Teaching with D2L v8.1

Guide

Last Updated: June 5, 2006

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Introduction

Welcome to the Desire2Learn platform. Use the D2L platform to create, organize and manage your online activities, courses, and participants; create and administer student evaluation tools; set up, manage, and record grades; and communicate with your students and fellow instructors.

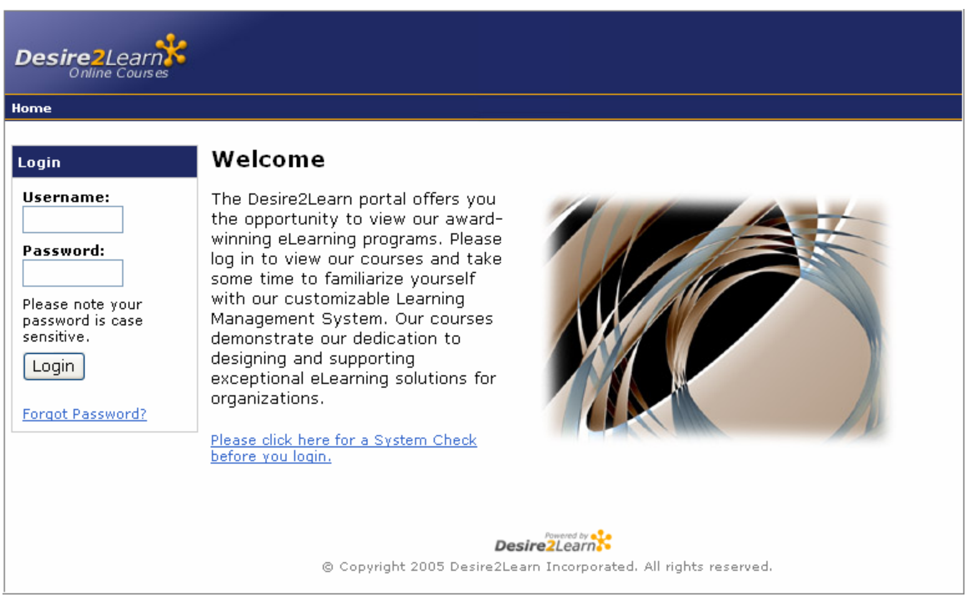
This guide will provide you with an overview of the D2L platform and detailed instructions on how to most effectively use this powerful education resource.

The *Teaching with D2L* guide consists of the following two sections:

Part One
Contains brief introductory material describing the relationship between your My Homepage and your course pages. This section should be read before proceeding to Part Two.

Part Two
Contains course design units. Each unit is a stand-alone unit. The units can be completed in any sequence.

Note The availability of tools and the appearance of pages depend on how the D2L platform has been set up for you. You may or may not see all of the tools and features described in this guide. Depending on permissions, your system administrator, or you, may have the ability to add and remove tools, rearrange the layout of the page and links, change colours, or create custom tools.



Desire2Learn Login page

Additional References

Along with the information available in this guide, additional resources are available on the web from the D2L documents site (http://documents.desire2learn.com). Some examples:

Instructor Resources

- Strategies for Developing Course Content
- Creating Courses: Options and Approaches
- Using Respondus with D2L
- Learning Object Repository (LOR) Guide
- D2L Platform Requirements

Student Resources:

- Participant Learning Aids

Advanced User Resources

- Site Management Guide
- Desire2Learn Organization Management Environment (DOME)
- Equation Editor Troubleshooting Guide
- Roles and User Security Settings Guide
- LiveRoom User and Reference Guide

For additional technical information concerning the Desire2Learn Learning Platform, including tool permissions and security settings, please contact your site administration.

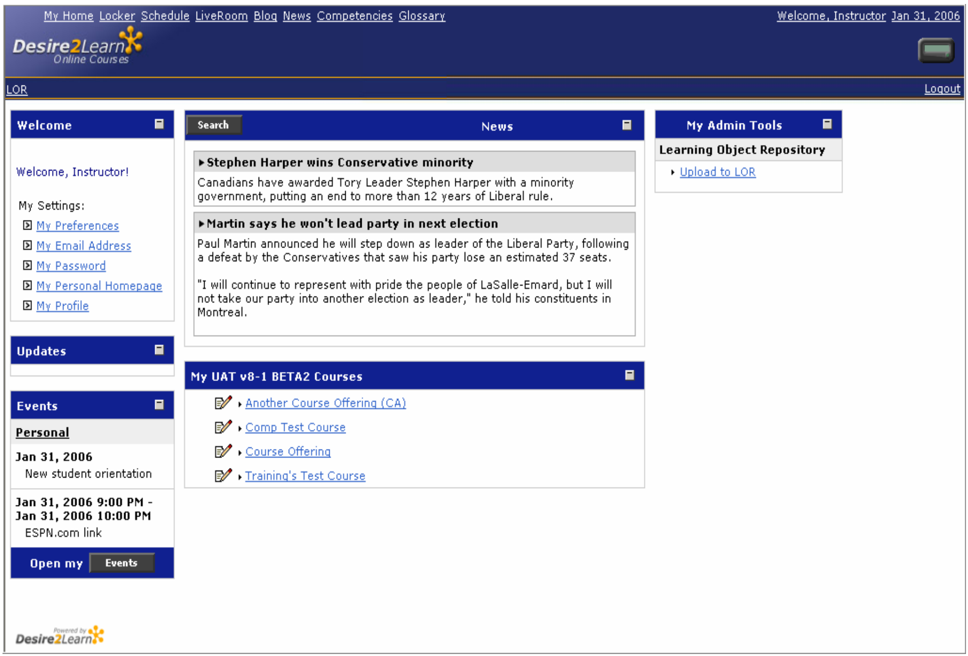
Part One: Introduction to the D2L Platform

This section will provide you with a greater understanding of basic Desire2Learn terminology that is used throughout the platform, and assist you in navigating effectively within the D2L platform and between your home and course pages.

Your Home and Courses

The My Homepage and the Course Home pages are your starting points for exploring and using the D2L platform.

My Home



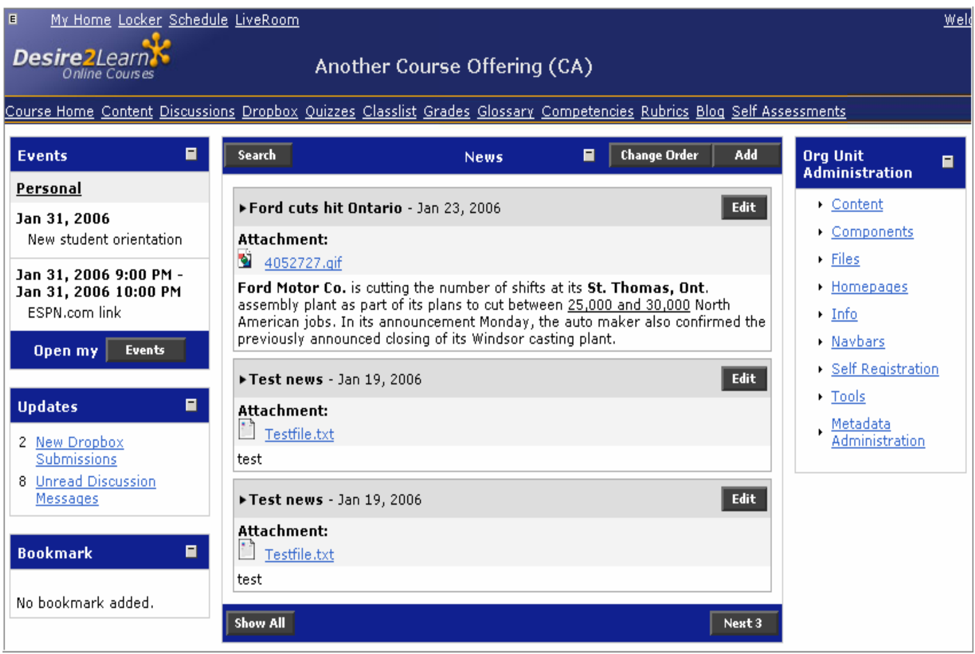
My Home: Your starting point on the D2L platform

From your My Homepage, you can set your user profile and status, change fonts and appearances, access and customize your communication tools, create and manage your personal webpage, change your password, store documents and multi-media files, and use an online journal to organize and manage information.

The My Home features include:

- **Welcome**: Use the links in the **Welcome** widget to customize your preferences, manage your email settings, change your password, create a personal profile and home page, and view your progress.
- **Updates**: Quickly check the number of new email and discussion board messages you have from the **Updates** widget.
- **My Admin Tools**: Use the links in the **My Admin Tools** widget to access course and organization related features.
- **Events**: Use the **Events** feature to view due dates and upcoming course events.
- **Courses**: Click a **Course title** to access the course home page.

Course Home



Your D2L Course Home Page

Your **Course Home page** displays all of the important course tools that you need. From your course home pages, you can create and manage course content, add and remove tool and navigation links, create quizzes and surveys, administer grades, and communicate with and manage course participants.

The Course Home features include:

- **Navigation Bar**: Links on the course navigation bar let you access course specific tools, such as **Content**, **Discussions**, **Chat**, your **Classlist**, **Grades**, and the course **Dropbox**.
- **Updates**: Check the **Updates** widget for new course emails, Dropbox submissions, Quizzes, and Discussion posts. Click a link to go directly to the tool.
- **Content**: Use the **Content** link to create and manage course Content.

Part Two: Course Design Units

Course Design Units	Tools and material covered
Unit 1: Customizing Your Learning Environment From My Home, you can customize your font size and style, discussion room preferences, email signature, pager notifier sounds, external email address and password, set up a personal home page, and create a personal profile.	• My Home • My Preferences • My Email Address • My Password • My Personal Homepage • My Profile • My Progress
Unit 2: Your Courses and Basic Course Set-up Customize your course colours, course navigation bar, links, help files, and the tools available to your participants.	• Creating and managing Courses • Editing a course home page • Course colours • Course language • Adding/removing/renaming course tools and creating tool-specific help • Setting up a course navigation bar • Creating custom course links •
Unit 3: Creating Interactive Course Content Develop a course that is rich in content by ensuring that students are provided with materials, activities, and resources that are relevant and engaging.	• Content Display Settings • Manage Files • Manage Content • Compile for printing • Conditional release • Copying course components • Glossary • FAQ • Links • Using the D2L HTML Editor
Unit 4: Evaluation Tools Ensure that learners have retained the material presented in your course. D2L offers instructors an extensive selection of evaluation tools.	• Dropbox • Quizzes • Surveys

Unit 5: Grading Participants Promote individual learning and provide immediate, accurate, and manageable feedback using the grading tool.	• Grades
Unit 6: Communication Tools D2L communication tools are used to create and facilitate effective online activities. An online activity may include creating a forum on the discussion board for participants to pose questions, or creating a chat room for participants to discuss ideas, analyze information, and synthesize concepts.	• Schedule • News • Articles • Pager • Email • Discussions • Classlist • Checklist • Chat
Unit 7: Ongoing Course Administration Manage course participants, track student progress, view participant feedback, check your course links, and set up course groups.	• Manage Registration • Self Registration • Course Feedback • Broken Link Viewer
Unit 8: Personal Tools Maintain and store personal records and files.	• Locker • Journal

Unit 1: Customizing Your Learning Environment

This section of the manual describes your **My Homepage** and how to customize your learning environment by setting up your My Home preferences, creating a personal home page, and creating a personal profile. Your my Home preferences include your font size and style, discussion-room preferences, email signature, pager notification, email address and password. Some of the tools featured on My Home, including Events, Updates, Email, Schedule, Locker, My Personal Homepage and Pager are also available from your course home pages and are described separately in the *Communication Tools* and *Personal Tools* units of this guide.

My Home

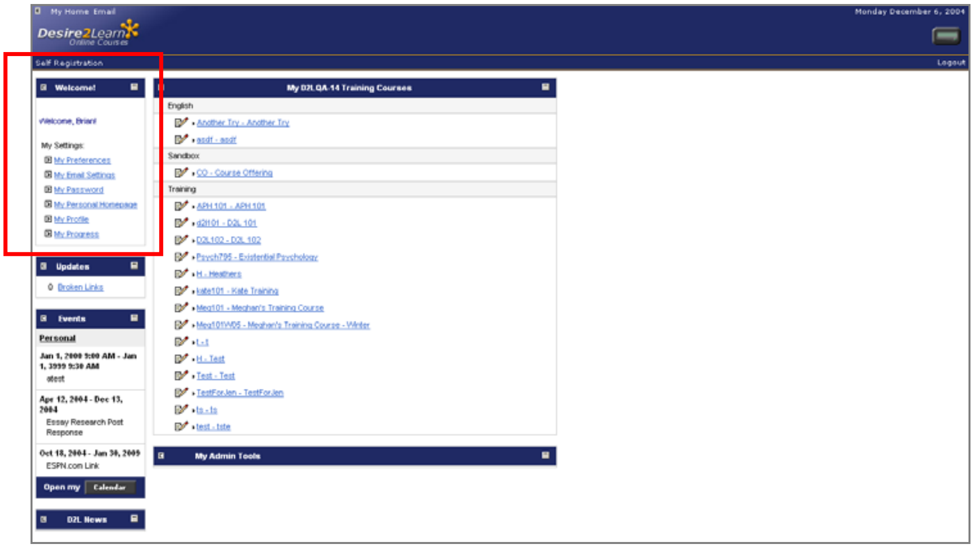
When you first log in to your site the My Homepage is displayed. Your My Homepage has been set up by your system administrator according to your assigned role and associated privileges, and may differ in appearance and options from a colleague's.

From the **Welcome** widget you can access the following tools:

- My Preferences
- My Email Address
- My Password
- My Personal Homepage
- My Profile
- My Progress

To return to this page at any time and from anywhere in the D2L platform, click on either the **My Home** link on the navigation bar or on your organization's logo.

The available tools and the appearance of your home page depend on how the D2L platform has been set up for you. You may or may not see all of the tools and features described in this guide. Depending on permissions, your system administrator, or you, may have the ability to add and remove tools, rearrange the layout of the page and links, change colours, or create custom tools.



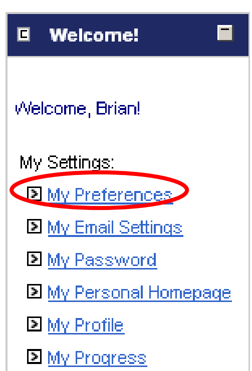
My Home with Preferences highlighted

Setting Preferences

The Preference tools allow you to change your online status, font settings, paging preferences, discussion room layout, email preferences, and password. Customizing your personal settings is a great way to ensure that you are comfortable in your teaching environment.

1. On the My Homepage, click the **My Preferences** link in the **Welcome** widget to access your preference options.
2. Click on a tab to choose the tool whose preferences you want to change.

Not all of the preferences described may be available to you. Their availability depends on how your organization has set up the D2L platform.



Welcome widget on My Homepage with My Preferences highlighted

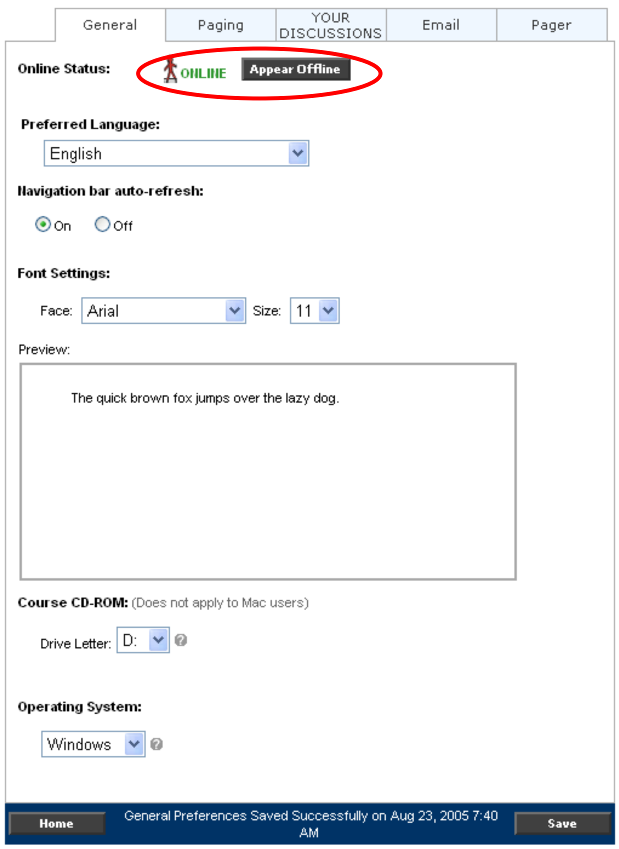
Changing Your Online Status

1. On the My Homepage, click the **My Preferences** link in the **Welcome** widget.

2. In the **General** tab, click the **Appear Offline** button to switch your status between on and off.
3. Click **Save**.

In the offline status, you remain logged in to the course, but appear offline to participants in the Classlist and Pager tools.

Tip This feature is useful for when you are working online but don't want to respond immediately to new pages and emails. Changing your status to offline helps ensure that you are not disturbed. This feature is exclusive to instructors and not available to participants.



General Preferences with Online Status highlighted

Preferred Language

Choose your preferred language from the list provided. All pages and content in D2L will appear in your chosen language.

Note To override users' preferred language for a course you may force a course to be viewed in a certain language. See the *Editing Course Offering Information* section in this guide.

Navigation Bar Auto-Refresh

When on, the navigation bar auto-refresh option is used to automatically check for incoming Pager or Email messages. However, for users who use assistive technology, it is recommended that they turn the auto-refresh option off. To refresh the navigation bar when this option is off, go to My Home or select a Course Offering, or use the refresh feature in your browser.

1. On the My Homepage, click the **My Preferences** link in the **Welcome** widget.
2. In the **General** tab, select the **On** or **Off** radio button in the **navigation bar auto-refresh** field.
3. Click **Save**.

Changing Fonts

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. In the **General** tab, use the drop-down lists in the **Font Settings** section to select a font type and size.
3. Click **Save**.

The **Preview** box displays a sample of your new font setting.

Course CD-ROM:

Some courses make use of CD-ROM content. From the drop-down list, select the drive letter used by your computer's CD-ROM.

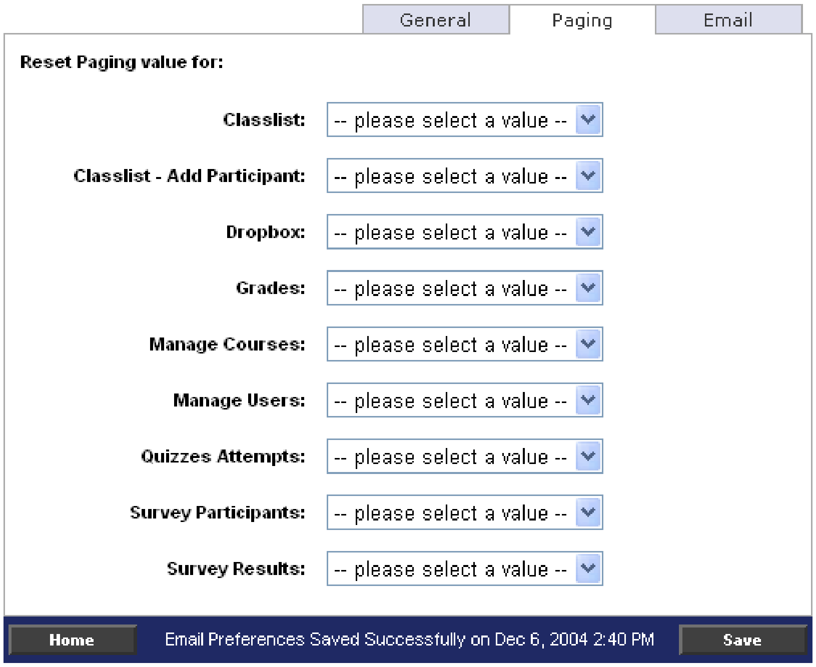
Operating System

Use the **Operating System** drop-down list to select the operating system that you are running. Note that this selection is for informational purposes only and does not affect the operation of the environment.

Paging

Limit the number of items displayed when viewing selected pages by setting the Paging preferences.

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. Go to the **Paging** tab.
3. Use the drop-down lists to select paging values for various tools.
4. Click **Save**.



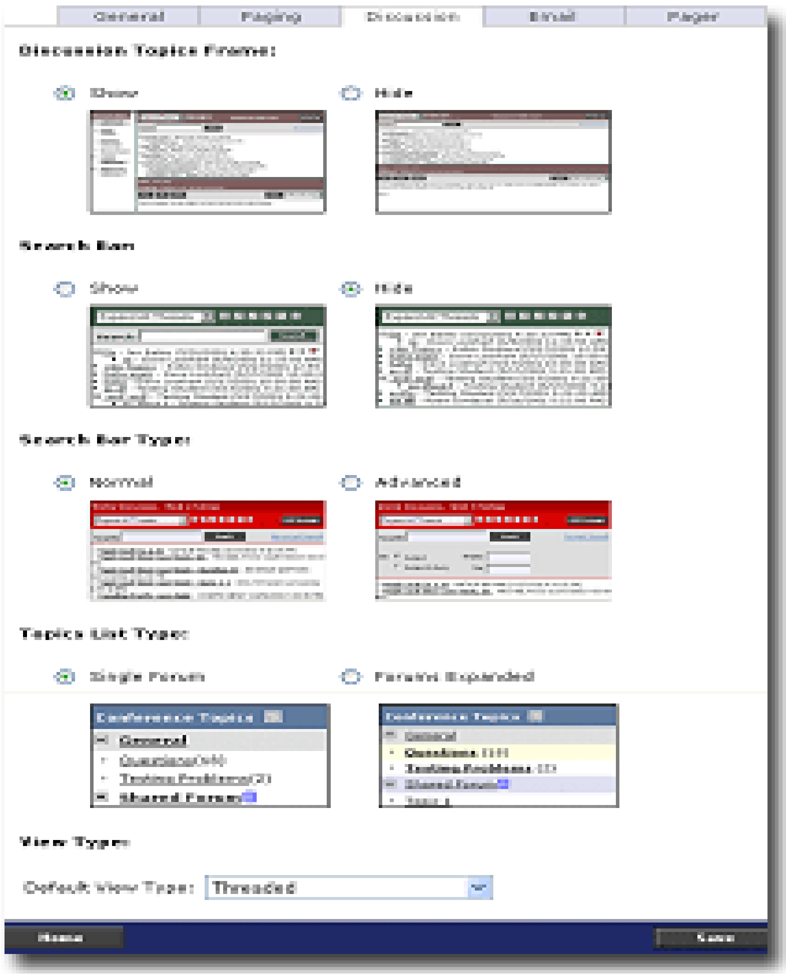
Paging Preferences

Discussions

Select the layout and organization of your discussion forums and topics from this page.

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. Go to the **Discussions** tab.
3. Click the radio buttons next to your selections.
4. Use the drop-down list to select a view type.
5. Click **Save**.

Tip If you have do not have much experience with the Discussion tool, then you may want to revisit this area after you have become more familiar with it in order to determine your ideal preferences.



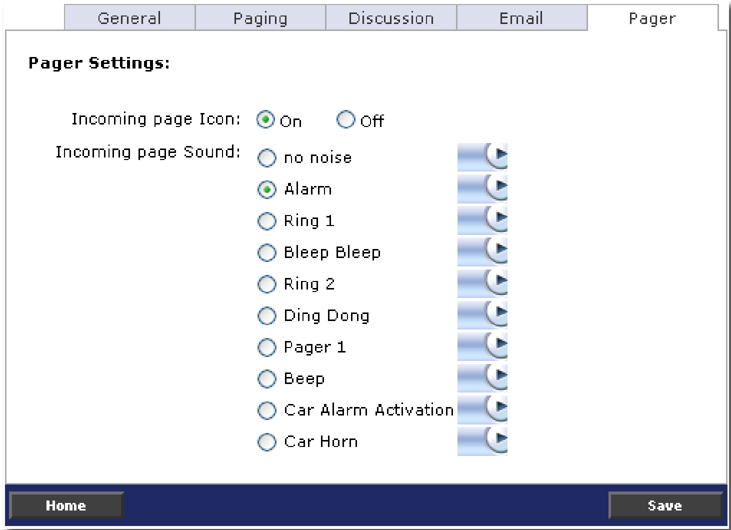
Discussions Preferences

Pager

Receive visual notification when someone pages you and select your pager sound.

If the pager icon is Off, you still receive incoming pages. However, you must check for pages manually by clicking on the pager and selecting from the list.

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. Go to the **Pager** tab.
3. Turn the pager icon on or off.
4. Select a page sound.
5. Click **Save**.

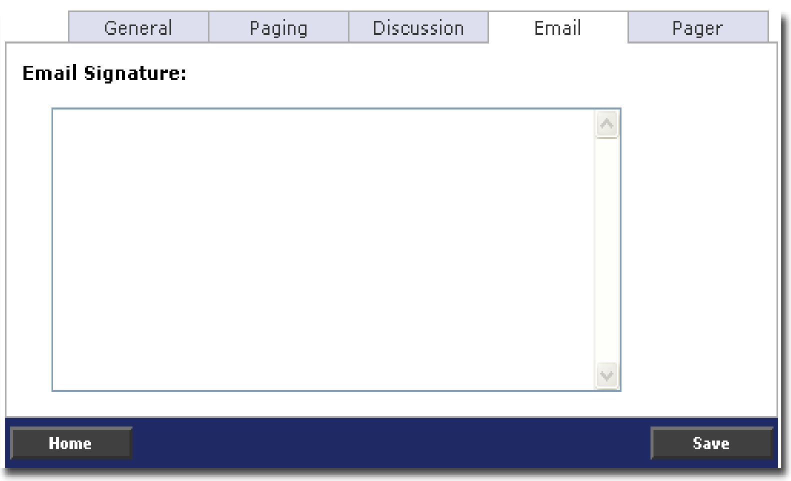


Pager Preferences

Email Signature

Create a signature that will display at the end of messages sent from your D2L email account.

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. Go to the **Email** tab.
3. Type your email signature in the field.
4. Click **Save**.



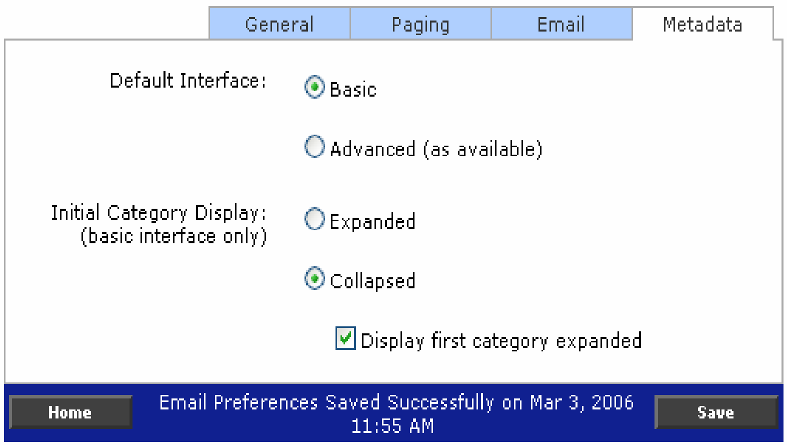
Email Preferences

Metadata

Select your Metadata display settings. Refer to the *Learning Object Repository (LOR) User and Reference Guide* and to the *Metadata User and Reference Guide*, both available from the D2L

Documentation website (http://documents.desire2learn.com) for more information. Also refer to *Editing Modules within the Content Manager in the Manage Content* section of this document.

1. On the My Homepage, click the **My Preferences** link in the **Welcome widget**.
2. Go to the **Metadata** tab.
3. Select your Metadata display settings.
4. Click **Save**.



Metadata Preferences

Your Email Address and Site Password

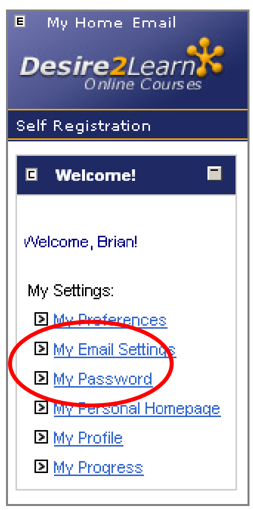
If your external email address has changed since registration, you will need to update it in the **My Email Address** link in the **Welcome** widget on the My Homepage. The external email address that you specify may occasionally be used by system administrators to send important login and enrolment confirmation information to users.

Note If your organization is currently set up with **full email**, updating your email address in this section will not replace your email address in D2L or forward your D2L mail on to the external email address specified in this area. It simply provides the system with an external email address.

If your organization currently uses **Outgoing Only Email**, it is *critical* to make sure that all participants have updated their external email address in the **My Email Address** link in the **Welcome** widget on the My Homepage. The outgoing only email system relies completely on the external email address that participants and instructors provide in this area. Updating email addresses in this area ensures that all course participants will be able to receive all course communications.

Your Email and Password

Update your email address and login password from your My Homepage using the **My Email Address** and **My Password** links in the **Welcome** widget.



Welcome widget on My Homepage with My Email Address and My Password highlighted

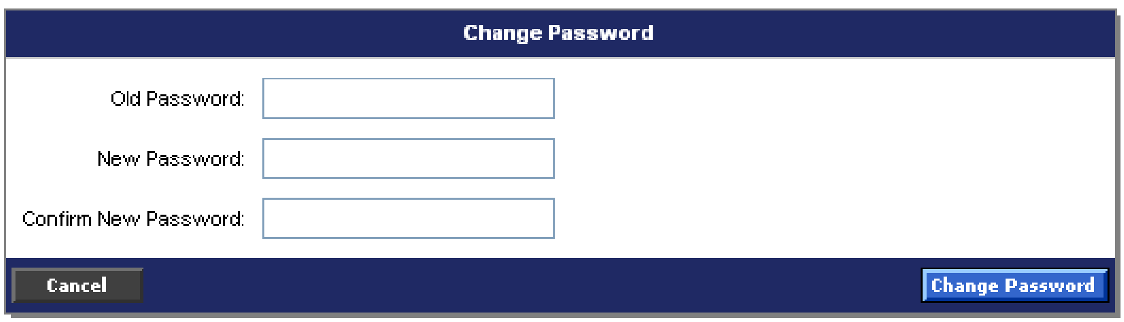
▶ To change your email

1. On the My Homepage, click the **My Email Address** link in the **Welcome widget**.
2. Type your D2L login password in the **System Password** field.
3. Type your new email address in the **New Email** field.
4. Click the **Update Email** button.

Update your email address

▸ To change your password

1. On the My Homepage, click the **My Password** link in the **Welcome** widget.
2. Type your current D2L password in the **Old Password** field.
3. Type your new password in the **New Password** field.
4. Confirm your new password in the **Confirm New Password** field.
5. Click the **Change Password** button.



Change your password

Your Personal Homepage

In this area you can create a new personal home page, upload an existing home page, and upload and store files (documents, images, etc.) to maintain your home page. Your personal home page is accessible from your profile and the Classlist.

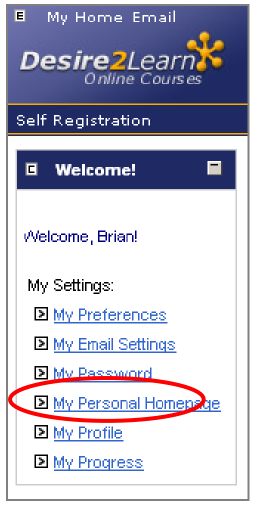
Note Your personal home page is separate from and does not replace the My Homepage.

My Personal Homepage

Display information about yourself to course participants using this simple tool to create a personal webpage. It typically contains some text, graphics and links to other websites.

Building an instructor biography is a great way to utilize this tool.

You can also access and create or edit your personal home page from the Classlist tool. Click the **Edit My Homepage** icon beside your name on the list.



Welcome widget on My Homepage with My Personal Homepage highlighted

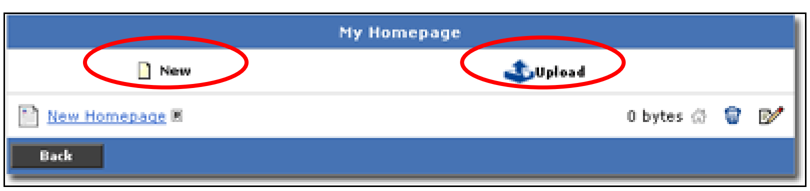
▸ To create a new personal home page

1. From My Home, click the **My Personal Homepage** link in the **Welcome** widget.
2. Click the **New** icon.
3. Type a name for your home page.
4. Click **OK**.

▸ To upload an existing personal home page

1. From My Home, click the **My Personal Homepage** link in the **Welcome widget**.
2. Click the **Upload** icon.
3. In the File Upload window, click **Browse** and locate your file.
4. Click **Upload**.

Note Ensure that you have also uploaded all supporting files and images and referenced them properly.



Create or Upload a Personal Home Page

You can now:

- **View** your home page by clicking on the file title.
- **Rename** your home page by clicking the **Rename** icon beside the file title.

- Click the **Make this my homepage** icon next to the file to make that file appear as your home page in your profile.
- **Delete** the file by clicking the **Delete** icon.
- **Edit** the file by clicking the **Edit** icon.

Your Profile

Build a personal profile through the My Profile tool. Add information, including pictures, in the textboxes. This information will be viewable from the Classlist link from your course page.

My Profile

Filling out your profile is optional, but this feature is a great way to get to know your course participants. If you are not comfortable revealing information about yourself, simply leave the profile blank.

1. From My Home, click the **My Profile** link in the **Welcome** widget.

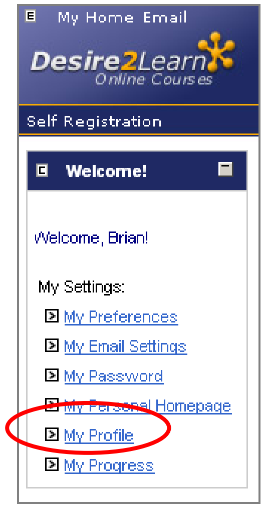
1. Fill in the text fields.
2. To upload a picture, click the **Browse** button next to the **Picture** field and locate the image. Click **Open**.
3. Click **Save Changes**.

You can also access and create or edit your profile from the Classlist tool. Click the **Edit My Profile** icon beside your name on the list.

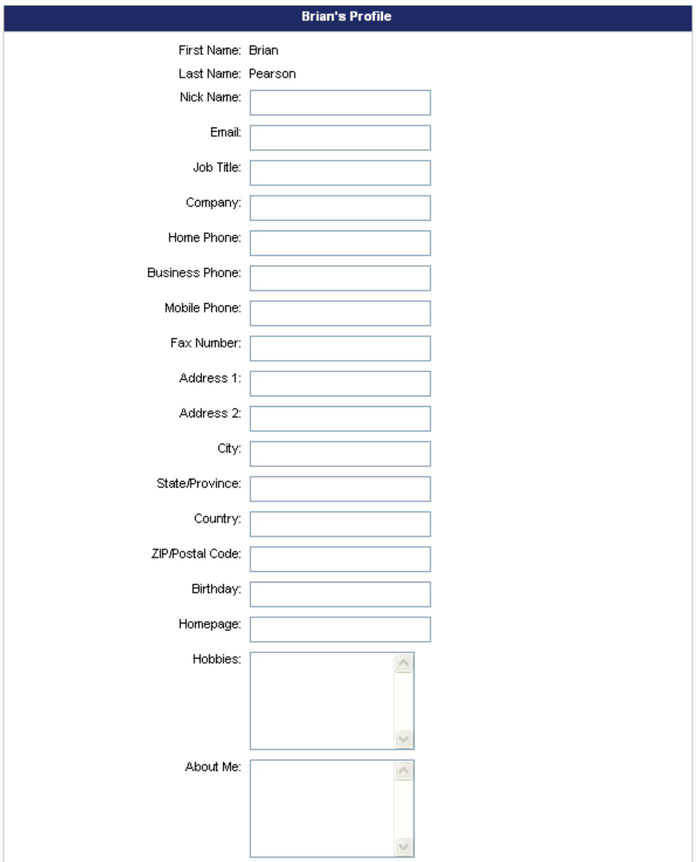
Notes

If you are unable to see the **Edit My Profile** or **View Profile** icons next to names in the Classlist tool, contact your administrator to have them added. If the icons are not present, users will be unable to view other users' profiles.

The fields that appear on the **My Profile** page depend on how your D2L system administrators have set up this area. You may see different fields than those pictured here.



Welcome widget on My Homepage with My Profile highlighted

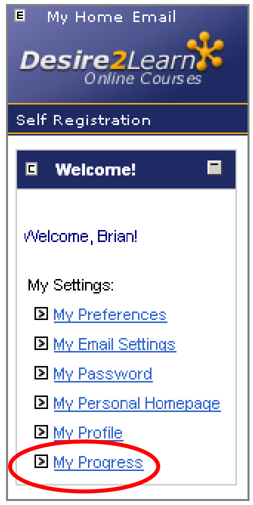


My Profile page with some of the available fields shown

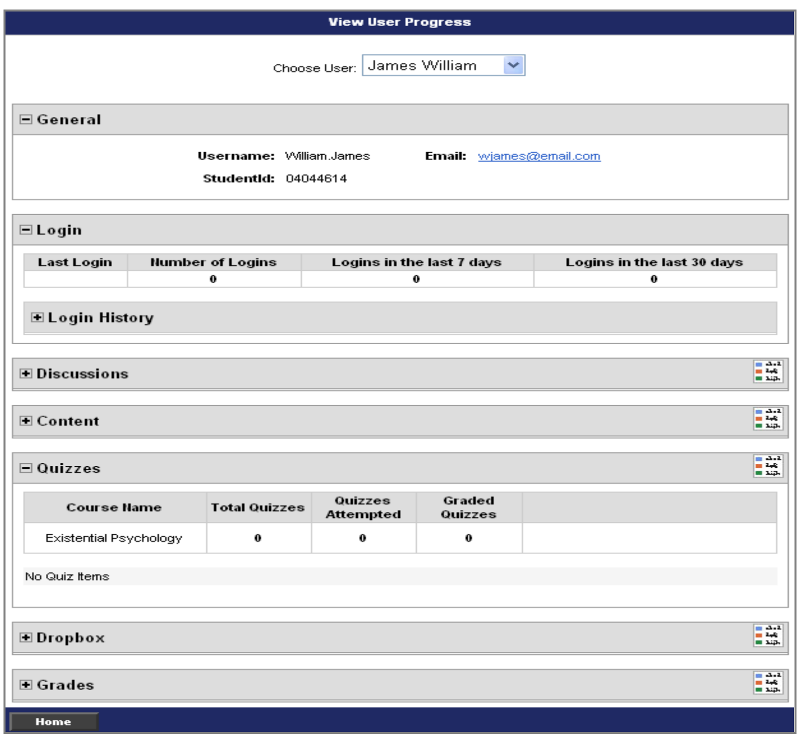
My Progress

Use this feature to view the progress of participants enrolled in your courses.

1. From My Home, click the **My Progress** link in the **Welcome widget**.
2. The View User Progress page displays showing your progress.
3. To view another user's progress, select the user from the **Choose User** drop-down list.
4. In the View User Progress page, click the **details** icon next to the sections for additional progress information.



Welcome widget on My Homepage with My Progress highlighted



View User Progress

Unit 2: Your Courses and Basic Course Setup

This unit describes how to customize your course colours, course navigation bar, links, help files, and the tools available to your course participants.

Creating and Managing Courses

Essentially, the course component of your D2L platform can be divided between your creation of new courses and your management of existing courses.

Your Course Home page displays all of the important tools necessary for creating, editing, and managing your courses. Your courses are accessible from the **My Courses** widget of your My Homepage.

▸ To access your courses

1. From your My Homepage, click a course title in the **My Courses** widget to access the course home page.

OR

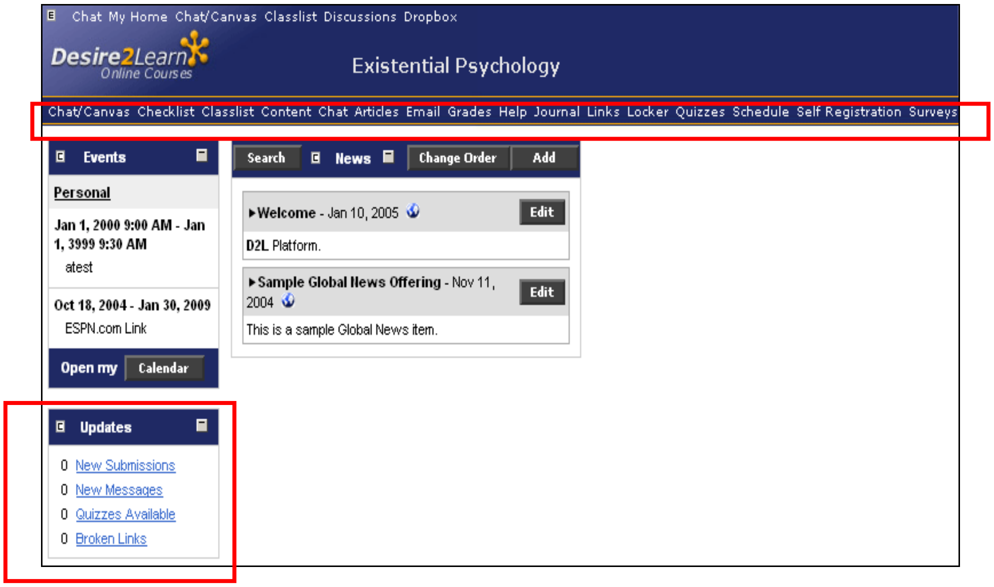
2. From your My Homepage, click the **Manage Courses** link in the **My Admin Tools** - **Course Related** widget.
3. Search for your course by entering a value into the **Search for** field and clicking **Search**. The courses matching your search will display at the bottom of the page.
4. In the search results. click a course title to access the course home page.

On the course home page, the **Updates** widget is an excellent place to scan for new emails, assignments submitted to the Dropbox, quizzes and discussion posts within your course without having to go into each tool individually to see what is new. The number of notifications (the blue links) within the **Updates** widget depends on how your organization is currently set up. Clicking on a notification will take you directly into that tool.

Your Course navigation bar contains links to course related tools, allowing you to access course Content, Discussion Forums, Dropboxes, Quizzes, Grades, and Class Lists.

Navigation Bar

Updates



Course Home Page

You can access the following from the course home page, depending on the D2L tools that you are using:

- All of your course related tools (Content, Discussions, LiveRoom, Dropbox, Competencies, Rubrics, etc.)
- All of your personal tools (Email, Schedule, Locker, etc.)
- Preferences – My Settings (also accessible from My Home)
- Upcoming Schedule Events
- News
- Logout
- Bookmarks (if enabled)
- Updates
- Course Management Console (Edit Course)
- Release Conditions

Customizing Your Course Attributes

You can customize your course attributes using the **Course Management Console**. There are two ways to access this feature:

1. Click the **Edit this course's info/content** icon beside your course name on the My Homepage. The Course Management Console displays.

OR

2. Click on your course name on the My Homepage. The course home page displays.

3. Click the **Edit Course** link on your course navigation bar. The Course Management Console displays (below).

Course Management Console (Edit Course page navigation bar)

The Course Management Console provides a starting point for adding tools to your course home navigation bar, creating content, and modifying the look and feel of your course site.

This unit describes the following topics:

- Editing your course information
- Editing your course colours
- Editing your course language
- Creating course-specific help
- Adding, removing, and reordering course tools on your course navigation bar
- Creating custom course links
- Managing your course files
- Managing your course content
- Copying course components
- Managing your course participants

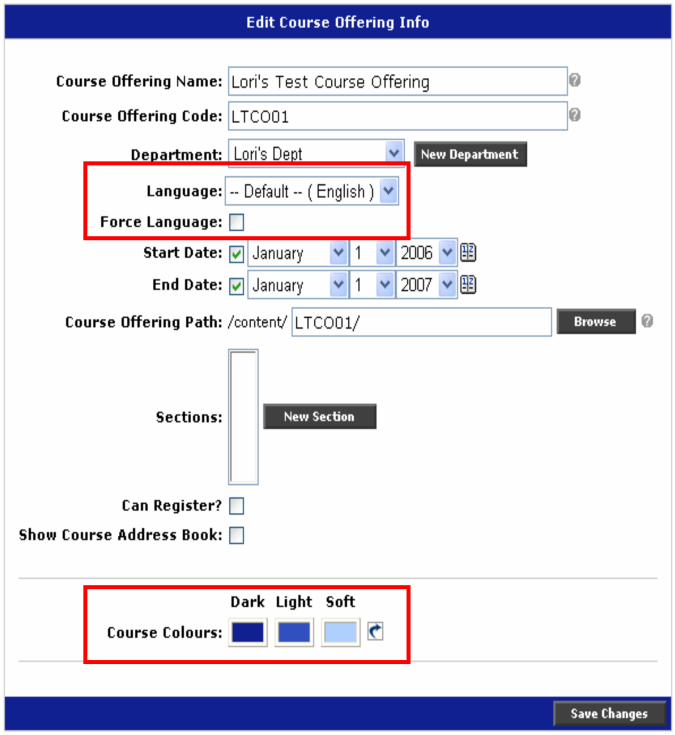
Note The areas displayed here are dependent on the settings that are set up by your system administrator. You may or may not have access to all of the course tools on the Course Management Console.

Description of Tools Used in this Unit

The Course Management Console displays a number of icons linking to course management features. This unit focuses on the first three: **Info**, **Tools**, and Navigation Bars (**NavBars**).

- **Info**: From this area, you can modify your course settings, such as Course Name, Course Code, Department, etc.
- **Tools**: From this area, you can add tools to or remove them from your course. You can also change the tool display name and the help associated with each tool.
- **NavBars**: From this area, you can customize the navigation bar that is displayed on your course pages. You can add tools to and remove them from your course navigation bar. You can also create custom links.

Editing Course Offering Information



Edit Course Offering Info page with Course Colours and Language areas highlighted

Course Colours

You can change your course colours to any web-based colour. The colours are specified as Dark, Light, and Soft. These colours are displayed on the menu bars and in the title areas of the widgets on your course home and other areas of your course. If you decide to remove the course colours you have set up, click the **Restore Default** icon.

1. From your course home page, click the **Edit Course** link in the course navigation bar.
2. Click the **Info** link located on the Course Management Console (the Edit Course Offering Info page is always displayed by default.)
3. Beside Course Colours, click the box below “Dark”. The Colour Picker containing a palette of colours, as well as “Red”, “Green” and “Blue” fields displays.
4. On the palette, click your colour choice. The colour displays beside the **Set** button. If you would like to customize the Red, Green and Blue values, type in the associated fields or use the arrows to modify the values.
5. Once you have a colour you like, click **Set**.
6. Repeat steps 2-4 for the “Light” and “Soft” choices.
7. Click **Save Changes** on the main Edit Course Offering Info page.

Color Picker

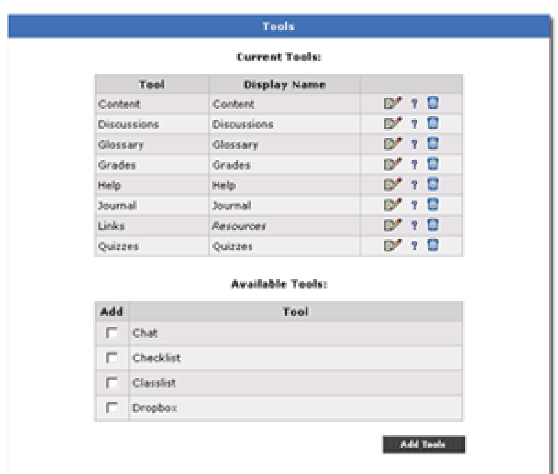
Course Language

If your organization has languages enabled, you can change the default language for your course as follows:

1. From your course home page, click the **Edit Course** link in the course navigation bar.
2. Click the **Info** link located on the Course Management Console (the Edit Course Offering Info page is always displayed by default.)
3. Choose a language from the drop-down list provided in the **Language** field.
4. Select **Force Language** to override students' language preferences for your course. For example, if you are teaching 'Intermediate Spanish' choose "Spanish" from the **Language** list and select **Force Language** to prevent students from viewing the course in English.
5. Click **Save Changes**.

Adding, Removing and Renaming Course Tools, and Creating Custom Tool Help

1. From your course home page, click the **Edit Course** link in the course navigation bar.
2. Click the **Tools** link located on the Course Management Console. The Tools page displays both current and available tools.



Tools page

Adding Tools

1. Select the checkbox beside the desired tool listed under **Available Tools**.
2. Click the **Add Tools** button. The page will refresh with your selections now appearing under **Current Tools**.

You will now want to add links to these tools to your course navigation bars. For information on adding links to your navigation bars, refer to the *Setting up Your Course Home Navigation Bar* section.

Removing Tools

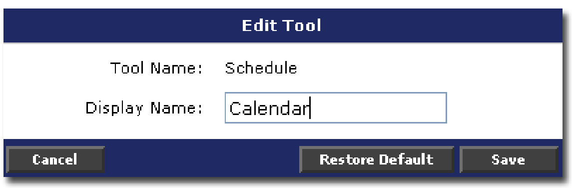
1. Click the **Remove Tool From Course** icon beside the tool that you want to remove from your current tools list.
2. Click **OK** in the confirmation message. Removed tools are returned to the **Available Tools** section on the Tools page. You can always re-add a removed tool.

Renaming Tools

By renaming a tool you can customize the link to the tool that appears in your course navigation bar. For example, if you change the display name of the Discussions tool to "Bulletin Board" the link to the tool would be changed to "Bulletin Board" in your course navigation bar.

You can rename any tool listed under **Current Tools** on the Tools page in the Course Management Console.

1. Click the **Edit Tool** icon beside the applicable tool. The Edit Tool pop-up displays.
2. Type a new **Display Name** for your tool.
3. Click **Save**. Your new display name is updated on the Tools page.



Edit Tool pop-up

To restore the display name back to the default setting:

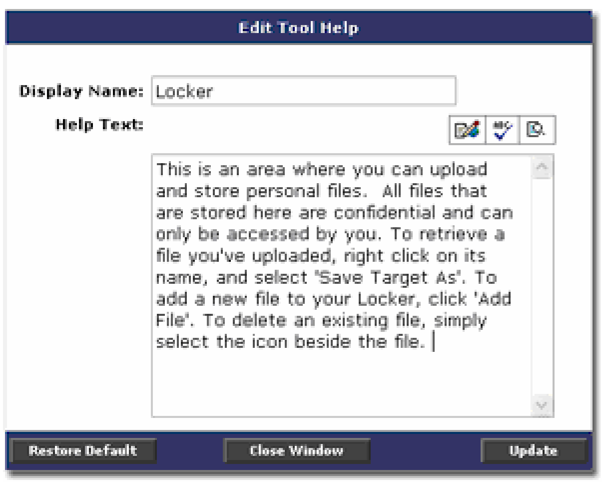
1. Click the **Edit Tool** icon beside the applicable tool. The Edit Tool pop-up displays.
2. Click **Restore Default**. The display name of the tool is restored to the default on the Tools page.

Customizing Tool Help

Most course related tools are associated with a default help file to assist users with the basics of how to use the tool. The tool help text is displayed in the **Help** section.

You can create custom help for any tool listed under **Current Tools** on the Tools page in the Course Management Console.

1. Click the **Edit Tool Help** icon beside the tool. The Edit Tool Help pop-up displays. The default help text is displayed in the **Help Field**.
2. Make any changes that you require to this text.
3. The **HTML Editor**, **Spell Check**, and **Preview** icons appear in the top right of the Edit Tool Help pop-up and allow you to create text in HTML format and to check any changes that you have made.
4. Click **Update** to save your changes. You can always restore the default help by clicking the **Restore Default** button.
5. Click **Close Window** when finished.



Edit Tool Help pop-up

Example in Action: Creating Custom Help Saves Instructors Time

As an instructor, you can make changes to and create custom help for your course. For example, perhaps you are only accepting a specific file type (e.g. Microsoft Word documents) for assignment submissions through the Dropbox tool. You can integrate your specific requirements into the Dropbox help file to ensure that students are submitting the appropriate file types.

Setting Up Your Course Home Navigation Bar

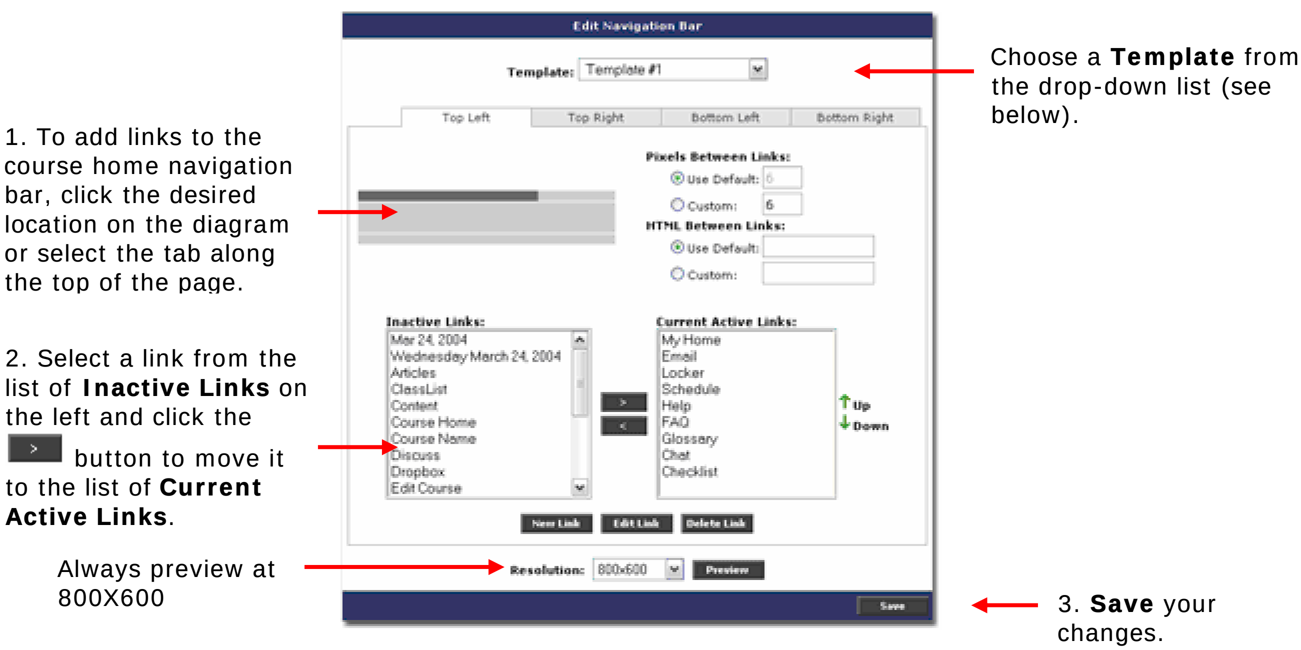
When you enter your course for the first time, you will notice that there are already links along the course home navigation bar. These links were set up by your system administrator who created each course in your organization with a default course navigation bar. The default course navigation bar gives you some general course-related links to work with from the start. As an instructor, you may, depending on your permissions, be able to customize your navigation bar to ensure that it has all the necessary course-related links.

Important Once you have added a link to the course navigation bar, your participants will also have access to that tool or link. It is a good idea to preview your navigation bar in 800X600 screen resolution. This resolution will ensure that all users will be able to view the navigation bar.

Note Your list of available navigation bar links is dependent on the tools that your organization chooses to use, as well as the tools that you have added to your course in the **Tools** section (see *Adding Tools* in the *Adding, Removing and Renaming Course Tools, and Creating Custom Tool Help* section to learn how to add tools to your course.)

▸ To edit your course home navigation bar

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.



