assignments using the Track changes feature in Word. You can do this by opening the students file in Word and choosing Tools → Track Changes. Anything you type will appear in red. Then save the file, and re-upload)

## Quizzes

### Create a New Quiz

1. Go to Quizzes → New Quiz
2. Name the Quiz.
3. Use the Pulldown next to Grade item to choose where this score should be recorded in the gradebook. Check Auto Export to Grades for this to be done automatically.
4. Check allow attempt to be seen immediate, for the students to receive immediate results.
5. Check Disable Pager Success, so students can't use the pager while they take the quiz.

### Edit a Quiz



1. Go to Quizzes.
2. Click on the Quiz Name.

### Set Timed Length & Date Restrictions

1. Go to Quizzes → Click on the Quiz Name.
2. Go to the Restrictions tab.
3. Set Start Date and End Date
4. Set Time Limit, in minutes, to complete the quiz, and Grace Period.

### Create a new Quiz Question

\*\*\* what options you need may differ based on the question type.

1. Go to Quizzes → Question Library
2. To the right of Create New, select the type of question, and click Go
3. Enter your question in the Question Text box.
4. For Image, upload any illustrations that go with the question.
5. Enter your possible answer choices. Use the plus button  to add space for additional answer choices. Use  Remove to get rid of unneeded options.
6. Set the Weight of the correct answer to 100% (the answer is 100% right), check the box to indicate the answer is correct, and/or select whether all possible answers should be equally weighted, All or nothing, Right minus wrong.
7. Click Preview to view your question. Save to save your answer, or Save & New to save this question and enter another.


### Add Existing Questions to a Quiz

1. Go to Quizzes.
2. Click on the Quiz name, and go to the Layout/Questions tab.
3. Click on the Add/Edit Questions button.
4. Click on Import. Choose: Source - Existing Collection; Collection - Question Library; Source Section - Folder within the ICON Question Library where items are stored. Your items from that folder will be loaded.
5. Check the box next to the question library OR specific questions.
6. Set Point Value, and Save.



### Edit Point Values for Questions on a Quiz

1. Go to Quizzes.
2. Click on the Quiz name, and go to the Layout/Questions tab.
3. Click Edit Values. Enter new point values in the Points column next to each question. Click Save.

### Reset a Quiz to allow a second attempt

1. Go to Quizzes.
2. Click on the Pencil tool  next to the quiz name.
3. Check the box next to Allow Reset.
4. Find the students name. Next to the attempt, click the trashcan.

### View a Students Answers to a Quiz, & Provide Feedback

1. Go to Quizzes
2. Click on the Pencil tool  next to the quiz name
3. Make sure that the pulldown for Restrict To is set to Attempts that have been completed.
4. Find the students name, and click on the link that says attempt
5. Scroll down to view their answers. You can also provide feedback for the entire quiz by using Attempt Comments, or for each section or question, by using  Add Feedback

### Set Practice Quiz Settings

1. Go to Quizzes.
2. Click on the Quiz Name.
3. On the Properties tab, check Allow Hints
4. On the Attempts tab, you can allow multiple attempts.
5. On the Submission Views tab, set show questions to Yes, so students can get feedback on their Quiz Questions & the hints to study with. \* you must enter hints with your questions for there to be something to show

## Your Own Notes

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