Edit Navigation Bar page

There are four areas that can have navigation bar links:

- Top Left
- Top Right
- Bottom Left
- Bottom Right

The following table outlines the link organization for a typical Course Home:

Link Area	Typical links
Top Left	Personal tools (My Home, Locker, Schedule, Email, etc.)
Top Right	Welcome, Date, etc.
Bottom Left	Course tools (Course Home, Discussion, Grades, etc.)
Bottom Right	Edit Course, Log out, etc.

Course Home page typical link organization

Choosing a Navigation Bar Template

The Navigation Bar template defines the look of the navigation bar, which is determined by a template's graphics, link positions, and colours.

To choose a template for your course:

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.
4. Select the template that you want to use for your course from the **Template** drop-down list.
5. Click the **Preview** button on the bottom of the Edit Navigation Bar page to view your template.

Adding Tools to the Course Navigation Bar

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.

There are two ways to add tools to your navigation bar on the Edit Navigation Bar page:

4. Click the Top Left tab. You can then proceed to work through the tabs and add tools to various locations.

OR

5. Click a location on the grey diagram on any of the tabs to specify the area of the navigation bar that you would like to add tools to.
6. Choose a tool from the **Inactive Links** list by clicking on the tool name.
7. Click the  button to move the link to the **Current Active Links** list.
8. Repeat steps 3-4 for the other tabs (Top Right, Bottom Left, and Bottom Right.)
9. Click the **Preview** button on the bottom of the page to view your navigation bar.
10. When you have finished your navigation bar set up, click **Save**.

Note Avoid loading one area of the navigation bar with too many links. Always preview your navigation bar at 800X600 resolution to ensure that all links are visible for users.

Removing Tools from the Course Navigation Bar

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.
4. Select the tab or corresponding area of the grey diagram that contains the tool link that you would like to remove.
5. Choose the tool link from the **Current Active Links** list by clicking on the tool name.
6. Click the  button to move the link to the **Inactive Links** list.
7. Click the **Preview** button on the bottom of the page to view your template.
8. Click **Save**.

Reordering Tool Links

The links appearing in the **Current Active Links** list of the Edit Navigation Bar page appear in the navigation bar in such a way as that the top-most link in the **Current Active Links** list appears as the left-most link in the navigation bar areas.

▶ To reorder the appearance of links

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.

4. In the **Current Active Links** list, highlight the link that you want to move by clicking on it once.
5. Use the ↑ **Up** or ↓ **Down** icons to move the link into the desired place on the list.
6. Click **Preview** to see the new order and **Save** to save your changes.

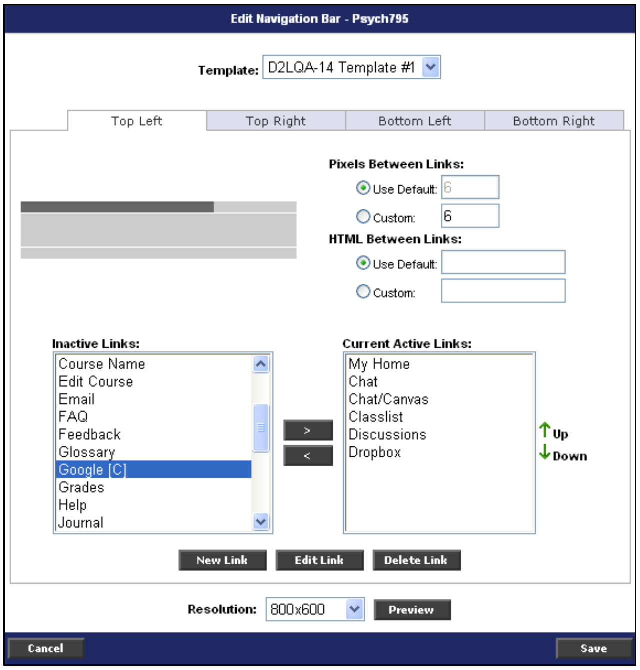
Adding a Custom Link

You may also add links to external sites, such as search engines and course-relevant resources, to your course home navigation bar.

1. Click the **Edit Course** link on your course home navigation bar. The Course Management Console displays.
2. Click the **NavBars** link, located on the top navigation bar in the Course Management Console. The Manage Navigation Bars page displays.
3. Click the name of the course whose navigation bar you want to edit or the **Course Default** link (to edit the default navigation bar used by all courses which do not have their own customized navigation bars.) The Edit Navigation Bar page displays.
4. From the Edit Navigation Bar page, click the **New Link** button. The **New Link** pop-up displays.
5. Type the link text that you would like displayed in the **Display Name** field. This is the text that will be shown on the navigation bar.
6. Type the URL in the **Link URL** field (for example: http://www.google.com). If you want to link to a course file, click the **Browse** button and choose the appropriate file.
7. If you want an image to appear with your link, type the URL of the image in the **Image URL** field, or click the **Browse** button and choose the appropriate image file.
8. Choose where you would like the target (what you are linking to) to appear: in the bottom frame (maintaining the course navigation bar), in the entire window, or in a new window of a specified size. For the latter, edit the **Width**, **Height**, **Link Properties** and **Window Properties** fields are required.
9. Selctt the **Global Link** check box to make the link available for use by other courses in the organization. The link will appear in the **Inactive Links** list in the Edit Navigation Bar page of each course.
10. Click **Save**.

New Link pop-up

Once you have created the custom link, it will be shown at the bottom of the **Inactive Links** list. The "[C]" mark beside the link denotes it as a custom link. You can edit, delete and move custom links at any point.



Edit Links from the Edit Navigation Bar page

Importing, Exporting, and Copying Course Components

Copying components between org units

The Copy Components utility lets you copy quizzes, content, grade items, discussion forums, dropbox folders and nearly every other type of component from another course offering or a course offering's parent template. Copying components saves you from having to recreate your course's resources from scratch and can significantly reduce the amount of work required to create or re-offer a course.

You can use the copy components feature to:

- Reuse components created in a previous course offering.
- Add components created by other instructors into your own course offering.
- Set up standard components inside a course template and copy them into a new course offering each time a course is re-offered.

To copy components between course offerings, you must be enrolled in both offerings. (If you want to copy components from another instructor's course offering, ask that instructor to enrol you. For information about how to enrol another instructor, see the *Add an Existing Participant* section in *Unit 7: Ongoing Course Administration* of this guide.) No special enrolment is required to copy components into a course offering from its parent template.

You can also copy components into a course template, and you can create standard components within a template and then copy them into the template's associated course offerings. See the guides *Setting up your D2L Site* and *Understanding Course Templates* for more information, and contact your site administrator if you want access to your course offering's template.

Are existing components overwritten?

The only component that may be overwritten is Course Files. A course file will be overwritten if one of the files being copied has the same name as an existing file.

No other components will be overwritten. Let's say you have three checklists in your current course offering, and copy two checklists from another offering, you will now have a total of five checklists in the current offering. This is true even if the components are identical. If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.

User data

User data is not copied. For example, if you copy the discussions component, only the forums and topics will be copied, not the messages posted to topics. Similarly, if you copy dropboxes, assignments submitted to dropbox folders will not be copied; if you copy quizzes, student attempts will not be copied, etc.

Links and associations between components

If you are copying linked or associated components, you must copy all of the related components at the same time. For example, if a discussion topic has release conditions based on the results of a quiz, you must copy all three—discussions, quizzes and release conditions—at the same time. Similarly, if you have a quiz that is associated with a grade item, be sure to copy both the quiz and the grade item at the same time. As long as the associated components are copied together, links between them will be retained.

Note To copy release conditions you must select the Release Conditions component.

Special considerations

Component	Notes
Competencies	Only competencies and learning objectives can be copied, not activities.
Content	Does not include Files or Content Display Settings; these must be selected as separate components. Be sure to copy all of the files used by the content or topics will not display properly.
Grades	Does not include calculated grade items.
Groups and Sections	Auto-enrollments will not be run.
Navigation Bars	Does not include Tool Display Names, which must be selected as a separate component.
Release Conditions	The only release conditions that will be copied are ones that are attached to and reference other components that are copied at the same time. For instance, if a quiz has a release condition attached that refers to a content topic, it will only be copied if both the quiz and the content topic are copied at the same time. Choosing Release Conditions without selecting any other component will do nothing.

To copy components into a course offering

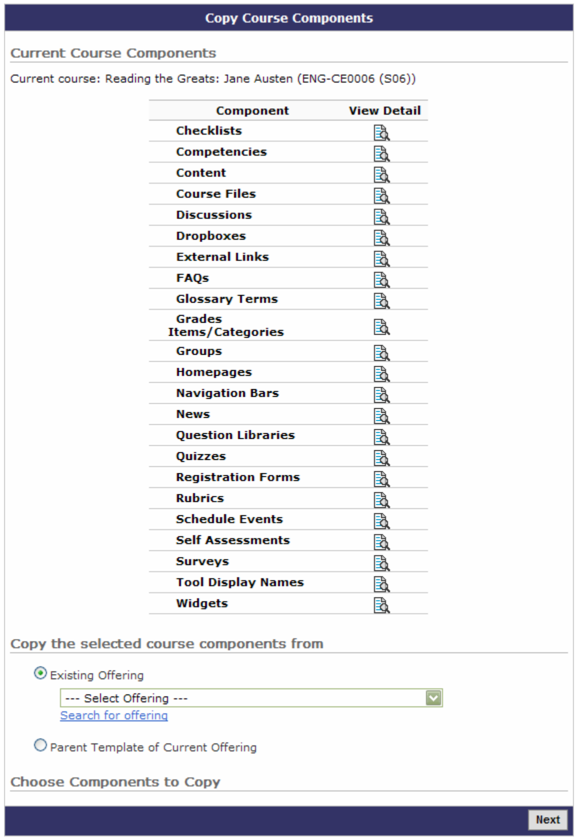
1. Go to the Import/Export/Copy page for the course offering you want to copy components *into*.

   To access this page, do one of the following:

   - In the Org Unit Administration area of your course homepage, click the **Components** link.
   - In the Course Management Console, click the **Components** link on the toolbar. (See the *Customizing Your Course Attributes* section in *Unit 2*.)

2. Make sure **Copy Components from another Org Unit** is selected, and then click **Next**.

The Copy Course Components page appears.

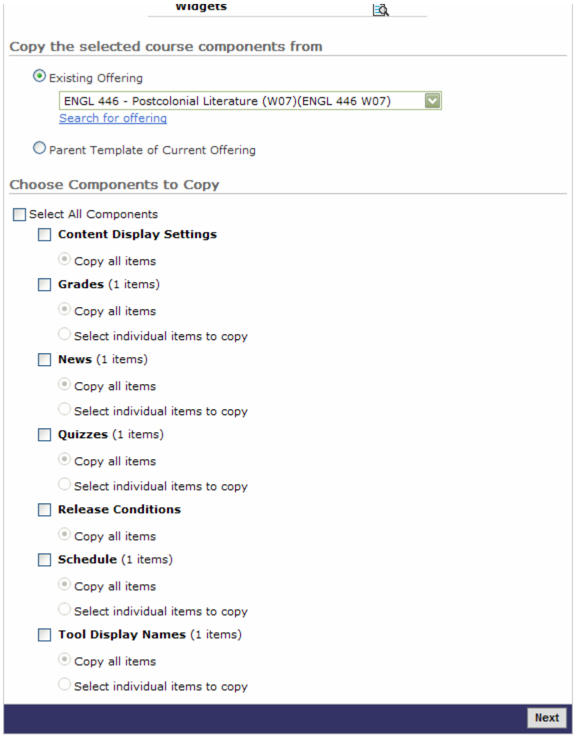


In the **Current Course Components** section at the top, you can click the View Detail icon next to a component to see existing items.

3. In the **Copy the selected course components from** section, select the org unit you want to copy components *from*.

- Choose **Existing Offering** to copy components from another course offering you are enrolled in. You can select an offering from the list or click **Search for offering** to find the course offering using a pop-up search screen.
- Choose **Parent Template of Current Offering** to copy components from the course template the current course offering belongs to.

When you have selected the source course offering or template, the bot-tom section of the page expands to list the components available.

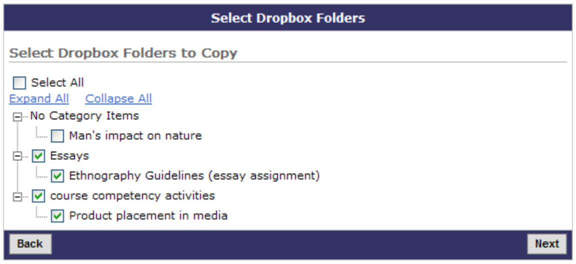


4. Select the components you want to copy using the checkbox next to each component.

   To copy only certain items from a component, choose **Select individual items to copy**. This will allow you to select, for example, individual quizzes, discussion forums, dropbox folders, etc.

   When you are finished selecting components, click **Next**.

5. If you chose "Select individual items to copy" for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Components to Copy page appears—see step 6.)



   This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)

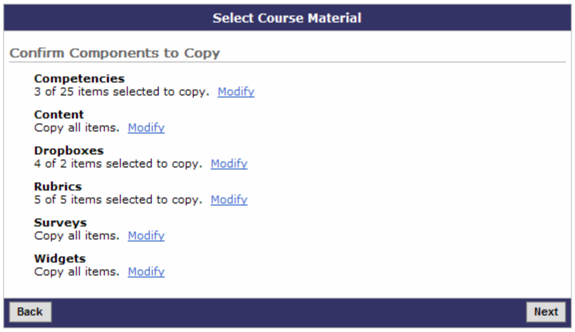
   a. Select the individual items and sub-items you want to copy and click **Next**.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

Note Not all components have sub-items.

b. Repeat the previous step for any other components for which you chose "Select individual items to copy."

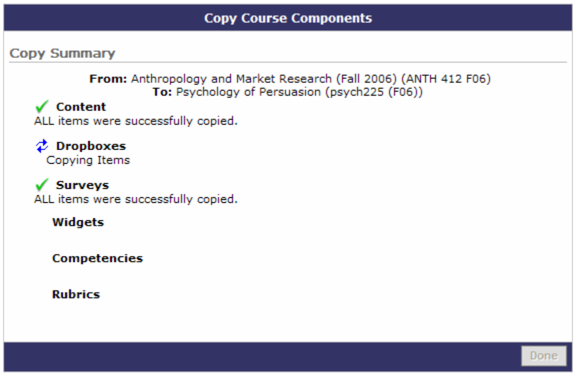
6. The Confirm Components to Copy page appears.



This page lists all the components that will be copied and the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This takes you to the Select Items page for that component (see step 5).

7. Click **Next** to begin copying.
8. The Copy Summary page is displayed, showing the copy progress.



When a component has been successfully copied, a green checkmark appears beside it. If any component fails to copy properly, a red X will appear beside it.

9. When the process is finished, click **Done**.

Exporting course components

You can export components from your course offering to a file. This will allow you to reuse these components in another learning management system, including another D2L Learning Environment, or to store the components and then re-import them into another course offering or template at a later date.

Components are exported to an IMSCP-compliant zip file, a standard file format based on the IMS Content Packaging specification, meaning you should be able to reuse these components in any learning management system that supports this format.

User Data

User data is not exported. For example, if you export the dropbox component, none of the assignments submitted to dropbox folders will be exported. Similarly, if you export the discussions component, messages posted to discussions topics will not be exported.

Links and associations between components

Associations between components will not be exported. The IMS Content Packaging specification, which the format for export files is based on, does not support these associations (for example, QuickLinks, links to grade items, release conditions, etc.).

Components that can be exported

The following components can be exported:

- checklists
- content
- course files
- discussions
- dropbox
- external links
- FAQ
- glossary
- grades (except calculated grade items)
- news
- question library
- quizzes
- schedule
- self assessments
- surveys

To export components

1. Go to the Import/Export/Copy page for your course offering.

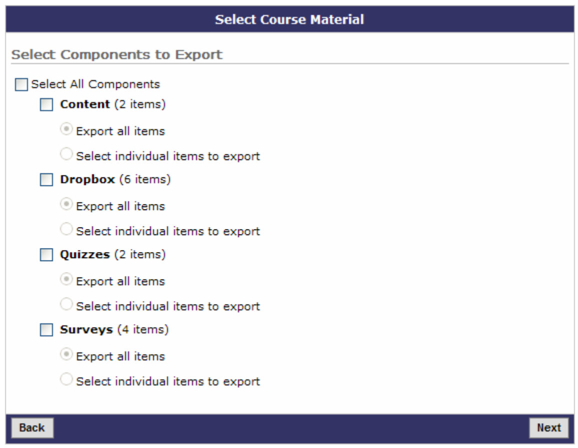
   To access this page, do one of the following:

   - In the Org Unit Administration area of your course homepage, click the **Components** link.

- In the Course Management Console, click the **Components** link on the toolbar. (See the *Customizing Your Course Attributes* section in *Unit 2*.)

2. Select **Export Components** and click **Next**.

   The Select Course Material page is displayed.



3. Select the components you want to export using the checkbox next to each component.

   To export only certain items from a component, choose **Select individual items to export**. This will allow you to select, for example, individual quizzes, FAQ sections, dropbox folders, etc.

   When you are finished selecting components, click **Next**.

4. If you chose "Select individual items to export" for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Components to Export page appears—see step 5.)

   This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)

   a. Select the individual items and sub-items you want to export and click **Next**.

To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

Note Not all components have sub-items.

b. Repeat the previous step for any other components for which you chose “Select individual items to export.”

5. The Confirm Export Selections page appears.

This page lists all the components that will be included in the export file along with the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This will take you to the Select Items page for that component (see step 4).

6. Click **Next** to begin the export.
7. The Export Course Components page is displayed, showing the export progress.

When a component has been successfully exported, a green checkmark appears beside it. If any component fails to export properly, a red X will appear beside it.

8. When the process is finished, click **Done**.
9. A final Export Summary page is displayed where you can download the export file.

To download the file, click on the link that says **Click here to download the export Zip package**. Choose a location to save the file and save it.

Note If you do not download the file from this screen, it will be lost. You cannot download it later.

Importing course components

You can import components created in other learning managements systems, provided by content vendors, or created in a content creation program (like Respondus). To import components, you must have a file containing the components in a format supported by the import tool.

For assistance creating an export file from another software package, see the user documentation provided with that software, or contact your D2L site administrator if you need further assistance.

Tip You can also import components from the Learning Object Repository (LOR). See the *LOR User and Reference Guide* for more information.

Supported formats

You can import components from the following types of files:

- An export file from Blackboard (5.5, 6.0, 6.1.5), WebCT (1.2, 2.0), Angel (6.1), UCompass, or Desire2Learn.
- A Respondus ZIP file.
- A SCORM 1.1, 1.2 or 1.3 content package.
- An IMS CP 1.1.2 or 1.1.3 content package.
- An IMS QTI 1.2.1 file (e.g. a Respondus file saved in QTI format).

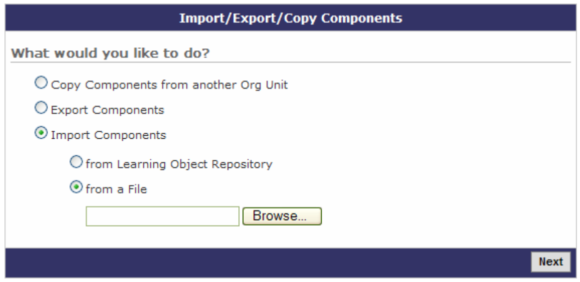
To Import Components

1. Go to the Import/Export/Copy page for you course offering.

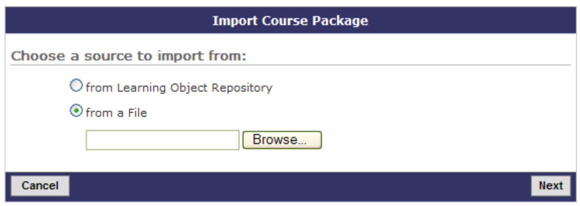
   To access this page, do one of the following:

   - In the Org Unit Administration area of your course homepage, click the **Components** link.
   - In the Course Management Console, click the **Components** link on the toolbar. (See the *Customizing Your Course Attributes* section in *Unit 27*.)
   - From the **Content** area of your course offering, click the **Import Course** link in the **Administration** section at the right of the screen.
   - From the Content Manager page, click the **Import Course** link at the bottom of the **Instructions** area (located in the bottom left-hand corner of the screen).

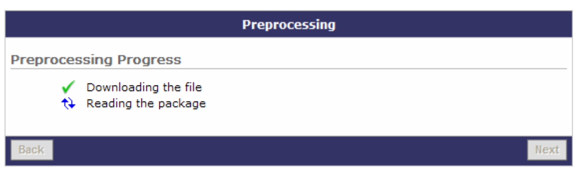
2. On the Import/Export/Copy page, select **Import Components** and **from a file**.



If you clicked the Import Course link from the Content area in the previous step, the Import Course Package page is displayed instead. Select **from a file**.



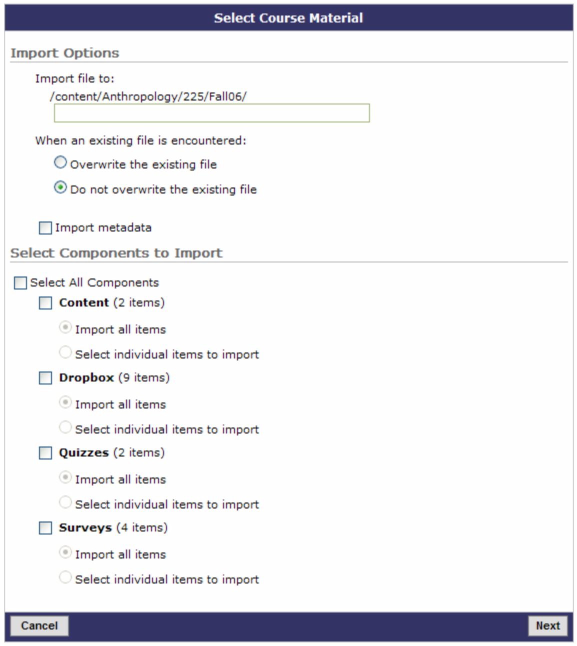
3. Click **Browse** and then locate and select the import file. (This is the file created when you exported the content from another software package, or the file provided by a content vendor.)
4. Click **Next**.
5. The Preprocessing screen is displayed, showing the progress as the system downloads and opens the file.



A green checkmark appears next to each stage as it is completed. Depending on the size of the selected file, the preprocessing phase may take some time to complete.

6. When both stages are complete, click **Next**.

The Select Course Material page is displayed.



7. In the **Import Options** section at the top of the page, specify the import settings you want to use:

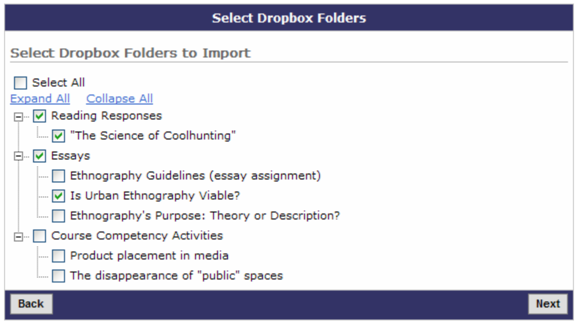
   - If you want to import files into a subdirectory under your course offering's root directory, enter the subdirectory path in the **Import file to** field. If you leave this field blank, imported files will be saved in the root directory (shown above the field).
   - Specify what should happen if a file in the import package has the same name as a file that already exists in the destination directory. If you select **Overwrite the existing file**, the file that already exists will be replaced with the file in the import package. If you select **Do not overwrite the existing file**, the new file with the same name will not be imported.
   - To import metadata, select the **Import metadata** checkbox. Metadata is information someone has entered about the components in the file. Selecting this option does not necessarily mean that metadata will be imported—the import package may not contain any. This setting simply tells the import process what to do if metadata is encountered.

8. In the **Select Components to Import** section, all of the components found in the import file are listed.

   Select the components you want to import using the checkboxes next to each component.

   To import only certain items from a component, choose **Select individual items to import**. This will allow you to select, for example, individual quizzes, content topics, dropbox folders, etc.

9. Click **Next**.
10. If you chose "Select individual items to import" for any component in the previous step, the Select Items page appears. (Otherwise, the Confirm Import Selections page appears—see step 11.)



This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Content Items page, all of the modules, sub-modules, and topics will be listed.)

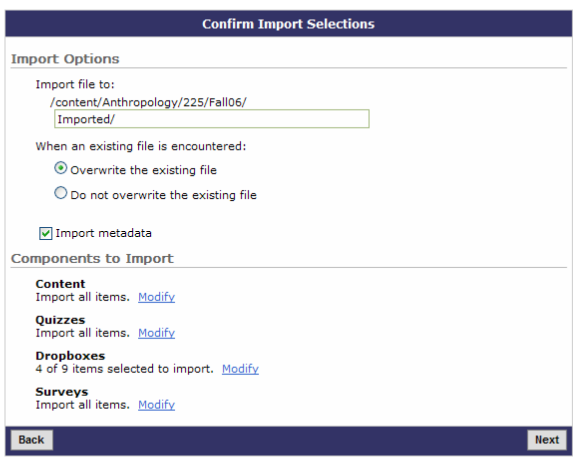
a. Select the individual items and sub-items you want to import and click **Next**.

   To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.

   Note Not all components have sub-items.

b. Repeat for any other components for which you chose "Select individual items to import."

11. The Confirm Import Selections page is displayed.



This page displays all the components that will be imported and the number of items selected for each component.

You can change the items selected within a component by clicking **Modify**. This will take you to the Select Items page for that component (see step 10).

You can also review and modify the import settings (see step 7).

12. Click **Next** to begin the import.

13. The Importing Course Material page is displayed, showing the import progress.

When a component has been successfully imported, a green checkmark appears beside it. If any component fails to import properly, a red X appears beside it.

14. When the process is finished, click **Next** to see a final summary screen with a list of any notes or warnings. For example, if you import a content topic that is not associated with a module, a module will be created for it and this action will be listed on the final summary screen.

Unit 3: Creating Interactive Course Content

This unit describes how to use the **Content** tool to create interactive course content for your participants. Course content areas can contain a variety of learning materials. You can use these areas to present information in many ways, from basic text and graphics to multimedia.

- **Content Display Settings**: Use the options in this area to customize the display of your course content, including the appearance of sidebars, course TOC (table of contents), and lists.
- **Manage Files**: This is the file management system, where you can upload and manage the files associated with your course offering.
- **Manage Content**: The Manage Content tool allows you to create, edit and organize modules and topics within your course content area. You can add topics and modules, modify the order of your topics and modules within the content area, and view the files that are presently used in your course.
- **Compile for Printing**: Use this tool to view content as it would print.
- **Release Conditions**: Use the Release Conditions tool to control student learning paths. By setting release conditions, you can require students to complete certain requirements before they can view specified content and tools.
- **Copy Course Components**: Copy Course Components enables you to transfer course components between course offerings efficiently. This feature is useful when offering a course more than once or if you want to share information across more than one course. Instead of re-creating your course each term, you have the ability to copy quizzes, quiz questions, grades, discussion forums and topics, course content, etc.
- **Glossary**: Use this tool to create a glossary for your course.
- **FAQ**: The Frequently Asked Questions tool allows you to build an area to display questions and answers for the frequently asked questions in your course.
- **Links**: The Links tool provides you with the ability to add links to external sources from within D2L. Here you will learn to create, add, and edit links. (Adding links to external sources that require authentication must be done through your site administrator.)

▶ To access the area required for this unit

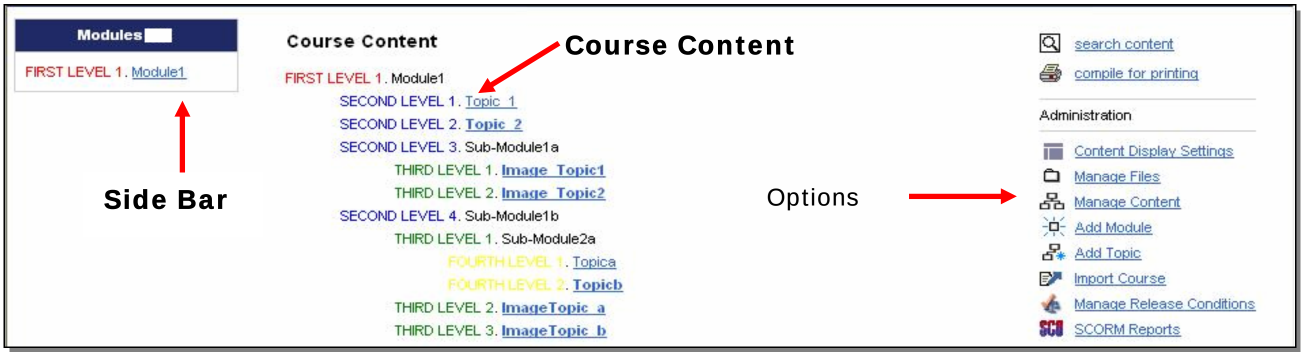
You must be logged into your course. You must also have access to the various tools described in each of the following sections. If you do not have the tool on your top navigation bar and would like to add the tool, please refer to the *Setting up Your Course Home Navigation Bar* section.

Content Display Settings

This tool allows you to set general settings for the display of the course content to the user. For example, you can define:

- **General Settings:** The look and feel of scroll bars, side bars, and the course TOC (table of contents) on the Course Home.

- **Enumerations:** How numerical schemes display in content, course assignments, etc.
- **Format Strings:** Consistent indexing of content, pre-defining naming conventions for modules and topics.



Course Content page

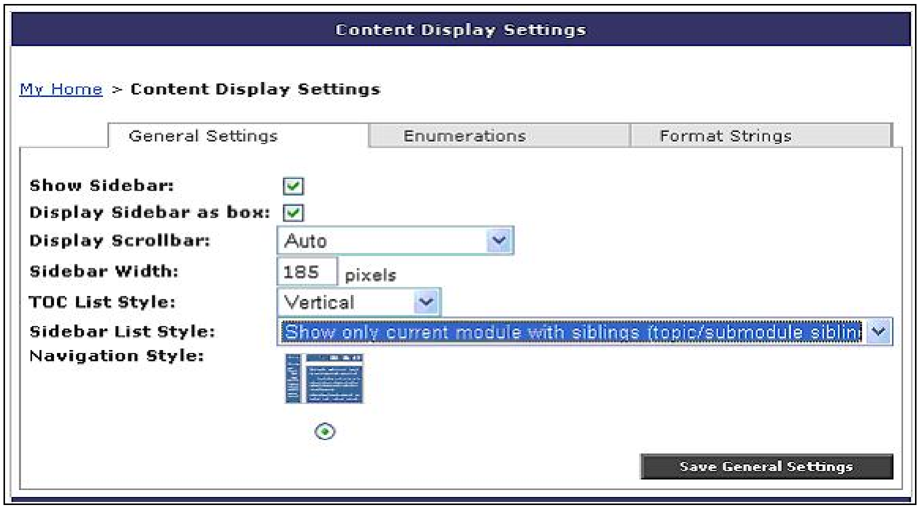
Accessing Content Displays Settings

To view/edit your content display settings, click the **Content** link in the course home navigation bar and then the **Content Display Settings** icon on the right side of the page. The Content Display Settings main page displays containing the following three tabs:

Tab	Description
General Settings	This page contains the general settings for the display of the content in a course.
Enumerations	This page contains the definitions of numeric schemes for course topics and modules.
Format Strings	This page allows you to modify content indexing schemes for this course.

Content Display Settings tabs and descriptions

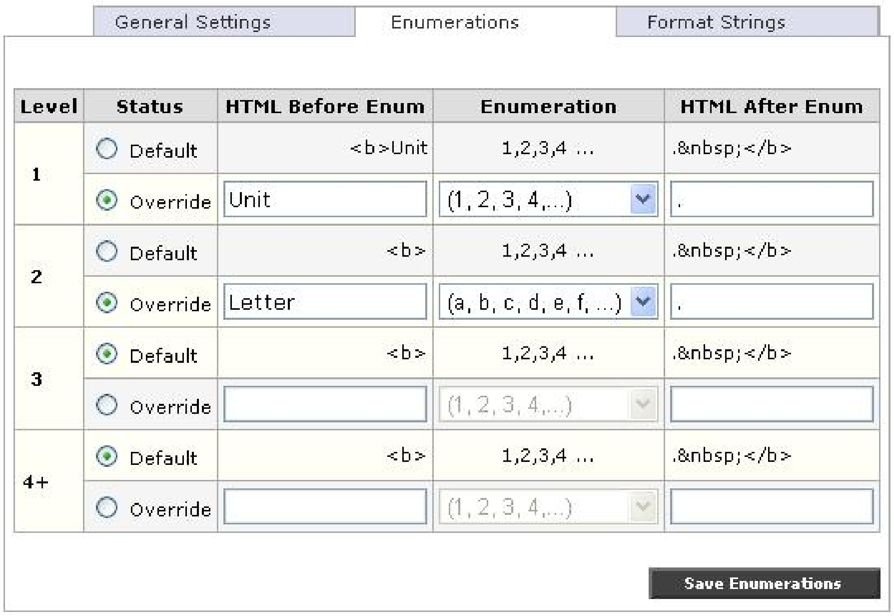
The following section shows each of the tabs and describes their fields.



General Settings Tab

General Setting	Description
Show Sidebar	Checking this box will show the sidebar table of contents on the left of the Content page.
Display Sidebar as box	Checking this box puts a box around the sidebar table of contents.
Display Scrollbar	Select a value from the drop-down list: "Auto", "Always", or "Never", to determine when to display a scrollbar for the sidebar table of contents.
Sidebar Width	Type a Sidebar Width in pixels to either increase or decrease the width.
TOC List Style	Select "Vertical", "Horizontal" or "Modules only" to display the table of contents in the desired format.
Sidebar List Style	Select one from the following list: "Full course expanded": You will see all levels of modules and topics. "Current top-level module expanded": The top-level module only is expanded. "Show only current module with siblings (topic/submodule siblings)": The current selected module and subtopics will be expanded. "Full course expanded, modules only": The entire course's modules are expanded.

Enumerations Tab



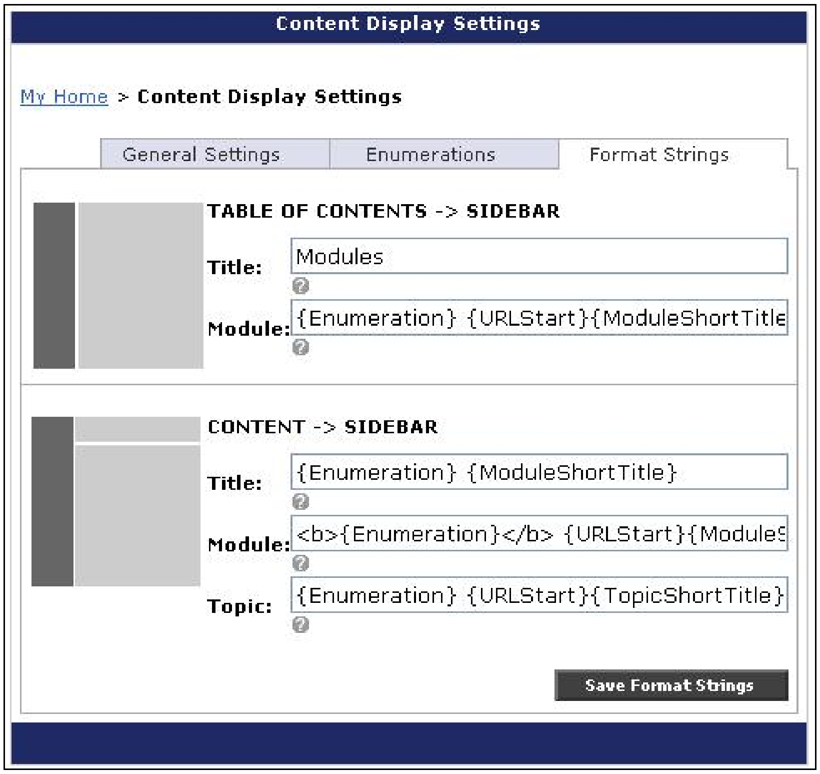
Enumerations Tab

Enumerations	Description
Level	The level column indicates the level of module that you want to display.
Status	You can choose to use the system default or override the default.
HTML Before Enum	Defines the look and feel of the text before the module or topic level number (you can define text size and colour).
Enumeration	Choose the enumeration (number) style from the drop-down list.*
HTML After Enum	Defines the look and feel of the text after the module or topic level number (you can define text size and colour).

***Note** If you choose the "no enumeration" option the period (.) continues to appear in place of the enumeration until you go into the **Format Strings** tab, delete the period after the {Enumeration} portion in the **Module** field and save the format strings.

Format Strings Tab

Select the grey areas to change the Format



Format Strings Tab

This page allows you to change the format strings associated with your table of contents, sidebar and navigation bar.

Note Click the icon beside each field to view a list of constants associated with the field.

1. Click the areas on the graphical representation to switch between sections (Table of Contents – Sidebar; Table of Contents – Main Section; Content – Sidebar and Content – Navigation Bar.)

Format Strings	Description
Table of Contents - Sidebar	**Title**: Allows you to define the course title in the sidebar of the table of contents. For example: "English Literature". The following constants are used in a format string to specify a system variable. When a user visits a content page, these constants will be replaced with the corresponding value. {CourseName}: The name of the current course. {OrgName}: The name of the current organization.

	Module: Allows you to define how the module titles look (font size, colour) in the sidebar of the table of contents. The following additional constants are available for this field. (Refer to the **Title** field above for details.) {URLStart}: Marks the beginning of the URL section. {URLEnd}: Marks the end of the URL section. {Enumeration}: The number of the current module or topic. {ModuleLongTitle}: The long title of the current module. {ModuleShortTitle}: The short title of the current module.
Table of Contents – Main Section	**Title**: Allows you to define the title of the main section of the table of contents. **Use Title**: Select whether or not to display the title from the **Title** field in the table of contents. **Module**: Allows you to define how the module titles look in the main section of the table of contents. **Topic**: Allows you to define how the topic titles look in the main section of the table of contents. The following additional constants are available for this field. (Refer to the fields in the **Table of Contents – Sidebar** section above for details.) {TopicLongTitle}: The long title of the current topic. {TopicShortTitle}: The short title of the current topic.
Content – Sidebar	**Title**: Allows you to define the title of the content sidebar. **Module**: Allows you to define how the module titles look in the content sidebar. **Topic**: Allows you to define how the topic titles look in the content sidebar.
Content – Navigation Bar	**Title**: Allows you to define the title of the navigation bar in the content section (generally the name of the course and organization).

Manage Files

The **Manage Files** tool is the file management system for your course. It is recommended that you organize your files into folders, create a folder for each module of content, and store all your files and folders in the Manage Files area. From this area, you can organize and upload files associated with your course offering. The functions that can be performed in Manage Files can be divided into two categories:

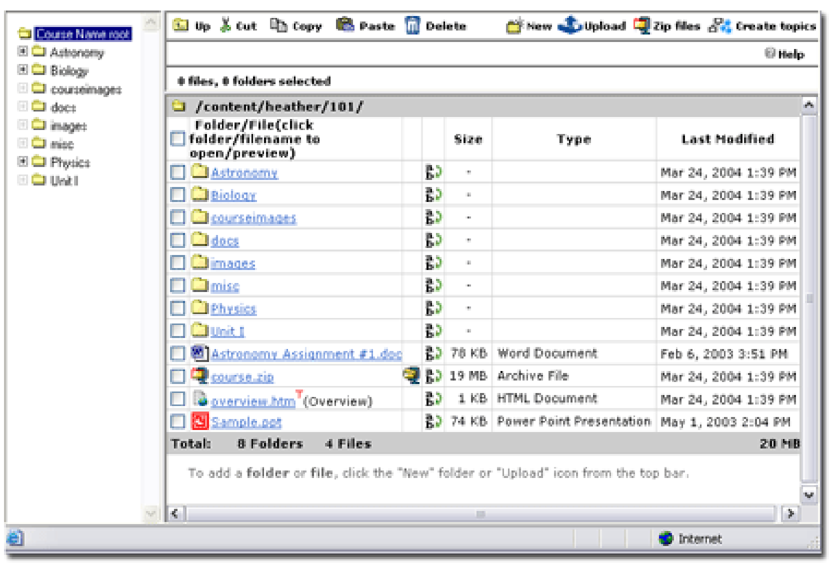
Organizing and Managing Files and Folders. Perform basic tasks such as creating, deleting, copying, and moving files and folders, and more advanced tasks such as changing file and folder properties, and zipping and unzipping files.

Creating Topics from your Files. Create topics once you have created your course content structure.

Note Avoid using multiple consecutive periods when naming folders as they may cause links to break.

There are three ways to access **Manage Files**:

1. From **My Home**, click the **Edit this course's info/content** icon beside your course name, then click the Files icon on the navigation bar.
2. From your course home page, click the **Edit Course** link on your course navigation bar, then click the Files icon on the navigation bar.
3. From your course home page, click the **Content** link on your course navigation bar, then click the **Manage Files** link on the right side of the page.



Manage Files page

Organizing and Managing Files and Folders

File Properties

On the Manage Files page, file and folder properties such as size, type, and date last modified are displayed. The **T** symbol beside a file name indicates a file being used as a topic. The content topic name will be displayed beside the filename.

Open a File or Folder

To view a file already in the **Manage Files** area, click on the name of the file. It will open automatically as a new browser window or, you may see a prompt asking if you would like to Open the file. Select Open to view the file.

Note If the file requires any special software to open it, then you must have that software installed on your computer. For example, to open a PowerPoint file, you must have Microsoft PowerPoint installed.

Create a New Folder

1. On the Manage Files page, click the folder name where you want to add a new folder. If you want to add a new folder to your base course path, click the "root" folder located on the top left side of the page.
2. Click the **New** icon in the navigation bar on the right side of the page. A pop-up displays.
3. Type the new folder name and click **OK**. The new folder appears in the directory structure on the left side of the page, in the location where you chose to create it.

Copy / Paste a File or Folder

1. On the Manage Files page, select the check box beside the folder or file that you want to copy.
2. Click the **Copy** icon in the navigation bar.
3. Open the folder where you want to place the copied item by clicking on the folder name.
4. From the navigation bar, click the **Paste** icon. The folder or file that you selected is copied into this location.
5. To select more than one file or folder to copy, select the corresponding check boxes beside the files or folders, and then copy and paste as above.

Delete a File or Folder

1. On the Manage Files page, select the check box beside the file or folder that you want to delete.
2. Click the **Delete** icon in the navigation bar.
3. Click **OK** in the confirmation message. The selected file or folder is deleted.
4. To delete multiple files or folders, select the corresponding check boxes beside the files or folders and click the **Delete** icon.

Change the Name of a File or Folder

1. On the Manage Files page, click the **Rename** icon beside the file or folder that you want to rename. A pop-up displays.
2. Type in a new name for the file or folder and click **OK**.

Note Use caution when renaming files and folders if they are being used in the Content area. Renaming a file that is currently being used as a Topic may result in a broken link.

Upload File

The Upload icon on the Manage Files page allows you to select and upload a file, such as a Word or PowerPoint document, from your computer to the D2L server. You can upload most file types, but keep in mind that course participants must have the correct software to view these files.

Though most file types can be uploaded to a content directory in Manage Files, only files with specific extensions can be used as content topics. Refer to *Course File* in the *Manage Content* section below for a list of accepted files types and extensions.

1. On the Manage Files page, click the folder name that you want to upload the file into. If you want to upload a file to your base course path, click the “root” folder located on the top left side of the page.
2. Click the Upload icon from the navigation bar. The Upload File pop-up displays.
3. Click **Browse** and locate the file that you want to upload.
4. Click the **Upload** button. The file is listed below the folder.

Zip Files

The Zip files icon on the Manage Files page allows you to compress selected files into a zip file which you can then download.

1. On the Manage Files page, select the check boxes next to the files/folders that you want to compress.
2. Click the Zip files icon and follow the standard Zip instructions.

Unzip Files

The **Unzip File** icon on the Manage Files page will uncompress selected .zip files on the server. This is the best way to upload multiple files at once.

1. On the Manage Files page, click the folder name that you want to uncompress the .zip files into. If you want to uncompress the files into your base course path, click the “root” folder located on the top left side of the page.
2. Upload your zip file (refer to the previous *Upload File* instructions.)
3. Click the **Unzip File** icon which will appear beside the zipped file.
4. Click **OK** in the confirmation message. The files will be uncompressed into the current folder.

Create Topic

You can create topics from the Manage Files page or from the Manage Content page (refer to the *Manage Content* section for details.)

▶ To create a topic from the Manage Files page

1. Select the file or files that you want to designate as a topic or topics.
2. Click the Create topics icon. The Bulk Create Topic page displays.
3. Choose the parent module for the topics, change the titles if desired, then click **Create**. When a topic is created that uses a file from the Manage Files page, the topic name will be displayed in brackets beside the file name.

Note If you rename a file that is a topic used in your course, it will be automatically updated in the other content management areas.

▶ To create a topic from the Manage Content page

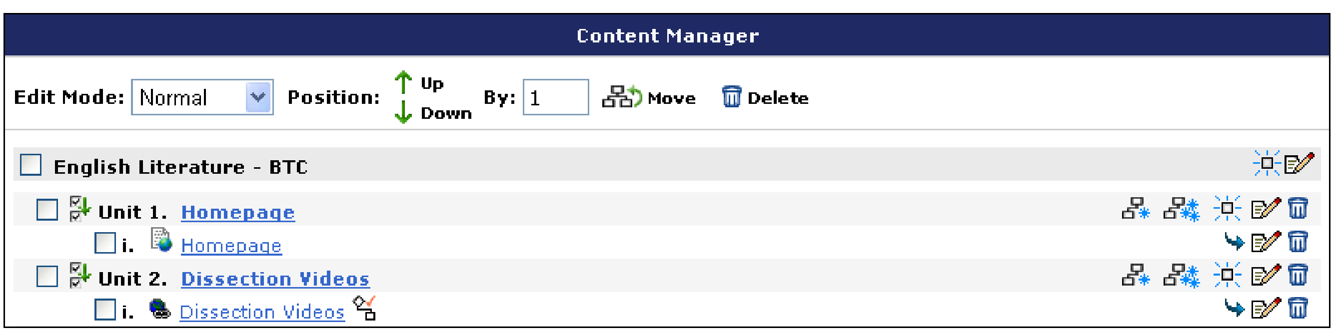
Refer to *Creating Topics* in the *Manage Content* section.

Manage Content

The **Content Manager** tool allows you to create, edit, and organize modules and topics within your course.

There are three ways to access **Content Manager**:

1. From **My Home**, click the **Edit this course's info / content** icon beside your course name, then click the Content icon on the navigation bar.
2. From your course home page, click the **Edit Course** link on your course navigation bar, then click the Content icon on the navigation bar.
3. From your course home page, click the **Content** link on your course navigation bar, then click the **Manage Content** link on the right side of the page.

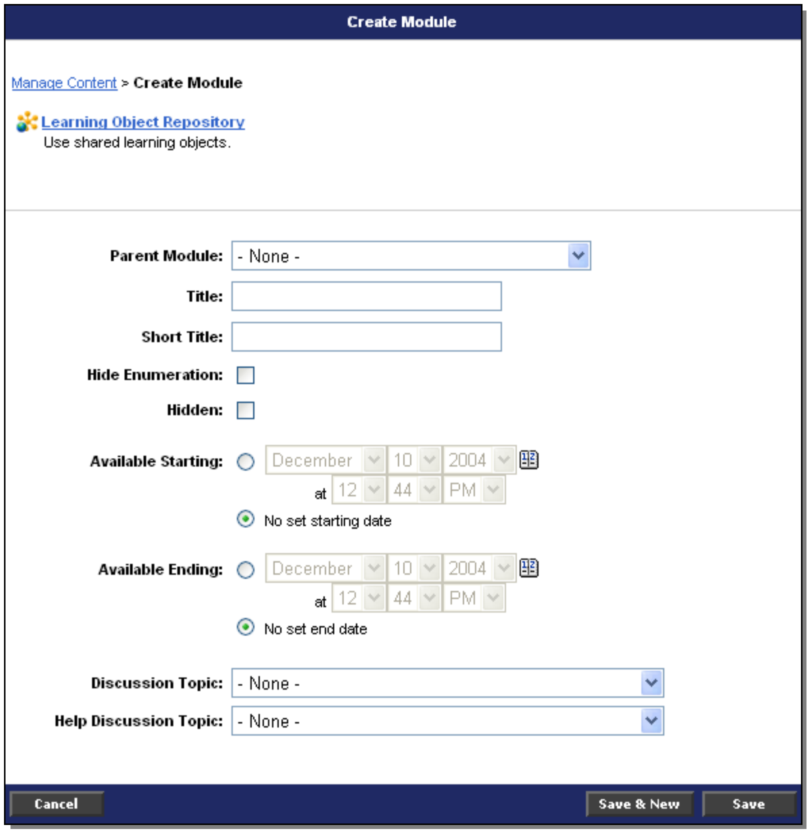


Content Manager

Creating Modules

Creating a module is the first step in creating course content. A module must be created before you are able to insert topics. A topic must always be associated with a module.

1. On the Content Manager page, click the **Add Module** icon beside the course name. The Create Module page displays.
2. Type your module title in the **Title** field.
3. Type in a **Short Title** (optional). For example, if the module title is Course Expectations, the short title could be Expectations. The short title is displayed on the left side of the page, allowing users to navigate easily through modules.
4. You may want to select the **Hide Enumeration** option if you do not want this module included in the numbering system. For example, a hidden enumeration on an Outline module will not affect the numbering on Unit 1 or Unit 2 modules.
5. To hide a module from participants' view, select the **Hidden** check box. All topics beneath this module will also be hidden.
6. To set up time released content, select appropriate **Available Starting** and **Available Ending** dates.
7. To affiliate discussion or help discussion topics with a module, first set up a discussion (see the *Discussions* section in this guide) then return to the Add Module page and choose appropriate topics from the **Discussion Topic** and **Help Discussion Topic** drop-down lists.
8. For information on using the **Learning Object Repository**, refer to the *Learning Object Repository (LOR) Guide* available from the D2L Documentation website (http://documentts.desire2learn.com).
9. Click **Save** to save your changes. Or, to continue creating modules, click **Save & New**.

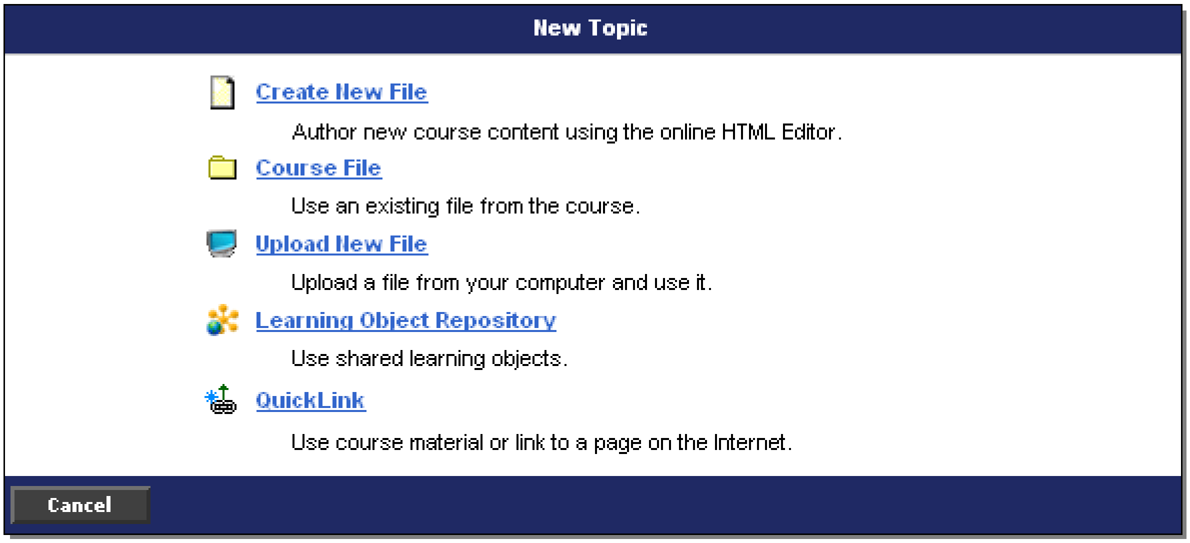


Add Module

Creating Topics

There are six ways to create topics in **Manage Content**:

1. **Create New File**. Create your document completely online using the HTML Editor.
2. **Course File**. Browse your Manage Files area to create topics from existing files.
3. **Upload New File**. Upload files from your computer and directly into the Manage Content area.
4. **Learning Object Repository (LOR)**. Import from LOR (if available).
5. **QuickLink**. Create quick links to other areas of your course site and external sites.
6. **Bulk Add Topics**. Create multiple topics from your course files at one time.

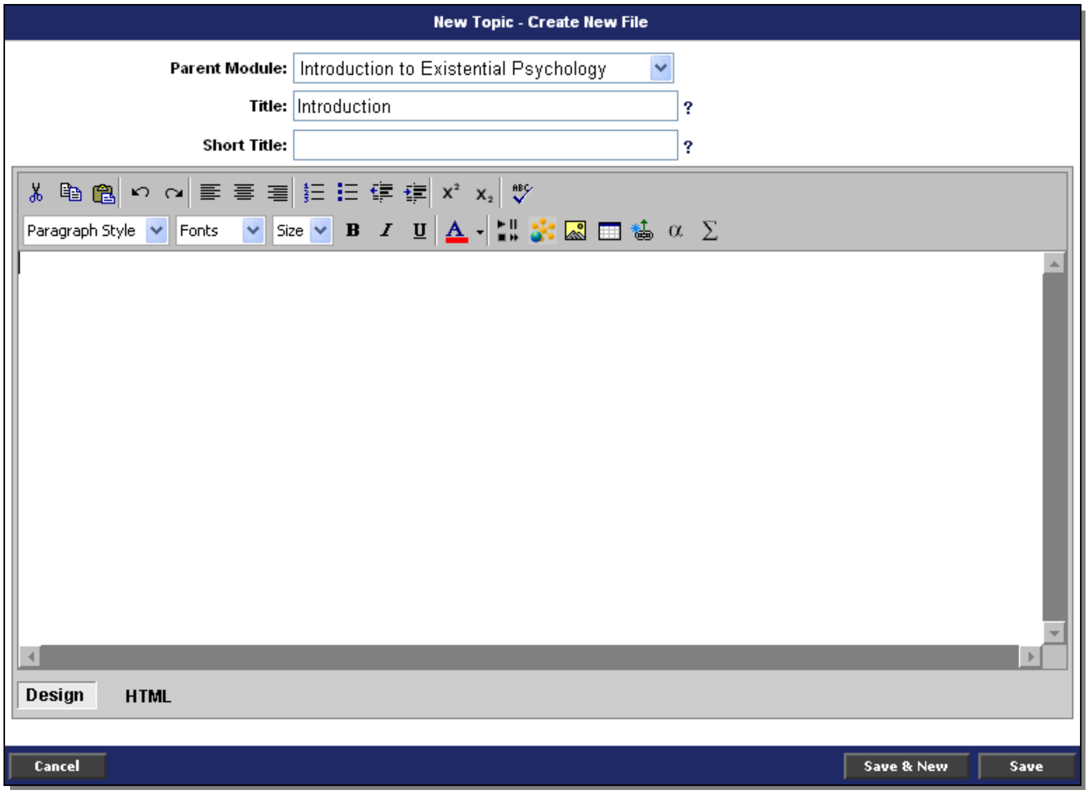


Create New Topic File

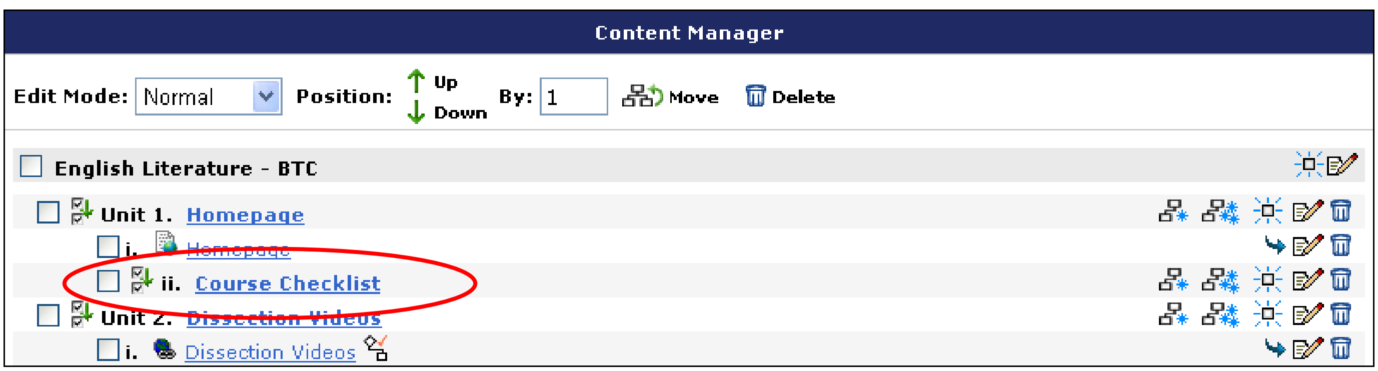
1. On the Content Manager page, click the **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the **Create New File** link from the list of options. The Create New File page displays, containing a HTML editor.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)

   Best Practice It is best to save the topic before advancing to the next step.

6. Use the HTML Editor to create your content.
7. Click **Save**. You will be prompted to save the file in your Manage Files area.
8. Your new topic displays under its parent module on the Content Manager page.



Create New Topic area



New Topic displayed under Parent Module

Course File

Note You must previously added your files in the **Manage Files** tool (see the *Manage Files* section for details) to designate them as topics.

The table below lists the types of files that you can use as topics.

Extension	File Type
.htm, .html, .mht, .mhtml	Web Document
.rtf, .ppt, .pps, .pdf, .doc, .xls, .txt, .wpd	Text Document
.jpg, .jpeg, .png, .gif	Image
.swf, .mpg, .mpeg, .rm, .wmv, .wma, .mp3, .avi, .wav, .ram, .asf, .mov, .ra	Media

1. On the Content Manager page, click the **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the Course File link from the list of options. The New Topic – Course File page displays.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Click the **Browse** button to locate the course file. The Files Viewer pop-up displays.
7. Select the course file by clicking on it. This action will close the Files Viewer pop-up and insert the file path in the **Course File** field on the New Topic – Course File page.
8. Click **Save**, or click **Save & New** to create another topic from a file. Your new topic displays under its parent module on the Content Manager page.

Note for web documents The HTML tag <title> and the text associated with that tag is not applicable to content in D2L and is removed from user created web documents.

Exceptions in Content Topics

QuickLinks are an exception when creating content topics. Because a QuickLink can be a link to a course file, external website, or another tool in the system, the same restrictions that apply to content topics do not apply to QuickLinks. For example, you may want to create a QuickLink in a .html file to a .zip file that contains content that the student needs to download and unzip. For more information, refer to the *QuickLink* section in this guide.

Upload New File

1. On the Content Manager page, click the **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the **Upload New File** link from the list of options. The New Topic – Upload New File page displays.
3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Click the **Browse** button to locate the file. The Choose file pop-up displays.

7. Browse for the file on your computer, select the required file and click Open. This action will close the Choose file pop-up and insert the file path in the **File to Upload** field on the New Topic – Upload New File page.
8. Click **Save**, or click **Save & New** to create another topic from a file. The Save As pop-up displays.
9. By default, the **Current Folder** field contains the root path of your course. Browse to your required location and click **Save**. Your new topic displays under its parent module on the Content Manager page.

The following table shows file extensions that are not supported when uploading files to D2L.

Restricted Upload Extensions	
.asp	.csproj
.aspx	.jsl
.exe	.licx
.bat	.rem
.dll	.resources
.com	.resx
.asa	.shtm
.asax	.shtml
.ascx	.soap
.ashx	.stm
.asmx	.vb
.axd	.vbproj
.cdx	.vjsproj
.cer	.vsdisco
.config	.webinfo
.idc	.ini
.cs	

Note for web documents The HTML tag <title> and the text associated with that tag is not applicable to content in D2L and is removed from user created web documents.

Learning Object Repository

1. On the Content Manager page, click the **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the **Learning Object Repository** link from the list of options. The Basic Local Search page displays.
3. For information on using the Learning Object Repository, refer to the *Learning Object Repository (LOR) User and Reference Guide* available from the D2L Documentation website (http://documentts.desire2learn.com).

QuickLink

1. On the Content Manager page, click the **Add Topic** icon beside the module that you want to add a topic to. The New Topic page displays.
2. Click the **QuickLink** link from the list of options. The New Topic – Link page displays.

3. By default, the **Parent Module** is the module that you selected. If you want the topic to appear under another module, use the **Parent Module** drop-down list to choose the desired module.
4. Type a topic **Title** (e.g. Introduction, Summary, Module Expectations.)
5. Type an optional **Short Title** (e.g. If the topic title is Module Expectations, the short title could be Expectations.)
6. Type the URL in the **URL** field.

OR

7. Click the **Insert QuickLink** icon beside the **URL** field. The Insert Quicklink pop-up displays.
8. Select a **Category** and **Item**,and click **Insert**. This action will close the Insert Quicklink pop-up and insert the URL of the quicklink in the **URL** field on the New Topic – Link page.
9. Click **Save**, or click **Save & New** to create another quicklink. Your new quicklink topic displays under its parent module on the Content Manager page.

Note QuickLinks created in D2L v7.3 will not copy into v7.4. You will need to recreate them in the new course. They will then copy on all subsequent attempts. – Verify.

Bulk Add Topics

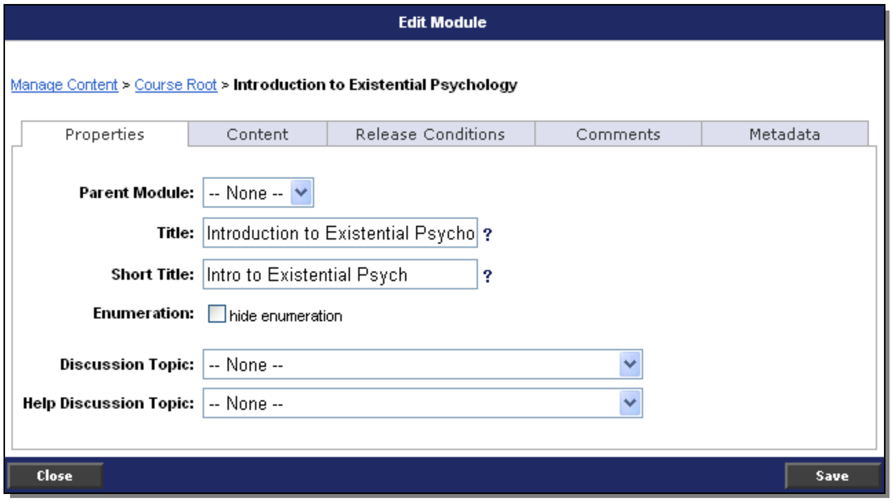
Note You must have already created the applicable files in the Manage Content tool before you can add them in bulk to a module. These topic files are stored in the Manage Files area.

1. On the Content Manager page, click the **Bulk Add Topic** icon beside the module that you want to bulk add topics to. The Bulk Create Topic page displays.
2. By default, the **Parent Module** is the module that you selected. If you want to bulk upload topics to another module, use the **Parent Module** drop-down list to choose the desired module.
3. Choose multiple topics from the list by selecting the check boxes beside the file names.
4. For each file, you can update the title of the topic by editing the **Title** field (optional.)
5. Click **Create**. All of your chosen topics display under their parent module on the Content Manager page.

Editing Modules within the Content Manager

1. On the Content Manager page, click the **Edit Module** icon next to a module. The Edit Module page displays**.**
2. On the **Properties** tab, you can change the **Parent Module**, **Title** and **Short Title** of the module, hide its enumeration and link the module to specific help and discussion topics.
3. On the **Content** tab, you can add sub-modules, topics and multiple (bulk) topics. You can also edit and delete existing topics.
4. On the **Release Conditions** tab, you can hide the module (and its associated topics and sub-modules), set up a timed release for the module and create release conditions. Available release conditions are based on the tools that your organization is currently using. You can base the release conditions on such options as a participant's group membership, grade minimum or maximum, content viewed, and survey completion. Refer to *Conditional Release - Release Conditions* in this section for more information.
5. On the **Comments** tab, you can make notes about the module and document any changes that you make to its content. The notes made in the **Personal Comments** field are available only to the person who makes them. There is also a **Shared Designer Comments** field for instructors

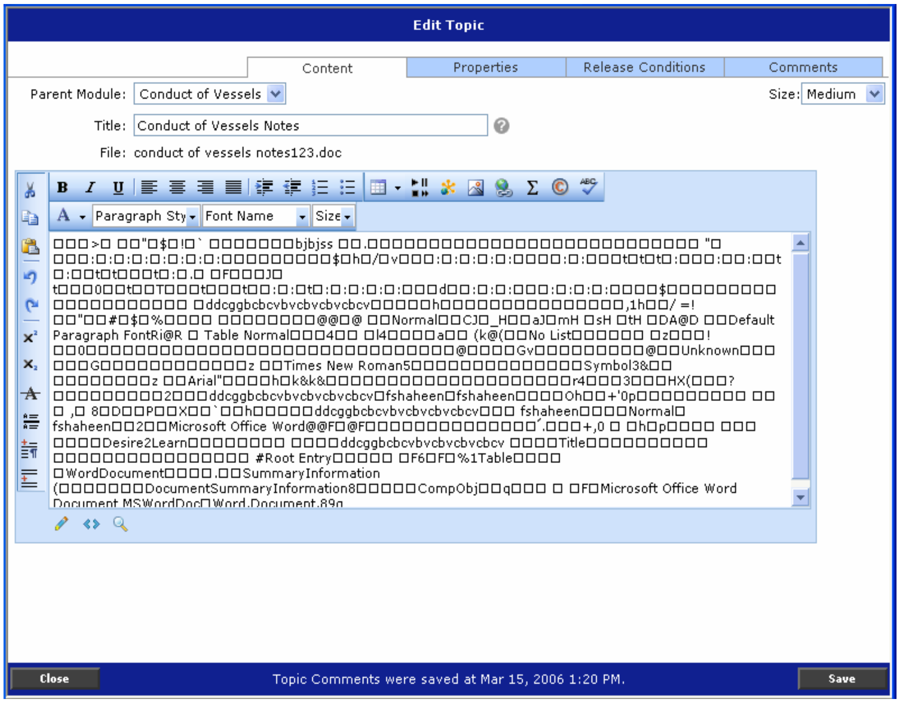
to communicate changes to each other. The shared comments are available to all instructors associated with the course.



Edit Module

Editing Topics within the Content Manager

1. On the Content Manager page, click the **Edit Topic** icon next to a topic. The Edit Topic pop-up displays**.**
2. On the **Content** tab, you can change the **Parent Module** and **Title** of the topic. If the topic is in HTML, you can edit the topic using the HTML Editor. If the topic is any other file type, the file path is displayed.
3. On the **Properties** tab, you can change the **Parent Module**, **Title** and **Short Title** of the topic, hide its enumeration and link the topic to specific help and discussion topics.
4. On the **Release Conditions** tab, you can hide the topic, set up a timed release for the topic and create release conditions. Available release conditions are based on the tools that your organization is currently using. You can base the release conditions on such options as a participant's group membership, grade minimum or maximum, content viewed, and survey completion. Refer to *Conditional Release - Release Conditions* in this section for more information.
5. On the **Comments** tab, you can make notes about the topic and document any changes that you make to its content. The notes made in the **Personal Comments** field are available only to the person who makes them. There is also a **Shared Designer Comments** field for instructors to communicate changes to each other. The shared comments are available to all instructors associated with the course.



Edit Topic

Delete a Module or Topic

1. On the Content Manager page, click the **Delete Module** or **Delete Topic** icon next to a module or topic.
2. Click **OK** in the confirmation message.

Important Deleting a module will delete all topics within that module. However, deleting a module or topic does not delete the actual content files. Content files must be deleted using the Manage Files tool.

Delete Multiple Modules/Topics

1. On the Content Manager page, select the check boxes beside the desired topics/modules.
2. Click the **Delete** icon at the top of the page.

Important Deleting a module will delete all topics within that module. However, deleting a module or topic does not delete the actual content files. Content files must be deleted using the Manage Files tool.

Positioning of Topics/Modules

Use this feature to change the order in which topics and modules appear on the Content Manager page.

1. On the Content Manager page, select the check box beside the module or topic to be repositioned.
2. Type the number of positions by which to move the module or topic in the **Position: By:** field at the top of the page.
3. Click the ↑ **Up** or ↓ **Down** arrow to position the module or topic as desired.

Edit Mode

On the Content Manager page, the "Normal" **Edit Mode** at the top of the page is the default mode used for editing content modules and topics. Select "Short Title" or "Title" from the **Edit Mode** drop-down list to edit the short titles or titles of the modules and topics.

Moving Topics from One Module to Another

1. Select the check box beside the module or topic that you would like to move.
2. Click the **Move** icon. The Move pop-up displays.
3. Select a new **Parent Module** for your module or topic.
4. Click **Save**. The module or topic is displayed under its new parent module in the Content Manager page.

Importing Course Material

The Import tool imports course content (including quizzes, discussion topics, surveys, etc.) using the IMS standard. You can import content that was created in other learning software packages into the D2L platform.

See *Importing course components*, page 46, for detailed information.

Compile for Printing

The compile for print option allows you to view several teaching units, or topics within a teaching unit in a single window.

Accessing compile for print

1. Select the Content link in the navigation bar and then the compile for printing link (compile for printing).

Using compile for printing

After choosing the compile for printing link you see the View Multiple Topics checklist. The units and topics that were visible on the course content page are all listed in the checklist. To view multiple topics:

1. Select all of the units and topics that you would like to view.
2. Click **View**.

A new window opens with the content of all selected topics.

Note If a topic contains a Microsoft PowerPoint file that was saved as an HTML file that topic will not compile for printing. If any topic included in the list of those being compiled for printing contains a Microsoft PowerPoint file that was saved as an HTML file the result of clicking View will be an error.

Conditional Release: Release Conditions

Use the D2L platform to define specific learning paths for students. By setting release conditions, you can direct students to complete certain requirements before they can view specified tools and content.

For example, you can require that students view the content in Topic A before they can see Topic B material. Or, you can make a discussion forum visible only to students in particular groups, or to students who have achieved certain grades on defined course items.

Note If you are unfamiliar with creating and managing release conditions, then you may want to refer to *Best Practices for Setting Release Conditions* at the end of this section first.

Release conditions can be applied to the following tools:

- Content Modules and Topics
- Quizzes
- Discussion Forums and Topics
- Dropbox Folders
- Surveys
- Checklists
- Chat Rooms
- Grade Items
- News Items
- Custom Widgets

Release conditions can be based on:

- Checklist or Checklist Item completion

- Group or Section enrollment
- Organizational Unit enrollment
- Roles
- Learning Objectives or Competencies
- Visiting a Content Topic
- Visiting all Content Topics in a course
- Posting to Discussion topics and forums
- Dropbox submissions
- Receipt of Dropbox feedback
- Grade value on a Grade Item (minimum, maximum, range)
- Score on a Quiz (minimum, maximum, range)
- Completion of Quiz attempts
- Completion of Survey attempts

Conditions and Associations

Conditions and Associations are the two key terms used with the Conditional Release tool.

A condition is the *requirement* that you create. For example, *Student must attempt Quiz 1*. You must then associate a condition with an item in your course. For example, if you want to require that a student must attempt Quiz 1 before they can see Quiz 2, you would create the condition *Student must attempt Quiz 1* and *associate* it with Quiz 2.

Note You must create your content and course items (quizzes, surveys, discussion forums, etc.) before you can create release conditions and associations for them.

Important It is strongly recommended that you complete all of your conditional release settings before a course is made available to students.

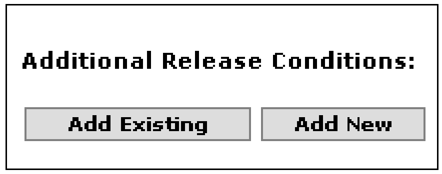
- It is not possible to "reset" release conditions. Once a student has satisfied a release condition, you cannot erase this information and force them to go back and satisfy the condition again.

Example A release condition has been set that requires students to view Topic 1 before they can see Topic 2. Several students view Topic 1 and proceed to Topic 2. Afterwards, the instructor makes changes to Topic 1, and wants to require students to go back and read Topic 1 again before they can access Topic 2. It is not possible for the instructor to reset the release condition so that all students have to read Topic 1 again before proceeding to Topic 2. Instead, the instructor could add an additional release condition to Topic 2. Students would then have to satisfy the new release condition before proceeding to Topic 2.

- Widgets are not explored in this guide. Refer to the *Site Management Guide*, or contact your site administrator for details on setting up home page widgets, if necessary.

Accessing the Release Conditions Tool

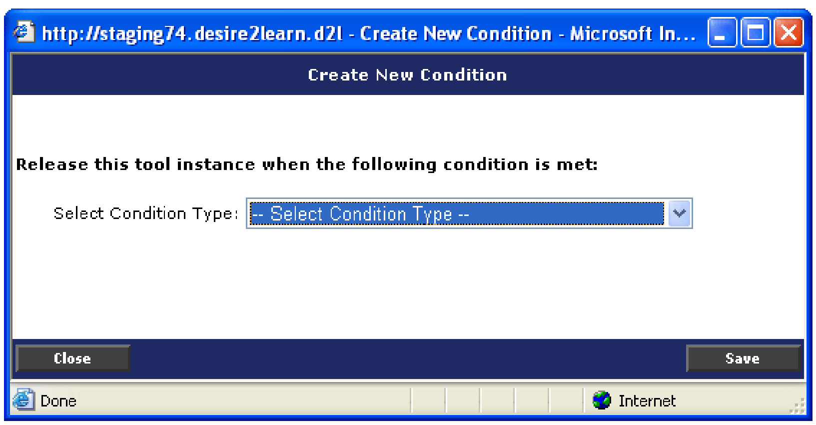
Release Conditions are set from within various tools. For example, when you create or edit a survey or quiz, you can edit the release conditions associated with that tool. (See above for the full list of tools that release conditions can be applied to.)



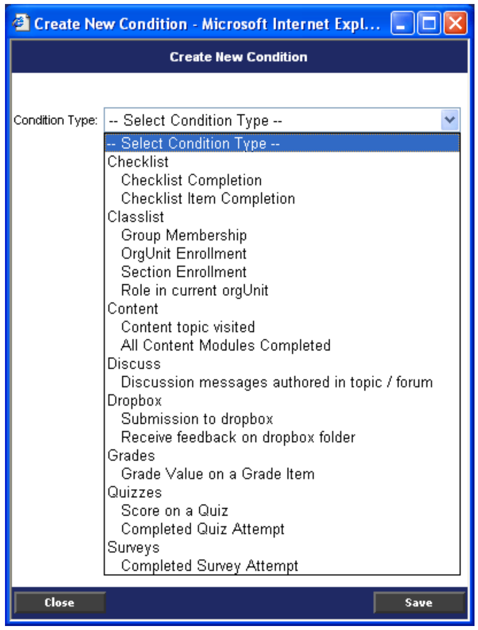
Release Condition Buttons available during the creation of some tools

Creating New Release Conditions

1. The Dropbox tool is an example where release conditions can be defined. When creating or editing a Dropbox folder, click the **Create and Attach** button in the **Additional Release Conditions** section. The Create and Attach Condition pop-up displays.



2. Select the **Condition Type** from the drop-down list. Your options are displayed in the following table:



New Condition Types drop-down list

Condition Type	Options
Checklist	**Checklist Completion** Participants must complete the selected checklist before they can see the tools associated with the condition. **Checklist Item Completion** Participants must complete the selected checklist item before they can see the tools associated with the condition.
Classlist	**Group Enrollment** Participants must belong to the selected group in order to see the tools associated with the condition. **Org Unit Enrollment** Participants must belong to the selected organizational unit in order to see the tools associated with the condition. See below for a further description of this option. **Section Enrollment** Participants must belong to the selected section within your course in order to see the tools associated with the condition. **Role in current Org Unit** Participants must be enrolled in the current org unit as a certain role (e.g. instructor, student, auditor, etc.) in order to see the tools associated with the condition.
Competencies	**Learning Objective** Participants must complete the selected Learning Objective before they can see the tools associated with the condition. **Competencies** Participants must complete the selected Competency before they

	cans see the tools associated with the condition.
Content	**Content Topic visited** Participants must visit the selected Content topic before they can see the tools associated with the condition. **All Content Topics visited** Participants must visit all of the topics within the course before they can see the tools associated with the condition. **Note** This condition requires that users visit all modules within your course. You cannot specify only a single module. If you want to create a condition that would make a tool available only after a user has completed a specific Content module, create a condition using the *Content Topic visited* option and require that they visit the last topic within the applicable content module.
Discuss	**Discussion Messages authored in Topic** Participants must post a certain number of messages in a specific Discussion topic or forum before they can see the tools associated with the condition. See below for a further description of this option.
Dropbox	**Submission to Dropbox** Participants must make a submission to the selected Dropbox folder before they see the tools associated with the condition. **Receive Feedback on Dropbox Folder** Participants must have received feedback for the selected Dropbox folder before they can see the tools associated with the condition.
Grades	**Grade value on a Grade Item** Participants must achieve a specified grade on the selected grade item before they can see the tools associated with the condition. You can specify a minimum, maximum, or range of grades that users must achieve. See below for a further description of this option.
Quizzes	**Score on a Quiz** Participants must achieve a certain score on the selected quiz before they can see the tools associated with the condition. See below for a further description of this option. **Completed Quiz Attempt** Participants must have completed a specified number of quiz attempts for the selected quiz before they can see the tools associated with the condition. See below for a further description of this option.

Surveys	**Completed Survey Attempt** Participants must have completed a specified number of survey submissions for the selected survey before they can see the tools associated with the condition. See below for a further description of this option.

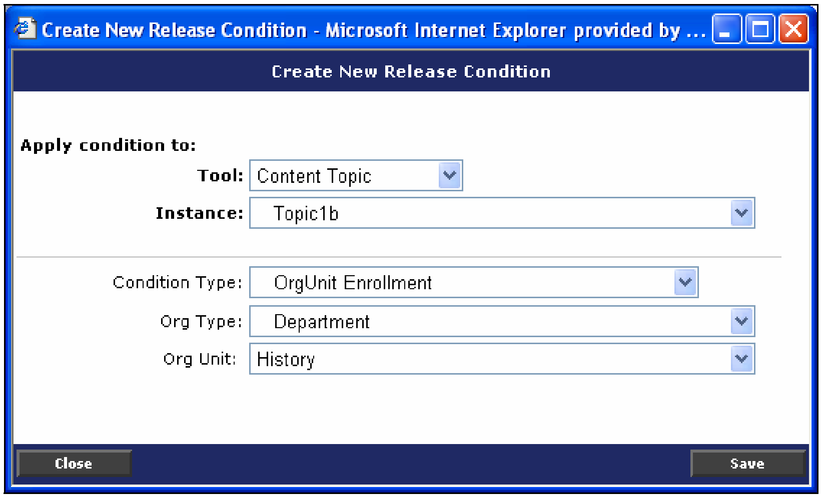
3. Another drop-down list displays, containing a list of available tools of the type that you chose in the **Condition Type** drop-down list (e.g. if you chose "Group Enrollment" in the **Condition Type** drop-down list, a list of groups will display.)
4. Choose the applicable entry from the new drop-down list.
5. Depending on the **Condition Type** that you selected, additional options may display in the **Create and Attach Condition** page. Refer to the sections below for details on the additional fields.
6. Click **Save**.

Note If you assign more than one release condition to a tool, students must satisfy *all* of the assigned conditions before they can view that tool. You cannot make duplicate conditions.

Org Unit Enrollment

If you choose the "Org Unit Enrollment" option from the **Condition Type** drop-down list, then you are presented with the following options:

1. Select the applicable type of org unit from the **Organization Type** drop-down list. For example, Departments and Semesters are two types of organizational units. The **Org Unit** drop-down list displays.
2. Select the applicable org unit from the **Org Unit** drop-down list. For example, if you chose "Department" for the **Organization Type**, you might choose the "English Department" as the **Org Unit**. Or, if you chose "Semester" as the **Organization Type**, you might choose "Fall 2005" as the **Org Unit**.



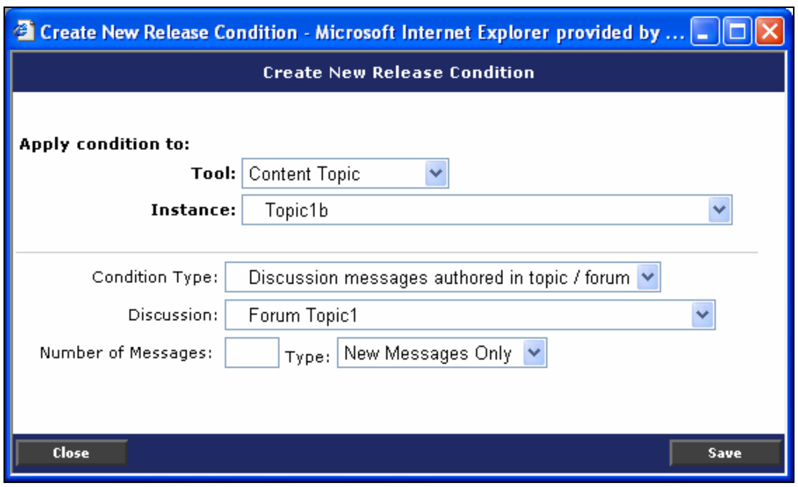
Discussion Messages authored in Topic

If you choose the "Discussion Messages authored in Topic" option from the **Condition Type** drop-down list, then you are presented with the following options:

1. Select the applicable Discussion topic from the **Discussions** drop-down list. The **Number of Messages** and **Type** fields display.
2. In the **Number of Messages** field, specify how many messages participants must post in the discussion topic that you selected in the **Discussions** field.
3. Select an option from the **Type** drop-down list:

   "New Messages Only": The system will only count messages that a participant posts as a new discussion thread. It will not count messages that a participant posts as replies to other students' posts.

   "Messages and Replies": The system will count all messages that a participant posts, including messages posted as replies to other students' posts.



Grade Value on a Grade Item and Score on a Quiz

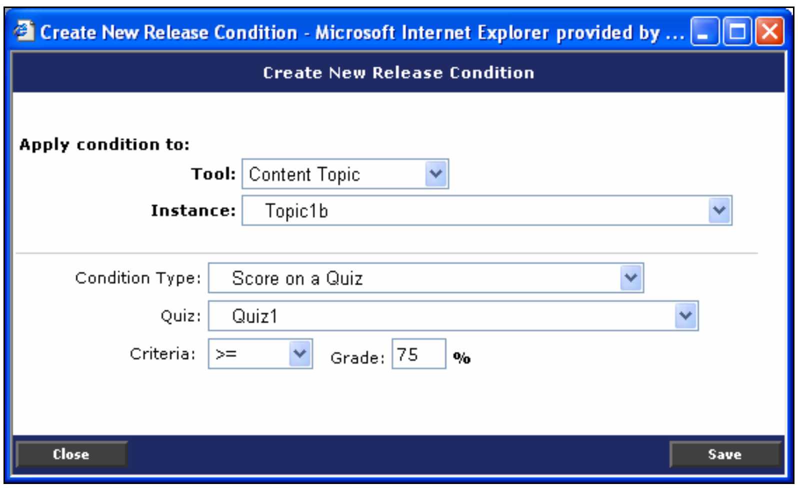
The additional fields for the *Grade Value on a Grade Item* and *Score on a Quiz* Condition Types are the same. If you chose one of these options from the **Condition Type** drop-down list, then you are presented with the following options:

1. Select an option from the **Criteria** drop-down list, as described in the following table:

Criteria Type	Description
<=	Participants must achieve a grade that is less than or equal to the percentage specified in the **Grade** field.
<	Participants must achieve a grade that is less than the percentage specified in the **Grade** field.
>=	Participants must achieve a grade that is greater than or equal to the percentage specified in the **Grade** field.

>	Participants must achieve a grade that is greater than the percentage specified in the **Grade** field.
=	Participants must achieve a grade that is equal to the percentage specified in the **Grad**e field.
Between	Participants must achieve a grade between the percentages you specify in the **Grade** fields. A second **Grade** field will appear when you select this option. You then specify the lowest and highest grade percentages in the two grade fields, respectively.

2. Type the applicable percentage value in the Grade field.



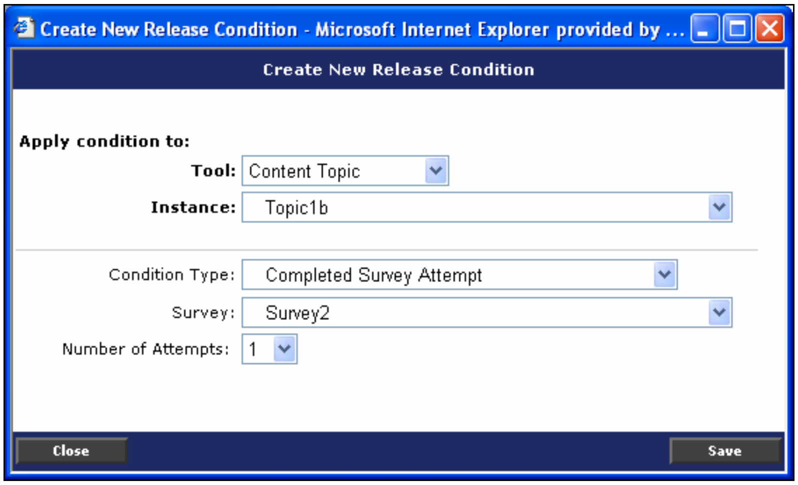
Note The D2L system considers a grade value or grade item score condition met if a student's grade satisfies the condition *at any point in the course*. For example, suppose an instructor sets a condition that Topic B is only accessible to students that have achieved 80% or greater on Quiz 1. Student A receives 85% on Quiz 1 and can view Topic B. Later, the instructor realizes that Student A's quiz was graded incorrectly, and changes Student A's grade to 75%. Student A will *still be able to view Topic B*, because they had previously met the release condition.

Completed Quiz Attempt and Completed Survey Attempt

The additional fields for the *Completed Quiz Attempt* and *Completed Survey Attempt* Condition Types are the same. If you chose one of these options from the **Condition Type** drop-down list, then you are presented with the following options:

1. Choose the number of times a participant must attempt the quiz or survey from the **Number of Attempts** drop-down list.

Note The options available in the **Number of Attempts** drop-down list depend on the maximum number of attempts you specified for the quiz or survey. For example, if students can only attempt a quiz or survey once, you will only be able to choose "1" from the drop-down list. If students can attempt a quiz or survey up to 5 times, 1 through 5 will appear as options in the drop-down list. To edit your quiz or survey attempt settings, refer to the *Quizzing* and *Surveys* sections under *Unit 4: Evaluation Tools* in this guide.



Adding an Existing Release Condition

1. While creating or editing the tool instance (e.g. a Dropbox folder), click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
2. Select the check box next to the condition(s) that you want to add.
3. Click **Add Selected**. The conditions that you selected appear in the **Additional Release Conditions** section.

Deleting Associations and Conditions

1. While creating or editing the tool instance (e.g. a Dropbox folder), click the **Remove All Conditions** icon in the **Additional Release Conditions** section.

OR

2. Click the **Remove This Condition** icon beside the individual conditions that you want to remove.
3. Click **OK** in the confirmation message.

The associations that you selected are deleted and the page updates.

Note A condition will be deleted if it is not associated with any tools. However, if a condition is associated with several tools and you delete only one of its associations, the condition will still remain associated with the other tools.

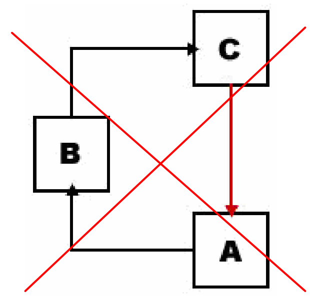
Best Practices for Setting Release Conditions

Avoid Circular References

A circular reference occurs when a set of conditions reference each other in such a way that makes it impossible for a user to satisfy any of the conditions.

Example A course has three content topics: Topic A, Topic B, and Topic C, and the following conditions are set up:

- Topic B is only released after Topic A has been viewed.
- Topic C is only released after Topic B has been viewed.
- Topic A is only released after Topic C has been viewed.



In this example, students will never be able to see any of the topics because none of them will ever be released.

This problem can be fixed by simply removing one of the conditions. In this case, the condition that *Topic A is only released after Topic C has been viewed* would likely be removed. Students could then start by viewing Topic A, and Topics B and C would become available as the conditions for each topic are satisfied.

Avoid Unnecessary Conditions

Each condition that you associate with a tool will take additional time for the D2L system to process. Using as few conditions as possible to achieve your desired learning path minimizes the amount of time that students will have to wait for pages to load.

Example A course has three topics: Topic A, Topic B, and Topic C. The instructor wants to set up release conditions so that Topics B and C are only released after a student has viewed the previous topic. The following conditions are established:

- Topic B is only released after Topic A has been viewed,
- Topic C is only released after Topic A has been viewed, and
- Topic C is only released after Topic B have been viewed.

In the example above, it is unnecessary to specify that both Topics A and B must be viewed in order to access Topic C because students can only see Topic B after they have already viewed Topic A. The same results can be achieved, but faster when only the following two conditions are set:

- Topic B is only released after Topic A has been viewed, and
- Topic C is only released after Topic B has been viewed.

Avoid Impossible and Contradictory Conditions

Ensure that your conditions are not impossible for students to satisfy. For example, a condition that students must achieve greater than 100% on a grade item would be impossible (unless bonus marks are available for the item). If students are unable to satisfy a condition, they will be unable to access the content or tools associated with the condition.

Contradictory conditions occur when two or more conditions that cancel each other out are associated with a tool. For example, *the conditions User must achieve greater than 49.9% on Grade Item 1* and *User must achieve less than 50% on Grade Item 1* are contradictory. Students would never be able to satisfy both conditions at the same time, so they would not be able to see the tools or content associated with the conditions.

Set up your Release Conditions before Students Access your Course

Avoid changing release conditions once a course has begun. Adding or changing release conditions after students have already accessed your course could confuse course participants if they are suddenly unable to view tools that they could previously access.

Setting up your conditions before a course is released also allows you an opportunity to check for circular, contradictory, and unnecessary conditions.

Example Conditional Release Scenarios

This section outlines some common scenarios in which Conditional Release might be used.

Release Content Based on User Learning Ability and Course Performance

Scenario You want to provide extra content to students that are having difficulty with a certain assignment.

Solution You can provide an extra content module or topic to students based on the grade that they achieve on a certain quiz or grade item. You must create the extra content or module before you can set your release conditions for it.

1. From the course home page, click the **Content** link on the course navigation bar to access the Content tool. The Course Content page displays.
2. Click the **Manage Content** link. The Content Manager page displays.
3. Click the **Edit Module** or **Edit Topic** icon beside the module or topic to which you want to add a release condition, i.e. the module or topic that you want to show to students based on their grade. If you select a module, all of the topics within that module will be visible to the student based on the release conditions that you specify.
4. Go to the **Release Conditions** tab on the Edit Module or Edit Topic pop-up.
5. Click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
6. Click the Create New Condition icon. The Create and Attach Condition pop-up displays.
7. Select “Grade value on a Grade Item” or “Score on a Quiz” from the Condition Type drop-down list. “Grade value on a Grade Item” allows you to specify the grade that students must achieve

on a particular grade item in order to view the extra content, while "Score on a Quiz" allows you to specify the score that a student must achieve on a particular quiz in order to view the extra content.

8. Select the applicable Grade item or Quiz name from the drop-down list that displays.
9. Set the Criteria and Grade fields as applicable.

Example To release the extra content to students that received 60% or less on the quiz or grade item, you would choose "<=" (less than or equal to) in the **Criteria** field and type 60 in the **Grade Item** field.

10. Click **Save**.
11. Click **Save** again on the Edit Module or Edit Topic pop-up.

Your extra content will now only be visible to students that satisfy the release condition that you set (e.g. receive a certain grade on the selected Grade Item/Quiz.)

Release Content Only after Students have Viewed Previous Topics

Scenario A You want to ensure that students read content Topic A before they can view Topic B.

Solution A Create a release condition associated with Topic B that requires students to view Topic A. You must create both of these topics before you can set your release conditions.

1. From the course home page, click the **Content** link on the course navigation bar to access the Content tool. The Course Content page displays.
2. Click the **Manage Content** link. The Content Manager page displays.
3. Click the **Edit Topic** icon beside Topic B. The Edit Topic pop-up displays.
4. Go to the **Release Conditions** tab.
5. Click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
6. Click the Create New Condition icon. The Create and Attach Condition pop-up displays.
7. Select "Content Topic visited" from the Condition Type drop-down list.
8. Select Topic A from the drop-down list that displays.
9. Click **Save**.
10. Click **Save** again on the Edit Topic pop-up.

Topic B will now only be visible to students after they have viewed Topic A.

Scenario B You want to release an entire content module (Module B) only after students have read an entire previous module (Module A).

Solution B It is not currently possible to set a condition that checks if a student has completed an entire module. Instead, you can create a condition that requires students to have viewed the last topic of the previous module (Module A) and create a condition on this last topic, in turn, that requires students to have viewed all other topics within the same module (Module A). You must create Module A, Module B and their topics before you can set your release conditions.

1. From the course home page, click the **Content** link on the course navigation bar to access the Content tool. The Course Content page displays.

2. Click the **Manage Content** link. The Content Manager page displays.
3. Click the **Edit Topic** icon beside the last topic in Module A. The Edit Topic pop-up displays.
4. Go to the **Release Conditions** tab.
5. Click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
6. Click the Create New Condition icon. The Create and Attach Condition pop-up displays.
7. Select “Content Topic visited” from the Condition Type drop-down list.
8. Select the first topic in Module A from the drop-down list that displays.
9. Click **Save**.
10. Repeat steps 5 – 9 for all the topics in Module A (except the last topic, on which you are defining the release condition.)
11. Click **Save** again on the Edit Topic pop-up and **Close** the pop-up.
12. On the Content Manager page, click the **Edit Module** icon beside Module B. The Edit Module page displays.
13. Go to the **Release Conditions** tab.
14. Click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
15. Click the Create New Condition icon. The Create and Attach Condition pop-up displays.
16. Select “Content Topic visited” from the Condition Type drop-down list.
17. Select the last topic in Module A from the drop-down list that displays.
18. Click **Save**.
19. Click **Save** again on the Edit Module pop-up.

Module B will now only be visible to students after they have viewed the last topic in Module A.The last topic in Module A, in turn, will only be visible to students after they have viewed all the other topics within that Module.

Customize Content for Groups or Sections within a Course

Scenario You have several groups or sections within your course and want to provide customized content to each group or section. For example, perhaps each group has been assigned a different project to work on and you want to provide different instructions or resources to each group or section.

Solution Create a unique content topic for each group or section. Then assign a release condition to each topic that specifies which group or section can see it. For this scenario, suppose Topic A, Topic B, and Topic C should be released to Group A, Group B, and Group C respectively.

1. From the course home page, click the **Content** link on the course navigation bar to access the Content tool. The Course Content page displays.
2. Click the **Manage Content** link. The Content Manager page displays.
3. Click the **Edit Topic** icon beside Topic A. The Edit Topic pop-up displays.
4. Go to the **Release Conditions** tab.
5. Click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
6. Click the Create New Condition icon. The Create and Attach Condition pop-up displays.
7. Select “Group Enrollment” from the Condition Type drop-down list (or “Section Enrollment” if you use sections instead of groups.)
8. Select Group A (or Section A) from the drop-down list that displays.

9. Click **Save**.
10. Click **Save** again on the Edit Topic pop-up and **Close** the pop-up.
11. Repeat steps 3 – 10 for Topic B and Topic C, selecting Group B and Group C in their release conditions, respectively.

Topic A will now only be visible to students within Group A. Similarly, Topic B will only be visible to students in Group B and Topic C to students within Group C.

Tip You could substitute discussion forums or topics for content topics in the instructions above to assign each group their own private discussion area.

Glossary

The Glossary tool allows you to store terms and their definitions. Each course has its own glossary and you can populate this with explanations of concepts and terms that are relevant to the course. Users can then access this glossary and search for particular terms.

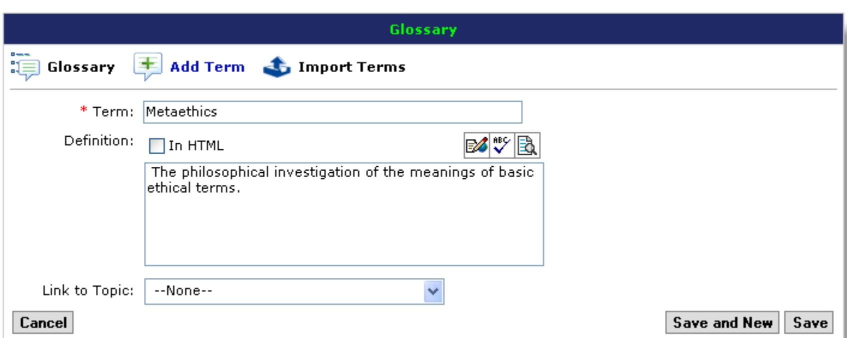
To access the Glossary tool, click on the **Glossary** link on the course home navigation bar. The Glossary pop-up displays.

Adding a New Glossary Term

1. On the Glossary pop-up, click the **Add Term** link.
2. Type a title for the new glossary term in the **Term** field.
3. Type the definition of the term in the **Definition** field.
4. To use HTML in your definition, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
5. If you would like the glossary term to link to a content topic, select the topic from the **Link to Content Topic** drop-down list.

Note You must have the content topic already created to link the glossary term to it.

6. Click **Save**, or click **Save and New** to save and add another term.

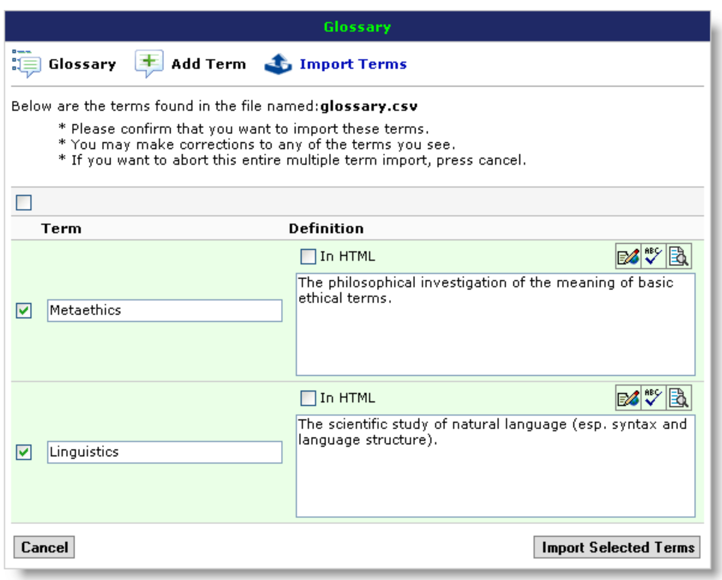


Importing Glossary Terms

You have the option to create all of the glossary words for your course at one time on your computer and import them into D2L all at once.

To import multiple glossary terms, you must supply a CSV (comma separated values) file containing your glossary information. Each field in this file should be separated by a comma and each row by a line break. The first field in the first row must contain the text 'Term' and the second field must contain the text 'Definition'. All subsequent rows will contain the actual terms and definitions that you want to import. A sample CSV file is available on the Import Terms page.

1. On the Glossary pop-up, click the Import Terms icon. The Import Terms page displays.
2. To see a sample import file, click the **Download sample CSV file** link and save the file to a location of your choice, then open the file.
3. Once you have created a CSV import file, click the **Browse** button and locate the file, then click **Open**.
4. Click the **Import Terms** button. A preview page will be displayed, showing all of the terms found in the CSV file.
5. Select the terms that you want to import using the check boxes beside each term. (By default, all terms will be selected.)
6. If you want to modify the title or definition of any term before importing, you can do so directly from this page.
7. Click **Import Selected Terms** to finish importing the terms.



Editing a Glossary Term

1. On the Glossary pop-up, click the **Edit Term** icon next to the term.
2. Make the appropriate changes.
3. Click **Save**.

Deleting a Glossary Term

1. On the Glossary pop-up, click the **Delete Term** icon next to the term.
2. Click **OK** in the confirmation message.

To delete multiple terms:

1. On the Glossary pop-up, select the terms that you want to delete using the check boxes at the left. To select all terms, select the check box at the top of the list.
2. Click the **Delete selected Terms** icon at the top of the list of terms.
3. Click **OK** in the confirmation message.

FAQ

The Frequently Asked Questions (FAQ) tool allows you to provide answers to common questions that users may have when using D2L or accessing a course. These questions can be organized into categories. Some general categories may include Login Information, General Information, Assignment FAQs, etc. Categories enable better organization of FAQs and allow users to quickly find the information that they need.

Note You must create categories before you can add FAQ questions.

To access the FAQ tool, click the **FAQ** link in the course navigation bar. The Frequently Asked Questions page displays.

Creating a New FAQ Category

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. To create a new question category, click the **New Category** button. The Create a New Category pop-up displays.
3. Enter the name of the new category in the **Category Name** field. A good category name allows visitors to understand the general topic of that category. For example, the category "Login Information" would logically contain all FAQs related to login questions.
4. Enter a **Description** for the category. This text displays below the category name on the main FAQ page and at the top of the category's page. Type a brief paragraph describing the category and FAQs within it. For example, under the category "Login Information", you may include the description "All information required for a correct login." You may also include a picture beside the description by inserting the appropriate HTML code in the **Description** field. You can use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
5. Click the **Create Category** button.

Editing a FAQ Category

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Click the **Edit Category** icon beside the category name. The Edit Category pop-up displays.

3. Make the required changes and click **Save Changes**.

Deleting a FAQ Category

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Click the **Delete Category** icon beside the category name.
3. Click **OK** in the confirmation message.

Note Deleting a category will also delete all of the FAQs within that category.

Changing the Order of FAQ Categories

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Change the order number as required in the **Order** field beside each category.
3. Click **Save Order**.

Creating FAQ Questions

To view the questions and answers within a category, click the category name. Questions appear in bold text, while answers appear in normal text. The FAQs appear here as they will appear to users, so you should properly format your FAQs for viewing.

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. To add a new question to a category, first click the category name. The FAQ Administration – <category name> page displays.
3. Click the **New Question** button at the bottom right-hand side of the page (if you have many FAQs, you will need to scroll down to the end of the page.) The Create a New Question pop-up displays
4. In the **Category** drop-down list, select the category to which the FAQ belongs.
5. Type your question text in the **Question** field. By default, questions appear in bolded text. If you would like to further format your question, include the appropriate HTML tags or use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
6. Type the answer to your question in the **Answer** field. Similarly, to format the text, include the appropriate HTML tags or use the **HTML Editor**, **Spell Check** and **Preview** icons.
7. Click **Create Question**.

Editing a FAQ Question

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Click the category name containing the FAQ question. The FAQ Administration – <category name> page displays.
3. Click the **Edit Question** icon beside the FAQ question. The Edit Question pop-up displays.
4. Make the required changes and click **Save Changes**.

Deleting a FAQ Question

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Click the category name containing the FAQ question. The FAQ Administration – <category name> page displays.
3. Click the **Delete Question** icon beside the FAQ question.
4. Click **OK** in the confirmation message.

Changing the Order of FAQ Questions

1. On the Frequently Asked Questions page, click the **admin** link. The FAQ Administration – Manage Categories page displays.
2. Click the category name containing the FAQ questions that you want to re-order. The FAQ Administration – <category name> page displays.
3. Change the order number as required in the **Order** field beside each question.
4. Click **Save Order**.

Links

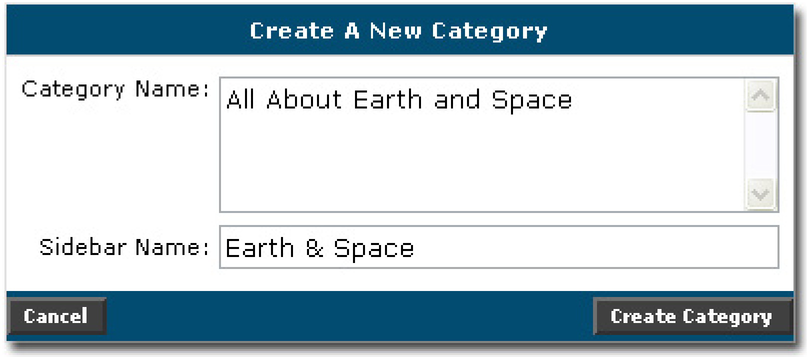
The Links tool allows you to provide links to URLs or web sites that are useful for your course. These links can be organized into categories, for example, a psychology course may provide the link categories: General, Psychology, Reference Materials, Online Publications etc. Categories enable better organization of links and allow users to quickly find the information that they need.

Note You must create categories before you can add links.

To access the Links tool, click the **Links** link in the course navigation bar. The Links page displays.

Creating a New Link Category

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. To create a new category that contains related links, click the **New Category** button. The Create a New Category page displays.
3. Enter the name of the new category in the **Category Name** field. A good category name allows visitors to understand the general topic of that category. For example, the category "Online Publications" would logically contain links to online journals and publications.
4. Enter a **Sidebar Name** for the category. This text displays in the sidebar (the information area at the left of the page) on the Links page. The **Category Name** displays in the main section of the page.
5. Click the **Create Category** button.



Editing a Link Category

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Click the name of the category that you want to edit. The Edit Category pop-up displays.
3. Make the required changes and click **Save Changes**.

Deleting a Link Category

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Click the **Click to Delete Category** icon beside the category name.
3. Click **OK** in the confirmation message.

Note Deleting a category will also delete all of the links within that category.

Changing the Order of Link Categories

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Change the order number as required in the numeric box beside each category.
3. Click **Save Order**.

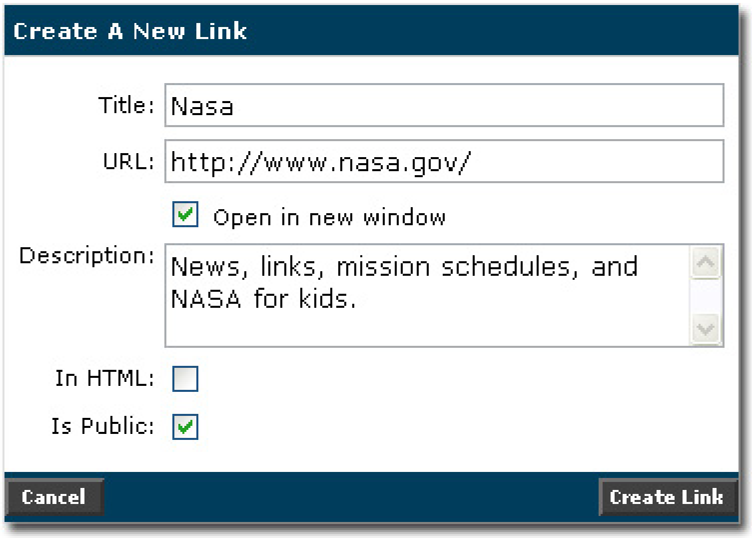
Creating Links

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Click the **Click to Create A New Link icon** beside the category name.
3. Enter the name of the link or resource in the **Title** field.
4. Enter the web address of the link or resource in the **URL** field.
5. If you want the link to appear in a new window, select the **Open in new window** check box.
6. Enter a **Description** for your link, if applicable. The description is a brief paragraph summarizing the link or resource. To format the description with HTML tags, select the **In HTML** check box. The description displays below the link on the Links page and is useful to explain the link to the user.
7. Click **Create Link**.

OR

8. On the Links page, click the **Manage Links** link. The Manage Links page displays.

9. Click the **New Link** button.
10. Enter a **Title**, **URL**, and **Description** for your link as in the steps above, and select **Open in new window** and **In HTML** if required..
11. Select the category to put the link in from the **Category** drop-down list.
12. Click **Create Link**.



Editing a Link

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Click the link name that you want to edit. The Edit Link page displays.
3. Make the required changes to the link information.
4. If you want to change the category to which the link belongs, select the desired category from the **Category** drop-down list.
5. Click **Save Changes**.

Deleting a Link

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Click the **Click to Delete Link** icon beside the link,
3. Click **OK** in the confirmation message

Changing the Order of Links

1. On the Links page, click the **Manage Links** link. The Manage Links page displays.
2. Change the order number as required in the numeric box beside each category/link.
3. Click **Save Order**.

Using the D2L HTML Editor

Use the HTML Editor in the Desire2Learn system to create HTML content from within D2L. This feature is available in most areas of D2L that require you to input text. Use it to create course content, post discussion messages, create articles, and many other tasks.

For information on the HTML Editor, refer to the guide *D2L HTML Editor* document, available on the documents website (http://documents.desire2learn.com).

Unit 4: Evaluation Tools

This unit describes how to use the D2L Evaluation tools to design quizzes, exams, tests, and assignments.

- **Dropbox**: The Dropbox tool is a similar to a submission box where participants can electronically submit assignments. Participants upload their assignments into a folder in the **Dropbox**. Instructors can then pick up these assignments and leave feedback and grades for the participants.
- **Quizzing**: Use the versatile Quizzing tool to efficiently create evaluation tools incorporating a variety of question types. Instructors and administrators can easily create, edit, and grade quizzes online, without knowledge of HTML or programming experience.
- **Surveys**: Create surveys in order to gather information pertaining to course evaluation, mid-year assessments or general feedback. The Quiz and Survey tools are very similar in operation. Each tool has its own question library for storing questions, and both offer similar question types. The major difference between the two tools is that a survey is designed to gather feedback from the learner, whereas quizzes are designed to evaluate learners and are usually associated with grades. Any type of multimedia can be integrated directly into a survey.

▸ **To access the area required for this unit**

You need to be logged into your course. You also must have access to the various tools described in each of the following sections. If you do not have the tool on your top navigation bar and would like to add the tool, please refer to Unit 2: Setting up Course Top Navigation Bar.

Dropbox

The **Dropbox** tool replaces the need for participants to mail, fax, or email assignments to the instructor. Course participants use the **Dropbox** tool to submit assignments online by uploading their files to designated folders. The **Dropbox** sorts assignment submissions by user and keeps track of submission date and time and any feedback associated with the assignments. It also saves the submitted assignments as zip files and organizes them by date and author so that the instructor can grade them offline. Instructors can view submitted assignments, sort them, and grade and leave feedback directly from within the **Dropbox**. You can provide feedback to your course participants, return submissions, and associate assignment grades without leaving the **Dropbox** tool.

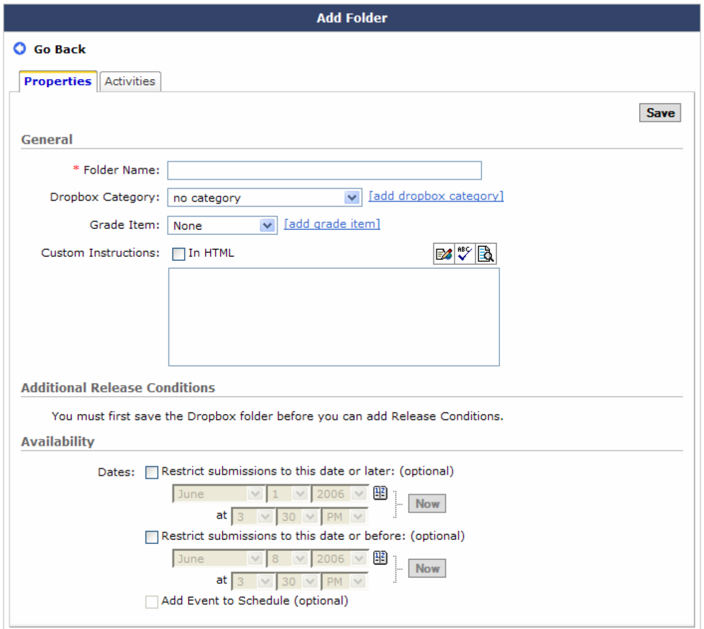
There are two steps to setting up a Dropbox:

1. Create a dropbox folder.
2. Add restrictions and conditions to the dropbox folder.

To access the Dropbox tool: Click the **Dropbox** link on your course navigation bar.

Creating a Folder

1. From the main **Dropbox** page, click the **Admin** button to access the administration area for the Dropbox.
2. Click **Add Folder** to create a folder. The Add Folder page displays.



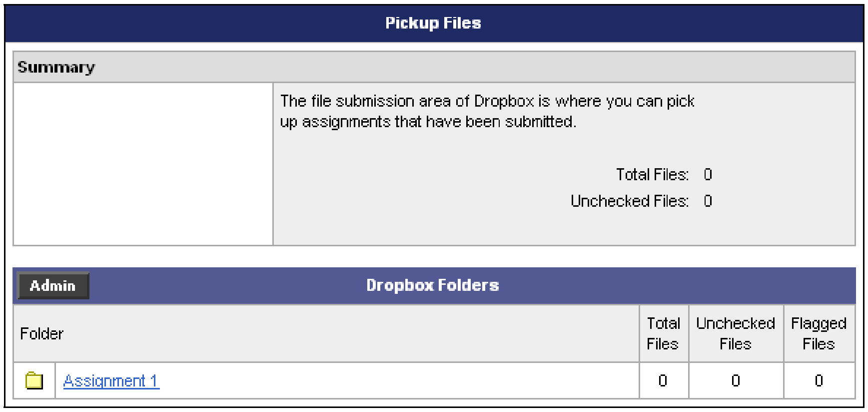
The Add Folder page

3. Type the name of the folder in the **Folder Name** field.
4. If you would like to classify your folders, select the category from the drop-down list or click the **add category** link to create a new one.
5. If you want to tie the results entered in the **Dropbox** area to a grade item, choose the item from the **Grade Item** drop-down list or create a new grade item by clicking the **add grade item** link.

   Note Dropboxes can only be tied to numeric grade items.

6. Type instructions in the **Custom Instructions** field. This message will be displayed to the course participants when submitting their assignments.
7. Click **Save** to save your folder.
8. Click **Go Back** to return to the Dropbox administration area where the new Dropbox will be displayed.

Your new folder will be listed on the main Dropbox page. There are three file notifiers beside the folder name: Total Files submitted, files that you have not downloaded (Unchecked Files), and files that you have Flagged. The folder icon located to the left of the folder name will show a “G” inside the folder if you have associated it with a grade item.



New folder in main Pickup Files Dropbox page

Restricting Dropbox Folders

You can restrict submission dates by specifying restrictions on a **Dropbox** folder.

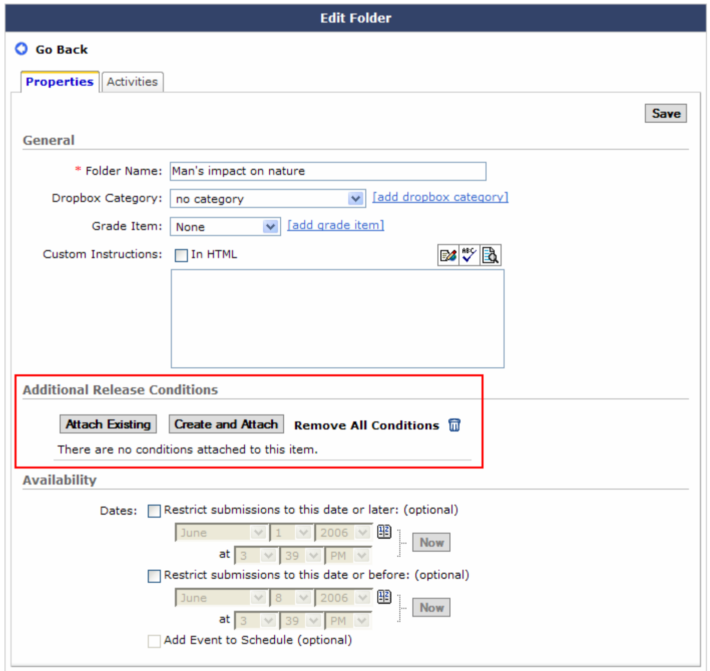
1. From the main **Dropbox** page, click the **Admin** button to access the administration area.
2. Click on the Edit icon ( ) located to the right of the applicable folder name.
3. To set a start date for submissions, check the box beside **Restrict Submissions to this date or later** and choose the desired date from the drop-down lists or the calendar icon.
4. To set and end date for submissions, check the box beside **Restrict Submissions to this date or before** and choose the desired date from the drop-down lists calendar icon.
5. Select **Add Event to Schedule** if you would like the submission time frame to be added to a participants' Schedule tool.
6. Click **Save** to save the changes.
7. Click the **Go Back** icon to return to the main Dropbox page.
8. The edited folder will now display the cut-off dates to participants.

Adding and Deleting Additional Dropbox Folder Release Conditions

Use the release conditions to specify requirements that students must satisfy before they can view and make submissions to a specified Dropbox folder. For example, you may want to require that students view a certain content topic or complete to a certain quiz before they can submit an assignment. You must first create and save a Dropbox folder before you can add release conditions to it.

To add release conditions to a Dropbox folder, from the main **Dropbox** page:

1. Click **Admin**. The Pick Up Files page displays.
2. Click the Edit icon ( ) beside the applicable folder. The Edit Folder page displays.



Edit Dropbox page with Additional Conditions options

In the Additional Conditions section:

1. Click Attach Existing to add a release condition that you have already created in the Conditional Release area or in another tool.
2. Click Create and Attach to create a new release condition and associate it with this dropbox folder.

   The Additional Conditions window displays where you can choose the conditions. Refer to the *Release Conditions* section of this guide under **Unit 3: Creating Interactive Content** for details on release conditions and how to use them in your course.

   The release condition you added is displayed in the Additional Conditions section.

To **delete** () conditions associated with this tool:

- In the tool's Additional Conditions section, click the trash can icon beside Remove All Conditions.

Or

1. Click the trash can icon beside the individual conditions you want to remove.
2. Confirm you decision.

The associations you selected are deleted and the page will update.

Adding Activites to a Dropbox

Activities are a part of competencies and are used to evaluate student completion of learning objectives. Activities can be associated with quizzes, surveys, and drop-box folders, and are often evaluated using rubrics.

Competencies are an alternative and comprehensive evaluation tool and are used to track information about the knowledge, skills and abilities the people in your organization acquire as they participate in courses or other learning experiences.

An activity is a component, along with learning objectives and competencies, of the overall evaluation strategy.

If competencies and learning objectives have been set up, then it is from the Activities area of the dropbox tool where you can create and assign activities that will be used in the assessment of learning objectives.

For detailed descriptions and instruction on the relationships between and setup and employment of activities, learning objectives, and competencies refer to the *Competencies and Rubrics User and Reference Guide* in general, and to the Creating an Activity from a Quiz, Drop-Box Folder or Survey section specifically.

Deleting a Folder

To delete a folder from your Dropbox:

1. From the main **Dropbox** page, click the **Admin** button.
2. Click the **Delete** icon beside the folder you would like to delete and confirm the deletion.
3. Click **Back** to return to the main **Dropbox** page.

Note Deleting a folder will delete all files associated with it. Grades in the grade book will be left intact, but activity assessments will be cleared when the folder is deleted.

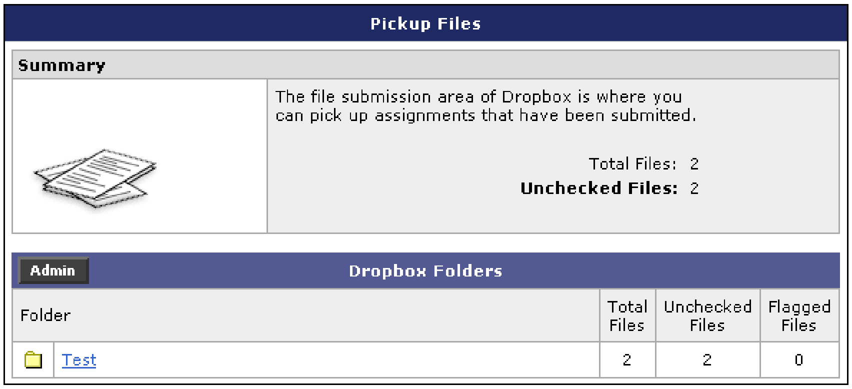
Ordering Folders

If you have more than one folder, you can change the order they are listed in:

1. From the main **Dropbox** page, click the **Admin** button.
2. Enter the desired **Order** numbers beside the folders.
3. Click **Submit Order**.
4. Click **Back** to return to the main Dropbox page.

Downloading and Retrieving Submissions

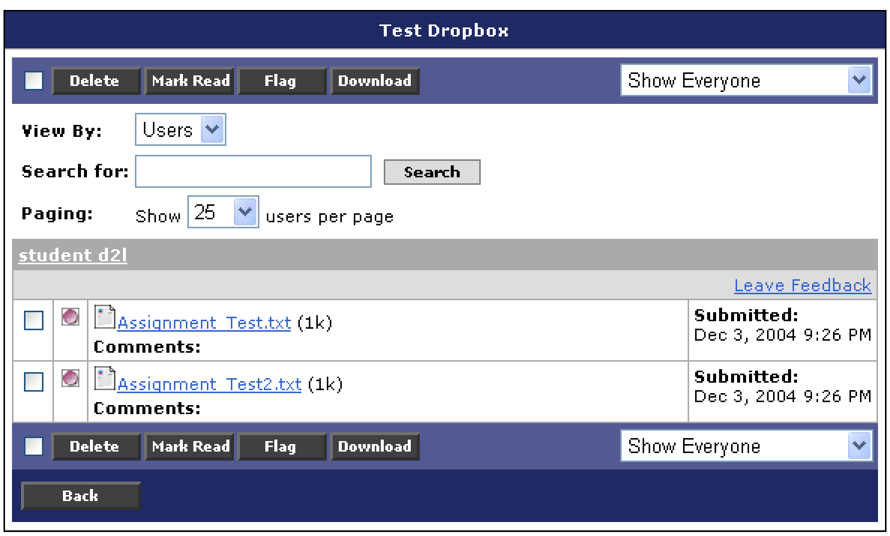
To download and retrieve the files that participants have submitted, click on the name of the applicable folder on the main **Dropbox** page.



Dropbox page showing assignments submitted

The following options are displayed:

- Delete
- Mark read
- Flag
- Download
- Search
- Views (drop-down list)
- Paging (drop-down list)



Dropbox for an Assignment Test

1. To delete a submitted file, check the box beside the file and click the **Delete** button.
2. To mark files as read, check the boxes beside the files and click the **Mark Read** button.
3. If you want to flag a submission as important, check the box beside the submission and click the **Flag** button.

4. If you want to download all assignment files, select the box at the top of the list of files and click on the **Download** icon. This will ensure that all files are included in the download. To download only selected files, simply check the boxes beside the individual files and click on the **Download** icon.

Download Files area highlighted

When you select one or more files and click on the download button, the files that you download appear in a zipped format and have the participant name and participant ID pre-pended to the file names so you can see which files belong to each participant.

An Unread icon ( ) appears beside files that have been submitted that you have not downloaded or read. Once you download the file, the icon will change to a downloaded icon ( ).

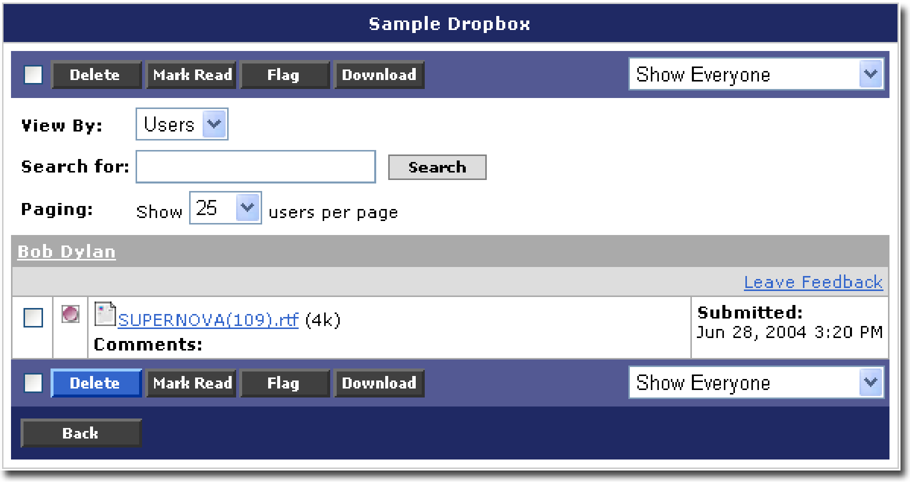
The icons beside each file indicate what file type the participant has submitted. The file size, comments, date and time submitted are also shown.

Changing Your View in Dropbox

From the user submission page, select the drop-down list from the top right-hand side of the page. You have the options of Show Everyone, Show Submitted, Show Unsubmitted, Show Read, Show Unread, Show with Feedback, and Show Without Feedback.

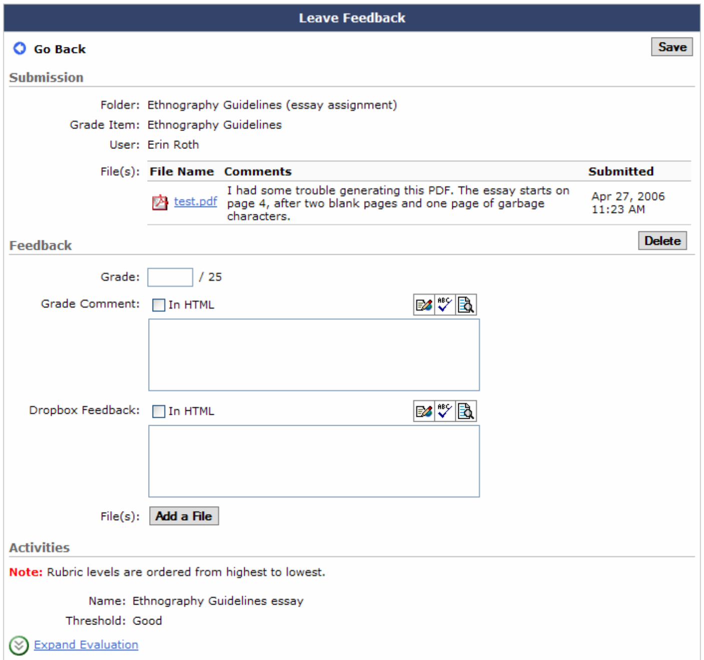
You can change your view to Users, Groups, or Sections (if used).

If working with a large class size, you can also search for a user and specify how many users you want displayed per page.



Grading and Leaving Feedback

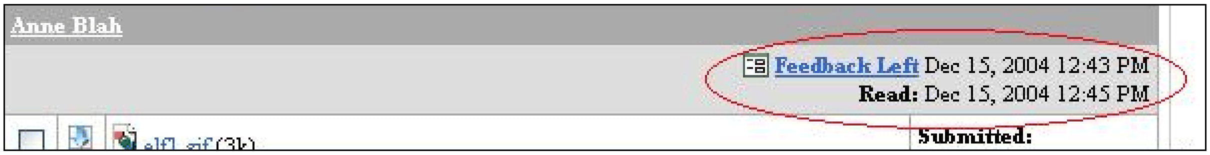
Click on the title of the folder on the main **Dropbox** page to download and retrieve the files that participants have submitted. If you have not associated your Dropbox folder to the **Grades** tool, select the **Leave Feedback** link to the right of the user's name. If you have associated your Dropbox folder to the Grades tool, click on the **Leave Feedback/Grade** link.



On the **Leave Feedback** page, you will be shown the folder name, the grade item (if used), the user, and the file with all its attributes (size, type, comments, submission details).

You will also be shown the area to leave feedback comments, attach a file, enter a grade with associated comments (if used, it will populate the grade book), and evaluate associated activities (if any).

Note When a participant reads the feedback you have left, a label is attached to the Dropbox indicating that the feedback has been read and the date.



Example of a Dropbox with "read" feedback

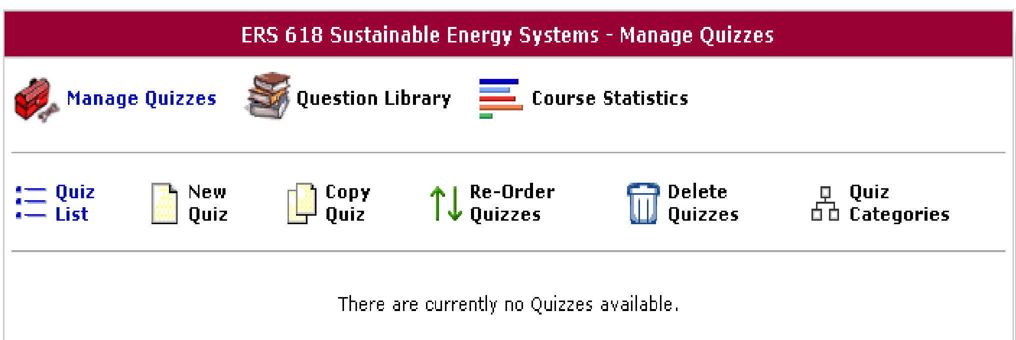
Quizzing

D2L provides a comprehensive tool for creating quizzes.

Use the Quizzing tool to manage quizzes that you have created, copied, or imported; manage questions using the question library; preview, organize, and grade your quizzes; view quizzes by category or availability; view current, future, and past quizzes; view course and quiz statistics; create categories and place your quizzes in them.

▶ To access the Quizzing tool

1. From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.



Manage Quizzes

Overview for Creating a Quiz

Creating quizzes for your course involves a series of steps. Each of these steps is described in greater detail in the sections that follow. The basic procedures can be broken down into the following parts:

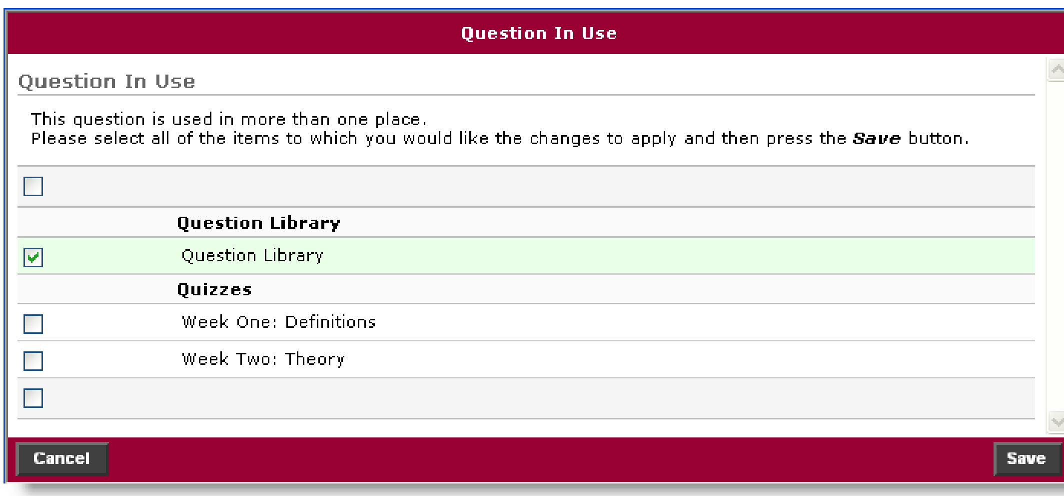
1. **Create your quiz questions**. You can create questions in either (A) the Question Library, or (B) by importing them from a text file, Respondus, or other quiz software.
2. **Create a quiz** by: (A) Defining a quiz name and general properties, (B) establishing the quiz restrictions, (C) establishing the quiz attempts, (D) establishing the quiz reports, (E) populating your quiz with questions, and (F) setting up the quiz layout.

3. **Preview and release the quiz**.

Question Library

The Question Library is a central, shared repository for the questions you create, copy, and import. By creating questions in the Question Library you make them available to any number of quizzes, surveys, and self assessments. Use the Question Library to build an archive of questions that can be reused and shared, thus avoiding the tedium of re-inputting shared questions.

The assessment tools—quizzes, surveys, and self assessments—share the questions stored in the Question Library. The questions that can be accessed by these tools are dependent on the tool type. Certain question types cannot be used by some tools. For example, surveys cannot use all question types.



Question In Use Screen

Changes to shared resources

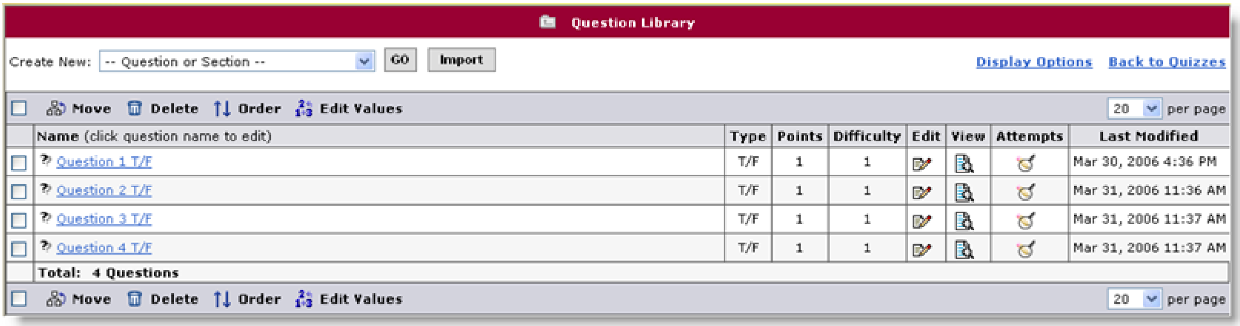
If you make a change to a shared resource, you need to choose which items will receive that change. The Question in Use pop-up displays listing the items that use the resource. Select all of the items to which you would like to apply the change and click **Save**.

Best Practice While it is also possible to create quiz questions from within a quiz, rather than from within the Question Library, it is strongly recommended that you create all of your questions in the Library and then add them to your quizzes.

Also Note If you are planning to insert random sections into a quiz, you must use the Question Library. Random sections pull their questions from the Library. When creating a quiz, you can specify a list of questions from which the D2L system will randomly pick questions for each student that takes the quiz.

▶ To access the Question Library from the main Quizzes page

1. From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
2. Click the **Question Library** icon. The Question Library page displays.

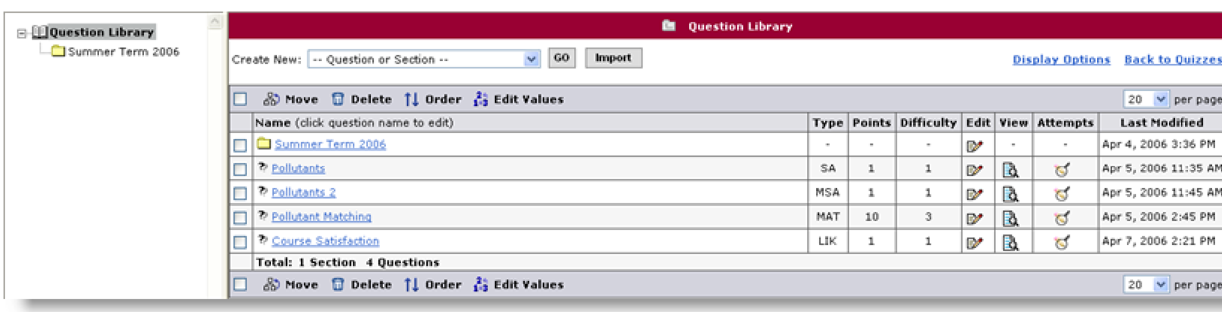


Question Library

There are three ways to populate your question library with quiz questions:

1. Create questions within the Question Library or from within a quiz (refer to the *Creating Quiz Questions* section.)
2. Import questions using Desire2Learn's text format file (refer to the *Importing Quiz Questions from a Text File* section.)
3. Import questions using Respondus software or basic course import (refer to the *Importing Quiz Questions from Respondus or Basic Course Import* section.)

Managing Questions and Sections in the Question Library



Question Library

Think of the sections in the Question Library as file folders in which you can store and organize groups of questions. For example, you might create a "multiple choice" section where you would put all your multiple choice questions, or a section containing all questions related to a specific topic, such as "Theoretical Fundamentals".

Having your questions organized in sections is also useful when you create a quiz. Instead of importing the questions one at a time you can import a whole section of questions into a quiz at the same time.

▶ To create a new Section in the Question Library

1. From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
2. Click the **Question Library** icon. The Question Library page displays.
3. In the **Create New** drop-down list, select "Section" and click **GO**.
4. For further information, refer to the *Creating Quiz Sections* section below.

▶ To create a new Question in the Question Library

1. From your course home page, click the **Quizzes** link in the course navigation bar. The Manage Quizzes page displays.
2. Click the **Question Library** icon. The Question Library page displays.
3. In the **Create New** drop-down list, select the applicable question type and click **GO**.
4. For further information, refer to the *Creating Quiz Questions* section below.

After you have created or imported quiz sections and questions, you can then manage them in the Question Library.

The following options are displayed at the top of the Question Library page once you have created sections or questions:

- **Create New Question or Section** drop-down list. Refer to the *Creating Quiz Sections/Creating Quiz Questions* sections.
- **Import**. Use to import questions from an existing quiz or text file.
- **Move**. (Appears when you have added and selected questions or sections.)
- **Delete**. (Appears when you have added and selected questions/sections.)
- **Order**. (Appears when you have added and selected questions/sections.)
- **Edit Values**. Use to quickly edit the points and the difficulty level of questions. (Appears when you have added and selected questions/sections.)
- **Display Options**. Use to set your display preferences for the Question Library page.

▶ To move a question into a section

1. Select the check box beside one or more questions.
2. Click the **Move** icon. The Move Objects pop-up displays with a list of sections in your Question Library.
3. Click the name of the section that you want to move the question(s) into. The question(s) move into the section.

Note This procedure is also used for moving a section into another section, thus creating subsections.

▶ To delete a question or section

1. Select the check box beside the question or section.

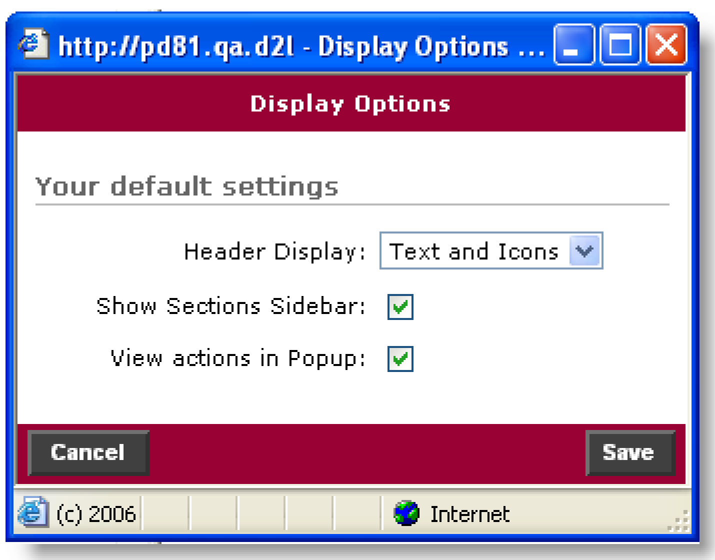
2. Click the **Delete** icon.
3. Click **OK** in the confirmation message.

▶ To change the position of an item in the list

1. Click the **Order** icon. The Order pop-up displays.
2. Select the item(s) you want to move and click the Up/ Down arrows to move the items through the list. Repeat this step for each item until you have achieved the desired order. Click **Save**.

▶ To edit the appearance of the Question Library

1. Click the **Display Options** link in the top-right corner of the Question Library page. The Display Options pop-up displays.



Display Options pop-up

2. Select a **Header Display** option from the drop-down list. This feature controls how the links along the top of the Question Library are displayed, as follows.

   - Text and Icons: show both the text and icons for each link (for example, Import).
   - Text Only: shows only the text for each link (for example, [Import]).
   - Icons Only: shows only the icons for each link (for example,).

3. Uncheck **Show Sections Sidebar** if you do not want to see the area on the left of the Question Library that shows a list of sections in your library.
4. Check **View actions in Popup** if you want questions to open in a new window when you click on them, rather than opening in the main Question Library page.

Also, from the main Question Library page, you have the following options:

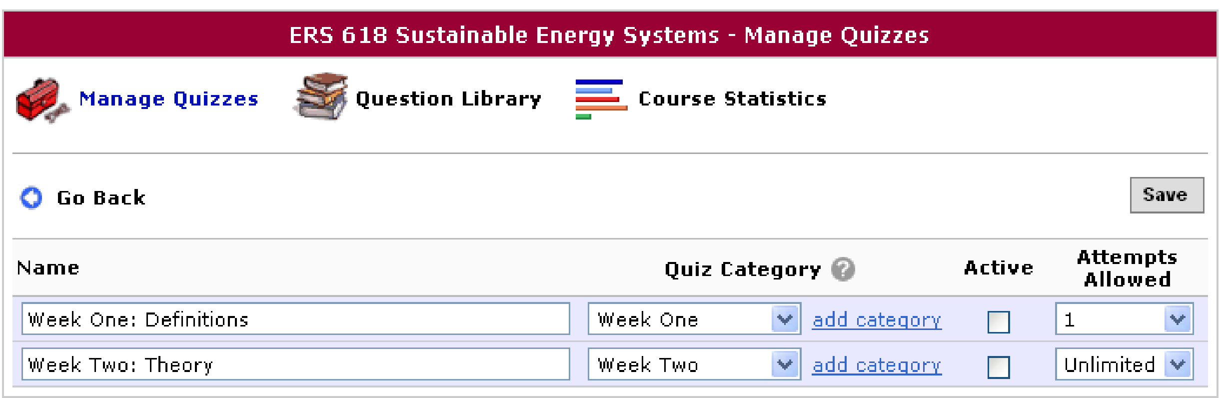
- Click the **View Question** icon beside a question to see how it will appear in a quiz, how it will be marked, feedback comments, and where this question is used.
- Click the **Edit** icon beside a question or click the question name to make changes to the question.
- Click the **Edit** icon beside a section to make changes to the section.
- Select an item or items and click the **Edit Values** icon to change the mark and difficultly values for your items. Click **Save** to update your changes.

Note The **Difficulty** level feature is primarily a tool that instructors can use to organize and compare questions. For example, after assigning a specific difficulty value to a number of questions, you can sort and view the questions by their assigned difficulty value to ensure consistency.

Edit the Properties of Multiple Quizzes

It is now easier to manage multiple quizzes at the same time. You can edit common properties such as name, status, availability, and number of attempts allowed

1. On the Manage Quizzes page, select the quizzes you want to edit.
2. Click the **Quick Edit** icon. The Quick Edit page displays.
3. On the Quick Edit page, you can change the quiz name, category, active status, and number of attempts allowed. Make you changes and click **Save**.



Creating Quiz Sections

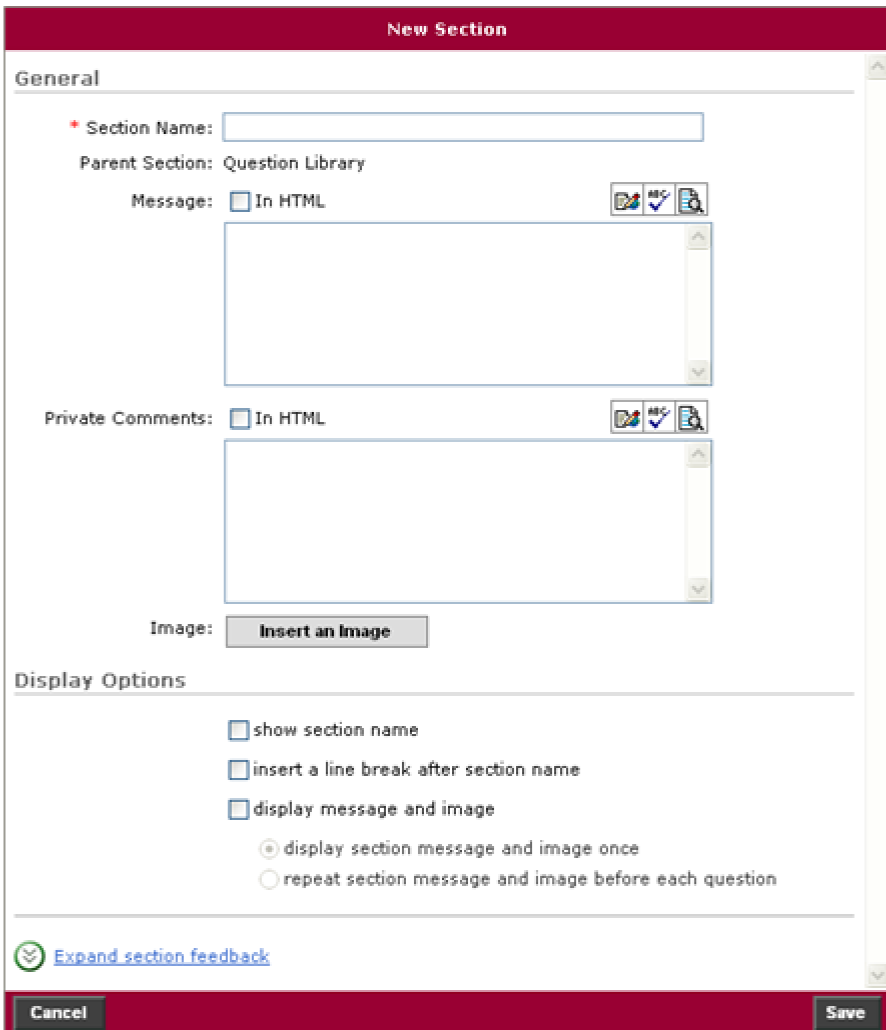
You can create quiz sections to organize your questions into folders. This can be done in the Question Library or during the creation of a new quiz (in the Layout/Questions tab by clicking **Add/Edit Questions**). Both of these areas are identical in functionality: one creates folders within the Question Library, while the other creates folders within a quiz.

Note It is now possible (beginning with release 8.1) to import sections from the Question Library directly into a quiz, survey, or self assessment. When you import a section, the section folder and any properties associated with the section (section name, messages, images, or feedback) will be imported.

You can still import all of the questions *within* a section separate from the section itself, or you can use section properties from within a quiz, by creating the section from the Layout/Questions tab within a quiz and clicking **Add/Edit Questions**.

▶ To create a section from within a quiz

1. Under the Layout/Question tab, click Add/Edit Questions.
2. From the Create New drop-down list, select "Section".
3. Click Go. The New Section page displays.



New Section

4. Type the name of your section in the Section Name field.
5. Type a Message (optional). This message can be displayed to students at the beginning of the section if you include the section in a quiz.*
6. Type Private Comments (optional). These comments are for your personal use and view only.

7. Add an image to the section, if applicable. Click Insert an Image, and use the Course Image or Upload Image links in the pop-up window to add an image from your course files or from your computer. This image can be used at the beginning of the section, or repeated before each question in the section (refer to step 7). Ensure that you include alternate text for your image as it will display in place of the image in certain circumstances.*

   Note If you upload an image from your computer, you have the option of storing that image in the Content folder for future and/or shared use.

8. Set your Display Options:*

   - Check **Show section name** to have the section name displayed in quizzes that contain this section.
   - Check **Insert a line break after section name** to insert some extra space below the section name when displayed in a quiz.
   - Check **Display message and image** to display the text you typed in the Message textbox and the image you specified in step 6 (above) in quizzes.
   - Select **Display section message and image once** to display these items once at the beginning of the section, or
   - Select **Repeat section message and image before each question** to repeat both the message and image before each question in the section.

9. Click **Click here to add feedback to this section** to add comments to the section. This feature allows you to leave feedback for an entire section when grading the quiz.*
10. Click **Save**.

* These fields are only applicable if you are creating a section within a quiz (not in the Question Library).

Example Scenario You want to create a quiz in which the first five questions all refer to the same diagram, and you want to repeat the diagram before each question. To do this you can simply create a section that contains the first five questions, add the image (as in step 6 above), and set the Display Options for the section to “Display message and image” and select “repeat section message and image before each questions.” Note that this will also repeat any text in the Message field before all of the questions.

Creating Quiz Questions

To create new quiz questions:

1. Select the Question Library icon on the quizzes homepage.

   Or,

   From within a quiz, select the Layout/Questions tab and then click Add/Edit Questions.

2. Select the applicable question type from the **Create New** drop-down list and click **Go**. See below for question types.

New Question Type With the current release (D2L LMS 8.1) there is one new question types: Multi-Short Answer (MSA).

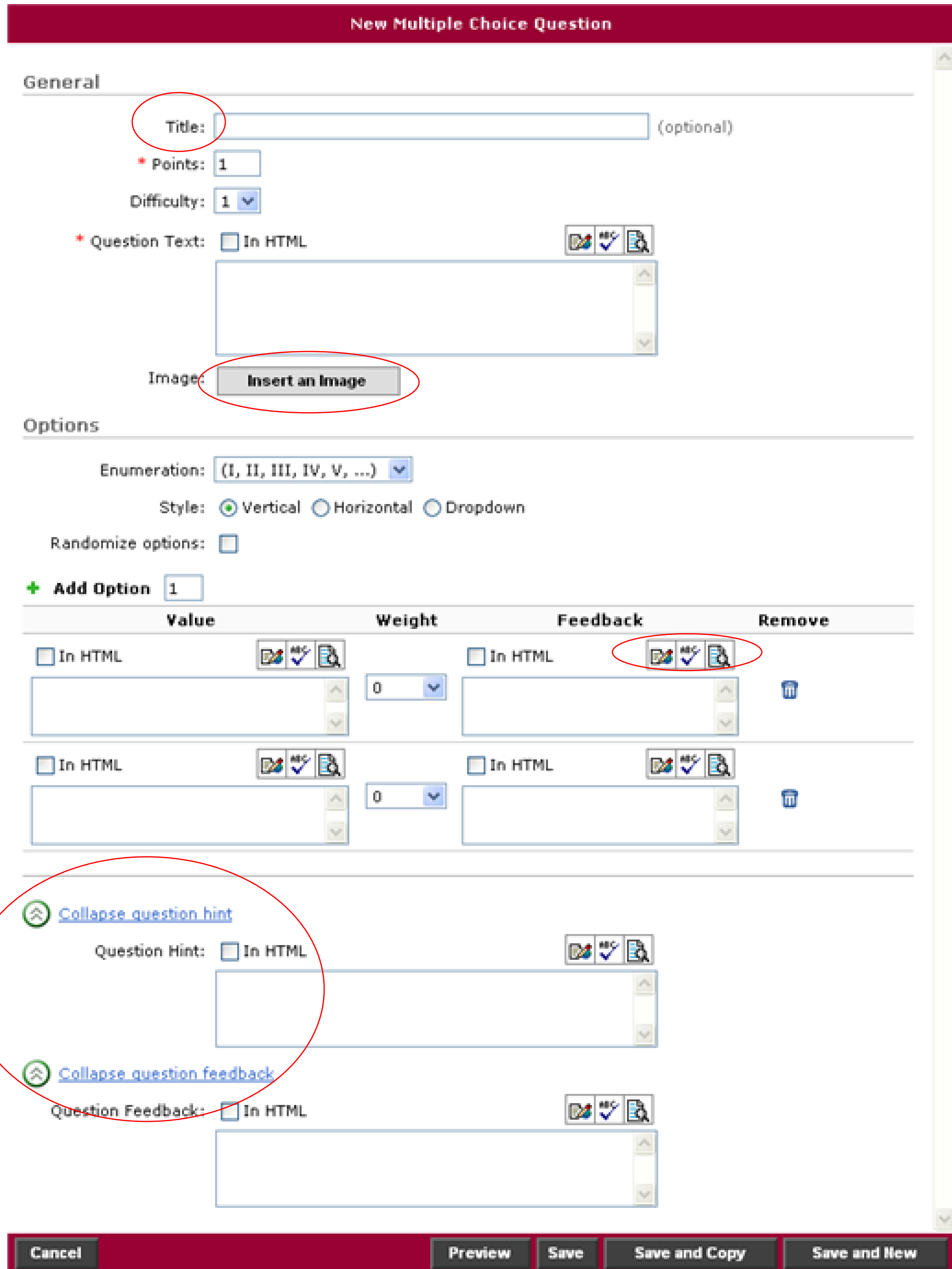
Note It is strongly recommended that you create all your quiz questions from within the Question Library. This gives you the ability to reuse questions on various quizzes and to create random sections within quizzes.

Common Features among All Question Types

The following features apply to all question types in the quizzing tool:

- All question types have an optional **Title** field. If you do not enter a title, the system will take the first 20 characters from the question text and enter it as the title. The title is only displayed in the quiz tool and not to students taking the quiz.
- Many question types give you the option of inserting an image. Images are inserted either as course images or uploaded images. A course image is an image that already exists in your course. An uploaded image is uploaded from your computer. You can choose to store a copy of the uploaded image in the course content folder so that it will be available for reuse in the future or by other courses. Provide alternative text describing the images that will be used in place of the images by screen reading devices. Click the **Insert an Image** button to open the Insert Image window.
- If you would like question feedback displayed to the users, enter your feedback in the **Question Feedback** area.
- To display hints, enter the text in the **Question Hint** field.
- You have access to the HTML Editor, preview, and spell-check features in each question text field. Click **Preview** to view your question as it will appear during use and grading. Click **Save** to save the question and return to the main page, **Save and Copy** to save the question and create a new question of the same type and that retains the copied properties, or click **Save and New** to continue creating questions of the same type.

New Many of the questions now give instructors the option to choose if the evaluation of the question answers will take into account **case sensitivity** or regular expressions.



A Question Type with some Common Features Highlighted

Multiple Choice

1. Assign a point value and a difficulty level.
2. Enter your Question Text in the text box.

3. If you would like to use an image in the question, click Insert an Image and choose to either a new or existing course image to include.
4. Use the drop-down list to choose an enumeration style.
5. Choose a display style.
6. Type in the question options (answer choices) in the text boxes. If you wish to add more options, click the Add Option button.
7. Set the weight of each option in the drop-down lists. For example, you may want to select 100% from the drop-down list beside the correct option. Associating an option with 100% simply means if a student were to choose that option, they would receive full points for that question.

 Optional If you would like to randomize the question options, check the box beside **Randomize Options**. Randomizing the options ensures that each student will receive the question options in a different order.

 Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

True or False

1. Assign a point value and a difficulty level.
2. Enter your **Question Text** in the text box.
3. If you would like to use an image in the question, use **Find** to locate a course image in the course files, or click Browse to upload one.
4. Use the drop-down list to choose an enumeration style.
5. Choose a display style.
6. Set the weight of the options in the drop-down lists.

 Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Long Answer

1. Assign a point value and a difficulty level.
2. Enter your Question Text in the text box.
3. If you would like to use an image in the question, use Find to locate a course image in the course files, or click Browse to upload one.
4. To set the size of the input text box, select the number of rows and columns.
5. Text entered in the Initial Text box will be displayed to users *in the text box* before they type their answer.
6. Text entered in the Answer Key box will be displayed to instructors or other users that mark quizzes in the Grade Quiz area.

 New If you would like to allow respondents the option to use the HTML editor in their responses, select the Allow HTML Editor to be used for responses option.

 Notes Long answer questions *can not* be autograded, even if the “allow attempt score to be seen immediately upon completion” and “allow automatic export to grades” features are selected in the quiz properties.

Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Short Answer Question

1. Assign a point value and a difficulty level.
2. Enter your Question Text in the text box.
3. Choose the size of the input box by using the drop-down lists beside rows and columns.
4. Click the Blank icon for additional answer text fields.
5. Type the answer in the text field and choose the weight.
6. Continue adding all accepted answers and weights.
7. The Check Answers button is used to validate any regular expression you include in the answer fields.
8. Click Preview to view your question. Click Save to save the question and return to the main page or click Save & New to continue creating short answer questions.

Note When creating a survey, adding answers is not required.

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Multi Short-Answer Question (MSA)

The answers provided by a respondent for a MSA question are checked against each answer box. This question type allows instructors to create a question such as, "Name 3 state capitals" and create 3 input boxes and 51 potential answers so that the student can enter any 3 answers in any answer box and receive full marks.

This question type differs from the Short Answer Question in that the short answer question supports multiple answer boxes, but requires distinct answer lists for each answer box.

1. Assign a point value and a difficulty level.
2. Enter your Question Text in the text box.
3. Choose the number and size of the input box by using the drop-down lists beside input boxes, rows, and columns.
4. Click the Add Answer icon.
5. Type the answers in the text fields and choose the weights.
6. Continue adding all accepted answers and weights.
7. The Check Answers button is used to validate any regular expression you include in the answer fields.

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Arithmetic Question

The Arithmetic question type is a great way to present unique questions to each student. Numbers can be randomly chosen for each variable in the question based on specified number ranges.

1. Assign a point value and a difficulty level.
2. Type your question in the Question Text box. To refer to variables, type the variable surrounded with curly braces.

   Example "2 trains are traveling away from each other at {x} miles per hour and {y} miles per hour respectively. How far apart are they after 15 minutes?"

3. In the **Variables** section, define all of the variables you used in the **Question Text**.

   a. Type the name of your variable (for example, x) in the **Name** column.
   b. Type the minimum value for the variable in the **Min** column.
   c. Type the maximum value for the variable in the **Max** column.
   d. Select the applicable number of decimal places for the variable in the **Decimal Places** drop-down list.
   e. In the **Step** field, type the increment that the system should use when choosing random numbers from the range you specified in the **Min** and **Max** fields.

   Example If you create variable X with Min=100, Max=200 and Step=5, the system will only choose values for X that are increments of 5 above 100 (105, 110, 115, etc., up to 200) when generating questions.

4. Click **Add Variable** to add more variables or **Remove** to delete extra variables.
5. Type the formula that you use to calculate the correct answer in the **Formula** field. Make sure that you enclose all variables in curly braces.

   Example ({x}+{y})/4

   The following functions are supported in the **Formula** field:

Sign/Function	Description
+,-,*,/,\,^,%	Basic mathematical operators
{x}^{y}	x to the power of y
abs({n})	Absolute value of n
cos({n})	The cosine of n (in radians)
sin({n})	The sine of n (in radians)
sqr({n})	The square root of n
tan({n})	The tangent of n (in radians)
log({n})	The log base 10 of n
ln({n})	The log base e of n
atan({n})	The inverse tangent of n
sec({n})	The secant of n
cosec({n})	The cosecant of n
cotan({n})	The cotangent of n
factorial	Factorials
exp	The power of natural log (e)

   The following constants are supported:

   - PI – 3.14159 (accurate to 50 decimal places)

- e – 2.71828 (accurate to 50 decimal places)

6. Click the **Test** button to test your formula. A new page will display containing an example of your formula.
7. Select a number from the **Answer Precision** drop-down list to define the number of decimal places student answers must be accurate to.
8. Type a **Tolerance** value and choose either **Units** or **Percent** to define how accurate students must be when answering the question. For example, a tolerance of 3% would allow students to be off by 3%, or a tolerance of 5 units would allow students to be off by 5 units in their answers (units are defined in the field below).
9. Type the unit that the answer to the question should be in (if any) in the **Units** field (for example, MPH, meters, inches, etc.).

   - Check the **case sensitive** box if the unit is case sensitive.
   - If you wish to assign points to students for using the correct unit in their answer, choose a percentage value from the **Worth** drop-down list.

   Example If 50% is chosen in the Worth drop-down list, the student would receive 50% of the points for the question for answering with the correct value, and would receive the other 50% if they answered using the correct unit. Note that if you have selected the case sensitive option, students must type the unit in the proper letter case to have their answer considered correct.

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Significant Figures Question

The Significant Figures question type is most applicable to science and math related courses. This question type is similar to Arithmetic questions type, but allows students to enter their answers in scientific notation format. The questions are then graded based on what students entered as their significant digits.

Example A student might submit an answer of 1.9 x 104. In this example, “1.9” are the significant digits.

1. Assign a point value and difficulty level.
2. Enter your question text in the large textbox. To refer to variables, type the variable surrounded with curly braces.

   Example “Answer the following: {x} x {y} = ”

3. In the Variables section, define all of the variables you used in the Question Text.

   a. Type the name of your variable (for example, “x”) in the Name column.
   b. Type the minimum value for the variable in the Min column.
   c. Type the maximum value for the variable in the Max column.
   d. In the Step field, type the increment that the system should use when choosing random numbers from the range you specified in the Min and Max fields.

Example If you create variable X with Min=100, Max=200 and Step=5, the system will only choose values for X that are increments of 5 above 100 (105, 110, 115, etc., up to 200) when generating questions.

Note The Min, Max, and Step values must all be entered in scientific notation. Enter the significant digit(s) in the first textbox, and the exponent in the second textbox that is to the upper-right of “x10”.

4. Type the formula you use to calculate the correct answer in the Formula textbox. Refer to step 5 in the Arithmetic question instructions for a list of supported functions.
5. Click Test to ensure that your formula has been entered properly. The system will provide a test case of the equation in a new page.
6. Select either Units or Percent beside Tolerance, and type the applicable value in the corresponding text field. For example, a tolerance of 3% would allow students to be off by 3%, or a tolerance of 1.2 x 102 units would allow students to be off by that much in their answers.
7. Choose the number of significant figures that the system should accept in students’ answers from the Significant Figures drop-down list (this is the number of digits that will be accepted in the non-exponent field).

   - Choose a percentage value from the Default drop-down list if you want to assign only a certain portion of marks for this question for entering the correct significant digit(s).

   Example You might choose to assign 70% of the points for this question for getting the significant figures correct, and 30% for getting the unit correct.

8. If your question uses a certain kind of unit (for example, MPH, mm, etc.), type the unit in the Units textbox.

   a. Check Case Sensitive if the unit is case sensitive.
   b. If you wish to assign points to students for using the correct unit in their answer, choose a percentage value from the Worth drop-down list.

   Example If 30% is chosen in the Worth drop-down list, a student would receive 30% of the points for the question for using the correct unit, and the remaining 70% would be earned by answering with the correct significant figure(s).

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Fill in the Blanks Question

1. Assign a **Point** value and a **Difficulty** level for the question.
2. Enter the text that appears before the first blank in the first text field.
3. Choose your blank size in the drop-down list.
4. If you want to add more answers, click the icon (✚) beside **Add Answer**.
5. Assign a **Weight** (%) to each answer. The answer Weight (%) is a percentage of the assigned Point value for the question. For example, if the question has a Point value of 3,

and the question contains 3 answers with a Weight (%) of 33.33% each, then each question is worth 1 point. (Each answer is worth 1/3 of the question's Point value.)

Note D2L recommends that the total weight of your answers equals 100%, but this is not required. For example, if the question has a Point value of 3, and the question contains 3 answers with a Weight (%) of 50%, 100%, and 33.33%, then the first answer is worth 1.5 points (50% of the question's Point value of 3), the second answer is worth 3 (100% of the question's Point value of 3), and the third answer is worth 1 (33.33% of the question's Point value of 3). Therefore, if the student answers all the answers correctly, the total points awarded for the question would be 5.5.

6. Enter the text that appears after the first blank in the next text field.
7. If you want to add more text and blank options, click icon (+) beside **Add Text** or **Add Blank**.

Note When creating a survey adding answers is not required.

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Multi-Select Question

Use multi-select questions to have students identify several correct answers out of a list of possible answers.

Example "Identify all of the prime numbers in the following list: 1, 2, 6, 9, 10, 13, 15."

1. Assign a point value and a difficulty level.
2. Enter your **Question Text** in the text box.
3. If you would like to use an image in the question, use **Find** to locate a course image in the course files, or click Browse to upload one.
4. Use the drop-down list to choose an enumeration style.
5. Choose a display style.
6. Choose a marking format:

   - **All or nothing:** Students receive full points for the question *only* if they select all of the correct answers and none of the incorrect answers. Students receive zero points if they miss any correct answers or select any incorrect answers.
   - **Right minus wrong:** Students receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. For example, if each answer is worth one point and a student selects 3 correct answers and 1 incorrect answer, they will receive 2 points for the question (3 minus 1).

   Note To determine how much each answer is worth, the system takes the total number of points that the question is worth and divides it by the number of correct answers. For example, if a question is worth 4 points and has two correct answers, each correct answer will be worth 2 points, and each incorrect answer will be worth -2 points (students receive a minimum of zero on a question: they cannot receive a negative mark).

- **Right answers**: Students receive points for each correct answer they select and for incorrect answers they leave blank. Incorrect answers selected and correct answers left blank are ignored.

Example Consider a question with a total of six potential answers, two answers being correct (in this case, choices a) and b) are the correct choices). The total points available for this question is 4.

If a student answers (where check indicates a filled check box):
a)check
b)check
c)
d)
e)
f)
They have answered all 6 questions correctly and get full marks: 4 points.

If they answer:
a)check
b)
c)check
d)
e)
f)
They have answered 4/6 correctly and therefore receive a mark of 4/6 * 4 = 2.6667 points.

If they answer:
a)check
b)check
c)check
d)check
e)
f)
They have answered 3/6 correctly and therefore receive a mark of 3/6 * 4 = 2 points.

7. Check the **Randomize options** box to display the answers in random order to each student.
8. Type the answer options in the **Options** text boxes. Click **Add Option** to add more answer options, or click **Remove** to delete extra options.
9. Check the boxes in the **Correct** column beside each of the correct answer options.

Note: A checkbox labelled “None of the other options” will automatically be added to every multi-select question in a quiz. If none of the answers to a multi-select question are checked as correct when the question is created, then the “None of the other options” choice will be considered the correct answer. Students are unable to have the “None of the other options” box **and** other answer boxes checked at the same time. If no boxes are checked by a student the question is considered unanswered.

Note Additional question features shared by most questions are described in the Common Features of All Question Types section, above.

Matching Question

1. Assign a point value and a difficulty level.
2. Enter your **Question Text** in the text box.
3. Choose a display style.
4. Choose a marking format: Equally weighted, All or nothing (student must have all the possible correct answers or else they receive no marks), or Right minus wrong (the number of right answers chosen is subtracted from the number of wrong answers chosen to get an overall mark for the question).
5. Type the question choices in the text boxes. If you wish to add more choices, click the **Add Choice** button.
6. Type the matches in the text boxes. If you wish to add more choices, click the **Add Match** button.
7. Use the drop-down list beside a match to select a corresponding choice number. This will create the matched pairs.

Ordering Question

1. Assign a point value and a difficulty level.
2. Enter your Question Text in the text box.
3. Choose a marking format: Equally Weighted, All or nothing (students must have all the possible correct answers or else they receive no marks), or Right minus wrong (the number of wrong answers chosen is subtracted from the number of right answers chosen to get an overall mark for the question).
4. Type in the question items in the text boxes. If you wish to add more choices, click the Add Item button.
5. Choose the correct order by using the drop-down lists.

Text Information Item

Use this feature to create a question consisting of text only. You can use it to provide supplementary information on a quiz. For example, perhaps you have a case study you would like to base several questions on. Instead of inserting the case study into each question, you can simply create a text information question and have your related questions appear directly underneath the text information question. Simply enter your information text in the text box and **Save**.

Image Information Item

Use this feature to create a question consisting of an image only. You can use it to provide supplementary information on a quiz. For example, perhaps you have a diagram you would like to refer to in several quiz questions. Instead of inserting the diagram into each question, you can simply create an image information question and have your related questions appear directly underneath the image information item.

1. Click the **Insert an Image** button to open the Insert Image window.
2. Choose the **Course Image** option to insert an image that already exists in your course. Click **Browse** to locate the image in the course files. Provide **alternative text** describing the image that will be used in place of the image and by screen reading devices.
3. Or, choose the **Upload Image** option to upload an image from your computer. Click **Browse** to locate the image. Select the "store this image in content" select box to store a copy of the

image in the course content folder. Provide **alternative text** describing the image that will be used in place of the image and by screen reading devices.

4. Enter a caption to appear below the image.
5. Click **Preview** to preview the image.
6. Click **Save** or **Save & New** to continue creating questions of this type.

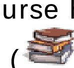
Importing Questions

Questions created offline can be imported from a text format file, or from Respondus or basic course import.

Importing Quiz Questions from a Text File

Quiz questions can be created offline using Desire2Learn's text format file. Follow the steps below to access a template for creating the text file.

If you have already created your questions offline using the template and would like to use them to populate the question library:

1. Select the Quizzes link on your course home navigation bar.
2. Click on the Question Library icon () on the Quizzes main page.
3. From with the question library, click the **Import** button.
4. From the Import Source drop-down list, select **From a Desire2Learn Text Format File**:
5. If you simply want to download the text file to begin creating your questions, select the CSV Sample File link and Save the file on your computer.
6. To upload a question file you have already completed, click **Browse** and locate the file you want upload to the question library. Click **Open**.
7. Click **Save**.

Importing Questions from Respondus or Basic Course Import

Respondus is a software application commonly used to create questions offline. When using this software to import your questions into D2L, the following tips may be useful to you:

1. Within the Respondus application, and before either opening an existing quiz or starting a new one, ensure that the "IMS QTI Personality" is selected from the Current Personality drop-down list under the Start tab.
2. If you are attempting to convert an existing Respondus file from WebCT or Blackboard, you will need to convert it to QTI before importing it into D2L. It is recommended that you save this new file under a new file name if you wish to keep the quiz file under the original personality for future use.
3. Save your changes.
4. Login to Desire2Learn and go to your course.
5. Click on the **Content** link on your course home navigation bar.
6. Select **Import Course** link on the right side of the page.
7. Browse and retrieve the QTI file you created in Respondus.
8. Click **Next**.

The system will indicate when the upload is complete.

The imported quiz will be in the list of quizzes.

For further information on importing a Respondus 2.0 quiz into D2L, see the Instructor Learning Aid *Importing Respondus 2.0 Quiz into D2l*, available on the documents website (http://documents.desire2learn.com).

Quiz questions can also be uploaded to the D2L Question Library from WebCT and BlackBoard course import files:

1. Click on the **Content** link on your course home navigation bar.
2. Select **Import Course** on the right side of the page.
3. Browse and retrieve the course import file.
4. Click **Next**.

   The system will indicate the step-by-step process of uploading your quiz questions to the question library.

   The system will indicate when the upload is complete.

Random Question Sets

Inserting a random section into a quiz ensures that each user will receive a unique set of questions. The random section pulls from a designated pool of questions stored in the **Question Library.** It is important to note that you must *import* questions that have already been created elsewhere into a random section; you cannot *create* questions within the random section, nor can you *move* questions into this section.

After selecting the questions from the library, you can specify how many questions from the random question pool each student should see. The random section will then randomly select this number of questions for each student that takes the quiz. This feature guarantees that each student will receive a unique quiz with different questions.

You must create a quiz before adding a random set of questions. Since random sections can only contain questions from the question library, it is important that you create questions in the **Question Library** before you create a quiz. You can then import the questions into the random section folder. There are no limits to the number or type of questions in a random quiz.

Creating a Random Section Folder

1. Select the quiz you would like to add random questions to.
2. Select the **Layout/Questions** tab.
3. Click **Add/Edit** Questions.
4. From the Section drop-down list, choose **Random Section** and click **Go**.
5. Enter a Section Name (for example, “random short answers”).
6. Optional: Add a message to be displayed with the section (for example “The next five questions will involve the Biology and Chemistry unit”).
7. Check any applicable Display Options and click **Save**.
8. A green folder displays in the list of questions/sections for your quiz. Click on the folder you just created.

9. Click the **Import** button.
10. Choose the section you want to import questions from in the Source Section drop-down list, or choose Collection Root to view a list of all questions in the Question Library.
11. Check the questions you want to include in the random section. You can automatically select all the questions in one section by checking the box beside the desired folder.
12. Click **Save**. The questions are now included in the random section folder.
13. At the top of the page, type the number of questions you want each student to see from the random section and assign a mark value for the questions.
14. Click **Save**.

Note All questions in one random section must have the same point value.

Creating and Editing Quizzes

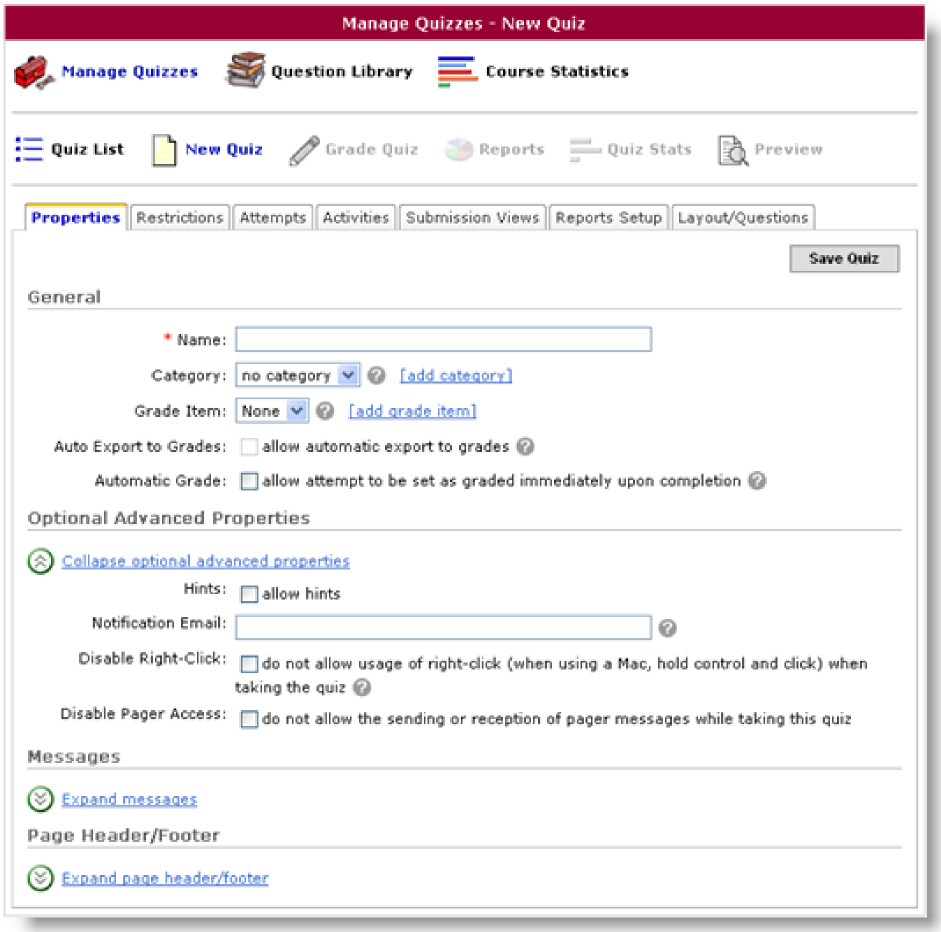
To create or edit a quiz:

1. From within your course, click the **Quizzes** link in the course navbar.
2. Click the **New Quiz** icon () to create a new quiz, or select the name of the quiz you wish to edit from the list.

See below for details on the various tabs for creating/editing quizzes.

Setting up Quiz Properties

The quiz *Properties* tab will display by default when you create or edit a quiz.



New Quiz

1. Enter a name for your quiz in the **Name** field.
2. You can create categories to group your quizzes together by adding categories and then selecting them from the Category drop-down list (optional).
3. If you would like this quiz to be linked to a grade item, select the grade item from the drop-down list or create a new grade item by clicking the add grade item link. If you choose to use the grade item, you then have the option of having attempt scores automatically exported to the grade book (next option).
4. Select the box next to Automatic Grade to allow the quiz attempt grade to be seen immediately after the participant has completed and submitted the quiz. The displayed score is limited by what the system can auto-grade.
5. This setting must be turned on for grades to be automatically sent to the gradebook and for the default submission view to be released to students when they complete an attempt.
6. Optional Advanced Properties:

   - Check **Hints** to enable question hints. The actual hints must be set up within each question.
   - Enter your email address in the **Notification Email** field if you would like to be notified when a participant submits a quiz for marking (can be your D2L or an external email address).

- Check **Disable Right-Click** and **Disable Pager Access** to prevent users from utilizing these features while they are taking the quiz.

7. In the Description field, enter a message that will be displayed to users prior to quiz availability.
8. Enter text in the Introduction Message field to display a message to users immediately before they start the quiz.
9. If you would like to add a page header and footer, enter the text into the proper fields.
10. Click Save Quiz.

Setting Up Quiz Restrictions

Use the options located under the Restrictions tab to set up the availability and timing of your quiz.

1. Click on the Restrictions tab.
2. In the **Availability** section, you can set the **Status** and quiz **Start** and **End** dates. Users can only see quizzes that have been set to *Active* status.
3. Choose a **Start Date** using the drop-down lists or the calendar icon. If you do not want your quiz to a specific start date, choose **no set start date**.
4. Choose an **End Date** using the drop-down lists or the calendar icon. If you do not want your quiz to have a specific end date, choose **no set end date**.
5. Add release conditions in the **Additional Conditions** section (if applicable). Release conditions allow you to set requirements that students must meet before they can view the quiz.

   Example You could create a release condition that requires students to view a certain content topic before they can view the quiz.

6. Click **Attach Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
7. Click **Create and Attach** to create a new release condition and associate it with this quiz.

   Notes You must save your quiz before you can add release conditions. See the Release Conditions section of this guide under Unit 3: Creating Interactive Content for details on release conditions and how to use them in your course.

8. Open **Optional Advanced Restrictions** to add extra restrictions to your quiz.
9. To require students to enter a password in order to access the quiz, enter a password in the **Password** field.
10. To restrict quiz access to users from a certain location, enter an IP address in the **IP Restriction** fields.
11. In the **Timing** section, set a time limit for your quiz by typing the applicable number of minutes in the Time Limit field. The default time limit is 120 minutes.
12. Choose to enforce the time limit or show a clock by checking the corresponding boxes.
13. Type a Grace Period in the text field. This value determines how many minutes the user has after the time limit has expired to submit their quiz before it is flagged as late.
14. Late Submissions:

- Select A*llow for normal submissions* to let users submit quizzes even if the time limit and grace period have expired. Submissions after the grace period will be flagged as late.
- If you select *Use Late Limit* and select an amount of time, users are given a grade of zero if they submit the quiz after the time limit + grace period + late limit period.
- Select *Auto-Submit Attempt* to have the system automatically submit a quiz after the specified time limit and grace period have expired.

15. Click **Save Quiz**.

Note When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit plus the grace period, has expired. However, any questions that have *not* been saved before this time limit has expired, even if they have been answered, will *not* be submitted. Participants must ensure that they are saving their answers *before* the time limit expires.

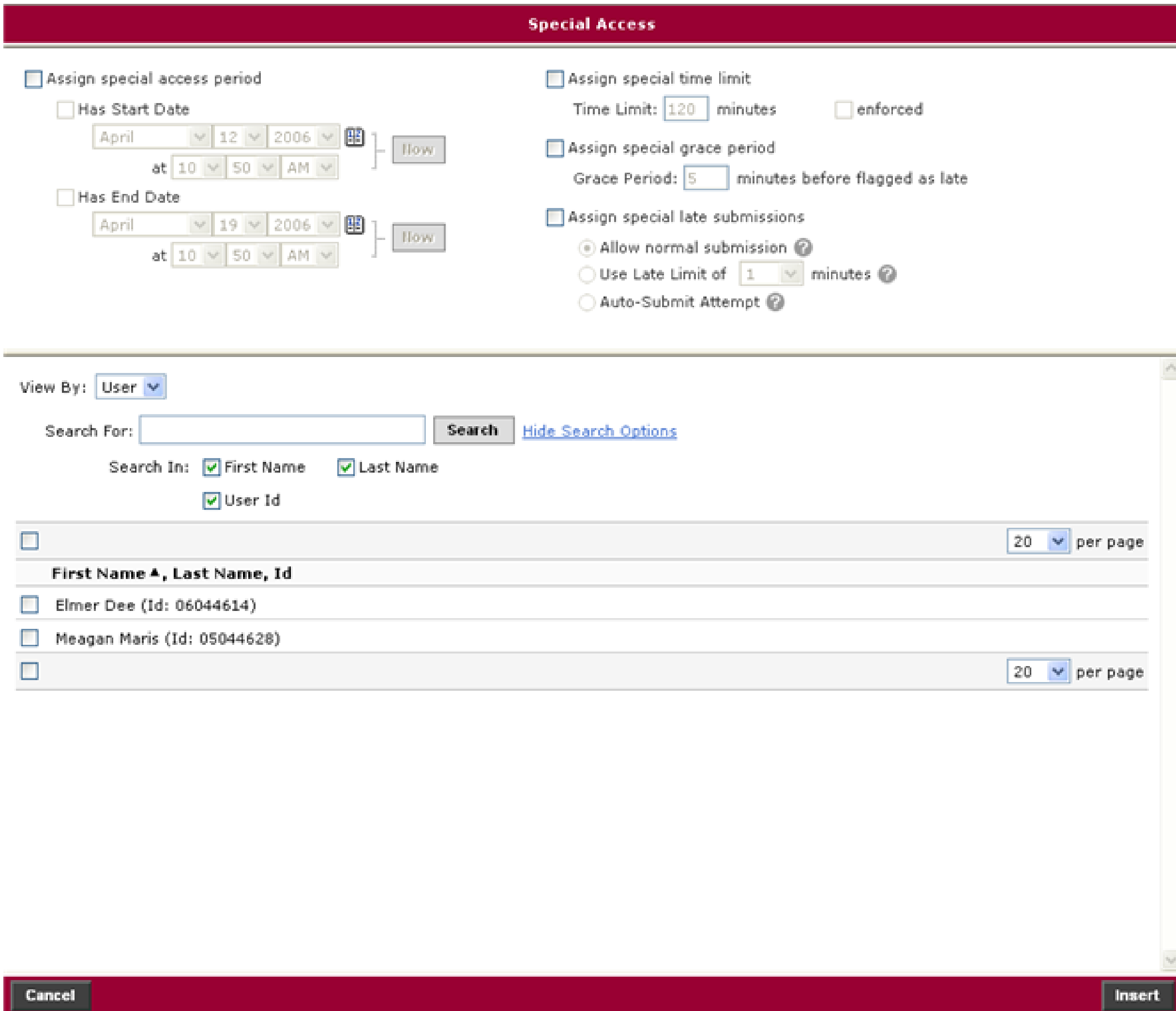
Setting up Advanced Availability

Special access and availability to other Org Units.

Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified users. Special access is setup in the *Restrictions* tab of a quiz.

1. Click on the Restrictions tab.
2. Click the **Add Special Access** button to add special access permissions. The Add Special Access page displays.
3. Check the boxes beside any of the special access types, and fill in the appropriate fields. Special access can include a unique start and end date, time limit, grace period, and submission requirements. For example, if you wish to provide an extended Grace Period to users that have special access, check Assign special grace period and fill in the applicable time limit (in minutes) in the Grace Period text box.
4. Ensure that Assign special access period is checked (it is checked by default).
5. Check the boxes beside the students you want to assign special access to in the **User List**.
6. Click **Save**. The Add Special Access page closes and the users with their assigned special access items appear under Special Access in the Restrictions tab.



Special Access options

Example in Action: Special Access Accommodates Students With Special Needs

- Increase the quiz time limit for special-needs users.
- Allow individual users to have different start and end dates.
- Change the quiz availability dates for a make-up quiz.

Restrict Quiz to Specific Individuals

Use the Special Access feature in order to restrict the quiz to specific individuals, with or without other special access properties attached to them. Special access is setup in the *Restrictions* tab of a quiz.

1. Click on the Restrictions tab.
2. Click the **Add Special Access** button to add special access permissions. The Add Special Access page displays.
3. Check the boxes beside any of the special access types, and fill in the appropriate fields, if applicable.
4. Check the boxes beside the students you want to assign special access to in the **User List**.
5. Click **Save**. The Add Special Access page closes and the users you selected, with their special access items, appear under Special Access in the Restrictions tab.
6. Select the **restrict to those with special access below** box. This quiz is now restricted to only those users.

Setting up Quiz Attempts

Here you can specify Attempts and Overall Grade Calculation:

1. Click on the **Attempts** tab.
2. Choose the number of **attempts allowed** from the drop-down list.
3. Choose which attempt will be included in the grade calculation from the **Overall Grade Calculation** drop-down list. The attempt calculated can be the highest, lowest, first, last, or average.
4. If you choose to allow more than one attempt and not unlimited attempts, you have the option of setting **Advanced Attempt Conditions**. Use the advanced attempt conditions to restrict the user from access to further attempts until they have achieved a specified score on the previous attempt.
5. Click **Save**.

Activities

Activities are a part of competencies and are used to evaluate student completion of learning objectives. Activities can be associated with quizzes, surveys, and drop-box folders, and are often evaluated using rubrics.

Competencies are an alternative and comprehensive evaluation tool and are used to track information about the knowledge, skills and abilities the people in your organization acquire as they participate in courses or other learning experiences.

An activity is a component, along with learning objectives and competencies, of the overall evaluation strategy.

If competencies and learning objectives have been set up, then it is from the Activities area of the quizzing tool where you can create and assign activities that will be used in the assessment of learning objectives.

For detailed descriptions and instruction on the relationships between and setup and employment of activities, learning objectives, and competencies refer to the *Competencies and Rubrics User and Reference Guide* in general, and to the *Creating an Activity from a Quiz, Drop-Box Folder, or Survey* section specifically.

Setting up Submission Views

Use the options in the Submission Views tab to give feedback to students after they submit a quiz attempt.

1. Click the **Submission Views** tab from within a quiz.
2. The details of the default submission view are displayed.
3. To change the default view, click the **Default View** link. The Edit Submission Views page displays.
4. Type a **Message** to display to students once they have submitted a quiz.
5. Use the **Show Question?** options to determine what elements of answered questions users see. Click **Yes** and choose an option from the Show Questions list. You have the following options:

   - *Show questions answered incorrectly*: Only shows students questions that they answered incorrectly.
   - *Show questions answered correctly*: Only shows students questions that they answered correctly.
   - *Show all questions without user responses*: Shows all of the quiz questions the student did not answer.
   - *Show all questions with user responses*: Shows all of the quiz questions to the student that they answered.
   - *Show question answers*: Shows the answers next to each question that appears. Answers will not appear for Questions that are not displayed.
   - *Show question score and out of score*: Shows the score achieved and out of values for each question that appears.

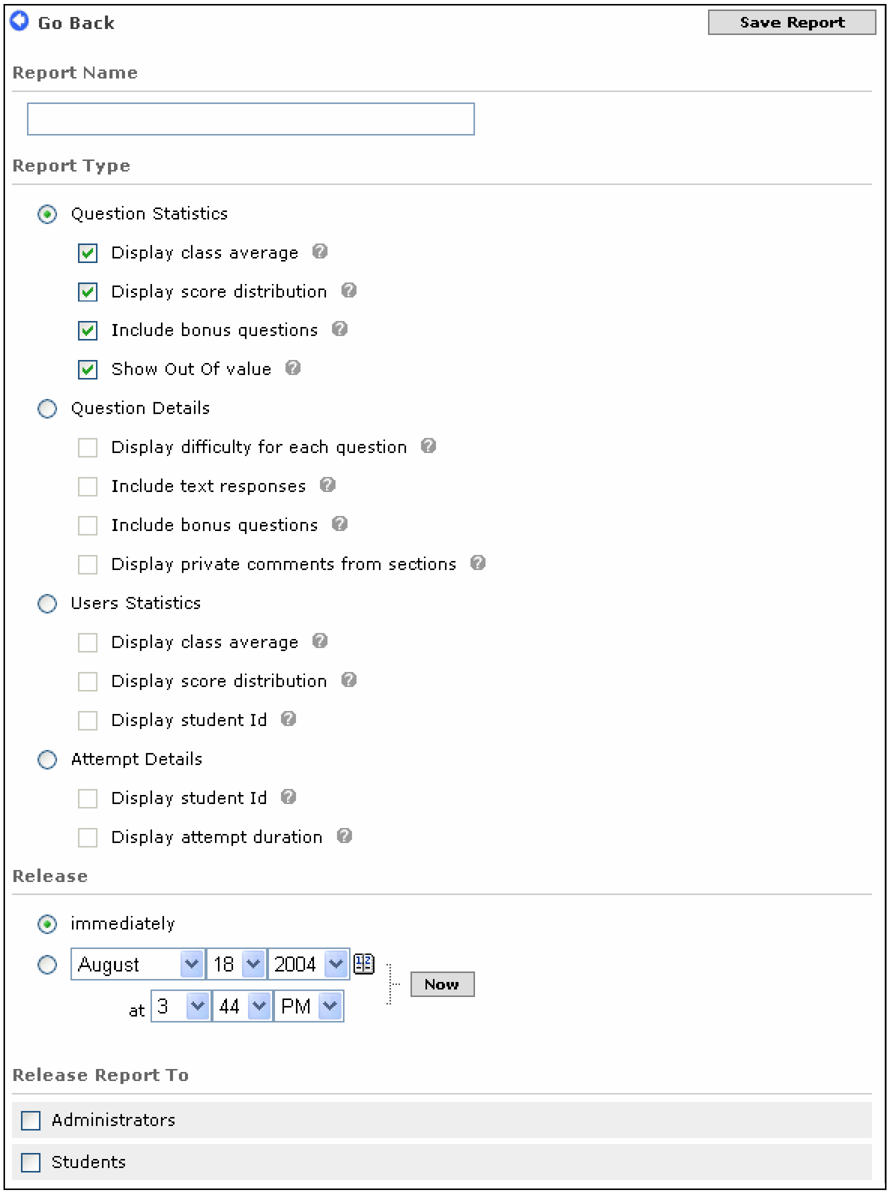
6. Or, click **No** to not show any questions to students after they submit their quiz.
7. **Show attempt scores and overall attempt score**. When this option is set, students are able to see their score as soon as they submit their attempt. The score displayed is reliant on what the system can auto-grade.
8. Check **Show class average** and/or **Show score distribution** to display these statistics to students after they submit their quiz.

Setting up Quiz Reports

Reports allow you to gather information on how students have performed on your quiz. Reports are different from quiz statistics in that they allow you to collect more types of information than is available through the statistics. They are also printable.

1. Click on the **Reports Setup** tab within a quiz.
2. Click Add Report to create a new report, or click on the name of an existing report to edit it.

   *The **New Report** page displays.*



3. Give your report an identifiable **Report Name**.
4. Select the type of report you want to generate by selecting one of the options under **Report Type**:

- *Question Statistics*: An “overall” report that can show the class average, score distribution, and the percentage of correct responses for each question.
- *Question Details*: A more segmented report that can show a breakdown of all the responses received for each question and the average grade received on each question.
- *User Statistics*: These can be used to provide class average and score distribution information to help you see how your class performed as a whole.
- *Attempt Details*: This report allows you to view each user’s actual quiz.

- *User Attempts*: This report user's attempts.

5. In the Release area, select **immediately** to release the report now, or select the radio button next to the date drop-down lists and choose the appropriate date and time to release the report later.
6. In the **Release Report To** area, check the boxes beside the roles you want to release the report to. For example, checking the box beside *Instructors* would allow all instructors in your course to see the report, or checking *Students* would release the report to all students.
7. Click **Save Report**.

   The report details are displayed in the Reports Setup tab.

Adding Questions to a Quiz and Setting up the Quiz Layout

Choose options in the Layout/Questions tab to add or remove questions or sections from your quiz:

1. Click on the **Layout/Questions** tab from within a quiz.
2. Click the **Add/Edit Questions** button.
3. Create Sections for your quiz by choosing Section from the Create New drop-down list and click Go. Refer to *Creating Quiz Sections* for more details.
4. Import questions from your Question Library by clicking the Import icon.
5. Choose *Question Library* in the **Source Collection** drop-down list.
6. In the **Source Section** drop-down list, choose *Collection Root* to show all of the questions and sections in your Question Library, or choose a specific section.

   Questions from your library display on the page.

7. Check the boxes beside the questions you want to import and click **Save**.

   Or,

1. Create questions in your quiz using the Create New drop-down list, as described in the *Creating Quiz Questions* section, above.
2. Click Back to Quiz Layout/Questions to return to the Layout/Questions tab for your quiz.
3. Set how many questions will be displayed to students per page by typing the desired value in the Questions Per Page entry box and clicking **Go**.
4. To manually insert a page break in the quiz, click on the small grey arrow between the questions where you want the page break to be. The grey arrow and line will turn blue, indicating the page break.
5. **Tip** Using a small number of questions per page reduces page load time.
6. Click **Save Quiz**.

Bonus Quiz Questions

To create bonus quiz questions, from the Layout/Questions tab while editing your quiz, or from the **Add/Edit Question** page. From either location:

1. Click the **Edit Values** button.

2. Check the box in the Bonus column beside the questions you would like to assign a bonus value.
3. Click **Save**. The selected questions will now display a green checkmark in the Bonus column.

The bonus value will be equal to the point value assigned to that quiz question.

Grading a Quiz

From the main **Quizzes** page, click the **Grade Quiz** icon ( ) next to the quiz you want to grade. You are presented with 2 options for grading quizzes:

1. Grade by Attempts
2. Grade by Questions (item analysis)

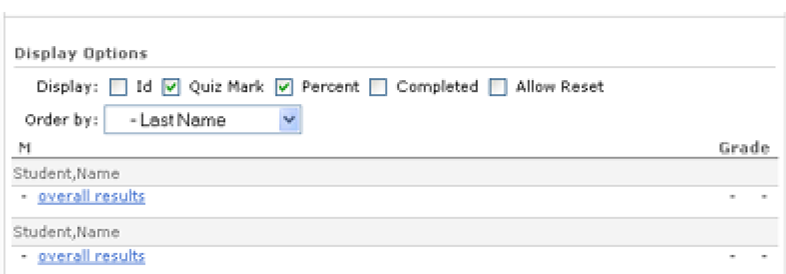
The options are displayed in tabs. By selecting the appropriate tab, you have the ability to grade by either attempts or questions.

Grading By Attempt

By selecting the appropriate boxes you can change the following quiz display options:

- ID – displays the participants' IDs beside their name
- Quiz Score – displays the grade beside the participants' names
- Percent – displays the percent beside the participants' names
- Completed – displays date and time the quiz was completed
- Allow Reset – allows you to reset participants' grades – if you check this box, a delete icon will appear beside the users' attempts

All users enrolled in your course are listed on the left-hand side. The users who have submitted results for the current quiz are bolded and you can access their quiz attempts and overall results by clicking on the name of their quiz attempt (for example, "attempt 1").



The following is displayed at the top of the quiz results:

- Participant's name
- Participant's ID

- Test restrictions (date and time available)
- When the quiz was written
- Quizzing event log
- Time limit
- Time spent
- Grade statistics

1. Click on the quiz attempt you wish to grade. The user's entire quiz is displayed including question data, the user's answers and the correct answers. If a user's answer is correct it will be appear with a checkmark and if it is wrong it will be displayed with an X.
2. Overall quiz feedback can be left for the user by typing in the Attempt Comments textbox.
3. You can give the user feedback on any individual question by clicking Add Feedback below the question.
4. If you wish to override an existing auto-grade, enter a new value in the Score textbox.
5. After you have finished manually grading the quiz, click the Re-Calculate button.
6. Click the Save Results button.

Grading by Question

While grading a quiz, click the *Questions* tab to view quiz responses broken down by question.

Click on a question title to view statistics on and/or re-grade that question. The next page will display a percentage breakdown (question analysis) of how users responded to the question, and the date of the most recent response. Select the grade icon () to modify the grade for the current question.

Other information displayed in the question analysis includes the quiz version, question text and options, the number of responses for each option, and the question value at the top of the page.

Grading Type

Within the question analysis page, several options are available under the **Grading Type** area:

1. The **Give to all attempts** option allows you to award points to all users who received the current question on their quiz. Simply type the desired point value in the textbox.
2. The **Give to attempts with answer (#)** option allows you to specify a specific value for a specific response. For example, you can allow for those who have answered Option 1, a point value of 1 and those who answer Option 2, a point value of 0. This is useful if a question was incorrectly graded when the quiz was created.
3. Click **Save Results** when you have completed your changes.
4. Click the **Grade** icon to ensure your changes have been saved.

Example in Action: Grading By Type

Grading by type allows instructors to easily correct mistakes that may have occurred during the initial setup of quiz questions simply by overriding the original grades. For example, perhaps an error was made when creating a multiple choice question and students who completed the quiz received a grade value 0 for a question which they really should have received a grade value of 1 for. Grading by type will allow you to override grades for all users at once, instead of individually updating each quiz attempt. You can also enter additional comments that will be displayed users when they view their quiz report.

Note Any modifications made to the grading of the quiz question will be logged. The log will document the date, time, username, and action taken for each change to quiz grading.

Grading Activities

To manually evaluate a quiz activity:

1. On the Quiz List page, click the Grade Quiz icon next to the quiz.
2. Click the Overall Grade link for the learner you want to evaluate.
3. In the Activities section at the bottom of the Overall Results page, locate the activity and click Expand Evaluation.
4. Select a rubric level from the Selection column of the table.
5. Click Save.

For detailed descriptions and instructions on the relationships between and setup and employment of activities, learning objectives, and competencies refer to the Competencies and Rubrics User and Reference Guide.

Miscellaneous Quiz Tasks

Submitting a Student's Quiz (Impersonating a Student)

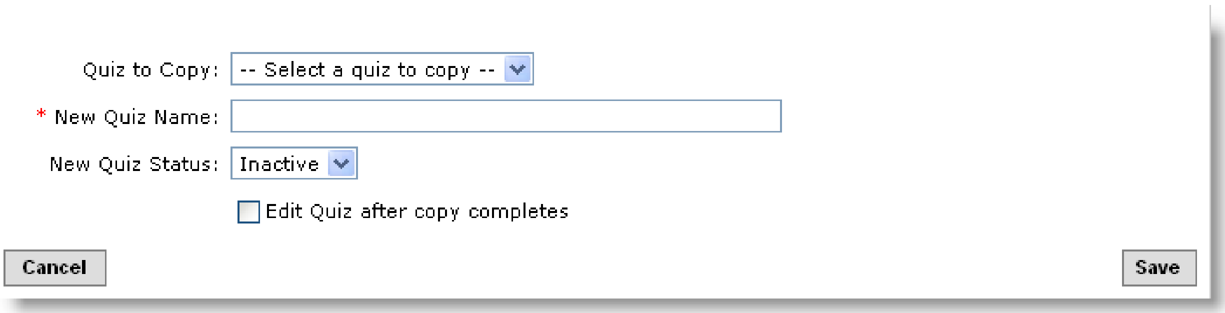
If a participant leaves a quiz without submitting their quiz, the quiz will be displayed as *In Progress* on the **Grade Quiz** page, and the **Impersonate** icon () will appear beside their name. If you wish to submit the quiz for the participant:

1. Select the **Impersonate** icon () beside the user's name and click **OK** in the Windows dialog that displays. You now see the user's view of the quiz.
2. Click **Go To Submit Quiz**.
3. Click **Submit Quiz** and choose **OK** in the Windows dialog that displays.
4. You are automatically returned to the **Grade Quiz** page as yourself (you are no longer impersonating a student).

Copying a Quiz

To copy an existing quiz, click the **Quizzes** link in your course navbar to access the **Manage Quizzes** page:

1. Click the **Copy Quiz** icon ( ). The **Copy Quiz** page displays.
2. Select the applicable quiz from the **Quiz to Copy** drop-down list.
3. Type a **New Quiz Name**.
4. Set the new quiz status as Active or Inactive using the **New Quiz Status** drop-down list.
5. Select **Edit quiz after copy completes** to be taken directly to the **Edit Quiz** area after creating your copy.
6. Click **Save**.



Copy Quiz

Re-Order Quizzes

To change the order that your quizzes are listed on your **Manage Quizzes** page:

1. Click the **Re-Order Quizzes** icon ( ).
2. Select a quiz name and click the up or down arrows to move it through the list of quizzes.
3. Repeat the previous step for each quiz name until you have reached the desired order.
4. Click **Save**.

Deleting a Quiz

On the **Manage Quizzes** page:

1. Click the Delete Quizzes icon.
2. Check the boxes beside the quizzes you want to delete.
3. Click the delete icon.

Previewing a Quiz

The quiz preview option allows you to "write" a quiz before releasing it to students. While previewing a quiz you work through the steps of answering the questions, submitting the quiz, having the quiz graded (if auto-grading applies to it) in order to ensure that the automatic grading was set up properly, and finally viewing the reports you have setup.

It is always a good idea to preview a quiz before you release it to students in order to ensure the accuracy of the content and grading.

Click the **Preview** icon ( ) beside a quiz in the quiz list on the **Manage Quizzes** page to view the quiz as a user would see it. If you have set up a random quiz, the questions will be randomly drawn.

Select the **Bypass Restrictions** box in order to bypass any restrictions on the quiz that students are subjected to, including conditional release, dates, attempts allowed, and quiz status.

Viewing Course Statistics

In this view, you will see a list of quizzes for the course. The average grade for each quiz is shown beside the quiz name.

1. From the **Manage Quizzes** page, click the **Course Statistics** icon ( ).

   *The **Course Statistics** page displays with the average grade for each quiz.*

2. Click on a quiz name to view the individual quiz statistics.

   *The **Quiz Statistics** page displays the class calculations, a grade distribution graph, and user statistics.*

3. Click the *User Stats*, *Question Stats*, and *Question Details* tabs to view statistics broken down by user and by question.
4. Click **Export** to save the quiz statistics as a .csv file on your computer.

   Note the system will export the statistics from the tab you are currently viewing (for example, User Stats).

Viewing and Exporting Quiz Statistics

1. From the **Manage Quizzes** page, click on the statistics icon ( ) beside a quiz name.

   *On the **Quiz Statistics** page, you are shown the class calculations, a grade distribution graph, and user statistics.*

2. Click the *User Stats*, *Question Stats*, and *Question Details* tabs to view statistics broken down by user and by question.
3. Click Export to save the quiz statistics as a .csv file on your computer.

   Note the system will export the statistics from the tab you are currently viewing (for example, User Stats).

Viewing and Exporting Quiz Reports

You must set up quiz reports in the Reports Setup tab of the appropriate quiz before you can view and export any reports. Refer to Setting up Quiz Reports section for details.

To view and export quiz reports:

1. Click the name of the appropriate quiz on the **Manage Quizzes** page.
2. Click the Reports icon ( ).
3. Click the name of the report you want to view or export.

   *The **Generate Report** page displays.*

   Reports are generated for a specified period of time.

4. Check the **From** box and choose the applicable date from the drop-down lists if you want the report to only include quizzes submitted on and after a certain date.
5. Check the **To** box and choose the applicable date from the drop-down lists if you want the report to only include quizzes submitted on or before a certain date.
6. Click Generate Report.

   The report displays.

7. Click Export to save the report as a .csv file on your computer.
8. Click Print Report to print the report.

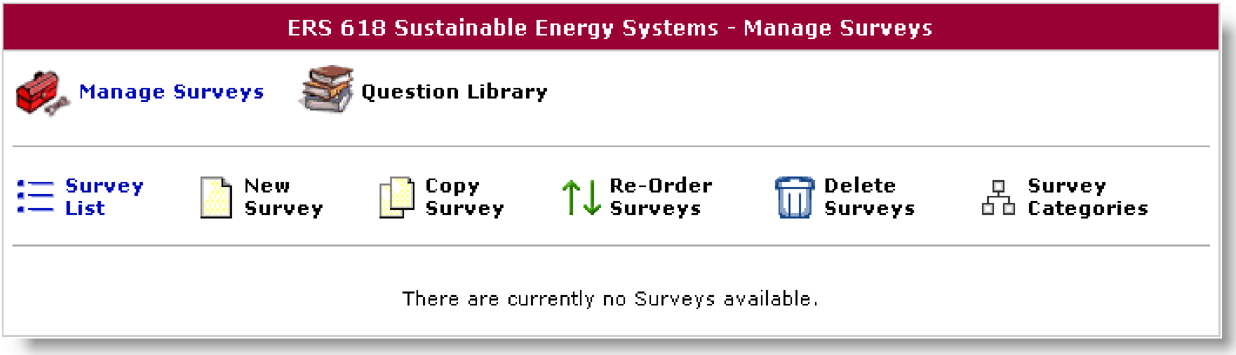
Surveys

Create surveys and use the included statistics tools to monitor current course trends and opinions, and assess user satisfaction. Survey results can be collected anonymously if desired.

The **Survey** tool is very similar in structure and shares many components with the **Quizzes** tool. To access the survey tool:

From within your course, click on the **Surveys** link on your top navigation bar. The following options display:

- Manage Surveys
- Question Library
- Survey List
- New Survey
- Copy Survey
- Re-Order Surveys
- Delete Surveys
- Survey Categories



Manage Surveys page

The **Survey List** displays surveys that are currently available. This is also the default view in **Manage Surveys**.

Creating Survey Questions

To create survey questions:

1. Select the **Question Library** icon () on the Manage Surveys page. The Surveys tool shares the Question Library and its content with both the Quizzing and Self Assessment tools.

   Or,

   While editing a survey, select the **Layout / Questions** tab and click **Add / Edit** Questions.

2. Once you are in the Add/Edit Questions area, select a question type from the Create New: drop-down list and click **Go** to create a question.

Survey Question Types

Most question types available to the **Survey** tool are similar to the questions available in the **Quizzes** tool. Refer to the Creating Quiz Questions section of this document for details on the various question types available to the **Survey** tool. The Likert Question type is available exclusively for use in Surveys.

Likert Question

The **Likert Question** is unique to the Survey tool. Use likert questions to choose one of six scales for students to use for providing feedback.

1. Give your question an identifiable title.
2. Enter instructions into the **Introductory Text** box.

Example: Please rate your enjoyment of each section of the course as listed below where 1 the lowest rating and 5 the highest rating.

3. If you would like to use an image in the question, use **Find** to locate a course image, or click **Browse** to upload one.
4. Choose one of the following scales:

   - One to Five (1 to 5)
   - One to Eight (1 to 8)
   - Frequency Scale (Never to Often)
   - Agreement Scale (Disagree to Agree + N/A)
   - Agreement Scale (Strongly Disagree to Strongly Agree)
   - Agreement Scale (Strongly Disagree to Strongly Agree + N/A)

5. In the Questions section enter each item that you wish to be rated. You must have at least one item to be rated. More question boxes can be added by clicking **Add Item** or excess boxes deleted by clicking **Remove**.
6. Provide feedback to the question that will be displayed to the user, if applicable.

Importing Survey Questions from a Text File

Survey questions can be created offline using Desire2Learn's Text Format File. Follow the steps below to access a template for creating the text file.

If you have already created your questions offline using the template, and would like to populate your questions into the library:

1. On the **Manage Surveys** page, click the **Question Library** icon or open a survey and choose the Survey Layout/Questions tab.
2. Click **Import**.
3. Choose From a Desire2Learn Text Format File from the **Import Source** drop-down list.
4. If you simply want to download the text file template to begin creating your questions, select the CSV Sample File link and **Save** the file on your computer.
5. To upload a question file you have completed, click Browse and select the file you want upload to the question library. Click **Open**.
6. Click **Save**.

Creating and Editing Surveys

To create a new survey:

1. Select the **Survey** link from your course navbar.
2. Click the **New Survey** icon () to create a new survey, or select the name of the survey you wish to edit from the list.

See below for details on the various tabs for creating/editing surveys.

Setting up Survey Properties

The *Properties* tab displays by default when you create or edit a survey.

1. Type a **Name** for your survey.
2. If the **give instant feedback box** is checked, users will receive feedback immediately after answering a question.
3. Check the **Anonymous** option to hide user data in survey results. The responses to survey questions are available for all users, but the system will not report who made what response.
4. Enter a text message to be displayed to participants at the top of the survey in the **Description** field.
5. Enter text in the **Footer Message** field that will be shown to users at the end of the survey.
6. In the **Submission Message** text box, add a message that will be shown to users after survey completion.
7. Click **Invite Participants** to send registered users an email inviting them to take the survey. This email will include a link to the survey.
8. Click Save Survey.

Survey Restrictions

1. Click the *Restrictions* tab within a survey.
2. In the availability section, you can set the survey status and when the survey starts and ends. Users can only see surveys that have been set to *Active*.
3. Choose a **Start Date** using the drop-down lists or by clicking on the calendar icon. If you wish your survey to have no specific start date, choose **no set start date**.
4. Choose an **End Date** using the drop-down lists or by clicking on the calendar icon. If you wish your survey to have no specific end date, choose **no set end date**.
5. Choose a Response Type:

   - **Unlimited** allows users to continue taking the survey until the survey period is over.
   - **Editable** allows users to save their responses and continue to see the survey until the survey period is over.
   - **Limited to** restricts users to the specified number of responses within the survey period.

6. Add release conditions in the **Additional Conditions** section. Release conditions allow you to set requirements that students must meet before they can view the survey.

   Example You could create a release condition that requires students to view a certain content topic or attempt a certain quiz before they can view the survey.

7. Click **Attach Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
8. Click **Create and Attach** to create a new release condition and associate it with this survey.

> **Notes** You must have saved your survey before you can add release conditions. Refer to the Release Conditions section of this guide under Unit 3: Creating Interactive Content for details on release conditions and how to use them in your course.

9. Click Save Survey.

Special Access

Use the Special Access feature to override the availability and timing settings of a survey for specified individuals. Special access is set up in the Restrictions tab of a survey.

The selected user is given access to the survey for a specified period of time.

1. Click on the Restrictions tab.
2. Click **Add Special Access** to add special access permissions. The Add Special Access page displays.
3. Check the boxes beside any of the special access types, and fill in the appropriate fields. For example, if you wish to provide an extended Grace Period to users that have special access, check Assign special grace period and fill in the applicable time limit (in minutes) in the Grace Period text box.
4. Ensure that Assign special access period is checked (it is checked by default).
5. Check the boxes beside the students you want to assign special access to in the User List.
6. Click **Save**. The Add Special Access page closes and your new special access item appears under Special Access in the Restrictions tab.

Activities

Activities are a part of competencies and are used to evaluate student completion of learning objectives. Activities can be associated with quizzes, surveys, and drop-box folders, and are often evaluated using rubrics.

Competencies are an alternative and comprehensive evaluation tool and are used to track information about the knowledge, skills and abilities the people in your organization acquire as they participate in courses or other learning experiences.

An activity is a component, along with learning objects and competencies, of the overall evaluation strategy.

If competencies and learning objectives have been set up, then it is from the Activities area of the survey tool where you can create and assign activities that will be used in the assessment of learning objectives.

Evaluating a survey activity:

1. On the Survey List page, click the **Survey Results** icon next to the survey.
2. Click the **Overall Results** link for the learner you want to evaluate.
3. In the Activities section of the Overall Results page, click **Expand Evaluation** beneath the activity.
4. Select a rubric level from the **Selection** column of the table.

5. Click **Save**.

For detailed descriptions and instruction on the relationships between and setup and employment of activities, learning objectives, and competencies refer to the *Competencies and Rubrics User and Reference Guide* in general, and to the *Creating an Activity from a Quiz, Drop-Box Folder, or Survey* section specifically.

Reports

You can create survey reports that amalgamate gathered survey data by organizational unit. Reports can be customized to meet all your needs to release the results of the data collected. You can create multiple survey reports.

1. From within a survey, click the **Reports Setup** tab.
2. Click the **Add Report** button.

   The Reports page displays:

3. Type a Report Name.
4. Choose one of the following Report Types:

   Summary Report options:

   - **Show aggregate data**: displays the data collected for multiple choice questions, true and false, Likert, multi-select, and matching question types.
   - **Show text responses**: displays the data collected for long answers, short answers and fill-in-the-blanks question types.
   - **Show signed comments**: displays responses (with data) for any long answer questions in the survey with the Show signed comments property turned on where the user has given permission to release their name with their response.
   - **Show unsigned comments**: displays responses (with data) for any long answer questions in the survey with the Show signed comments property turned on where the user has *not* given permission to release their name with their response.

   Individual Attempts options:

   - Hide user information: will not display the user's first and last name when the Individual Attempts report is viewed.

5. Set your **Release** options. Here you can set up the when and to whom this survey report will be released.

   - Select **Immediately** or select a date from the drop-down lists or calendar icon.
   - Check the users and roles that you want to release the report to.

6. Click Save Report.

Survey Layout and Questions

The structure and layout of the survey is shown in the *Layout/Questions* tab:

1. From within a survey, click the **Layout/Questions** tab.
2. Click the **Add/Edit Questions** button to add or remove questions or sections to this survey.

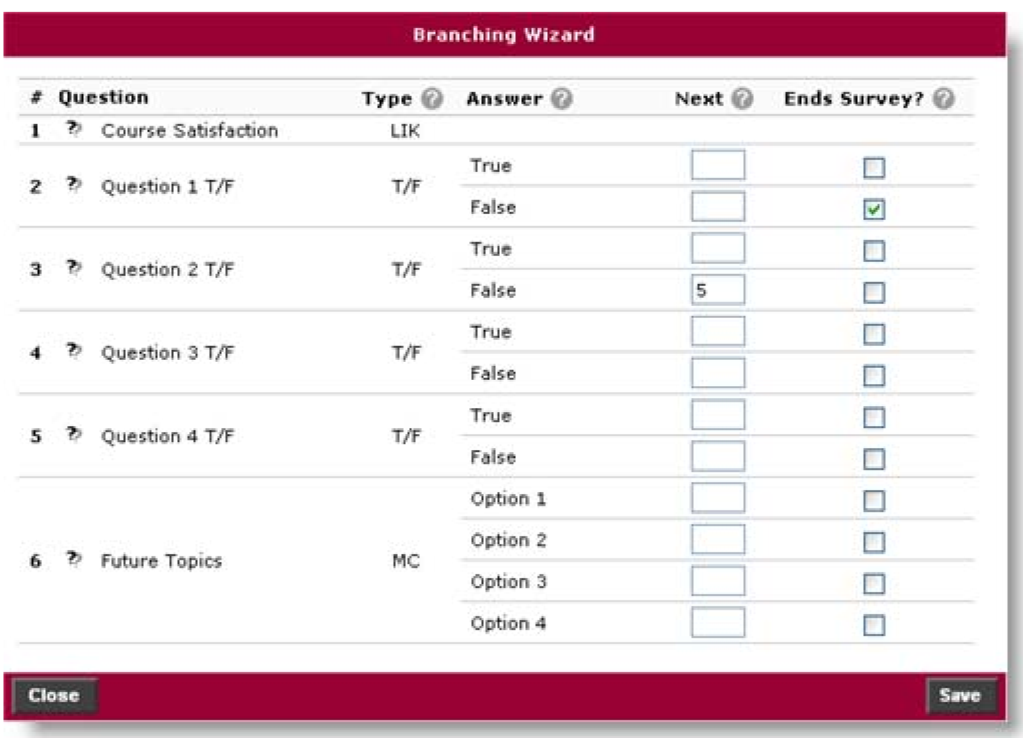
   For further information on adding questions, refer to the *Creating Quiz Questions* section of this document (p. 107).

Survey Branching

If you have Multiple Choice or True/False questions in your survey it is possible to add branching. Branching is an optional feature that can be added to Surveys by an administrator.

1. From within a survey, click the **Layout/Questions** tab.
2. Click the **Branching Wizard** button. The wizard displays a list of the questions in your survey and their corresponding types. Answers are shown for Multiple Choice and True/False questions. You can choose to skip questions or terminate the survey based on the answer to a Multiple Choice or True/False question.
3. Choose the answers that you wish to create a branch from and fill in appropriate branching information.
4. Click **Save**.

Note: Each survey may have at most one branch.



Branching Wizard Example

Example In the quiz shown in the branching wizard example above, if the student answers false to the second question the survey will end without requiring answers to questions 3 to 6. If the student answers false to question 3 the survey will continue with questions 5 and 6, skipping question 4.

Re-Ordering Surveys

1. From the **Manage Surveys** page, click the Re-Order Surveys icon.
2. Select a survey name and click the up or down arrows to move the survey to the desired list position.
3. Repeat the previous step for each survey name until you have achieved the desired order.
4. Click **Save**.

Deleting Surveys

1. From the **Manage Surveys** page, click the **Delete Surveys** icon.
2. Check the box beside the surveys you want to delete.
3. Click **Delete Selected**.
4. Click **Survey List** to return to the **Manage Surveys** page.

Viewing Survey Reports

1. From the **Manage Surveys** page, click the applicable survey name.
2. Click on the **Survey Reports** icon ( ) from the choices at the top of the survey page (*not* the Reports Setup tab).
3. To view a report, click on the report name (you must have already created one or more survey reports. See Reports under *Creating and Editing Surveys* for details.)
4. Check the **From** or **To** fields and enter the appropriate dates if you want to restrict your report to a certain time frame.
5. Click **Generate Report**.
6. The survey report displays. Click the **Print Report** icon (top right) to print a copy of the results.
7. Click **Go Back** to return to the Manage Surveys page.

Viewing Survey Results

To view survey results:

1. From the **Manage Surveys** page, click the results icon ( ) beside the applicable survey.
2. Based on how you have setup the survey properties, your may see a list of all users or just the overall survey results (if anonymous).
3. Click on an individual attempt or the **Overall Survey Results** icon (at the bottom of the page).
4. Click **Survey List** to return to the main survey page.

Previewing a Survey

To preview a survey:

1. From the **Manage Surveys** page, click the Preview icon ( ) beside a survey name. You are shown the survey questions as users would see them. It is always a good idea to preview a survey before releasing it to users.
2. Click the **Survey List** icon to return to the Manage Surveys page.

Notes When previewing a survey, you are *not* shown any introduction message that you have set up. If you answer and save the questions you will not return any results.

Example in Action: Soliciting Feedback Through the Survey Tool

The survey tool is an extremely useful tool used to create surveys and questionnaires within your course. It an excellent way to solicit feedback from students regarding any aspect of your course.

For example, it can be used as a method of delivering general course evaluations, mid-year reviews, or surveys associated with learning styles and preferences, etc.

Self Assessments

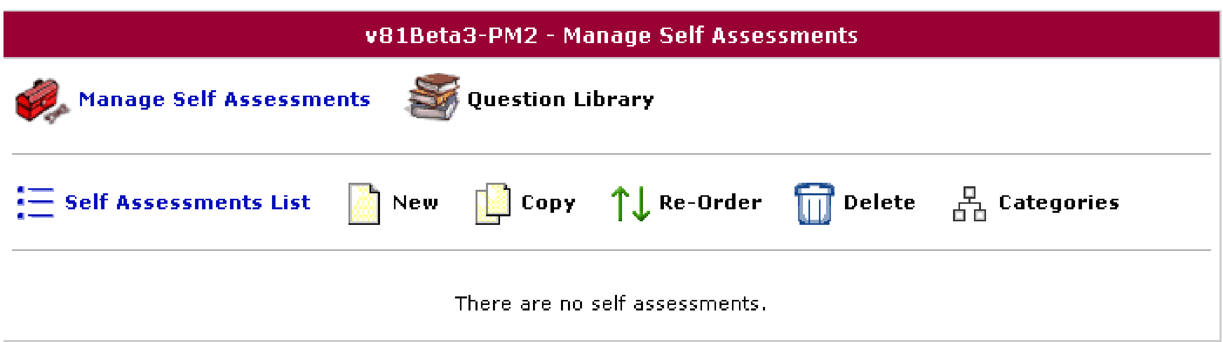
Introduction to Self Assessments

You can create self assessments to use as topics in your course content modules. Doing this allows students to judge how well they understand material as they work through it. In addition, feedback can be embedded into a self assessment. Think of self assessments as quizzes that will not be graded.

Each self assessment belongs to a single course. To create a self assessment, go to the course that you wish to create it in and click the Self Assessments link on the navigation bar. This will take you to the Self Assessments tool.

Managing Self Assessments

The Manage Self Assessments page displays when you enter the Self Assessments tool.



Manage Self Assessments

On the Manage Self Assessments page you can see all the self assessments that have been created for your course. If there are no self assessments associated with your course you will see the message “There are no self assessments available.”

Furthermore, from the Manage Self Assessments page you can choose to create a **new** self assessment, **copy** an existing self assessment, **reorder** the list of self assessments and **delete** self assessments.

Creating Self Assessments

To create a new self assessment, click the **New** icon.

The New Self Assessment page displays.

1. Name your self assessment.
2. You have the option of choosing an existing category to add your self assessment to, create a new one, or have no category. Adding categories to the Self Assessment List and grouping self assessments by category aids organization.
3. Select the Hints: option if you would like students to be able to access hints that you add to questions.
4. Add header and/or footer information for your self assessment page.

   Note: You can edit all details for a self assessment after it has been created by clicking the name of the self assessment in the self assessment list.

5. Click **Save Self Assessment**.

   The **Add/Edit Questions** button becomes visible.

Adding Questions to your Self Assessment

Click the **Add/Edit Questions** button to access the Question Library. From the Question Library you can create new questions or choose existing questions to add to your self assessment. Questions in the Question Library are shared between the Self Assessment, Quizzing, and Surveys tools.

Self assessments can contain questions of the following types:

- Multiple Choice
- True or False
- Long Answer
- Short Answer
- Multi-Short Answer
- Likert
- Fill-in-the-Blank
- Multi-Select
- Matching
- Ordering
- Arithmetic
- Significant Figures

Self assessments can also contain text or image information sections.

For details about using the Question Library and working with different question types, please see the Quizzing section of this guide.

Grading and Answers for Self Assessments

Students do not submit self assessments and they are therefore not graded. Students are unable to see the answer field to questions. Students can only see feedback fields. In most cases it is unnecessary for you to fill in the answer field.

Self Assessment Feedback

While creating self assessment questions, strongly consider using the feedback option. By providing feedback you can assist students while they answer the questions. You can provide feedback at the end of a question, or, for some types of questions, on an answer-by-answer basis. What you choose as feedback is up to you. You can use feedback comments to indicate if an answer is correct, where a correct answer can be found in the course content, or what details you are looking for in an answer.

When you are finished working in the Question Library, click Back to Self Assessments link to return to your self assessment.

Previewing your Self Assessment

To see what your self assessment will look like when viewed through a content page click the preview icon (). The preview page is fully interactive: you can answer questions and view the feedback that you added to questions.

When you are done, exit the preview and save the self assessment.

Using Self Assessments in Content

Unlike Quizzes and Surveys, students cannot see the Self Assessments link on the navigation bar. To make a self assessment available to students you need to create a Quicklink to it in the Content Manager (refer to the Teaching with D2L guide for further information on creating Quicklinks). This method will connect your self assessment to your content, assisting students in knowing what material they should have covered before measuring their progress with the self assessment.

Copying Self Assessments

A copied self assessment contains all of the questions from the original. A copied self assessment is a quick and simple way to start a review self assessment with old and new questions covering all previous units.

Note: You can only copy Self Assessments from the same course.

To choose a self assessment to copy click the Copy Self Assessment icon ().

Select the self assessment that you would like to make a copy of from the Self Assessment to Copy drop-down list. Edit the name of the new self assessment, if desired. Check the box labelled "Edit self assessment after copy completes" if you would like to go to the New Self Assessment screen when you create the copy, otherwise you will return to the Self Assessments List. Click **Save** to finish.

Deleting Self Assessments

To choose a self assessment to delete click the Delete Self Assessments icon ().

Select the check box next to the self assessment that you want to delete. Click the delete icon.

Unit 5: Grading Participants

This unit describes how to use the **Grades** tool to provide and manage feedback to course participants.

Providing course participants with useful and direct feedback enables them to track their progress and gauge how well they are doing in a course during the term.

- **Grades**: Use the D2L Grades tool to track user grades and display detailed class statistics. You can import, export, and edit single or multiple grades, while giving users the option to view their personal grades and class statistics.

▶ To access the area required for this unit

You need to be logged into your course. You also must have access to the various tools described in each of the following sections. If you do not have a required tool on your course navigation bar and would like to add it, please refer to Unit 2: Setting up Course Top Navigation Bar.

Grades

Use the **Grades** tool to customize your grade setup and manage grades for your course. The **Grades** tool gives you the ability to:

- Customize your grade setup through personal options, grade schemes and choosing an appropriate final grade calculation method.
- Create and modify grade categories and items.
- Import grades from and export grades to CSV (comma separated values) files.

Note The Grades tool is accessible at the Course level only.

Setting up Grades: Overview

Setting up the **Grades** tool for your course will consist of:

Completing the Grade Setup:

- Customizing your personal viewing options
- Creating and selecting a grade scheme
- Choosing an appropriate course grading system

Managing Grades:

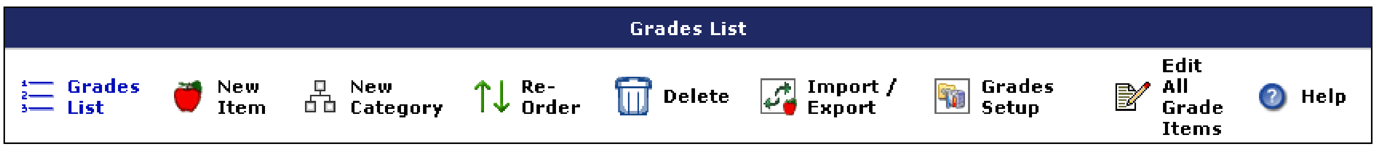
- Creating categories and grade items
- Entering and modifying grades

- Customizing grades list viewing options
- Re-ordering and deleting grades
- Importing and exporting grades from and to a CSV file

Accessing the Grades Tool

To access the **Grades** tool from your **Course Home page**:

Select the **Grades** link on the course navigation bar. The Manage Grades**: Grade List** page displays with nine icons: *Grades List, New Item, New Category, Re-Order, Delete, Import/Export, Grades Setup, Edit all Grade Items,* and *Help.*



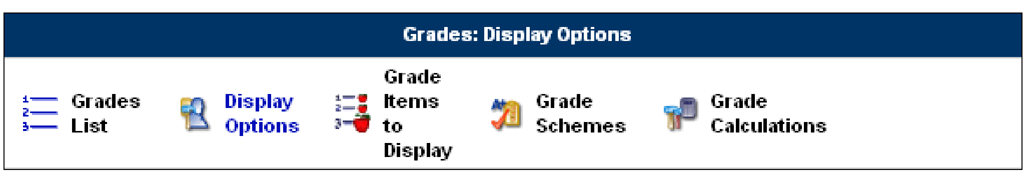
Grades List Tool Bar

Customizing Your Grades Setup

Customize your **Grades Setup** to modify your personal viewing options, create and select a grading scheme, and choose an appropriate course grading system. To edit your **Grades Setup**:

1. Click the **Grades** link on your course navigation bar to access the **Manage Grades** page.
2. Click the **Grades Setup** icon ( ).

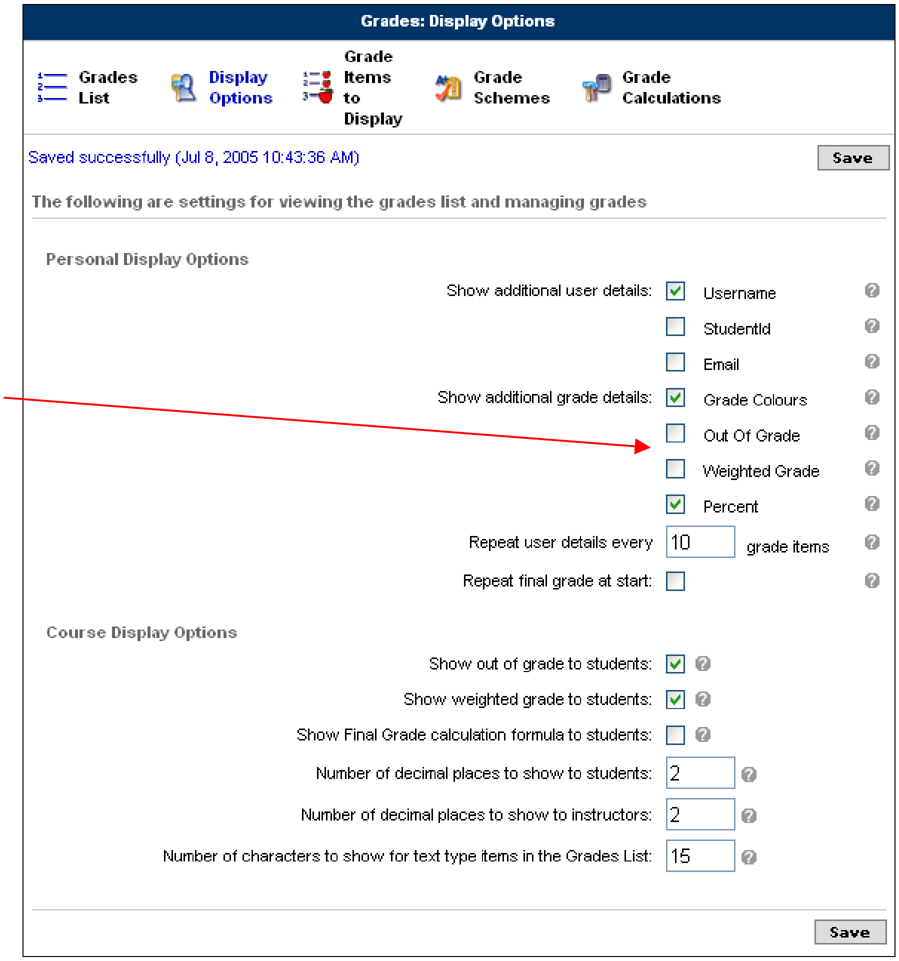
Within **Grades Setup**, you will be presented with three new icons: **Display Options**, **Grade Schemes**, and **Grade Calculations**.



Display Options

The **Display Options** page is shown by default when you click **Grades Setup**. From this page you can customize and update your personal viewing options for the grade list. For example, you can choose whether you want to view a student's username, ID, or email address in the grades list by checking the appropriate boxes. You can also set up which details you would like shown on the grades list page, colours, percents, weights or points, etc.

Depending on your choice of calculation system, Weighted or Points, you will have the option here of choosing to display either the **Out of** and Weighted Grades, or the **Points Grades**.



Grades Setup

Use the **Personal Display Options** section of the page to set up how grades will be displayed for you in the Grades List page. These are your personal, user-specific settings and do not affect how students or other instructors will see their grades. These display options will apply to the grade book in all of your courses.

To set your **Personal Display Options** in the **Grades Setup** page:

1. Check any of the additional user details you want to be displayed on the Grades List page. Options include Username, Student ID, and Email.
2. Check any additional grade details you want to have displayed on the **Grades List** page:

    a. **Grade Colours** will use the colours defined in your **Grade Scheme** to colour-code student grades in the **Grade List**.
    b. **Out of Grade** will display the Out of Grade for each item in the grades list. This option only applies to Weighted grade books.
    c. **Weighted Grade** will display the percentage grade for each grade item in the grades list. This option only applies to Weighted grade books. Note: within categories the grades are displayed in terms of their weight towards the final grade and *not* in terms of their weight towards the category.

   d. **Points Grade** will display the Points Grade for each item in the grades list. This option only applies to Points grade books.
   e. **Default Scheme Name** will display the course's default scheme range for each grade item that has its grade scheme tied to the Default Scheme.

3. Type a number in the **Repeat user details every ____ grade items** textbox to have student details (name, email, etc.) repeated after a certain number of grade items on the **Grades List** page. Type '0' in the textbox to have the student details displayed only once at the beginning of the grades list.
4. Check **Repeat final grade at start** to have each student's final grade displayed at both the beginning and the end of the grades list. This feature is useful if you have a large number of grade items, as it will prevent the need to scroll across the page to view a final grade.
5. Click **Save** to update your changes.

In the **Course Display Options** section of the page, you can set how grades will be displayed to students in your course.

To set your **Course Display Options** in the **Grades Setup** page:

1. Check **Show out of grade to students** to allow students to see their grades and how much each grade item is out of. This option only applies to Weighted grade books.
2. Check **Show weighted grade to students** to allow students to see their weighted grades. This option only applies to Weighted grade books. Note: within categories the grades are displayed in terms of their weight towards the final grade and *not* in terms of their weight towards the category.
3. Check **Show points to students** to allow students to see their points grades. This option only applies to Points grade books.
4. Check **Show Final Grade calculation formula to students** to allow students to see the calculation formula used to arrive at their final grade. This will display all grade items contributing to their final grade, including items that they don't see in the main student view. For more details about what the student will view see **Student Grades View** section.
5. Type a value between 0 and 5 in the **Number of decimal places to show to student** field. This figure reflects the number of decimal places student grades will display when viewed.
6. Type a value between 0 and 5 in the **Number of decimal places to show instructors** field. This controls the number of decimal places used in the Grades List page.
7. Type a value between 0 and 50 in the **Number of characters to show for text type items in the Grade List** field. This controls how many characters (starting with the first) from a Text type grade item should be displayed in the Grades List page.
8. Click **Save** to update your changes.

Student Grades View

Final Grade for Catherine Student

Weight Achieved: 85 / 100

Grade: 85%

Comments:

The calculator is a link to the Final Grade Calculation Formula. When ‘Show Final Grade calculation formula to students’ is not checked in the Course Display Options the calculator is not visible.

Grades for Catherine Student

Item Name	Grade	Comments
Quizzes		
Quiz1	80%	
Quiz2	80%	
Quiz3	84%	
Quiz4	80%	
End of Quizzes		
Projects		
Project1	92.31%	
FinalProject	97%	
BonusAssignment	0%	
End of Projects		
Participation	100%	
FinalExam	76.67%	

Final Grade Calculation Formula

Go Back

Item Name	Weight Achieved	Weight toward Final Grade or Category
Quizzes	24.36	30
Quiz1	4.8	6
Quiz2	4.8	6
Quiz3	7.56	9
Quiz4	7.2	9
End of Quizzes		
Projects	19.07	20
Project1	6.46	7
FinalProject	12.61	13
BonusAssignment	0	0
End of Projects		
Participation	10	10
FinalExam	30.67	40
Calculated Final Grade	**84.1**	**100**
Final Grade	**85**	**100**

In the Final Grade Calculation Formula screen “Final Grade” will display the calculated final grade instead of the adjusted final grade if the ‘Release Calculated Final Grades to students’ option is chosen.

Example of Students Grade View, Weighted with
Final Grade Calculation Formula Available (Adjusted Final Grades Released)

If **Show out of grade to student** is checked, this information will be displayed to students in their **Grades** page.

If **Show weighted grade to student** is checked, this information will be displayed to students in their **Grades** page.

Grades for Hazel Moder

		Item Name	Out Of	Weight Achieved	Weight toward Final Grade or Category	Text	Comments
		Assignment 1: English 101	8/10	8	10	80%	
		Test 1	10/10	10	10	100%	
		Tests - English 101		8.67	10		
		Test 2	26/30	8.67	10	87%	
		End of Tests - English 101					
		Shakespeare Quiz		18	20	90%	
		CS 101 Quizzes		18	20		
		Quiz 1		9	10	A	
		Quiz 2	7.6/10	7.6	10	76%	
		End of CS 101 Quizzes					

Example of a student's Grades page, Weighted

If **Show Points grade to student** is checked, this information will be displayed to students in their **Grades** page.

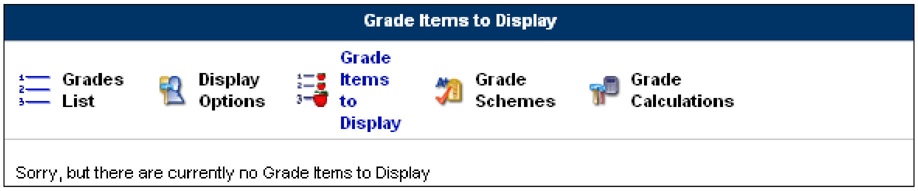
Grades for Hazel Moder

		Item Name	Points	Text	Comments
		Assignment 1: English 101	8/10	80%	
		Test 1	10/10	100%	
		Tests - English 101	26/10		
		Test 2	26/30	87%	
		End of Tests - English 101			
		Shakespeare Quiz	18/20	90%	
		CS 101 Quizzes	16.6/20		
		Quiz 1	9/10	A	
		Quiz 2	7.6/10	76%	
		Quiz 3	0/10	0%	
		Quiz 4	0/10	0%	
		Quiz 5	0/10	D	
		End of CS 101 Quizzes			
		Select box	0/10	D	
		Proposal Assignment 1		0%	
		Mid-Term Results	0/0	0%	

Example of a student's Grades page, Points

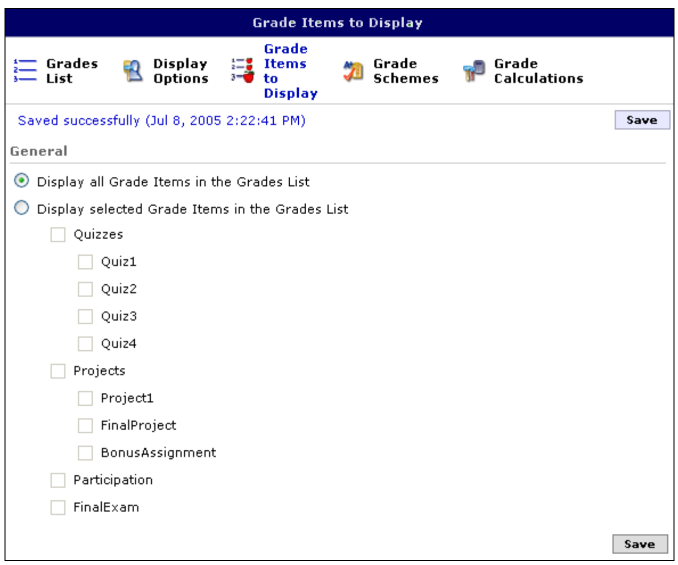
Grade Items to Display

Grade Items to Display allows you to select which grade items will be seen in your grades list for the current course. Before you have set up your grade book nothing is displayed in Grade Items to Display.



After a Grade Book has been set up

When your grade book is set up two options will become available in the Grade Items to Display screen. The default option is to Display all Grade Items in the Grade List.



The second option is selecting Grade Items to display in the Grade List. If you choose the second option the check boxes beside the Grade Items will be enabled. Check the items that you want to see in the Grade List. Save your changes.

Grade Schemes

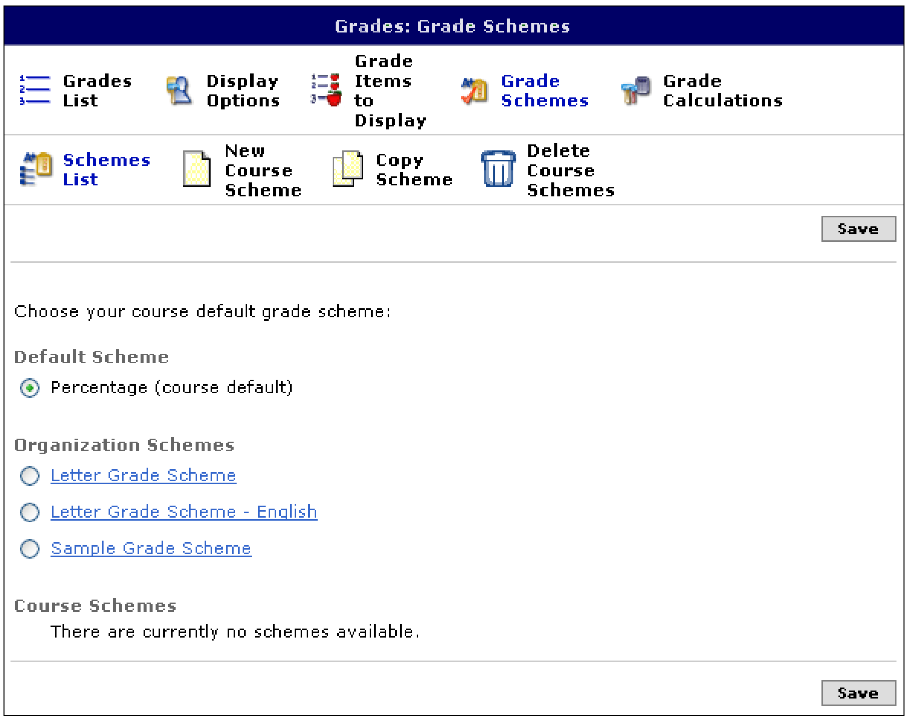
Grade schemes define how grades are organized within a course or for a particular grade item. You can create your own schemes or use schemes that have been set up for your organization by your system administrators.

A grade scheme includes a number of grade ranges (for example, the ‘A’ grade range might be 80%-100%). You can customize the number of ranges and the symbols used for each range (for example, A, B, C, or Excellent, Very Good).

From the **Grade Schemes** page, you can create a new course grade scheme or choose to copy an existing grade scheme from either another course or from the organization you are a part of.

To access the **Grade Schemes** page:

1. Click **Grades** in your course navigation bar.
2. Click **Grades Setup** ( ).
3. Click **Grade Schemes** ( ).



Grade Schemes

We will now explore:

- Creating a New Scheme
- Selecting a Grade Scheme
- Deleting Grade Schemes

Creating a New Grade Scheme

Note Grade schemes created within your course can only be used in your course, but they can be copied to other courses.

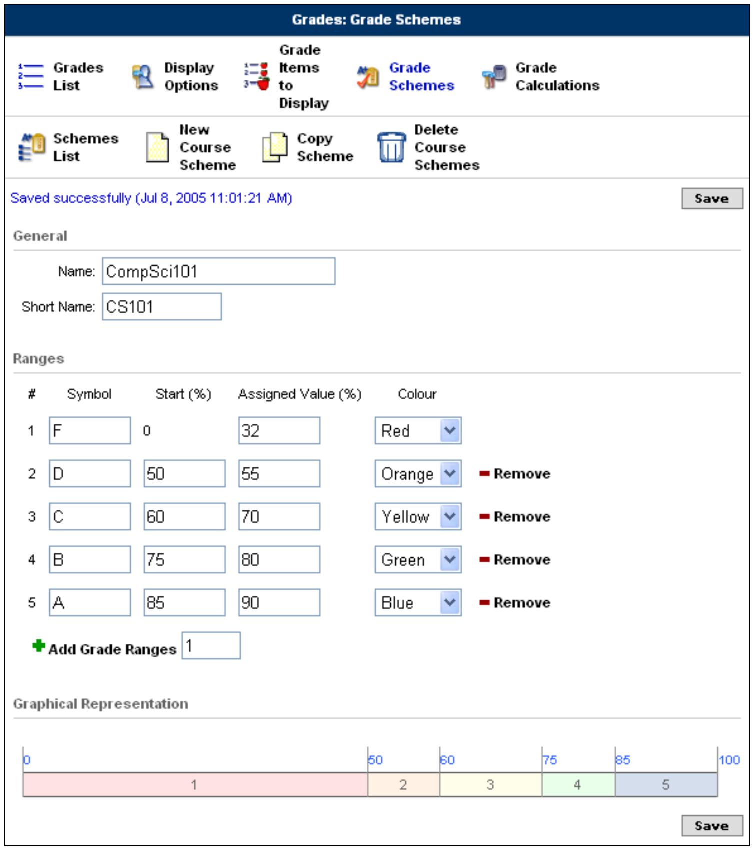
To create a new grade scheme for your course from the **Grade Schemes** page (accessible from *Grades/Grades Setup*):

1. Click the **New Course Scheme** icon ( ) located at the top of the page.
2. Type a **Name** for the scheme. For example, CompSci101.
3. Type a **Short Name** (optional). For example, CS101. This short name is used as the column heading in the grades display pages
4. Define your grade Ranges:

    - Enter a symbol (for example, A, B, C, D, F) in each **Symbol** field.
    - Type a corresponding Start percentage for each symbol. For example, an 'A' grade range might begin at 80%, meaning that any student to achieve a grade of 80% or higher would fall into the 'A' grade range.
    - Enter an **Assigned Value** for the symbols. The assigned value is only used for Selectbox items and it defines the numeric value given to a user who achieves a scheme range associated with that selectbox item. If no assigned value is entered, the start percentage is used by default. **Note** When a scheme is in use by a Selectbox item, only the **Name**, **Short Name**, and **Assigned Value** can be edited.
    - Select a colour for each grade range from the **Colour** drop-down list (optional). The colours are used to colour-code your Grade List page.

5. Click the **Add Grade Ranges** icon ( ) to add more grade ranges or click on the **Remove** icon ( ) to remove extra ranges.
6. Click **Save**.

A graphical representation of your grade scheme displays at the bottom of the page.



Selecting a Default Grade Scheme

Once a grade scheme has been created, it will appear in the **Schemes List** page. To access the **Schemes List** page:

1. From the main Grades page, click **Grades Setup**.
2. Click **Grade Schemes**. The Schemes List page displays by default.

The **Schemes List** provides you with a listing of all existing grade schemes at the organizational and course offering levels. Organizational schemes are created by administrators and can be accessed in any course. Course schemes, on the other hand, are created on a course-by-course basis by instructors, and are only available in the courses that they are created in.

To set up a default scheme for your course in the **Schemes List** page:

1. Select the radio button beside the desired scheme.
2. Click **Save**.

The default scheme will be used for all grade items *except selectbox type grade items*. (Selectbox items are a unique case. Refer to their description in the Grade Item Types table below.) You can override the default scheme for any grade item if you want (refer to the instructions for creating grade items for details).

To select a default grade scheme for your course, select the circle beside the scheme.

To view the details of a scheme, click on the blue title.

Deleting Schemes

To delete a course grade scheme from the **Schemes List** page:

1. Click the Delete Course Schemes icon ( ).
2. Select the box beside the grade schemes you want to delete and click the Delete Schemes button.

Note You will not be able to delete a scheme if the scheme is in use. From the Delete page, click the View icon ( ) beside the scheme name to view items that use that scheme. In order to delete a scheme that is in use, you must remove the scheme from all items that use it and then delete it. You cannot delete organizational schemes.

Grade Calculations

The **Grade Calculations** page allows you to choose a desired grading system and final grade calculation method.

To access the Grade Calculations page:

1. From the main Grades page, click **Grades Setup**.
2. Click the **Grade Calculations** ( ) icon.

To define your **Grade Calculation** settings:

1. Select the radio button beside the applicable **Grading System**: Weighted or Points. Please refer to the Choosing a Grading System section below for an explanation of the available systems.
2. Select the radio button beside the desired option for **Final Grade Release**. Please refer to the Releasing Grades to Students section below for an explanation of the available options.
3. Check any of the **Final Grade Calculation** options that you want to apply. Please refer to the Selecting Final Grade Calculations Options section below for details on the available options.
4. Click **Save**.

Your Grade Setup is now complete!

You can now begin to add grade categories and grade items to your course. Click on the **Grades List** icon to view your current grade items and refer to the Managing Grades section below.

Choosing a Grading System

The two options for course grading systems are Weighted and Points. You can select the system you want to use for your course on the Grade Calculations page.

The Weighted Grading System

Under the weighted system, grade categories are assigned a weight as a percentage of the final grade, and grade items are assigned a weight as a percentage of the category they belong to (or of the final grade if they are not in a category). Use the weighted system if your "raw score" will not equal the final grade contribution. The **Grades** tool shows warnings on the **Grades List** page if the grade categories or items do not add up to 100%. You can choose to ignore these warnings and operate without a total grade weight of 100%.

Example Weighted grading system:

Assignments Category = 20% of final grade

Assignment 1 Grade Item = (50% of Assignments category / 10% of final grade)

Assignment 2 Grade Item = (50% of Assignments category / 10% of final grade)

Final Exam Item = 80% of final grade

Final Grade = out of 100%

The Points Grading System

Under the **points** system, each grade item is given a value in points. The grade values of categories are then calculated by summing the total points of all grade items within that category. Therefore, the final grade becomes the total number of points of all the grade items.

Example Points grading system:

Assignments Category = 40 points

Assignment 1 Item = 20 points

Assignment 2 Item = 20 points

Final Exam Item = 200 points

Final Grade = out of 240 points

Releasing Grades to Students

There are two options for releasing grades to students: **Release Adjusted Final Grade to students** and **Release Calculated Final Grade to students.**

If **Release Adjusted Final Grade to students** is chosen calculated grades must be transferred to the Adjusted Grade field or the Adjusted Grade field manually filled in before a final grade is visible to students. When grades are released the final grade contained in the 'Adjusted Grade' field becomes visible to the student. Calculated final grades will only be visible to students if they have access to the Final Grade Calculation Formula.

If **Release Calculated Final Grade to students** is chosen, when grades are released to students the final grade contained in the 'Calculated Grade' field becomes visible in the student view. Any value in the Adjusted Grade field will not be visible to a student.

Selecting a Final Grade Calculation Option

Two options are available for calculating the final grade for a course: *Include Non-Graded Items in Final Grades* and *Automatically Keep Final Grade Updated*.

If **Include Non-Graded Items in Final Calculated and Final Adjusted Grade** is checked, any grade items that do not have a grade (for example, if a student did not submit an assignment and therefore received no grade) will be treated as having a grade of 0. If you leave this box unchecked, then grade items that do not have grades given to them will be ignored when the final grade is calculated.

Notes If a new item is added and this option is checked, all users will receive 0 on this item until grades have been entered for it. If this option is changed after you have calculated final grades, all final grades become outdated and you must re-calculate your final grades for the change to take effect (unless the Automatically Keep Final Grade Updated option, see below, is checked).

If **Automatically Keep Final Grade Updated** is checked, the D2L system will automatically update final grades when you make changes to any grade items. This feature ensures that final grades are kept up-to-date. If this option is not checked, you must manually re-calculate final grades after updating any grade items.

To manually update final grades:

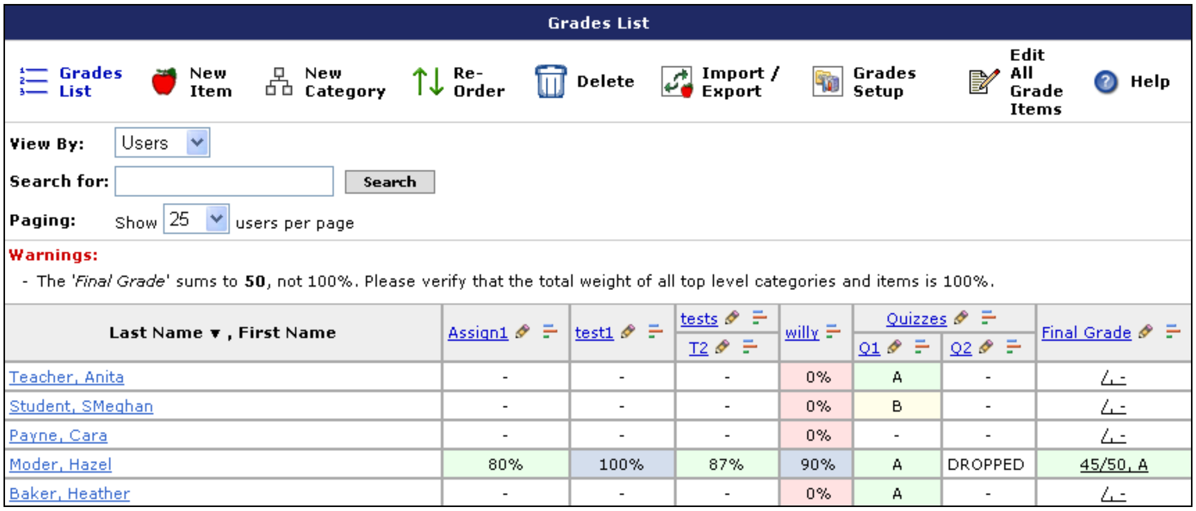
1. On the Grades List page, click the grades/points icon at the top of the Final Grade column ( ). The Manage Grades: Edit Final page displays.
2. Click the Recalculate All Final Calculated Grades icon ( )to update all final grades.

Managing Grades

After the initial grade setup (display options, grade schemes and calculations) has been completed, you can return to the **Grades List** page to add **Grade Categories** and **Grade Items**. Some of the features covered in this section are:

- Creating new grade categories
- Creating new grade items
- Editing grade items
- Deleting grade items
- Importing and exporting grades

To access the **Grades List** page, select **Grades** from your course navigation bar.



Grades List Main Page

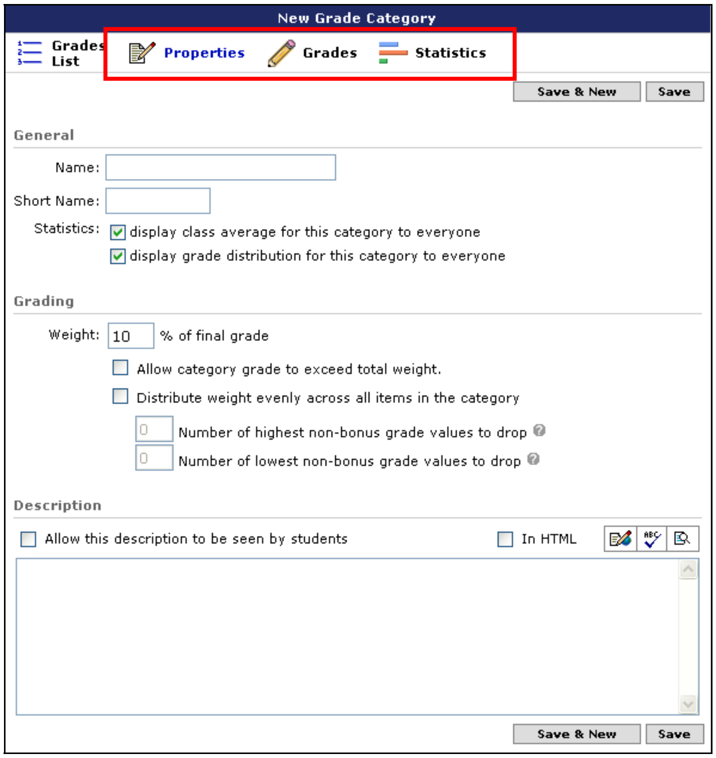
Creating New Grade Categories

The categories option allows you to organize and group related grade items into sections. For example, you may choose to group all of your assignments together under a category labelled "Assignments" and all of your quizzes together under a different category labelled "Quizzes".

Categorizing grade items helps keep your grade book organized. It is recommended that you create categories for tests, papers, discussions, participation, etc. Refer to Creating a New Category Using the Points System or Creating a New Category Using the Weighted System, below, depending on the type of category you would like to create.

To create a new category in your grade book and your grade scheme using the *Points* or *Weighted* system:

1. From the **Grades List** page, click the **New Category** icon ( ). The **New Grade Category** page displays.



New Grade Category page, with Weighted option

The **New Grade Category** page has three main areas, represented by the icons displayed along the top of the page: **Properties**, **Grades**, and **Statistics**.

 Under **Properties** (displayed by default):

2. Type a **Name** for your new category (for example, “Assignments”). This name must be unique.
3. Type a **Short Name** for your new category (for example, “Assign”). The short name does not have to be unique.

   Note The **Short Name** is used to identify your grade category in the table on the **Grades List** page. If you do not add a **Short Name**, the **Name** field will be used to identify your category instead. If your category name is long, it could cause the table on the **Grades List** page to expand, making it long and difficult to read. By using a concise **Short Name** you eliminate this potential issue.

4. Check any **Statistics** options you want to enable:

   a. **Display class average for this category to everyone** will show students and instructors a graphical representation of the class average for this category.
   b. **Display grade distribution for this category to everyone** will show users a grade distribution graph.

5. Define your **Grading** preferences.

a. If you are using the *weighted* system (defined on the Grade Calculations page), you can specify how much a category contributes to the final grade by typing the value (for example, 30%) in the **Weight** field. For example, if you are creating an Assignments category, and all of the grade items within the category will together be worth 50% of students' final grades, the weight for your Assignments category would be 50%. (If you are using the *points* system, you will not see the Weight field.)
b. Check Allow category grade to exceed total points/weight to allow the total points/weight of the grade items in the category to exceed the maximum points/weight allotted for that category. Refer to the examples below for details.

Example (Points System) An "Assignments" category has been created that contains two grade items: Assignment 1 and Assignment 2. Both assignments are out of 10 points, and both items are allowed to exceed the maximum points allotted for the item. Student A receives 12/10 and 11/10 on the grade items. By checking **Allow category grade to exceed total points**, Student A will receive 23/20. If this option is not checked, the student would receive 20/20, even though the individual grade items exceeded the maximum.

Example (Weighted System) An "Assignments" category has been created that contains two grade items: Assignment 1 and Assignment 2, both worth 50% of the category. Both items are also allowed to exceed the weight allotted for the item. Student A receives 100% on Assignment 1 and 110% on Assignment 2. By checking **Allow category grade to exceed total weight**, Student A will receive 105% on the assignment category. If this option is not checked, the student would receive 100%, even though the grade items are allowed to exceed the maximum weight.

c. If you are using the *weighted* system, check the Distribute weight evenly across all items in the category box if you want to make all grade items worth an equal amount within the category. As you add items to a category, they are automatically re-weighted for you. For example, if you have two grade items in the category, one out of 10 points and one out of 20, if you select Distribute weight evenly, each grade item will be worth 50% of the category. (If you are using the *points* system, this option will not appear.)
d. Type the applicable numbers in the Number of highest non-bonus grade values to drop and Number of lowest non-bonus grade values to drop fields if you want to drop the highest and lowest grades achieved in the category for each student

Example If you create five grade items in a category but only want three of the items to count towards each student's final grade, you could enter a 1 in each field to drop the highest and the lowest grade that each student receives in that grade category. Alternatively, you could type a 0 in the **Number of highest…** field and a 2 in the **Number of lowest…** field to drop each student's two lowest grades in the category.

Notes on Dropping Items:

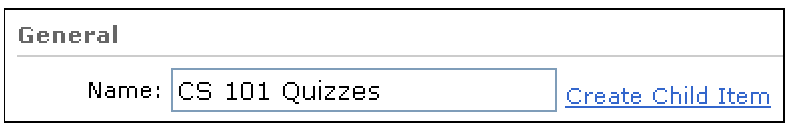
- Items can only be dropped if they belong to a category *and* if the weight/points are distributed evenly within the category.
- Items can only be dropped from a category if all the items in that category contribute the same amount towards the final grade (i.e. only if the *Distribute weight/points evenly* option is turned on for that category).

- When dropping a lowest grade, the system will drop the lowest grade that is worth the most towards the student's final grade. For example, if a student receives 0 on two grade items and Item 1 is worth 10 points (or 10%) and Item 2 is worth 20 points (or 20%), the system will drop Item 2.
- Bonus grade items will never be dropped from a final grade.

6. Type a Description for the category. Check the Allow this description to be seen by students box to make this description visible to students when they view their final grade. Check in HTML if you use HTML code in your description.
7. When finished click Save, or Save and New to continue creating grade categories.

   Or,

   Click the **Create Child Item** link beside the category name to go directly to the create New Grade Item page.

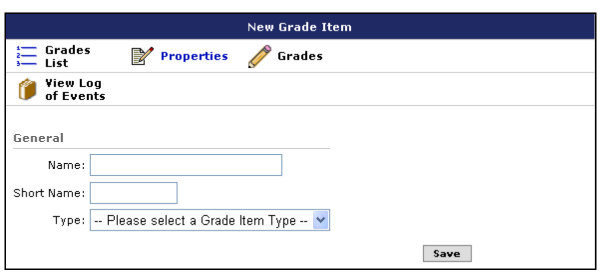


Category with Create Child Item Link

Creating New Grade Items

There are three ways access the New Grade Items page. From the Grades List page:

1. Click the New Item icon ( ).
2. Click the Create Child Item link below the Category you want to add an item to (this link will only appear if the category is empty).
3. Click the Category Name. The Edit Grade Category page displays. Click the Create Child Item link beside the Category name.



New Grade Item page

The New Grade Item page displays.

4. Enter a Name for your grade item. This item name must be unique.
5. Type a Short Name for your grade item. The short name does not have to be unique.

Note The **Short Name** is used to identify your grade item in the table on the **Grades List** page. If you do not add a **Short Name**, the **Name** field will be used to identify your item instead. Note that if your grade item name is long, it could cause the table on the **Grades List** page to expand, making it long and difficult to read. Using a concise **Short Name** eliminates this potential issue.

6. Select a Grade Item Type from the drop-down list.

The five available Grade Item Types are:

Grade Type	Expected Output	Example
Numeric	Each user receives a designated number value.	A student receives a number-grade on the grade item. For example, 8 out of 10 points.
Check box	The user will either get the full point value or assigned weight for the grade item or none at all (pass or fail).	If a grade item has a point value of 10 (weight value of 5% of final grade) and Student A completes the project, Student A is awarded a check, which equates to a full 10 points (5%). Student B does not complete the project, receives no check, and so receives 0 points. This grade item type is used for pass-or-fail grade items.
Selectbox	The user will receive a symbol and an associated assigned grade value according to the grade scheme you specify, or if no grade value is assigned, they receive the start % for the range.	The grade ranges from your selected grade scheme will be listed in a drop-down list when you go to grade this item. If the point value of this grade item is 10 and your grade scheme includes the assigned values Poor=0, Good=60, Great=80, etc., if you assign a grade of Good, the student receives 6/10. Assigning Great would give the student 8/10.
Text*	Students will receive a text comments inputted by you.	Student A could receive “Great job,” while Student B might receive “Needs more work.” No point values are awarded.
Calculated*	The user will be able to view a grade item that totals up various grade items.	Typically used for release of mid-term grades. For example, you can create a “Mid-term” grade item that is equal to the sum of the grade items you select.

*Note If you are creating a new grade item from within a category (that is, as a "child" item), then only the numeric, check box, and select box items are available to you. Neither the text nor calculated grade types are available from within a category.

Once you have selected a grade item type, the page will refresh with additional fields. Refer to the sections below for details on creating each type of grade item.

Common Grade Items Features

- All grade items require a **Name**. You should also add a **Short Name**, which is displayed on the Grades List page and in all areas involved in grading students. If you choose to enter a Short Name, ensure that it is clear and concise.

- Check the **Status** check box to indicate whether the grade item is visible to students. Note: this option overrides the Date Restrictions.
- **Date Restrictions** allow you to specify when a grade item and any associated grades should be released or hidden from students. Check the **Start Date** and **End Date** check boxes and choose the applicable dates from the drop-down lists to set date restrictions for a grade item.
- A Note on **Bonus Items**: If a bonus item is the only graded item in a category, it cannot contribute to the final grade unless the category is allowed to exceed its maximum points/weight. In this case, the bonus item can contribute no more than the total weight of the category. A Bonus item's worth towards a category depends on the weights of the other graded items in the same category. In a category with few grade items, a bonus item is worth more towards the final grade.

Creating New Grade Items Using the Points System

Numeric Grade Item

The numeric grade item type will give students a number value for their grade. For example, 8 out of 10 points.

If you have chosen to create a new numeric grade item:

1. Choose a Parent Category from the drop-down list. If the grade item should not belong to a category select *None*. For example:
2. Check any Statistics you want to display to students:

    a. Display class average for this item to everyone will show a graphical representation of the class average on this item in the item statistics page.
    b. Display grade distribution for this item to everyone will show a grade distribution graph for this item in the item statistics page.

3. Type the number of points that the grade item is worth in the Points field.
4. Check Allow grade to exceed points if you want to allow students to receive a grade higher than the number of points specified in the Points field. For example, if you want to allow for bonus grades on this grade item.

> Example of use: A grade item has a value of 10 points, and Student A receives 11/10 on the grade item. If the "exceed points" check box has been checked the student receives 11 points counting towards their final grade. If the check box is not selected, the student would only receive 10 points.

Note If you allow students to receive bonus grades on grade items that are within a grade category, they will not be able to get more than 100% for that category unless you also check **Allow category grade to exceed total points** in the grade category properties. Refer to the *Creating a New Category Using the Points System* section, above for details on allowing points to exceed the category total.

5. Check the Bonus check box if you want to make the grade item a bonus item. Bonus points are not added to the total possible points for the course, but any points earned for bonus grade items will be added to the points earned by a user towards their final grade.

6. Set any date Restrictions, if applicable, as described in the *Common Grade Item Features* section.
7. Select a **Grade Scheme** from the drop-down list of available schemes. This allows you to choose which scheme the grade item uses. By default, the item will use the Default Course Scheme, but you can choose a different scheme from the drop-down list. For example, if your default scheme uses percentages but the current grade item is simply a pass or fail, you can create a grade scheme that has only two ranges (pass or fail) and select that scheme here.
8. The grade item will use the display options that you defined in the Grades Setup area, but you can override settings by checking Override default display items for this Grade Item and checking the boxes next to the types of information you want to display to students for this item.
9. Type a **Description** and select the **Allow this description to be seen by students** radio button to enable it. This description will be displayed to students when they view their grades on the Grades page.
10. Click **Save** to complete your grade item or Save & New to save your item and continue creating new grade items.

Check box Grade Item

The check box grade item is generally used for assignments that are pass-or-fail. When grading a check box grade item, you simply check the box to assign a student full points for the grade item, leave the box unchecked to assign zero points for the grade item, or null the grade item using the **Clear Grade** icon ().

If you have chosen to create a check box grade item:

1. Choose a Parent Category from the drop-down list. If the grade item should not belong to a category, select *None*.
2. Check any Statistics you want to display to students:

    a. Display class average for this item to everyone will show a graphical representation of the class average on this item in the item statistics page.
    b. Display grade distribution for this item to everyone will show a grade distribution graph for this item in the item statistics page.

3. Type the number of points that the grade item is worth in the Points field.
4. Check the Bonus check box if you want to make the grade item a bonus item. Bonus points are not added to the total possible points for the course, but any points earned for bonus grade items will be added to the points earned by a user.
5. Set any date Restrictions, if applicable, as described in the *Common Grade Item Features* section.
6. Select a Grade Scheme from the drop-down list of available schemes.
7. You can override the personal display options for the instructor view of the grade book by checking Override default display items for this Grade Item and checking the boxes next to the types of information you want to display for this item. Otherwise, the grade item will use the display options that you defined in the Grades Setup area.
8. Type a Description and select the Allow this description to be seen by students radio button to enable it. This description will be displayed to students when they view their grades on the Grades page.

9. Click Save to complete your grade item or Save & New to save your item and continue creating new grade items.

Selectbox Grade Item

The selectbox grade item allows you to assign grades to students by selecting one of the ranges from your Grade Scheme. The grade ranges from your grade scheme will be listed in a drop-down list when you go to grade this type of grade item. The numeric value given to a student is determined by either the Assigned Value (set up in the Grade Scheme) or by the Start % for the scheme range if no Assigned Value is given.

Example If the point value of a grade item is 10 and your grade scheme includes the grade ranges Poor=Start 0% and Assigned Value 50, Good=Start 60% and Assigned Value 70, Great=Start 80% and Assigned Value 85, etc., if you assign a grade of Good, the student receives 7/10 with the Assigned Value or 6/10 if no assigned value was specified. Assigning Great would give the student either 8.5/10 or 8/10.

Note When you create a selectbox grade item, the D2L system will automatically insert a “None” option in the selectbox, along with the grade ranges from your grade scheme. The “None” option in the drop-down list allows you to clear a student’s grade if necessary.

If you have chosen to create a selectbox grade item:

1. Choose a Parent Category from the drop-down list. If the grade item should not belong to a category, select *None*.
2. Check any Statistics you want to display to students:

    a. Display class average for this item to everyone will show a graphical representation of the class average on this item in the item statistics page.
    b. Display grade distribution for this item to everyone will show a grade distribution graph for this item in the item statistics page.

3. Type the number of points that the grade item is worth in the Points textbox.
4. Check the Bonus check box if you want to make the grade item a bonus item. Bonus points are not added to the total possible points for the course, but any points earned for bonus grade items will be added to the points earned by a user.
5. Select a Grade Scheme from the drop-down list of available schemes.
6. The grade item will use the display options that you defined in the Grades Setup area, but you can override settings by checking Override default display items for this Grade Item and checking the boxes next to the types of information you want to display to students for this item.
7. Type a Description and select the Allow this description to be seen by students radio button to enable it. This description will be displayed to students when they view their grades on the Grades page.
8. Click Save to complete your grade item or Save & New to save your item and continue creating new grade items.

Text Grade Item

Please Note Text grade items cannot belong to a grade category.

Text grade items can be used when you want to provide comments to students regarding an assignment, but do not want to assign any points for the assignment. For example, you may require that students provide a proposal for a larger assignment. The proposal is required, but students do not receive any points for it. You could then create a text grade item to provide feedback on students' proposals without assigning any points to the grade item.

If you have chosen to create a text grade item:

1. Set any date Restrictions, if applicable, as described in the *Common Grade Item Features* section.
2. The grade item will use the display options that you defined in the Grades Setup area, but you can override settings by checking Override default display items for this Grade Item and typing a value in the box next to Number of characters to show for text type items in the Grades List.
3. Type a Description and select the Allow this description to be seen by students radio button to enable it. This description will be displayed to students when they view their grades on the Grades page.
4. Click Save to complete your grade item, or click Save & New to save your item and continue creating new grade items.

Calculated Grade Item

The calculated grade item is generally used to provide students with their mid-term grades, as a checkpoint, or as a summary. Calculated grade items perform calculations according to the same rules as used to determine the final grade with the exception that calculated items do not drop items in categories that would be dropped from the final grade calculation. When you create a calculated grade item, you specify which grade items it will include, and it will then automatically calculate the total of the specified items.

Notes Calculated grade items cannot belong to a grade category. You must create all of the grade items that you want to include before you create a calculated grade item.

1. Check any Statistics you want to display to students:

   a. Display class average for this item to everyone will show a graphical representation of the class average on this item in the item statistics page.
   b. Display grade distribution for this item to everyone will show a grade distribution graph for this item in the item statistics page.

2. Check Allow grade to exceed points if you want to allow students to receive a grade higher than the number of points specified. For example, if you want to allow for bonus grades on this grade item.
3. Select a Grade Scheme from the drop-down list of available schemes.
4. The grade item will use the display options that you defined in the Grades Setup area, but you can override settings by checking Override default display items for this Grade Item and checking the boxes next to the types of information you want to display to students for this item.
5. Click Select All to include all of your grade items,

   Or,

Check the boxes beside the grade items you want to include.

6. Click Save to complete your grade item, or click Save & New to save your item and continue creating new grade items.

Creating New Grade Items Using the Weighted System

Numeric Grade Item

The numeric grade item type will give students a number-value for their grade. For example, 8 out of 10 points.

If you have chosen to create a numeric grade item:

1. Refer to the *Numeric Grade Item* instructions under *Creating New Grade Items Using the Points System* for details on setting up this grade item type.
2. Options for this item that are unique to the *weighted* system include:

   a. In the Out Of field, specify how many points the grade item is out of. (This field replaces the Points field that appears when using the *points* system.)
   b. Specify how much the grade item is worth within its parent category in the Weight field. If the grade item has no parent category, the Weight will represent how much the grade item is worth towards the final grade.
   c. Check Allow grade to exceed weight if you want to allow students to receive a grade higher than the weight specified in the Weight field. For example, if you want to allow for bonus grades on this grade item.

Example Student A receives 11/10 on the item. The item has an Out of value of 10 and a weight of 20%, with the “exceed weight” option checked. The student would have 22% counting towards their final grade. If the check box is not selected, the student would receive 20%.

Note If you allow students to receive bonus grades on grade items that are within a grade category, they will not be able to get more than 100% for that category unless you also check Allow category grade to exceed total weight in the grade category properties. Refer to the *Creating a New Category Using the Points System* section, above for details on allowing points to exceed the category total.

Check box Grade Item

The check box grade item is generally used for assignments that are pass-or-fail. When grading a check box grade item, you simply check the box to assign a student full points for the grade item, or leave the box unchecked to assign zero points for the grade item.

If you have chosen to create a check box grade item:

1. Refer to the *Check box Grade Item* instructions under *Creating New Grade Items Using the Points System* for details on setting up this grade item type.
2. Options for this item that are unique to the *Weighted* system include:

a. Specify how much the grade item is worth within its parent category in the Weight field. If the grade item has no parent category, the Weight will represent how much the grade item is worth towards the final grade. (This field replaces the Points field that appears when using the *points* system.)

Selectbox Grade Item

The selectbox grade item allows you to assign grades to students by selecting one of the ranges from your Grade Scheme. The grade ranges from your grade scheme will be listed in a drop-down list when you go to grade this type of grade item.

Example If the weight of a grade item is 10% of the final grade and your grade scheme includes the grade ranges Poor=0, Good=60, Great=80, etc., if you assign a grade of Good, the student receives 6/10 = 6% of final grade. Assigning Great would give the student 8/10 = 8% of final grade.

Note When you create a selectbox grade item, the D2L system automatically inserts a “None” option in the selectbox, along with the grade ranges from your grade scheme. The “None” option in the drop-down list allows you to clear a student’s grade if necessary.

If you have chosen to create a selectbox grade item:

1. Refer to the Selectbox Grade Item instructions under *Creating New Grade Items Using the Points System* for details on setting up this grade item type.
2. Options for this item that are unique to the *weighted* system include:

    a. Specify how much the grade item is worth within its parent category in the Weight field. If the grade item has no parent category, the Weight will represent how much the grade item is worth towards the final grade.

Text Grade Item

Text grade items can be used when you want to provide comments to students regarding an assignment, but do not want to assign any points for the assignment. For example, you may require that students provide a proposal for a larger assignment. The proposal is required, but students do not receive any points for it. You could then create a text grade item to provide feedback on students’ proposals without assigning any points to the grade item.

Note Text grade items cannot belong to a grade category.

Refer to the Text Grade Item instructions under *Creating New Grade Items Using the Points System* for details on setting up this grade item type.

Calculated Grade Item

The calculated grade item is generally used to provide students with their mid-term grades. When you create a calculated grade item, you specify which grade items it will include, and it will then automatically calculate the total of the specified items.

Note Calculated grade items cannot belong to a grade category.

Note You must create all of the grade items that you want to include before you create a calculated grade item.

Refer to the Calculated Grade Item instructions under *Creating New Grade Items Using the Points System* for details on setting up this grade item type.

Adding and Deleting Release Conditions for Grade Items

Release conditions allow you to specify requirements that students must satisfy before they can view a particular grade item. For example, you may want to require that students submit an assignment to a certain dropbox folder, or other task before they can view a grade item on their Grades page.

Notes Status and Date Restrictions, if applied to the grade item, will have to be satisfied in addition to the Release Condition in order for the student to view an item. You can only add release conditions to individual grade items, not to entire grade categories and not to final grades.

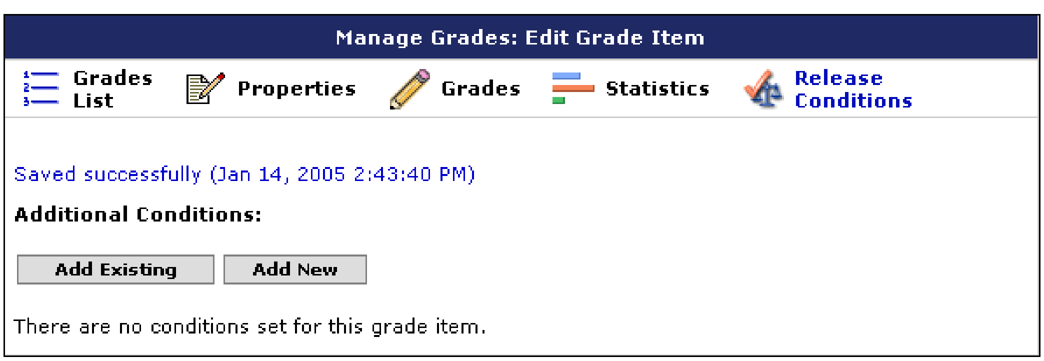
To add release conditions to a grade item:

1. If you are in the process of creating a grade item, click the **Release Conditions** icon at the top of the Edit Grade Item page.

   Or,

   From the main Grades page, click the name of the grade item you want to add release conditions to. Then choose the **Release Conditions** icon.

The Edit Grade Item page displays containing the Additional Conditions information.



2. In the Additional Conditions section:

    a. Click Add Existing to add a release condition that you have already created in the Conditional Release area or in another tool.
    b. Click Add New to create a new release condition and associate it with this survey.

The release condition you added is displayed in the Additional Conditions section.

To delete ( ) conditions associated with this tool:

1. In the tool's Additional Conditions section, click the trash can icon beside Remove All Conditions.

Or

2. Click the trash can icon beside the individual conditions you want to remove.
3. Confirm you decision.

The associations you selected are deleted and the page will update.

> **Note** See the *Release Conditions* section of this guide under Unit 3: Creating Interactive Content for details on release conditions and how to use them in your course.

Grades Viewing Options

On the Grades List page, you can view your grade items for all users or grades by users, course sections or groups. This option is very useful when you have a large number of students in a course, or if you need to assign group grades for group assignments, etc. To sort your grades by section or group:

1. Click Grades in your course navigation bar to access the Grades List page.
2. Select the *Groups* or *Sections* from the View By drop-down list. Another Groups or Sections drop-down list displays, depending on your selection.
3. Choose the appropriate group or section from the new drop-down list, or choose *All Groups* or *All Sections*.

Viewing grades by group or section also allows you to assign grades by group or section. For example, if you are currently viewing only Group 1 in the Grades List page, if you click the grade icon ( ) for a grade item, you will only be able to assign grades to students in Group 1. If you want to assign grades to other groups, you must return to the Grades List page and choose the appropriate view from the View By drop-down list.

Note You must have previously created groups in the Classlist in order to view grades by group. Refer to the Classlist section of this manual for details on setting up groups.

You can also search for students by typing a search term (for example, last name, student ID, or first name) into the Search for field and clicking Search.

To define how many students are listed on a page, chose the appropriate number from the Paging drop-down list. This can be extremely useful when you have a large class size and would like to view a number of students in a more organized fashion.

Note The Paging value can impact system performance. D2L recommends using a small paging value (<50) when you have a large number of grade categories and items.

Exporting Groups

While viewing Groups in the Grades List, the export option allows you to only export users from the group you are currently viewing. Click the Export icon ( ).

Entering Grades

There are a several ways to enter user grades into the grade book:

- by user,
- by item,
- by category, and
- by calculating final grades.

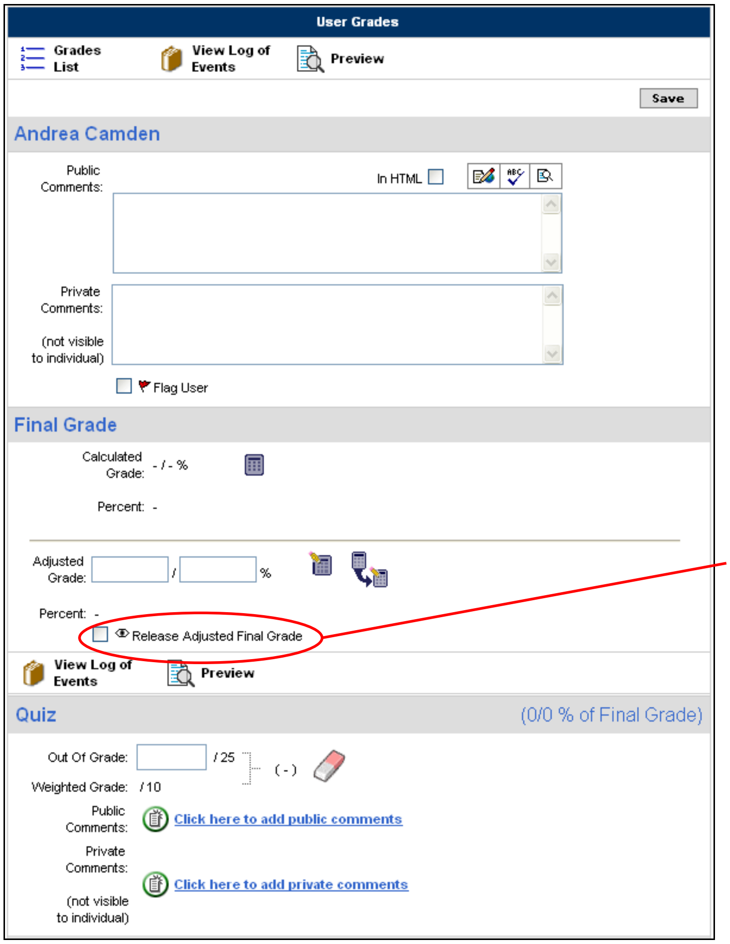
Select the grades icon ( ) beside the column heading to assign or edit grades for a category or an item. This will take you directly into the grade item or category.

Entering Grades by User

To enter or edit grades for a particular user. From the Grades List page:

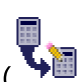
1. Click on a user’s name in the left-hand column of the page. The User Grades page displays, containing all of the grade items for your course.

   If you do not see the user you want to assign grades for, ensure the correct group or section is selected in the **View By** drop-down list, or try doing a search for the user.



If you choose to release calculated final grades the Release box will appear in the calculated grade portion of the screen and be labelled 'Release Calculated Final Grade.'

Enter Grades by User

2. Type any comments for the user in the Public Comments textbox. The text in this box will be displayed to the student in her Grades page once the final grade is released.
3. Type any Private Comments in the corresponding textbox. These comments will not be visible to the student.
4. Select the Flag User check box to identify the user for future reference. Students cannot see flags.
5. Click the calculator icon () next to the Calculated Grade field to recalculate the student's grade.
6. Click the Transfer icon () to transfer the calculated grade to adjusted grade.
7. Click the recalculate adjusted grade icon () to recalculate the adjusted grade.
8. To override the student's final calculated grade, type a new grade in the Adjusted Grade field.
9. Assign or edit any of the grades for the user.
10. Use the eraser icon () to clear the grades.

11. If you want to release the student's final grade, check the Release box (👁). Leave the box unchecked if you do not want to release the student's final grade. (Releasing a grade means you are allowing students to view their final grades.)
12. For each grade item, enter the grade item properties into the provided field (for example, the "Out of" values, point values, text entries). You will be shown the associated Weighted Grade or the Points Grade below.
13. If you want to add comments for a particular grade item, click Click here to add public comments to add comments that the student can see, and/or click Click here to add private comments to add comments that are not visible to the student. These comments will be available whether or not the final grade is released.
14. Preview ( ) to view the students grade book while your grading the student.
15. View Log of Events ( ).
16. Click Save when you have finished updating the student's grades.

Entering Grades by Grade Item

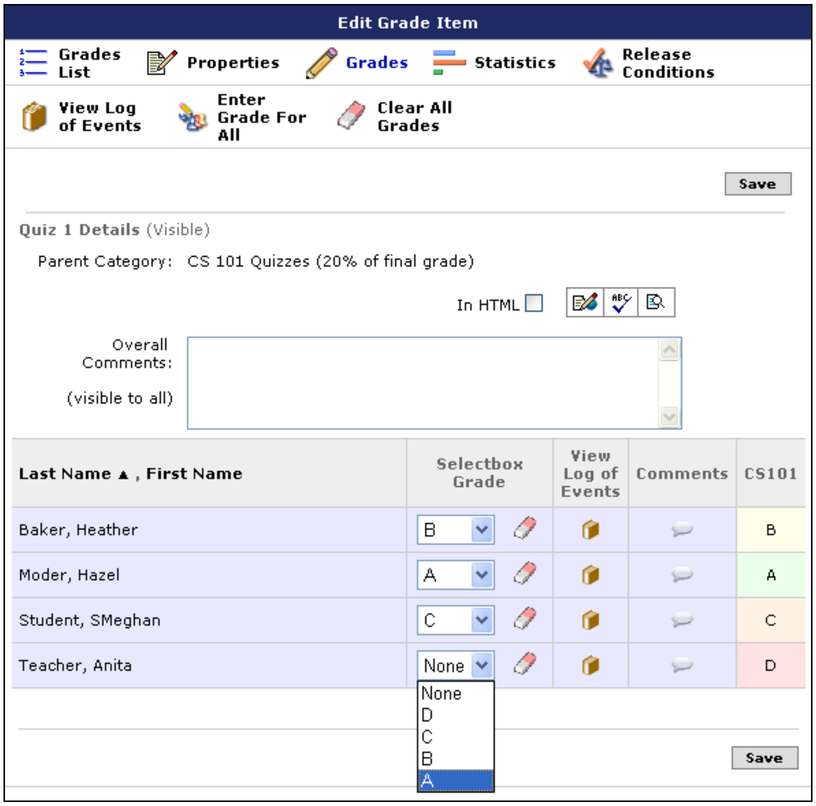
To assign grades for a single grade item to multiple students:

1. From the Grades List Select the Grades/Points icon ( ) beside the applicable grade item, or open the grade item (by clicking on its name) and then click Grades.
2. You can enter general comments for the grade item in the Overall Comments text field. Overall comments will be displayed to all users who see this item in their grade book.

   Example "Overall, I was very impressed with the group presentations!"

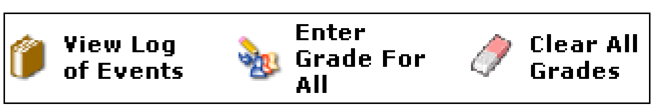
3. Depending on the type of item you are grading, you will see different options:

   - If you are grading a **Numeric** grade item, enter a grade value for each student in the **Out Of Grade** or **Points** column.
   - If you are grading a **Selectbox** grade item, select the appropriate grade range from the **Selectbox Grade** drop-down list for each student. Each grade range is associated with an Assigned Value (set up in the Grade Scheme), and where no Assigned Value has been added the value is the starting percentage for the range.
   - If you are grading a **Check box** grade item, check the box in the **Out Of Grade / Points** column for students who have successfully completed the grade item. This is an *all or nothing* grade item type—pass or fail. That is, students will either receive full points/weight for the item (if the box is checked) or no points/weight at all (if the box is unchecked).



Entering grades for a Selectbox Grade Item

4. Click on the Log of Events icon ( ) to see all recorded events concerning this user and grade item.
5. Click the Comments icon ( ) next to a student's name to enter individualized feedback. The Grade Comments page displays, where you can type Comments for the student to view along with their grades. You can also type Private Comments that will not be visible to the student.
6. There are also icons on the top of the page that allow you to perform various functions:



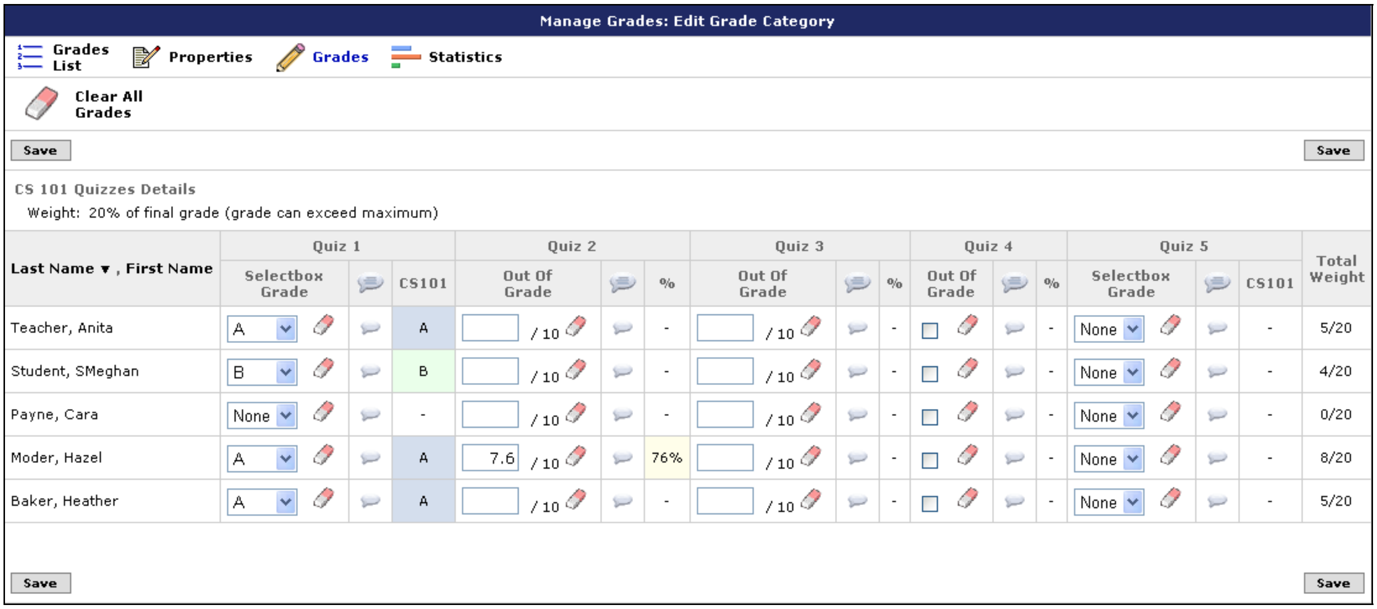
- Click **View Log of Events** to view details of changes made to the grades for users, such as last modified date, modified by, and adjusted grade.
- Click **Enter Grade for All** to enter the same grade value for all users.
- Click **Clear All Grades** to remove all previously entered grade this grade item. **Note** If you use this option and if the **Include Non-Graded Items in Final Calculated Grade and Final Adjusted Grade** option is checked on the Grades Calculations page, all students will be receiving a final grade of 0 at this point.

7. Click SAVE when you are finished grading the item.

Entering Grades by Category

To grade multiple items within a grade category:

1. From main Grades List page, select the Grades icon ( ) beside a category name or click on the category name and then select the Grades icon. The Edit Grade Category page displays. All grade items within the category are displayed in columns across the page.



Entering a Grade by a Category

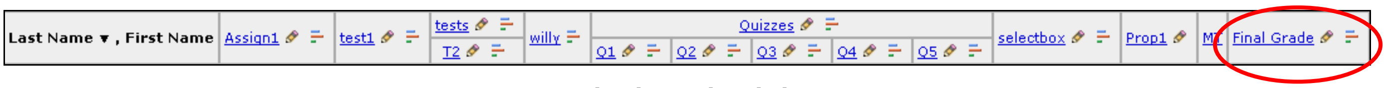
2. Enter student grades for each of the grade items.
3. If you are grading a Numeric grade item, enter a grade value for each student in the Out Of Grade column.
4. If you are grading a Selectbox grade item, select the appropriate grade rage from the Selectbox Grade drop-down list for each student. Each grade range will be associated with a grade percentage, which will be displayed in the % column.
5. If you are grading a Check box grade item, check the box in the Out Of Grade column for students who have successfully completed the grade item. This is an *all or nothing* grade item type: students will either receive full points for the item (if the box is checked) or no points at all (if the box is unchecked).
6. Click the Comments ( ) icons next to each grade item to enter individualized feedback. A pop-up will display, allowing you to enter Public (visible to the student) or Private (visible only to you) Comments.
7. Click Clear All Grades if you want to remove all previously entered grade values.
8. The Total Weight or Total Points (depending on selected Grades calculation) column displays the category's contribution to the final grade for the student and changes to reflect the modifications you make to the grades.
9. Click Save to save your changes.

Calculating Final Grades

There are two ways to calculate final grade:

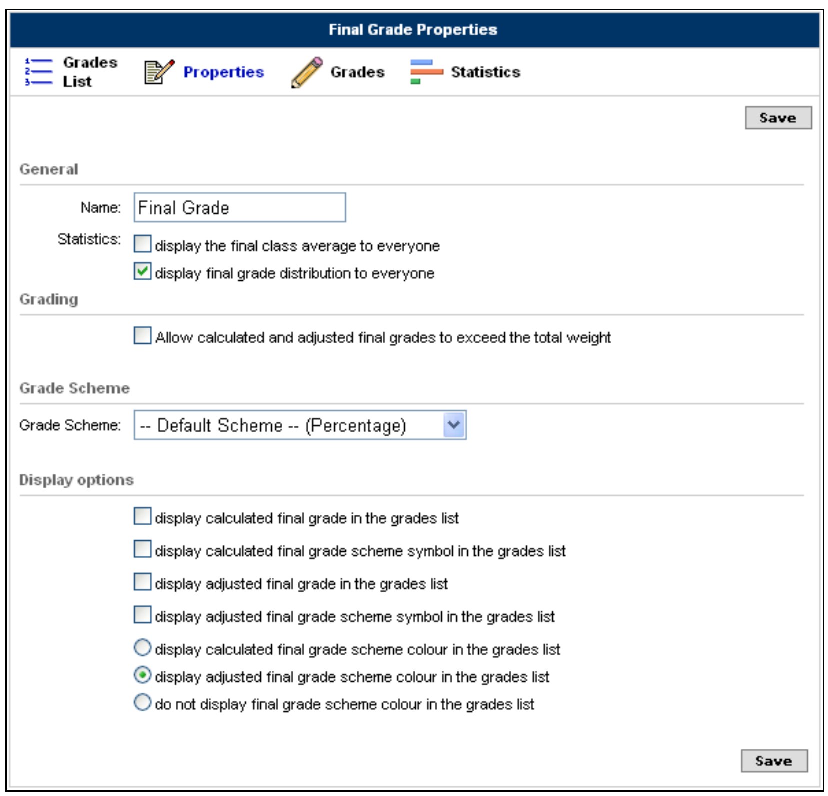
- By user
- By entire class

The final grade properties are setup by clicking on the Final Grade column header on the Grades List page.



Final Grade Link

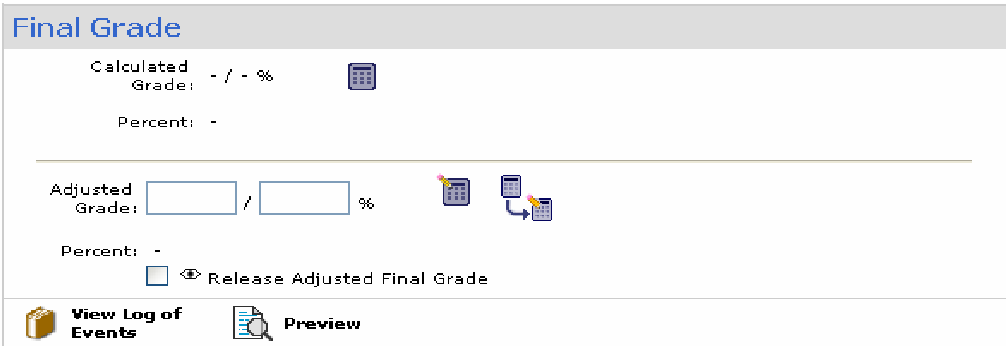
From here you setup things like the Display Name and the results that are displayed to the user. Further, you will need to choose the Grade Scheme associated with the final grade. If you leave this field blank, the default scheme will be used (or the course scheme if initially selected in the grade set up).



Final Grade Properties page

Calculating Final Grades by User

To calculate a final grade for a single user, from the Grades List page, click the user's name.



You now have the following options:

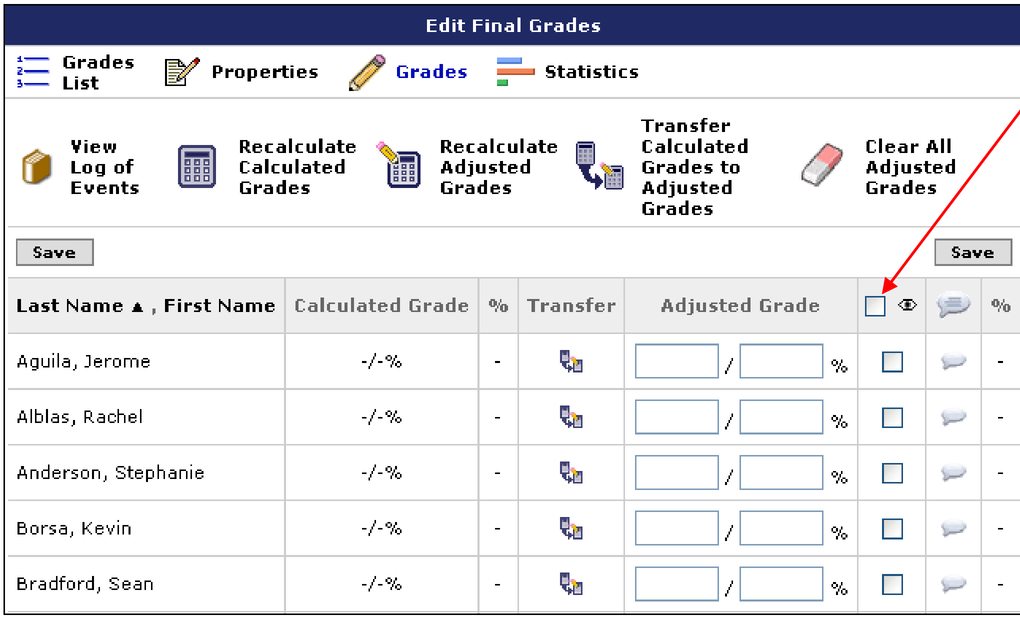
- To **calculate the final grade** for the user, click the Recalculate Calculated Grade icon ( ). The Calculated Grade is the total points/grade the student received in a course before any grade items were adjusted (removed or changed).
- You can then transfer the calculated grade to the adjusted grade by clicking this icon .
- You can **recalculate the adjusted grade** by clicking this icon . The Adjusted Grade is the final grade after all grade items have been adjusted.
- You can override these options by manually altering the grade in the **Adjusted Grade** field.
- Click the check box next to the **Release** icon ( ) to release final grades to the user.
- The View Log of Events ( ) will show you the date of last modification, user, grade, out of grade, adjusted grade, grade symbol, and who made the modifications.
- Preview the user's final grade report ( ).

Click Save to save your changes.

Calculating Final Grades for All Users

Note If you have elected to automatically keep final grade updated in the Grade Calculations area, the final grade page will already be kept up to date. Also, the final grades area is dependant on what you have setup as the Final Grade Properties.

From the main grades list page, select the Grades icon ( ) beside column heading “Final” to enter and modify final grades for all users.



If, in the Grade Calculation section, you chose to Release Calculated Final Grade to students the column of release boxes would appear next to the Calculated Grade column.

Final Grades - Releasing Adjusted Final Grade to Students

You are shown users, calculated grade, adjusted grade, release, comments, and grading scheme entries.

You now have the following options:

- A small calculator icon ( ) may appear in the Calculated Grade column beside a user. This indicates that the calculated grade is no longer up to date for that user. Click this icon to update this user's final grade.
- Press the Recalculate Calculated Grades icon ( ) to recalculate the final calculated grades for all users.
- You can then transfer the calculated grade to the adjusted grade by clicking this icon .
- You can recalculate the adjusted grade by clicking this icon .
- Override any calculated final grade in the Adjusted Grade column by typing in the field.
- Click the check box next to the release all grades icon ( ) to release final grades to all users. Click the check box associated with a user in the release column in order to release/not release a final grade to that particular user only.
- You can then enter Final Comments (visible to user) and Final Private Comments (not visible to the user) by selecting the Comments icon ( ).
- Clear All Adjusted Grades ( ) will clear all adjusted grades entered, and result in a "non-graded" item.

- The View Log of Events ( ) will show you the date of last modification, user, grade, out of grade, adjusted grade, grade symbol, and who made the modifications.
- You must press the Save button to save changes and/or additions.

Grade Statistics

There are 3 ways to view statistics in the grade book:

- By grade item
- By category
- By final grade

You can access the statistics by:

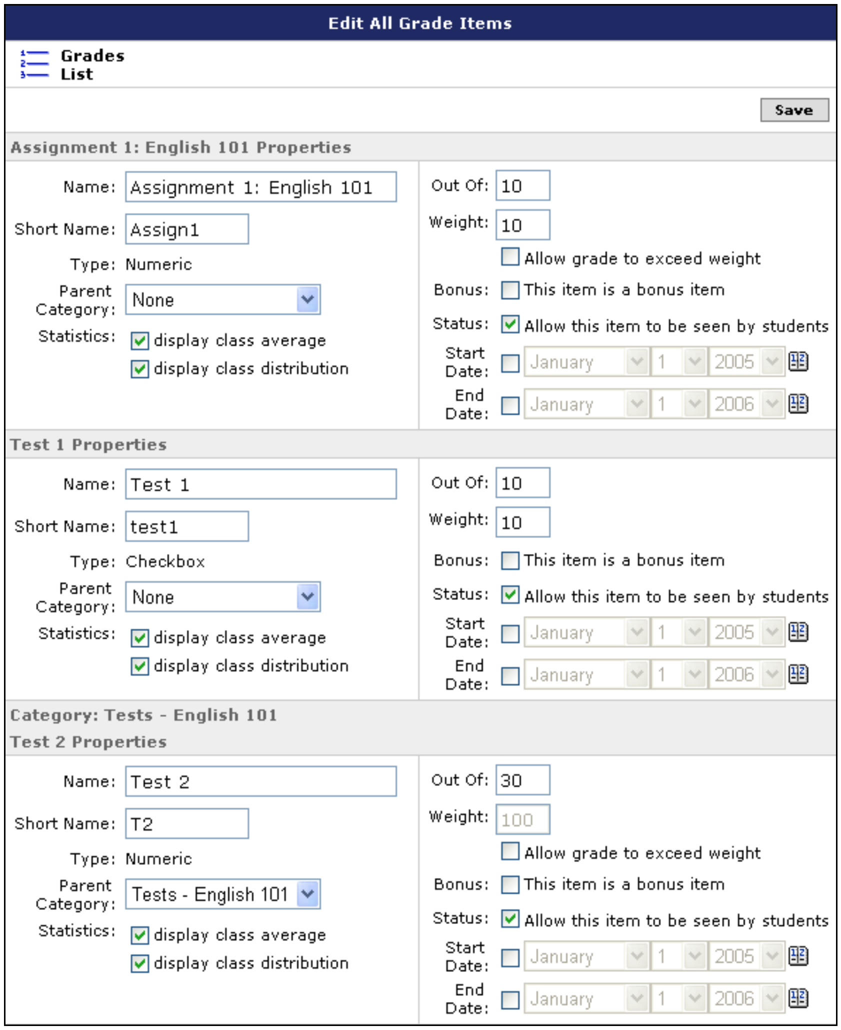
1. Clicking on any grade item display name within any column and then selecting the statistics icon.
2. Click on any category heading within a column and then selecting the statistics icon.
3. Clicking on the final grade column heading and then selecting the statistics icon.

The statistics icon will display the number of submitted grades, class average, minimum and maximum, standard deviation, median, grade distribution, grade frequency (based on your grade scheme—only for items, not for categories of final grades), and individual user statistics.

Edit All Grade Items

From the main Grades List page, click on Edit All Grade Items ( ). This area allows you to review and edit all grade items setup in your course.

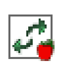
You will be able to edit the name, short name, parent category, status, statistics shown, and grading options.



Edit All Grade Items from this page

Once all your changes have been made, click the SAVE button to implement your modifications.

Note Using this feature with a large number of grade items (i.e. 75-100) may affect the performance of the system.

Importing and Exporting Grades 

Import into Grades from CSV

The import format for grades is CSV (comma separated values). Each field should be separated by a comma and each row by a line break.

The first row defines the grade items that are to be imported; it is recommended that you first perform an export, ensuring that this first row is in the proper format.

The Sample Import Format is specified in the boxes.

Sample Import Format (boxes indicate individual lines)

The first row defines the grade items that are to be imported

StudentID,Assignment 1 Out Of Grade,Test 1, Out Of Grade,Final Grade
User1 ID,User1 Assignment 1 Out Of Grade,User1 Test 1 Out Of Grade,User1 Final Grade
User2 ID...

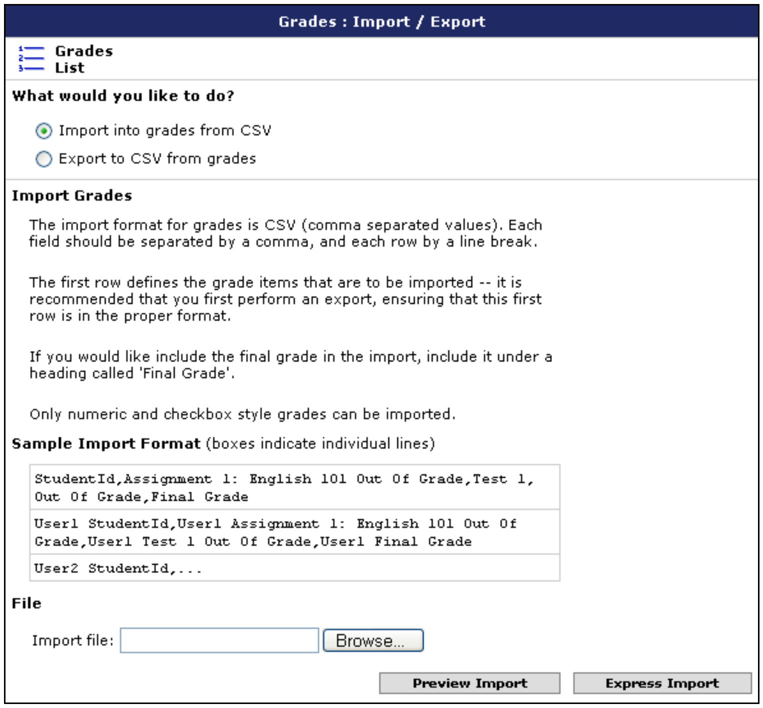
If you would like include the final grade in the import, include it under a heading called 'Final Grade' (this is optional).

To import a CSV file:

1. Browse your computer
2. Retrieve the saved CSV file. Make sure it is the correct file.
3. Select one of the following import options:

- **Preview Import** Selecting the preview import icon will allow you to preview the file before importing into the grade book. The preview will check your CSV file to ensure the format is correct. It will also identify formatting errors. **Note** The preview will present you with a paged view.
- **Express Import** Selecting the express import icon will import the file directly into the grade book without previewing. **Note** The express import does not check for errors. It is recommended that you only choose express import if you have a good understanding of CSV files and are sure your CSV file has been constructed correctly.

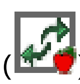
Please Note Importing large classes (e.g. 200 users and 50 items) may take some time.



Import Grades from CSV

Export to CSV from Grades

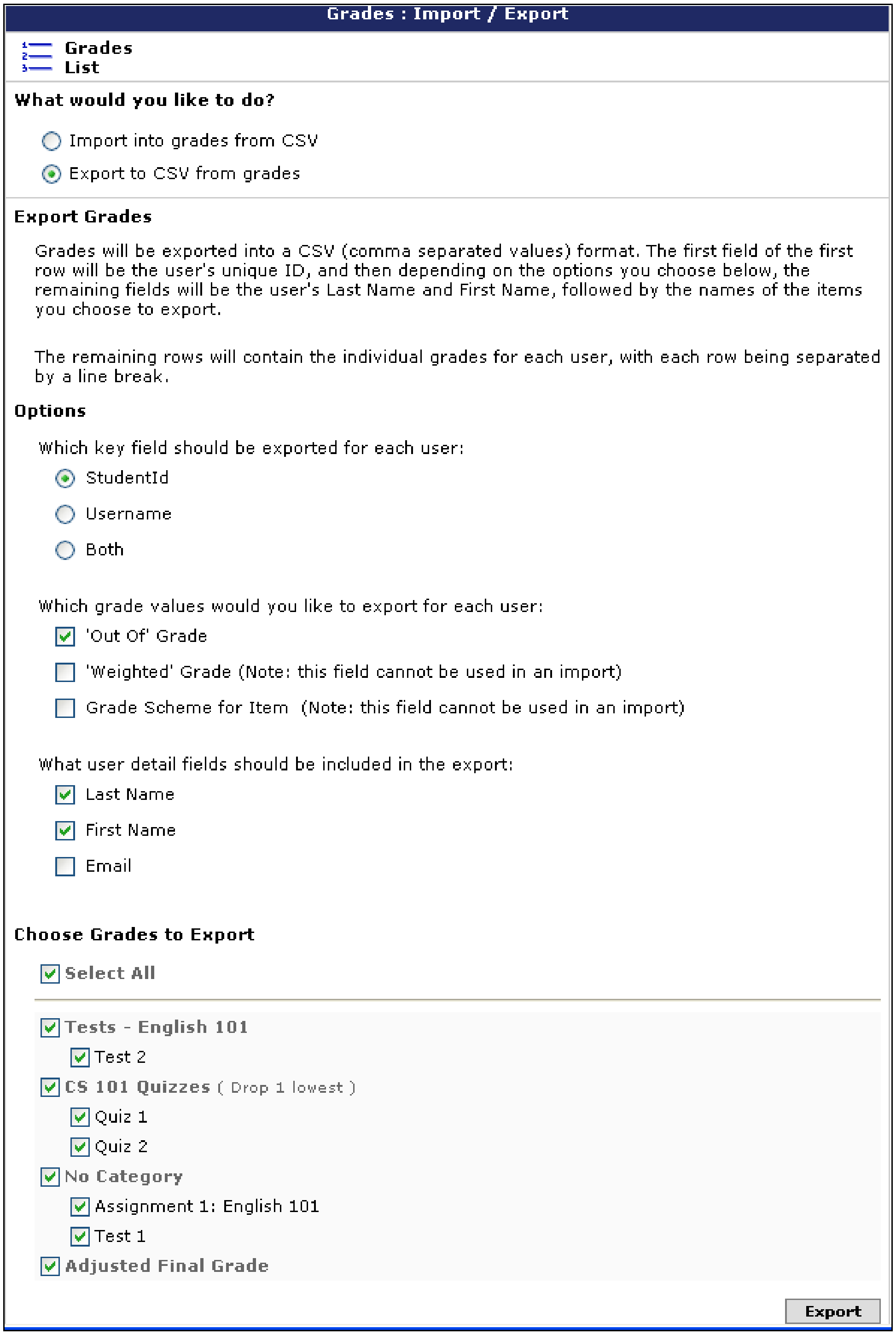
Grade items and final grades can be exported into a CSV (comma separated values) format.

1. To export grades, click on the Import/Export icon () and select Export.
2. Scroll down to the bottom of the page and make sure to check off the grade items you would like to include in the export file.

Step 1: Select the Export

Step 2: Choose key fields you would like to display with grades

Step 3: Choose Grade Items to Export



Step 4: Click on Export

Export to CSV from Grades

Exporting Groups of Users You also have the option to only export users from a specified group. From the Grades List, view the Group you want to export. Click the Export icon.

Reorder Grades

1. To change the order of a grade category or grade item, click on the reorder grades icon ( ).
2. Select the grade item or category you would like to move and click on the up/down arrow key. The arrow keys will enable you to move up or down until the correct order is reached.

   Note When re-ordering categories, grade items that are associated with those categories will be moved as well. Categories associated with grade items are inseparable.

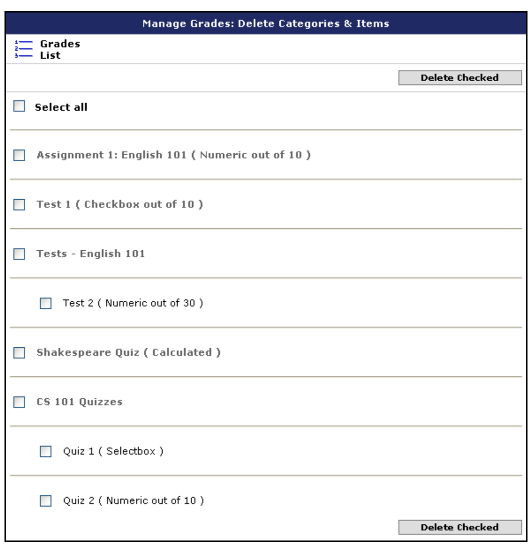
3. Click Save.

The new order is reflected in the Grades List and Student Views.

Deleting Grade Items

Use Delete Grades to delete grade categories and items. If the grade book item is being used by a quiz or a Dropbox folder, you will not be able to delete it until you have removed its association with the quiz or Dropbox folder that is using it. Deleting any grade item will permanently delete any grades entered into the system.

Check the box beside the category or grade item and click the Delete Checked button. When a grade item is in use, the icon will appear in place of the check box and the name of the tool using the grade item will be listed next to the grade item name (e.g. "in use by…").



Select and Delete Grade Categories and Items

Unit 6: Communication Tools

This unit describes how to use the D2L communication tools to create and facilitate effective online activities, such as a discussion board forum for participants to pose questions, or a chat room for participants to discuss ideas, analyze information, and synthesize concepts.

- **Schedule**: The Schedule is an important tool for displaying course-related events to your participants. Users will be able to view course events that you post through the Schedule tool on the course home page. The Schedule is an excellent location to post important course-related events such as project due dates, virtual office hours, exam and test information.
- **News**: The News tool is an extremely powerful way to communicate updates, changes and new information to your course participants quickly and effectively. The News tool is typically located in the middle of the course home page and is a great way to display pertinent information for your course.
- **Articles**: The Articles tool is usually used in place of the News tool when you want to post lengthy articles or news to course participants. Unlike the News tool, which only provides brief notes in the **News** widget, the Articles tool provides space to include longer articles and the ability to define how multiple articles will be laid-out for users.
- **Pager**: The Pager is a user-friendly communication tool that enables users to communicate informally through an instant text messaging system. This tool allows participants to pose questions on a one-to-one basis to fellow users and instructors. The pager is an excellent, just-in-time communication tool that identifies users who are online and gives users the ability to communicate efficiently from anywhere within their course.
- **Email**: Typically used as a private communication tool, Email is a useful way to communicate with course participants. Through Email you can send and receive messages, as well as save current email drafts, sort and store emails, and set up an address book.
- **Discussions**: The Discussion tool is a communication vehicle in which users can post new messages and reply to messages that others have posted. Instructors can create discussion forums, set group permissions and view discussion statistics. They can create public and private discussion topics for users to post responses, feedback and questions in.
- **Chat**: The Chat tool gives students and instructors the ability to communicate in “real-time”. Instructors can create general and/or private chat forums.
- **Classlist**: The Classlist tool is a directory of participant information including names, email addresses and user progress. Instructors can easily email and page course participants through the Classlist tool, create private discussion groups and view student progress and home pages.
- Checklist: Creating a Checklist is a great way to highlight important aspects of your course. Users can use the Checklist as a visual guideline to determine what they need to accomplish in order to complete the course.

▶ To access the area required for this unit

You must be logged into your course for this unit. You must also have access to the various tools described in each of the following sections. If you do not have the tool on your top navigation bar and would like to add the tool, refer to the *Setting Up Your Course Home Navigation Bar* section in Unit 2.

Schedule

The Schedule is an important tool for displaying course-related events to your participants. Users will be able to view course events that you post through the Schedule tool on the course home page. The Schedule is an excellent location to post important course-related events such as project due dates, virtual office hours, exam and test information, etc.

Adding a Personal Event

Personal events can only be viewed by the person creating them. Use personal events to enter items into the Schedule that will only be visible to you, such as periods that you set to grade assignments, reminders for course preparation work, etc.

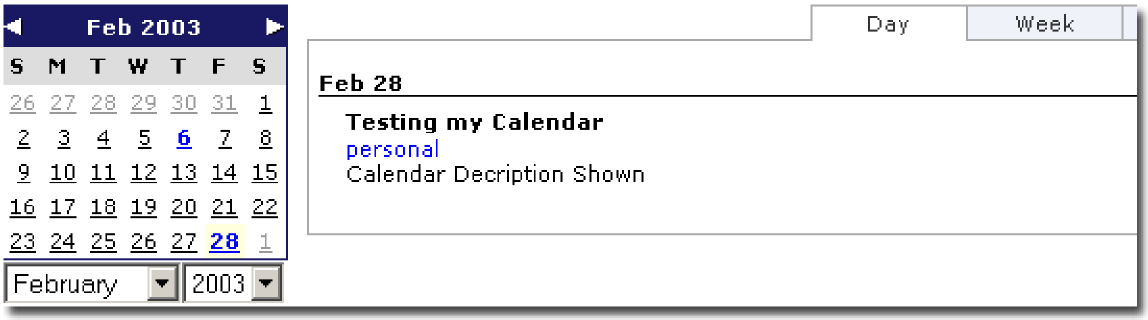
1. On your course home page, click the **Events** button in the **Events** widget.

OR

2. Click the **Schedule** link on the course navigation bar. The main schedule page displays.
3. Click the **Add Event** link. The Add New Event page displays.
4. Type the **Title** of your event.
5. Select a **Date** either using the drop-down lists or by clicking the **Select Date** icon beside the drop-down lists. To specify date ranges (from one day to another) or times in addition to dates, click the **show more options** link at the bottom of the page.
6. To display a link to a web address in your event, type the web address in the **Link** field.
7. Select **Personal** from the radio buttons below. This will ensure that the event is personal and that it will not be shown to other users.
8. Type a **Description** for your event, if required. To use HTML in your definition, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
9. Click **Save**.

On the main Schedule page, the date that you defined your event on will now appear in bold in the calendar. All dates on which events are defined appear in bold.

Click the date in the calendar. The Schedule event that you defined is displayed on the page beside the calendar.(If you defined your event for the current day, that day is shown by default on the page.)



Adding a Course Event

Course events can be viewed by all course participants. Use course events to enter items into the Schedule, such as project due dates and exam information, that are important for students and other participants.

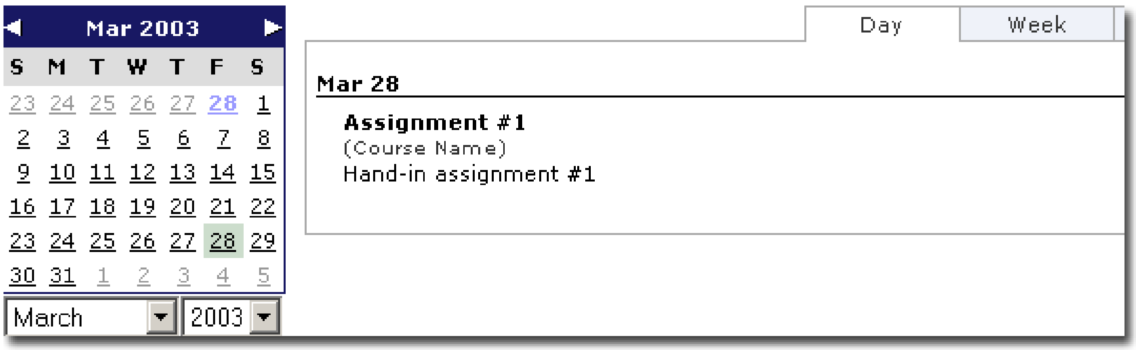
1. On your course home page, click the **Events** button in the **Events** widget.

OR

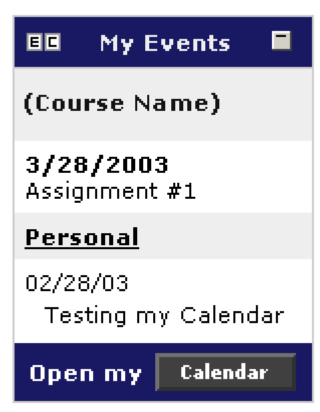
2. Click the **Schedule** link on the course navigation bar. The main schedule page displays.
3. Click the **Add Event** link. The Add New Event page displays.
4. Type the **Title** of your event.
5. Select a **Date** using the drop-down lists or by clicking the **Select Date** icon beside the drop-down lists. To specify date ranges (from one day to another) or times in addition to dates, click the **show more options** link at the bottom of the page.
6. To display a link to a web address in your event, type the web address in the **Link** field.
7. Select **<course code> Course Offering** from the radio buttons below. This will ensure that the event is a course event and that it will be shown to all course participants.
8. Type a **Description** for your event, if required. To use HTML in your definition, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
9. Click **Save**.

On the main Schedule page, the date that you defined your event on will now appear in bold in the calendar. All dates on which events are defined appear in bold.

Click the date in the calendar. The Schedule event that you defined is displayed on the page beside the calendar.(If you defined your event for the current day, that day is shown by default on the page.)



When you return to your course home by clicking the **Course Home** link from the navigation bar, the **Events** widget on the course home page will reflect your newly added course events that are on the current day.



A Note on Searching the Schedule

Wildcards are supported when searching the schedule. The following chart describes supported wildcards and usage.

Wildcard Character	Description	Example
%	any number of any character **Note**: used implicitly in every search	Search for '%day%'. Returns all events where the Title or Description contains a word with the sequence of characters day. Ex. daydream, birthday, holidays, etc. Searching for 'day' is equivalent to searching for '%day%' or '%day' or 'day%'.
[ ]	or/ranges (used with characters between brackets)	Search for [CK]ath[ae]rine. Returns all events where the Title or Description contains Catharine or Katharine or Catherine or Katherine. Search for Quiz [1-3]. Returns all events where the Title or Description contains

		Quiz 1 or Quiz 2 or Quiz 3.
^	not (used before a single character)	Search for base[^b]. Returns all events where the Title or Description contain the sequence of characters base and that sequence is not followed by the letter b. Ex. databases, base, basement, etc. are included in the results. Baseball, baseboard, etc. are excluded from the search results.
_	one of any character	Search for _ob. Returns all events where the Title or Description contain words with a three letter sequence ending in ob. Ex. Robert, Bob, knob, etc. are included in the results. Obstacle, obtuse, etc. would be excluded.

News

The News tool is an extremely powerful way to communicate updates, changes and new information to your course participants quickly and effectively. The News tool is typically located in the middle of the course home page. Since this is the first page that the user will see when they enter the course, the News tool is a great way to display pertinent information for your course.

The News tool can also be updated regularly with:

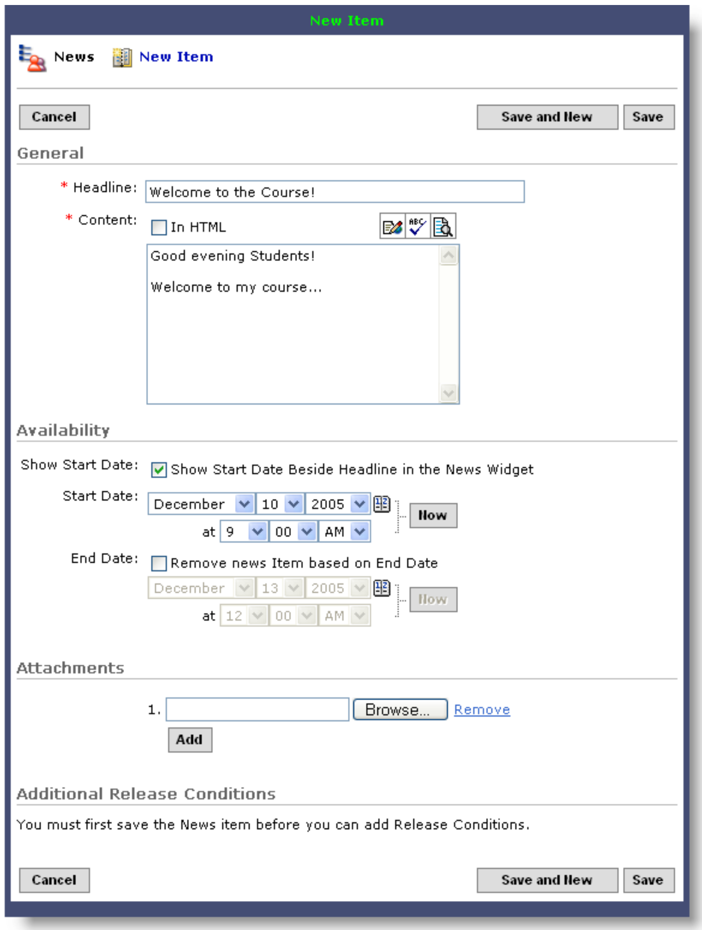
- Interesting pictures, quotes, news stories, etc.
- URLs submitted by participants which may be of general interest
- Online agendas outlining online weekly activities
- QuickLinks to various updated areas of course site (new content, survey, quizzes)

Because News is typically the first thing that a participant sees upon logging into the course, it is recommended that News be updated regularly to keep your participants engaged in your course.

Creating a News Posting

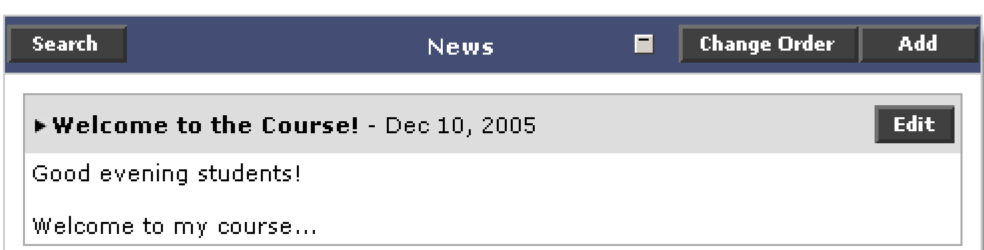
1. On your course home page, click the **Add** button at the top of the **News** widget. The New Item page displays.
2. Type the posting headline in the **Headline** field.
3. Type your posting text in the **Content** field. To use HTML in your text, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
4. Select the posting availability date using the **Start Date** and **End Date** drop-down lists or by clicking the **Select Date** icon beside the drop-down lists.
5. By default, the date will not appear beside the headline. If you want the date to appear by the headline, select the **Show Start Date** check box.
6. If you want to specify a removal date for your news posting, select the **Remove News Item based on End Date** check box and specify an end date. (Course instructors and administrators will still be able to see the posting after this date, but it will be invisible to course participants.)

7. You can add attachments to your news posting, such as pictures or other files. To add an attachment, click the **Browse** button in the **Attachments** section, locate your file and click **Open**. To add more attachments, click the **Add** button and repeat this step. For more details, refer to the *Adding and Deleting Attachments to a News Posting* section below.
8. Click **Save**.



The New Item page, where you create a news posting

Your news posting appears on your course home page on the date that you selected. If you selected **Show Start Date**, the date of the posting appears beside the headline.



The News widget on the course home page

Adding a News Posting for a Future Date

If you set a posting's start date to a date in the future, the posting will not be visible to course participants until that date. When the specified date (and time) arrive, participants will then be able to see the news posting. For example, if you wanted a news posting to appear first thing Monday morning, you could create it on Friday afternoon and specify a start date of Monday at 9:00 am.

Course instructors and administrators will be able to see future news postings at any time (even before the specified start date arrives); the postings will appear on the course home page with the word "Future" shown in blue beside the headline.

The News widget showing a future posting

Editing a News Posting

1. On your course home page, click the **Edit** button beside your news posting headline. The Edit Item page displays.
2. Make your required changes.
3. Click **Save**.

You can also edit news postings from the search page. See the *Searching for News Postings* section below for more information.

Adding and Deleting Release Conditions to a News Item

Release conditions allow you to specify requirements that students must satisfy before they can view a certain news item (see the *Conditional Release: Release Conditions* section in *Unit 3: Creating Interactive Course Content* of this guide for more details.) For example, you may require that students view a particular content topic or complete another task before a news item becomes available to them.

Note You must create and save a news item before you can add release conditions to it.

▸ To add release conditions to a news item

1. On your course home page, click the **Edit** button beside your news posting headline. The Edit Item page displays.

OR

2. If you are creating a new item, you will be able to add release conditions from the New Item page after clicking **Save**.
3. Click **Attach Existing** in the **Additional Release Conditions** section to add a release condition that you have already created in News or in another tool.

OR

- Click **Create and Attach** in the **Additional Release Conditions** section to create a new release condition and associate it with this news item.
- (See the *Conditional Release: Release Conditions* section in *Unit 3: Creating Interactive Course Content* of this guide for more details on creating release conditions.)

The release condition which you add is displayed in the **Additional Release Conditions** section.

The Additional Release Conditions section of the New/Edit Item page

▶ To delete release conditions associated with a news item

1. On your course home page, click the **Edit** button beside your news posting headline. The Edit Item page displays.

OR

2. If you are creating a new item, you will be able to delete release conditions that you have added on the New Item page.
3. Click the **Remove This Condition** icon next to the release condition that you want to delete.

OR

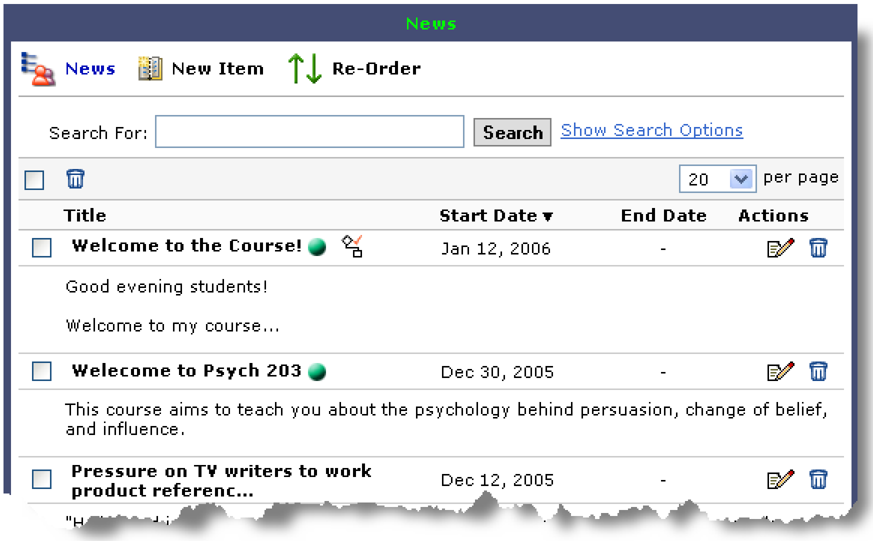
4. To delete all release conditions from a news posting, click the **Remove All Conditions** icon at the top of the release conditions list.
5. Click **OK** in the confirmation message.

Deleting a News Posting

1. On your course home page, click the **Search** button in the **News** widget. The News page displays.

OR

2. Click the **News** link on the navigation bar (if available.) The News page displays.
3. Click the **Delete Selected News Item** icon beside the news item that you want to remove. To delete multiple items, select the items that you want to delete using the check boxes at the left and then click the **Delete Selected News Items** icon at the top of the list.
4. Click **OK** in the confirmation message.



The News search page, where postings can be deleted

Adding and Deleting Attachments to a News Posting

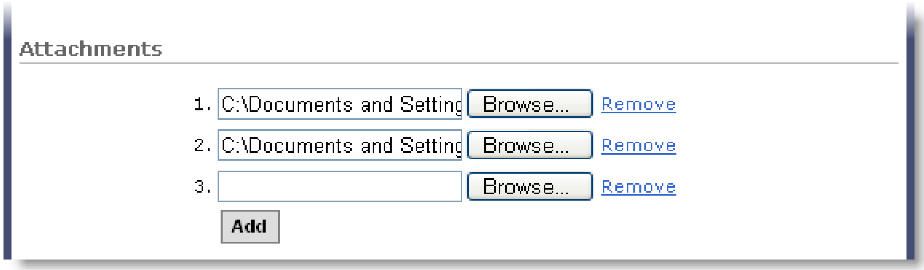
You can add attachments to a News posting while you are creating or editing it.

1. On your course home page, click the **Add** button in the **News** widget to add a news posting. The New Item page displays.

OR

2. On your course home page, click the **Edit** button beside a news posting in the **News** widget to edit the posting. The Edit Item page displays.
3. In the **Attachments** section of the New Item or Edit Item page, click the **Browse** button. The Choose File pop-up displays.
4. Locate the file that you want to attach.
5. Click the **Open** button in the Choose File dialog box. The file name, along with the file path, will appear in the **Attachments** field.
6. To add additional attachments, click the **Add** button and repeat steps 3 to 5.
7. Click **Save**. Your attachments will appear within the news posting on your course home page.

The attachments are shown at the top of the news posting beside an icon representing the file type. To open the file, click on the hyperlinked name. It will open the file in the same page. Right-click (or control-click on a Mac) on the file name to download the file.



The Attachments section of the New/Edit Item page

▶ To delete an attachment from a news item

1. On your course home page, click the **Edit** button beside your news posting headline. The Edit Item page displays.

OR

2. If you are creating a new item, you will be able to delete attachments that you have added on the New Item page.
3. Click the **Delete** icon next to the attachment that you want to delete.

OR

4. To delete an attachment that you have just added, click the **Remove** link next to it.

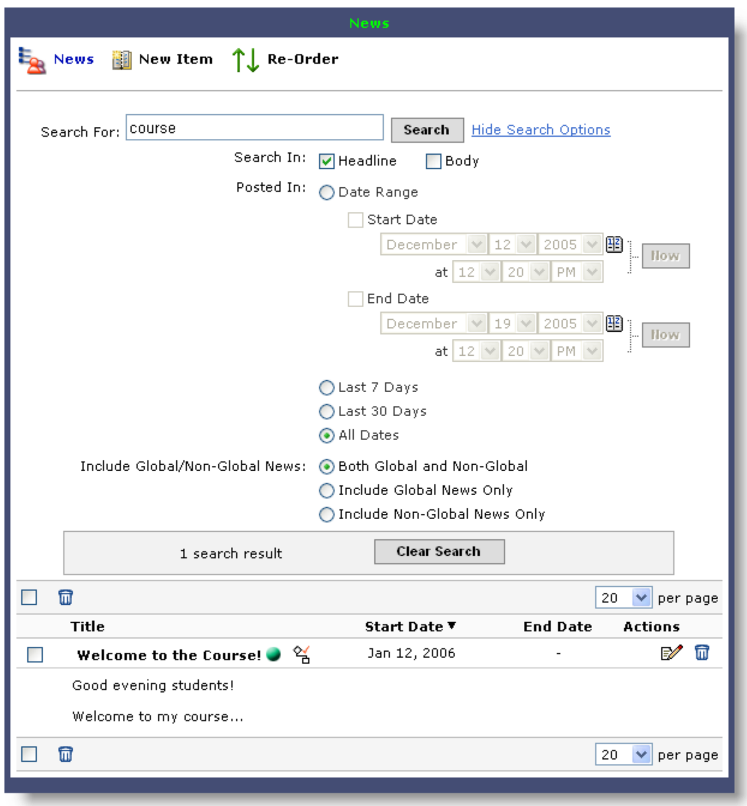
The News box showing a posting with an attachment

Changing the Order of News Postings

1. On your course home page, click the **Change Order** button at the top of the **News** widget. The Re-Order page displays.
2. Type the proper order in the **Sort Order** boxes beside each item listed. (News postings will be sorted from the lowest number to the highest.)
3. Click **Save**. The new order will be displayed, and the news postings will be displayed in this order when you return to your course home page.

Searching for News Postings

1. On your course home page, click the **Search** button at the top of the **News** widget. The News page will be displayed.
2. To quickly search for an item, enter some text in the **Search For** box and click the **Search** button. They system will search the headline and body (content) of all news postings and find the postings that contain that text.
3. To perform a more advanced search, click the **Show Search Options** link beside the **Search** button. You can choose whether to search only the headline or the body (content) of postings, narrow your search to specific dates, and select whether to search only global or non-global postings. (Non-global postings are ones created within the current course offering.) To return to the basic search, click the **Hide Search Options** link.
4. To see all news postings again, click the **Clear Search** button.



The advanced search options on the News search page

You can also edit news postings from the search page by clicking the **Edit News Item** icon next to a posting. In this way you can use the search controls to quickly find the item that you want to edit, without having to hunt for it in the **News** widget on your course home page.

Articles

The Articles tool is usually used in place of the News tool when you want to post lengthy articles or news to course participants. Unlike the News tool, which only provides brief notes in the **News** widget, the Articles tool provides space to include longer articles and the ability to define how multiple articles will be laid-out for users.

Articles can be added at the organization or course offering level via the Administer Articles tool. This tool is accessed by clicking the **Administer Articles** link on the Articles page (accessible by clicking the Articles link on the navigation bar) or at the bottom of the **Articles** widget on the home page. The Administer Articles tool allows you to:

- Add new and edit existing sections and articles
- Add articles to display on a future date
- Modify the layout and display settings for sections and articles

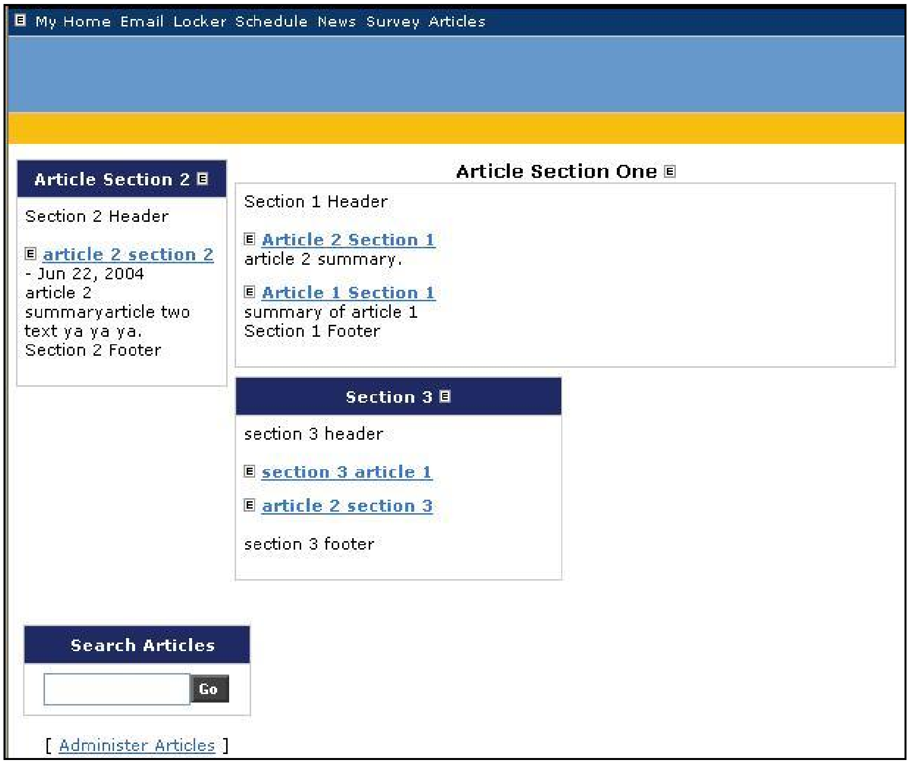
Articles are organized into sections. Sections can be used to group articles by topic, author, or other characteristics of choice, and are also used to define the placement of articles on the Articles page and in the **Articles** widget (if it has been enabled.)

Accessing the Articles Tool

The Articles widget and/or **Articles** navigation bar link must be enabled in order to access the Articles tool. Refer to *Setting Up Your Course Home Navigation Bar* in *Unit 2: Your Courses and Basic Course Setup* of this guide for details. If you cannot see the **Articles** widget on your course home page, contact your administrator.

Viewing Articles

Articles can be viewed from the Articles widget on the home page or by clicking the **Articles** link in the navigation bar. The Articles page displays.



Creating Articles: An Overview

You must complete the following three steps for articles to be visible to users:

1. Create one or more sections.
2. Create articles within your sections.
3. Define your page layout.

Creating a New Section

Sections are used to organize and sort articles, and are also used to determine how articles are laid out on the Articles page and in the **Articles** widget. You must create, at minimum, one section before adding articles. To create a new section:

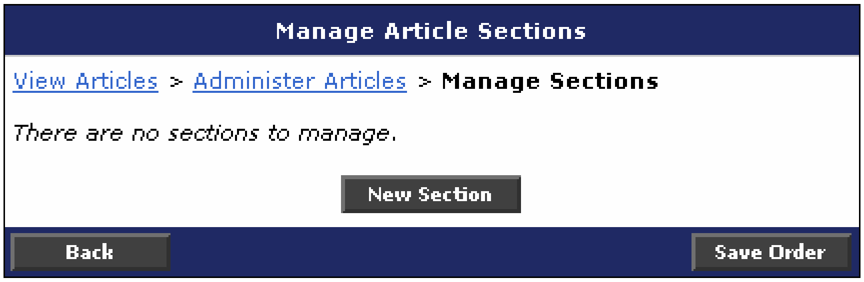
1. On your home page, click the **Articles** link in the navigation bar and then click the **Administer Articles** link on the left of the page.

OR

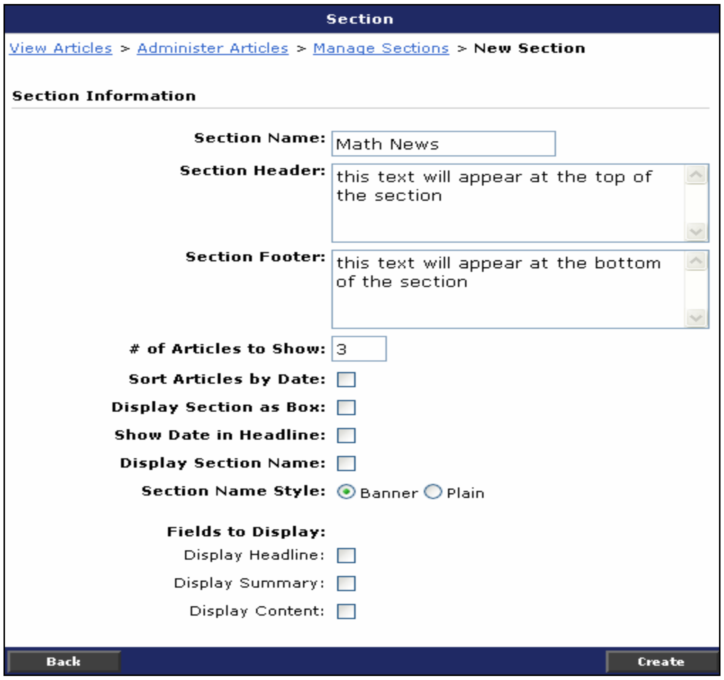
2. On your home page, click the **Administer Articles** link in the Articles widget. The Administer News Articles page displays.

Note Clicking one of the above links from an organization's home page allows you to administer sections at the organizational level. Clicking one of the above links from inside a course allows you to administer sections for the associated course.

3. Click the **Manage Sections and Articles** link. The Manage Article Sections page displays.



4. Click the **New Section** button. The Section page displays.



5. Type a **Section Name**, **Section Header** (optional), and **Section Footer** (optional.) The **Section Name** is the title of the section. The Section Header and Section Footer text, if entered, will display at the top and bottom of the section, respectively.
6. Type the maximum **# of Articles to Show** in the current section.
7. Check any or all of the following options:

    - **Sort Articles by Date:** lists articles in this section by date in descending order. If this option is not selected, articles are displayed in the order that they are listed on the Manage Article Sections page. Refer to the *Re-Ordering Articles* section in *Managing Articles and Sections* in this guide for details on editing the order of articles.
    - **Display Section as Box**: the section displays with a border around it.
    - **Show Date in Headline**: the date each article was posted displays beside the article titles.
    - **Display Section Name**: displays the section name at the top of the section.
    - **Section Name Style**: 'Banner' displays the section name in a coloured background. 'Plain' displays it as bolded text with no background.

8. Check the applicable **Fields to Display** for this section:

    - **Display Headline**: displays the headline for each article in the section. The headline also acts as a link to the full article.
    - **Note** If you choose not to display the article headlines, no link to the article displays in the **Articles** widget or on the Articles page. Only the summary and/or content will display, if selected.
    - **Display Summary**: displays the contents of the summary field for each article in the section.
    - **Display Content**: displays the full text of each article's content in the section.
    - **Important** Keep in mind that if the current section is displayed in the **Articles** widget of the course/organization home page, displaying the full contents of each article may make the section too large.

9. Click **Create**. Your new section displays in the Manage Article Sections page. You can now add articles to your section.

Creating a New Article

You must create a section first in order to create new articles. Refer to *Creating a New Section*, above, if you have not yet created a section.

1. On your home page, click the **Articles** link in the navigation bar and then click the **Administer Articles** link on the left of the page.

OR

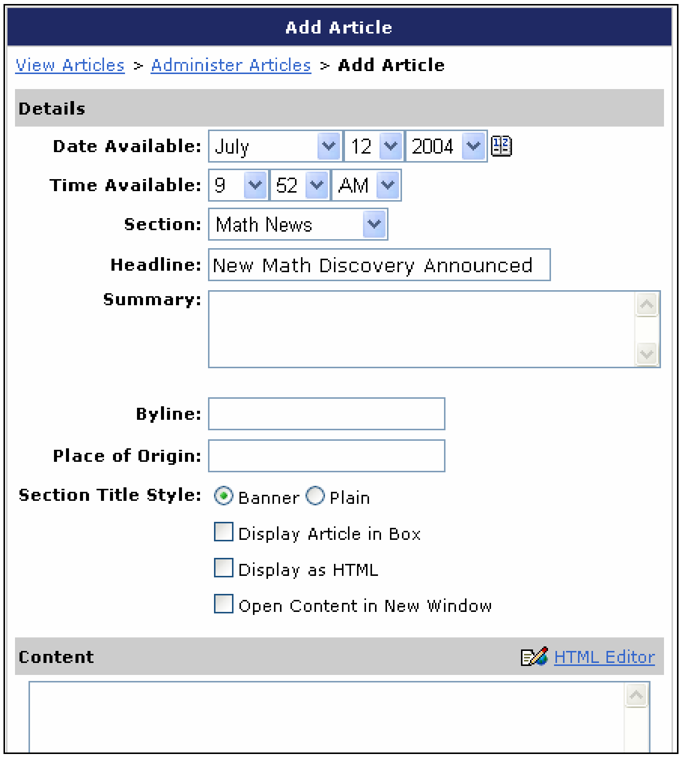
2. On your home page, click the **Administer Articles** link in the Articles widget. The Administer News Articles page displays.

Note Clicking one of the above links from an organization's home page allows you to administer articles at the organizational level. Clicking one of the above links from inside a course allows you to administer articles for the associated course.

3. Click the **Create News Article** link.

OR

4. Click the **Manage Sections and Articles** link. The Manage Article Sections page displays. Click the **New Article** button. The Add Article page displays.



5. Select the date and time that you want the article to become visible in the **Date Available** and **Time Available** drop-down lists.
6. Select the **Section** that you want the article to be located in from the drop-down list.
7. Type a **Headline**, **Summary**, **Byline** (author), and **Place of Origin** (article source, for example, a newspaper or magazine name.)
8. Check any or all of the following variables:

    - **Section Title Style**: determines how the section name is displayed when users open the article. 'Banner' displays the section name in a coloured background. 'Plain' displays it as bolded text with no background.
    - **Display Article in Box**: displays a grey box around this article when the article opens.
    - **Display as HTML**: this option *must* be checked if you use HTML in your article content. Otherwise, HTML code will display as text in your content.
    - **Open Content in New Window**: the article opens in a new browser window when users click the article headline.

9. Type the article text in the **Content** field. To create HTML content, click the HTML Editor link.
10. To attach an image or attachment to the article, click **Browse** beside the **Image** or **Attachment** fields, select the applicable file, and click **Open**.
11. Click **Save**. Your new article is listed in the Manage Article Sections page.

Note Before your article can be viewed by users, you must designate a page layout and add the article's section to the layout. See *Managing Article Layouts*, below, for details.

Managing Article Layouts

You must assign a page layout style to each article for it to be visible to users.

Note The Articles widget on the course or organization home page displays the section assigned to Page Area 1 in your page layout. If multiple sections are assigned to Page Area 1, only the first section is displayed in the widget. If no sections are assigned to Page Area 1, a message reading "There are no news articles to display" is displayed in the Articles widget.

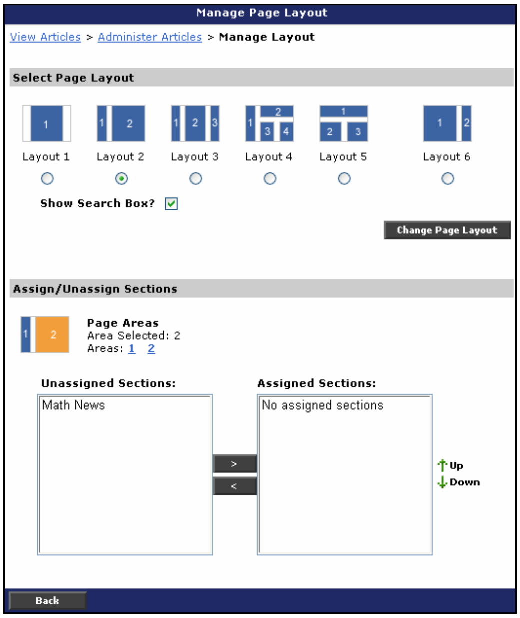
1. On your home page, click the **Articles** link in the navigation bar and then click the **Administer Articles** link on the left of the page.

OR

2. On your home page, click the **Administer Articles** link in the Articles widget. The Administer News Articles page displays.

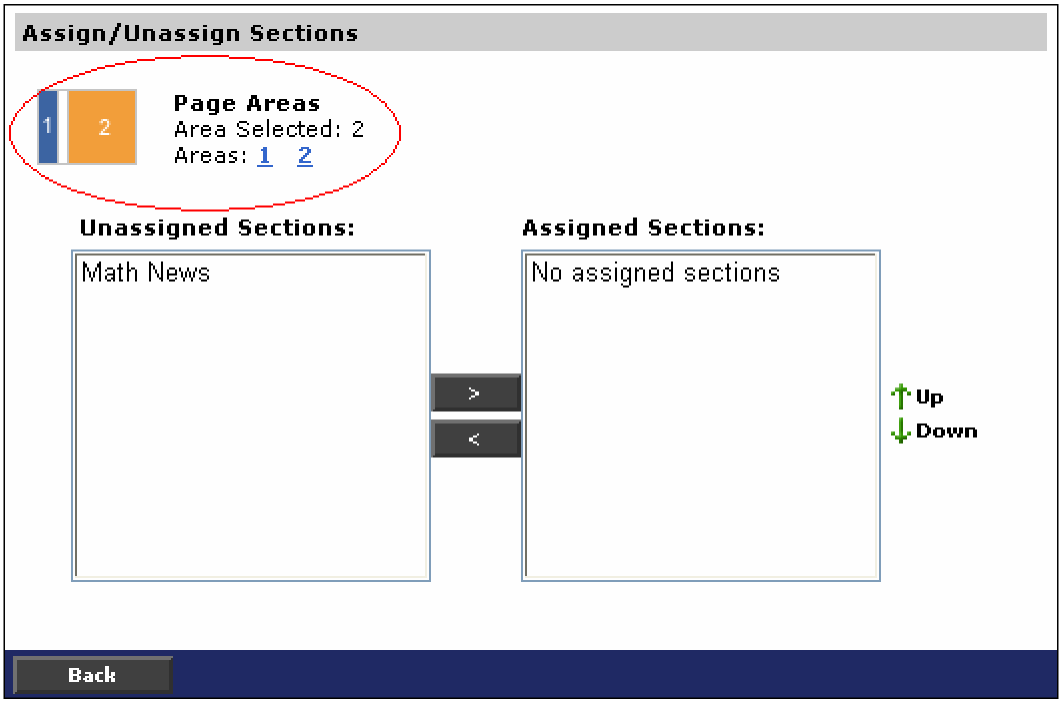
Note Clicking one of the above links from an organization's home page allows you to administer articles at the organizational level. Clicking one of the above links from inside a course allows you to administer articles for the associated course.

3. Click the Manage Page Layout link. The Manage Page Layout page displays.



4. Select the radio button under the Page Layout that you would like to use (this is the layout that users see when they click the **Articles** link in their navigation bar.)
5. Check **Show Search Box?** if you want the Search Articles box to be displayed on the Articles page and in the **Articles** widget on the home page.
6. Click **Change Page Layout** to save your layout settings.

7. In the Assign/Unassign Sections area, you assign which Sections display in which Page Areas. First, select the **Page Area** you would like to edit by clicking on the applicable area in the diagram, or by clicking one of the numbers beside **Areas**.



8. To place a section in the current area, select the applicable section from the **Unassigned Sections** box and click the > button to move it into the **Assigned Sections** box.
9. Use the Up and Down arrows (in the case of multiple assigned sections) to place the sections in the desired order (sections are displayed vertically in the order that they appear in the **Assigned Sections** box.)
10. Click the **View Articles** breadcrumb link near the top of the page to preview your articles.

Managing Sections and Articles

The Manage Article Sections page allows you to edit and organize your existing sections and articles.

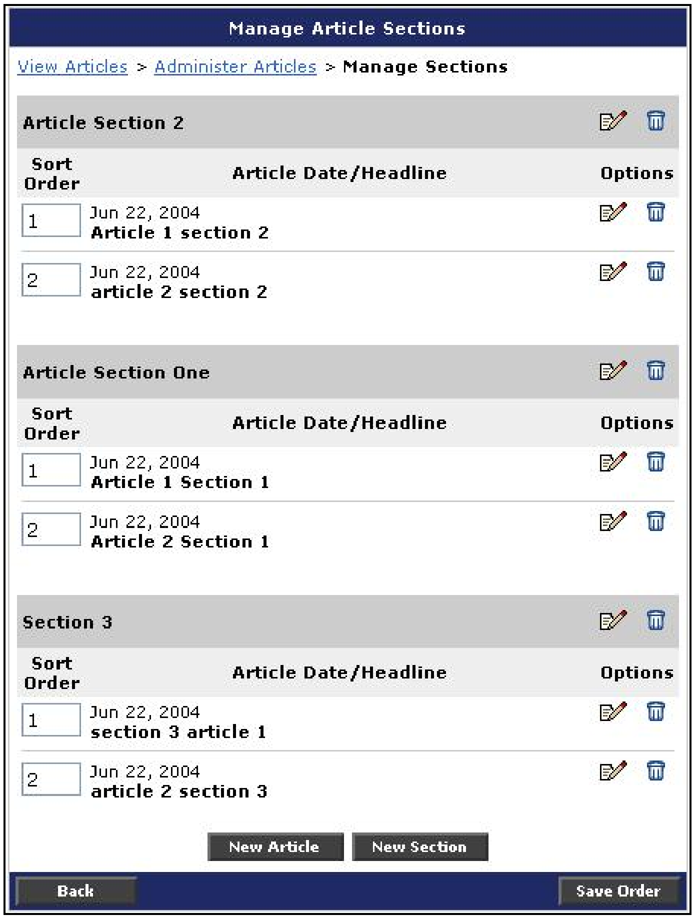
1. On your home page, click the **Articles** link in the navigation bar and then click the **Administer Articles** link on the left of the page.

OR

2. On your home page, click the **Administer Articles** link in the Articles widget. The Administer News Articles page displays.

Note Clicking one of the above links from an organization's home page allows you to administer sections and articles at the organizational level. Clicking one of the above links from inside a course allows you to administer sections and articles for the associated course.

3. Click the **Manage Sections and Articles** link. The Manage Article Sections page displays.



Deleting Sections and Articles

1. On the Manage Article Sections page (see above), click the **Delete Section** or **Delete Article** icon beside the applicable section or article.
2. Click **OK** in the confirmation message.

Note Deleting a section also deletes all articles within that section.

Editing Sections and Articles

1. On the Manage Article Sections page (see above), click the **Edit Section** or **Edit Article** icon beside the applicable section or article. The Section or Edit Article page displays.

OR

2. On the organization or course home page, click the small **Edit Article** icon beside the article name on the **Articles** widget. The Edit Article page displays.

3. Make any applicable changes and click **Save** (if editing an article) or **Update** (if editing a section.) Refer to the *Creating a New Section* or *Creating a New Article* sections above for definitions of the various fields on these pages.

Re-Ordering Articles

To change the order that articles are listed in within a section:

1. On the Manage Article Sections page (see above), use the **Sort Order** column to define the order you would like the articles to be displayed in. Place a '1' in the **Sort Order** box for the article you want to be displayed first, a '2' for the second article, and so on.
2. Click **Save Order**. The page refreshes and the articles are listed in the order you designated.

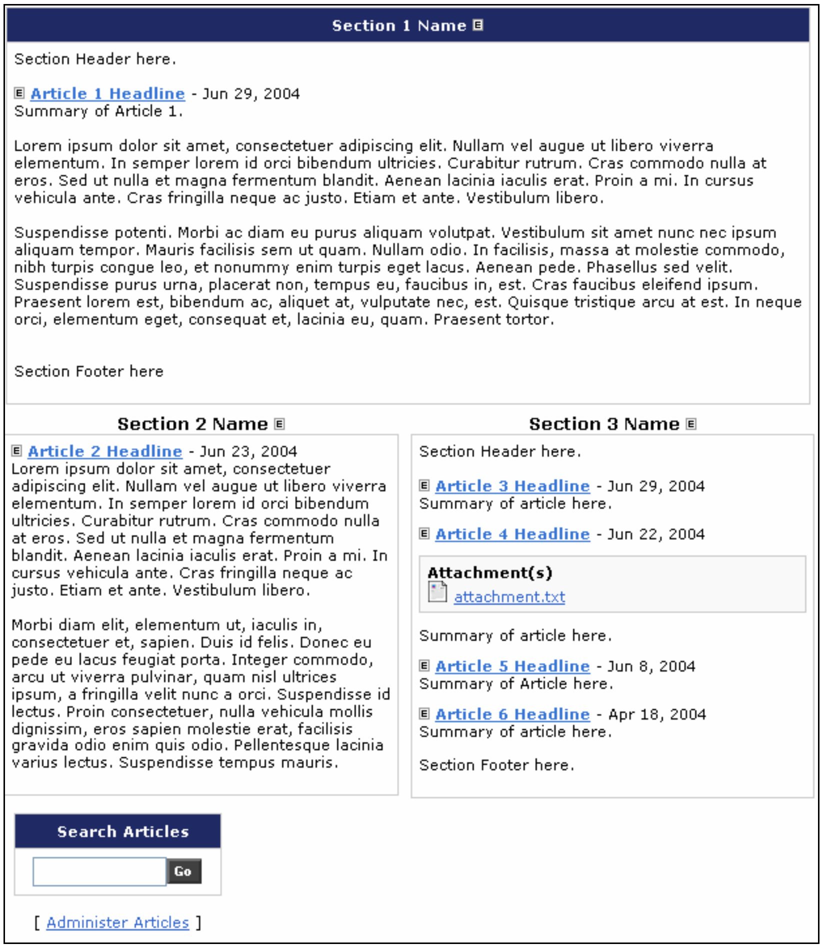
OR

3. To list articles in a certain section by date in descending order, follow the instructions in *Editing Sections and Articles*, above, and ensure that the **Sort Articles By Date** field has been checked for the appropriate section.

Note If you change the **Sort Order** of articles after you have enabled **Sort Articles By Date**, the new sort order overrides the **Sort Articles by Date** setting. To go back to sorting the article by date after you have changed the **Sort Order**, simply disable the **Sort Articles by Date** setting, save, then re-enable the setting and save.

Example of an Articles Page Layout

An example of a layout on the Articles page, using Page Layout 5:

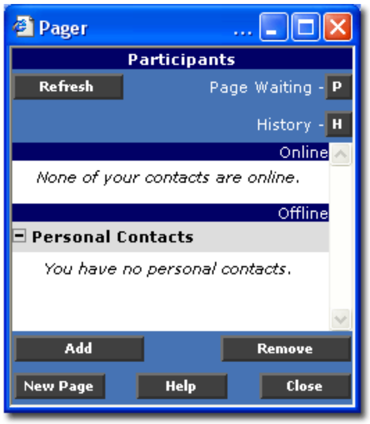


Pager

The pager is an online messaging tool that you can use to send text messages directly to other users (students, colleagues) who are currently logged into D2L. This tool allows course participants to pose questions on a one-to-one basis to fellow users and instructors. The pager is an excellent, just-in-time communication tool that identifies users who are online and gives users the ability to communicate efficiently from anywhere within their course.

Note Users using screen readers may want to turn the Pager notification off, as the refresh rate for the Pager causes some screen readers to start over at the beginning of the page.

1. On your home page, click the **Pager** link in the navigation bar. The Pager pop-up displays.

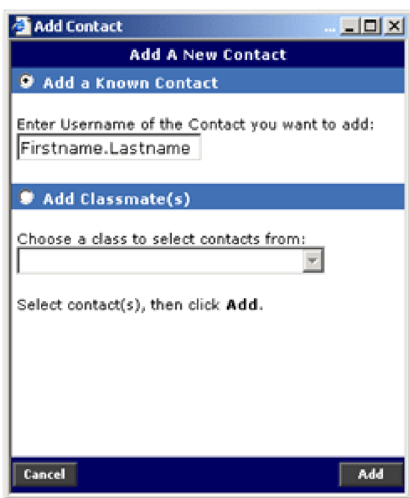


Adding a Contact to Your List

1. In the Pager pop-up, click **Add**. The Add A New Contact pop-up displays.
2. Type in the username (if known) and click **Add**.

OR

3. Click the **Add Classmate(s)** radio button. Select a class from the drop-down list, then select a user and click **Add**.
4. When you are finished adding users, click **Cancel** to close the Add A New Contact pop-up. The participants (or users) that you just added will now be shown in the **Personal Contacts** list on the Pager pop-up.



Removing a Contact from Your List

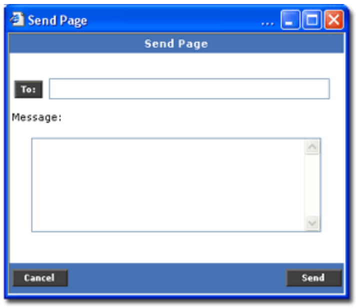
1. In the Pager pop-up, click **Remove**. The Remove Contact pop-up displays.
2. Select the user(s) that you want to remove from your **Contacts List**.
3. Click **Remove**, then **Close**. The contacts will now be removed from your **Personal Contacts** list on the Pager pop-up.

Send a Message

1. In the Pager pop-up, click the contact's name. The Send Page pop-up displays.

OR

2. Click the **New Page** button. In the Send Page pop-up, click the **To** button, select the user and click **OK**.
3. Type your message in the **Message** field.
4. Click **Send**.



Refresh the Pager

Use this option to check your messages at any time in between the Pager refresh cycles.

1. In the Pager pop-up, click the **Refresh** button. The Pager pop-up refreshes and displays any new messages that you have received.

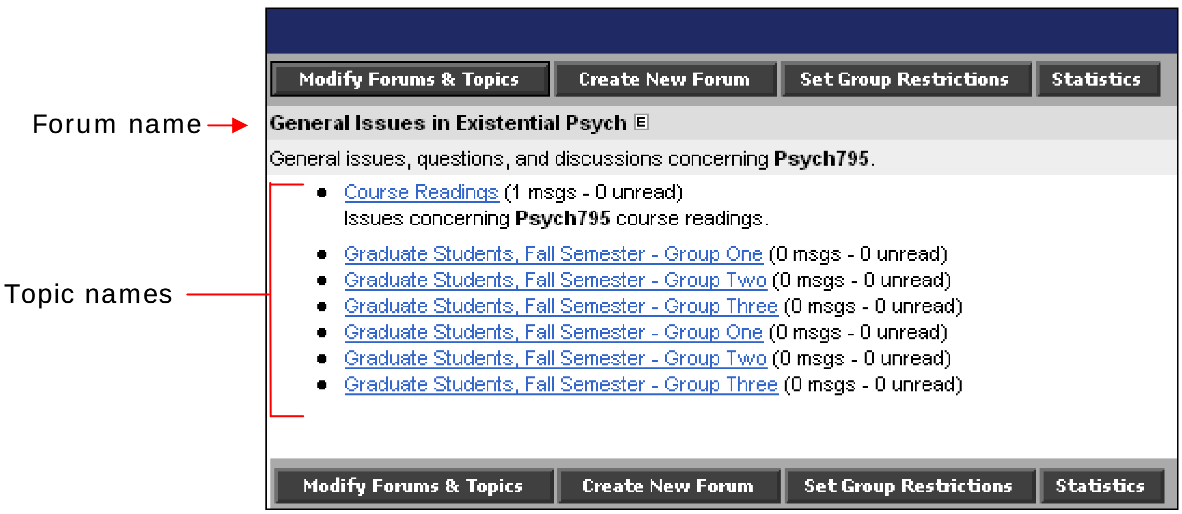
Example in Action: The Just-In-Time Communication Tool

The pager is an excellent just-in-time communication tool for rounding up a group of course participants to meet in a chat room to discuss a group project. The pager identifies users as online and offline enabling instructors to page users easily. In addition, instructors can send multiple users a page simultaneously. Faster than email, the pager is a great way to deliver informal feedback to small groups of students or on a student-by-student basis. Everything is documented in the pager, so if you ever want to review a conversation, simply click on the **H** beside the user's name and you can review pager history.

Discussions

The Discussions tool is a communication vehicle in which users can post new messages and reply to messages that others have posted. The tool is organized into forums and topics. A forum is like a category in which related topics can be placed. Messages can only be posted within a topic, not within a forum.

Instructors can create discussion forums, set group permissions and view discussion statistics. They can create public and private discussion topics for users to post questions, responses and feedback in.



Main Discussions page

1. On your home page, click the **Discussions** link on the navigation bar.

The Discussions board can be used to:

- Make a comment to the whole class.
- Pose a question to the class.
- Post an announcement.
- Share a common document or file.
- Discuss assignment questions and answers.
- Convey your findings.
- Post a date to meet as a team in a Chat room.

Before you enter a discussion topic, the main Discussions page has the following options:

- Modify Forums and Topics
- Create New Forum
- Set Group Restrictions (accessible once you have set up groups. See the *Classlist* section in this guide.)

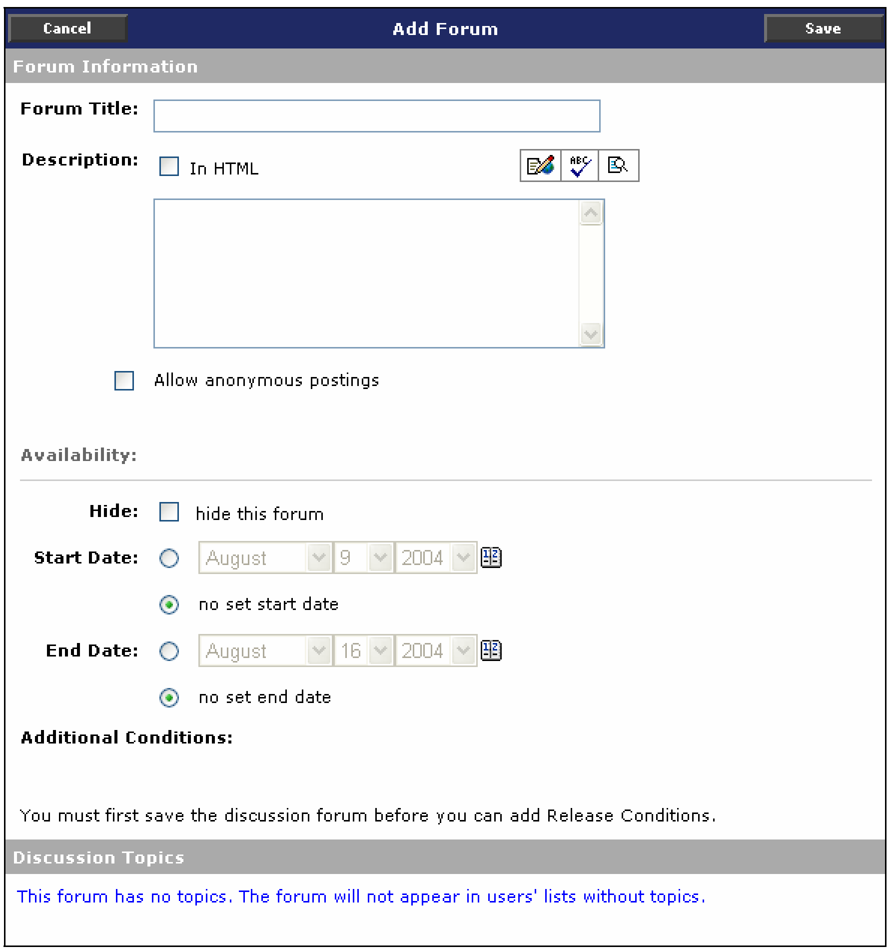
- Statistics
- Links to discussion topics

Adding a Forum

The first step in creating a discussion board activity is to create a forum. A discussion forum groups related topics together to keep your discussion board organized. Much like a category heading, it provides students with a title (or theme) and description for the discussion topics within that forum.

Within a forum, instructors can add topics. Adding a topic creates a link under the appropriate forum title that users can click to enter the topic. Within the discussion topic, participants and instructors can add, reply and review postings at their convenience. For example, a forum may have the title, “Help” and a description of “Please post any questions or concerns about the course content here”. You may want to group topics within your help forum by units, assignments, etc. You can then create a topic for each element of your course (chapters, lecture notes, activities, etc.)

1. On your home page, click the **Discussions** link on the navigation bar. The Discussions page displays.
2. Click **Create New Forum**. The Add Forum page displays.



Add Forum page

3. Type a **Forum Title**. This will appear on the main Discussions page.
4. Type a **Description**. The description will appear below the Forum Title on the Discussions page.

   To use HTML in the description, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
5. Check the **Allow anonymous messages** box if you want to allow users to post to the forum anonymously. This means that users' names will not be displayed with their posts in the discussion topics within this forum.
6. Check **Hide** if you want to make the discussion forum invisible to other users. You can then return at a later date and uncheck this box when you are ready to release the discussion forum.
7. Select the **Start Date** radio button and select the appropriate date from the drop-down lists or the **Select Date** icon to specify when the discussion forum will become available to course participants. Or, select **no set start date** to make the forum available immediately (unless it is hidden.)
8. Select the **End Date** radio button and select the appropriate date from the drop-down lists or the **Select Date** icon to specify a date when the discussion forum will be hidden from student view. Or, select **no set end date** to make the forum available indefinitely (unless it is hidden.)
9. Click **Save**.

Note A forum must contain at least one topic for it to become visible to users.

Adding a Topic

A discussion topic is where participants can post messages. You must have created at least one discussion forum before you can create a discussion topic.

1. If you have just created a new forum and are still on the Add Forum page, simply click **Save and Add Topic**. The Update Forum page displays with the **Discussion Topics** section at the bottom.

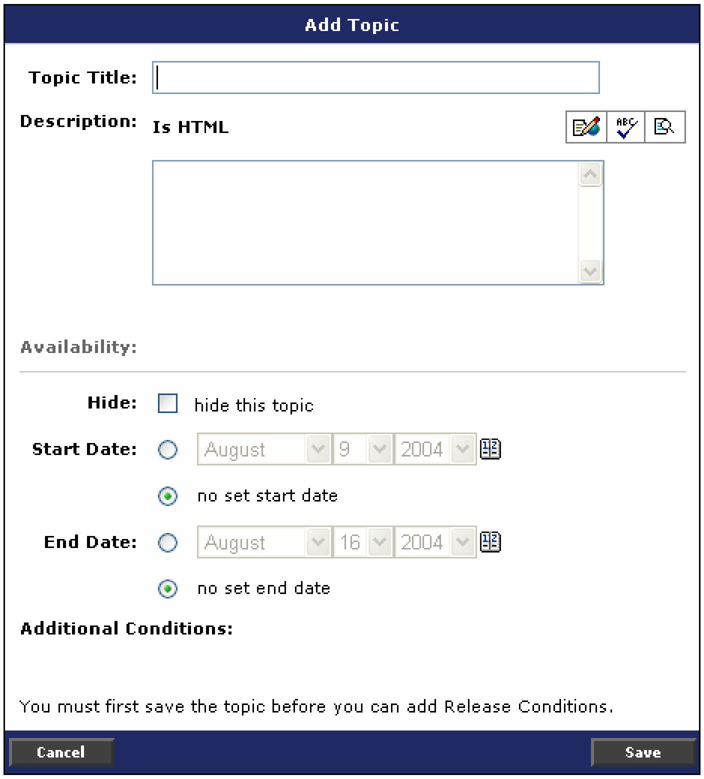
OR

2. From the main Discussions page, click the E icon beside the forum you want to edit. The Update Forum page displays with the **Discussion Topics** section at the bottom.

   Note Forums will only be displayed on this page if they already contain at least one topic. For a newly created forum, use either Step 1 or Step 3.

OR

3. Click **Modify Forums & Topics** and then click the **Add Topic** button beside the name of the applicable forum. The Add Topic page displays.



4. Type a **Topic Title**. This will appear as the link to the topic on the main Discussions page.
5. Type a **Description** (optional). This will appear below the Topic Title on the main Discussions page. To use HTML in the description, select the **In HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
6. Check **Hide** if you want to make the discussion topic invisible to other users. You can then return at a later date and uncheck this box when you are ready to release the discussion topic.
7. Select the **Start Date** radio button and select the appropriate date from the drop-down lists or the **Select Date** icon to specify when the discussion topic will become available to course participants. Or, select **no set start date** to make the topic available immediately (unless it is hidden.)
8. Select the **End Date** radio button and select the appropriate date from the drop-down lists or the **Select Date** icon to specify a date when the discussion topic will be hidden from student view. Or, select **no set end date** to make the topic available indefinitely (unless it is hidden.)

On the Add Topic page:

9. Click **Save**. The Modify Forum Structure page displays, showing the new topic that you added.
10. Continue adding topics to the forum, or click the **Back to Discussions** link at the bottom of the page to return to the main Discussions page.

OR

On the Update Forum page:

11. Click **Save** to save your newly added topic.
12. Click **Save and Add Topic** to continue adding topics to the forum, or click the **Back** button to return to the main Discussions page.

Adding and Deleting Release Conditions to Forums and Topics

Use the release conditions to specify requirements that students must satisfy before they can view a certain discussion forum or topic. For example, you may require that students view a certain content topic or complete a certain quiz before they can view a particular discussion forum or topic.

Refer to the *Conditional Release: Release Conditions* section in this guide for details on release conditions and how to use them in your course.

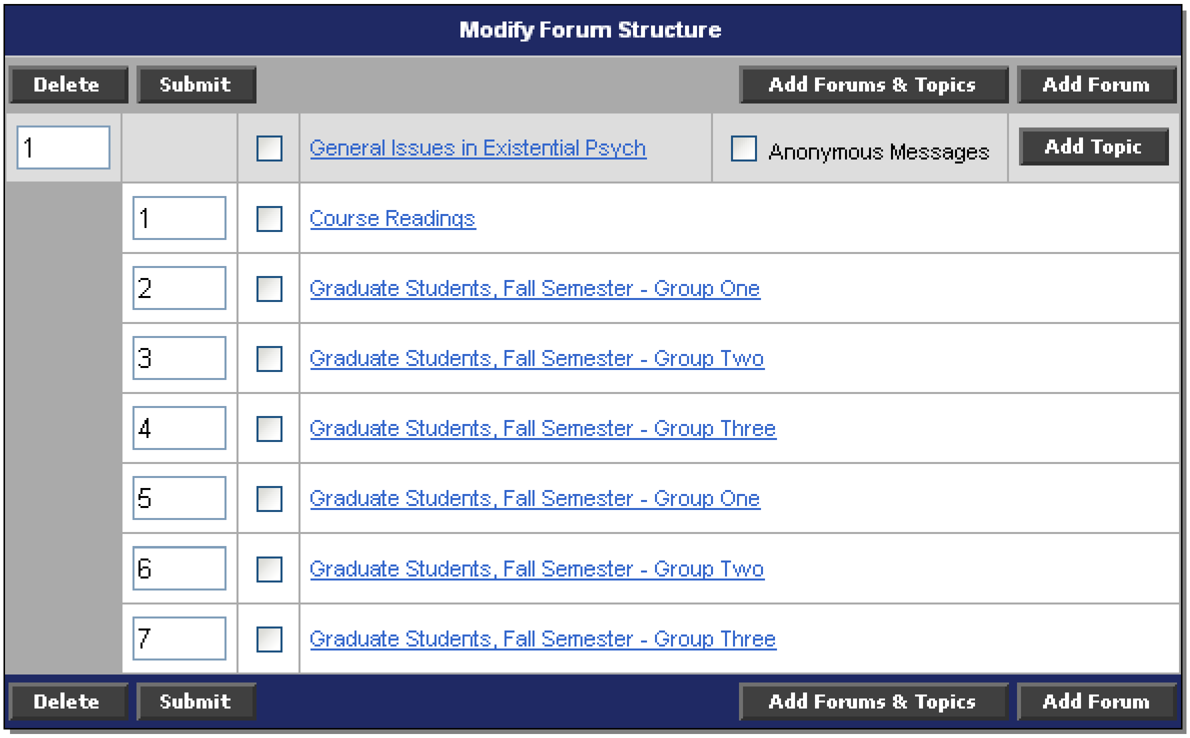
Note Adding a release condition to a discussion forum will make the entire forum invisible to users until they have satisfied the release condition. Adding a release condition to a topic will make only that particular topic invisible to users until they have satisfied the release condition (but students will still be able to access other topics within the same forum.)

▸ To add release conditions to a forum or topic from the main Discussions page

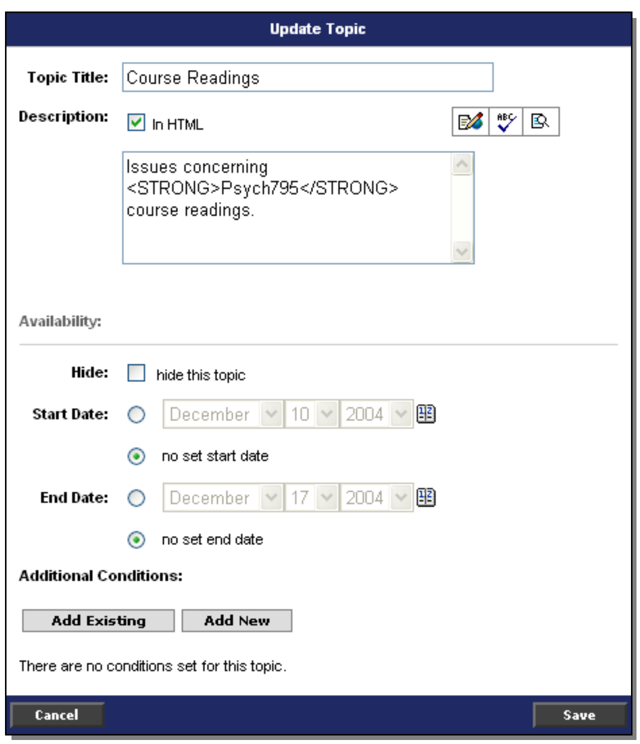
1. Click the E **Edit Forum** icon beside the forum name to go to the Update Forum page. You can add release conditions to forums on this page, as well as to topics in the **Discussion Topics** section.

OR

2. Click the **Modify Forums & Topics** button. The Modify Forum Structure page displays.



3. Click the name of the applicable forum or topic. The Update Forum or Update Topic page displays.



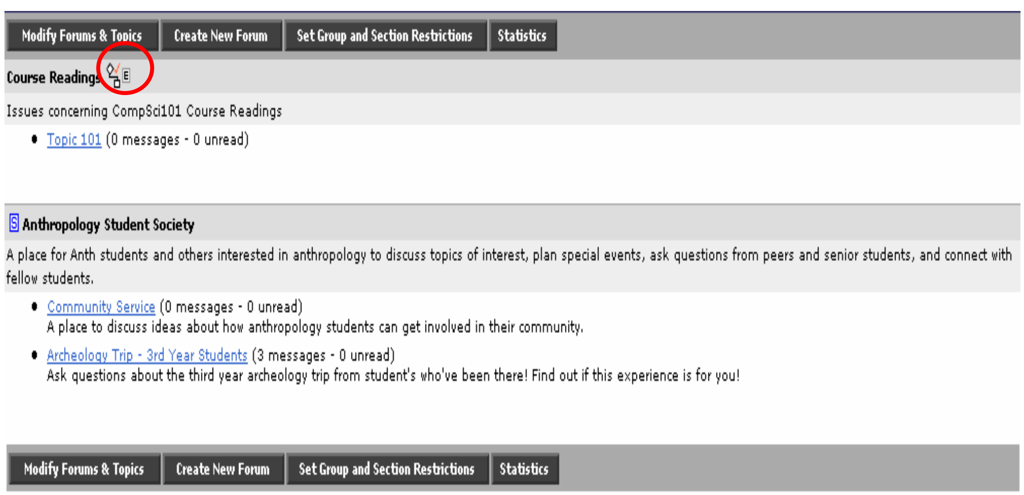
4. To add a release condition to a topic or forum, click the **Attach Existing** button in the **Additional Release Conditions** section. The Attach Existing Conditions pop-up displays.
5. Select one or more release conditions from the existing ones and click **Add Selected** to add the release conditions to the forum or topic.

OR

6. Click the **Create New Condition** icon to add a new release condition. Refer to *Creating New Release Conditions* in the *Conditional Release: Release Conditions* section in this guide for details. After you have created and saved a new release condition, click the **Attach Existing** button again, select the release condition from the displayed list and click **Add Selected** to add the release condition to the forum or topic. The release conditions you added are displayed in the **Additional Release Conditions** section.

▶ To delete release conditions associated with a forum or topic from the main Discussions page

Forums and topics that have release conditions associated with them will have the **Has Conditional Release** icon beside their name on the main Discussions page.



1. To delete release conditions associated with a forum or topic, click the **Edit Forum** icon beside the forum name to go to the Update Forum page. You can delete release conditions associated with forums on this page, as well as those associated with topics in the **Discussion Topics** section.

OR

2. Click the **Modify Forums & Topics** button. The Modify Forum Structure page displays.
3. Click the name of the applicable forum or topic. The Update Forum or Update Topic page displays.
4. In the **Additional Release Conditions** section, click the **Remove All Conditions** icon to remove all the release conditions associated with a forum or topic.

OR

5. Click the **Remove This Condition** icon beside the individual release conditions that you want to remove.
6. Click **OK** in the confirmation message.

Arranging the Order of Forums and Topics

To change the order that forums and topics are displayed in on the main Discussions page:

1. Click the **Modify Forums & Topics** button. The Modify Forum Structure page displays.
2. Change the numbers beside the forums or topics that you want to rearrange.
3. Click **Submit**.

Deleting a Forum or Topic

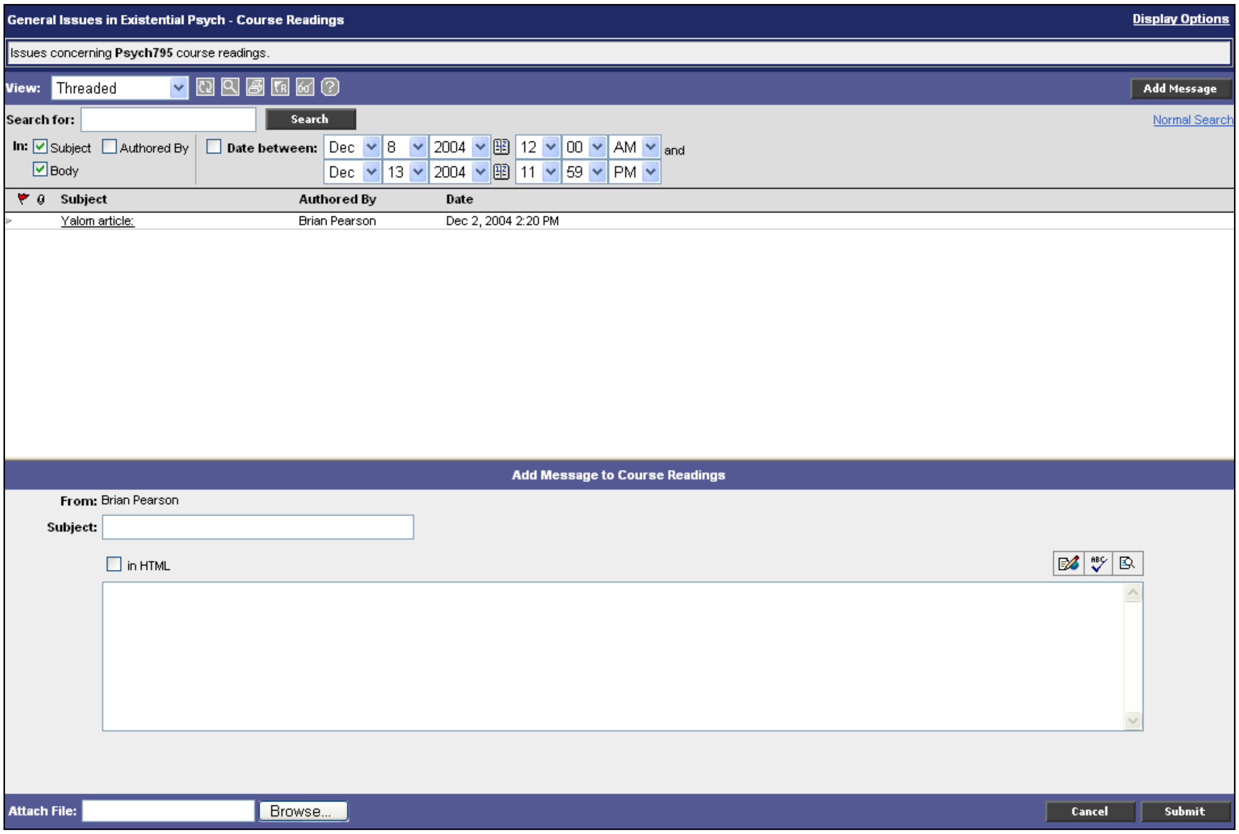
1. On the main Discussions page, click the **Modify Forums and Topics** button.
2. Check the boxes beside the forums or topics that you wish to delete.
3. Click the **Delete** button.
4. Click **OK** in the confirmation message.

Warning Deleting a forum deletes all topics associated with it. Deleting a topic deletes all messages associated with it.

Adding a Message

1. On the main Discussions page, enter a discussion room by clicking the topic name.
2. Click the **Add Message** button.
3. In the **Add Message** section at the bottom of the page, type your message **Subject** and details.

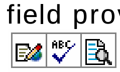
   To use HTML in the details, select the **in HTML** check box. You can also use the **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
4. Click **Submit**.



Add a Message to a Discussion

Replying to a Message

1. On the main Discussions page, enter a discussion room by clicking the topic name.
2. To reply to an existing message, click the message title. The message is displayed in the bottom part of the page.
3. Click the **Reply** button.
4. In the **Add Message** section at the bottom of the page, type your message in the field provided.

   To use HTML in the message, select the **In HTML** check box. You can also use the  **HTML Editor**, **Spell Check** and **Preview** icons to create text in HTML format and check it.
5. Click **Submit**. Your reply is displayed as the last message in the conversation thread.

Attaching Files to Your Message

1. On the main Discussions page, enter a discussion room by clicking the topic name.
2. Click the **Add Message** button to add a new message, or click a message then click the **Reply** button to reply to a message. (See the *Adding a Message* and *Replying to a Message* sections above.)
3. In the **Add Message** section at the bottom of the page, click the **Browse** button next to the **Attach File** field. The Choose file pop-up displays.
4. Select the file you want to attach and click **Open**. The **Attach File** field is populated with the name of the file that you selected.

5. When you finish composing your message, click **Submit** in the **Add Message** section. Your message is displayed with the **Attachment** field in it, containing the file that you attached.

Deleting a Message

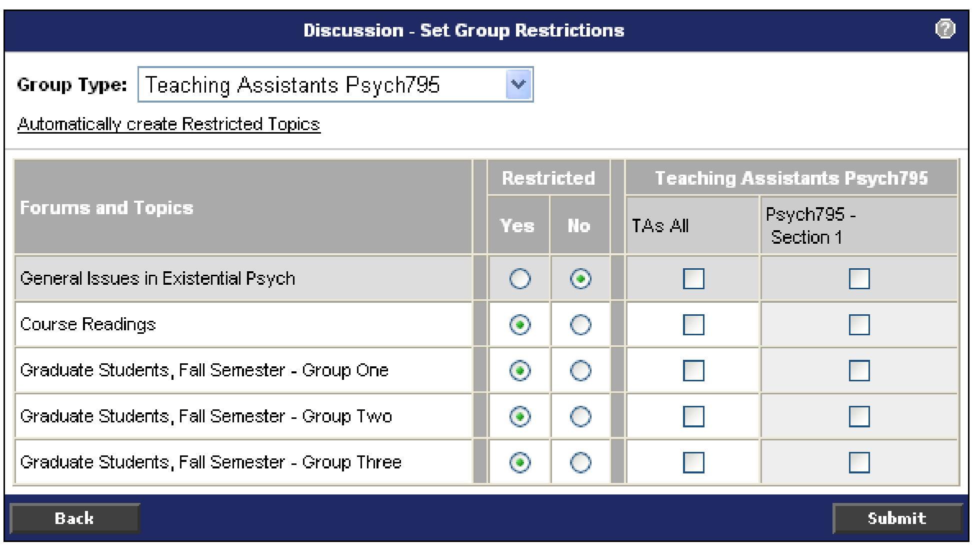
1. On the main Discussions page, enter a discussion room by clicking the topic name.
2. Click the message title to view the message.
3. Click the **Delete** button.
4. Click **OK** in the confirmation message.

Warning Deleting a message also deletes all of the replies to it, that is, all the messages underneath it.

Setting Forum and Topic Restrictions

Groups must be created first before you can set restrictions. (Please refer to the *Classlist* section in this guide for information on creating Groups.)

1. From the main Discussions page, click the **Set Group Restrictions** button. The Discussion – Set Group Restrictions page displays.



Set Group Restrictions on Discussions

A Topic can be restricted in such a way as to only allow it to be seen and accessed by those users who are enrolled in a selected Group. The Topic restriction applies across all of the Group Types listed in the Group Type pull-down menu. Therefore, you must be careful when changing the Restricted option from Yes to No as this setting will affect the Topic restriction for all of the Groups in the other Group Types.

You have the freedom of selecting Groups for a Topic without actually restricting that Topic. In this way, you can prepare your restrictions for a future date. In other words, when "No" is selected as the Restricted option, none of the Group selections will be applied as restrictions on the topic.

Forum restrictions act similarly to Topic restrictions. The difference is that Forum restrictions apply to the Forum as well as to all of the Topics in that Forum. So if you restrict both a Forum and one of that Forum's topics, a user must be able to meet both sets of restrictions to access that Forum's Topic.

Note Topics that have been restricted will not be visible to anyone, including the instructor, until a group has been selected to restrict the topic to.

When you choose the **Automatically create Restricted Topics** feature a Topic will be automatically created for each Group in this Group Type under the Forum that you select. The name of each Topic will be the name of the Group Type followed by the name of the Group. When the Topics are created, each Topic will be restricted to the Group after which it was named. Please note that any changes you made on the Set Group Restrictions page will be saved if you proceed.

Chat

The Chat tool allows you to engage in real-time text-based discussions with students and colleagues.

Types of Chats

There are two types of chats that can be created with the Chat tool.

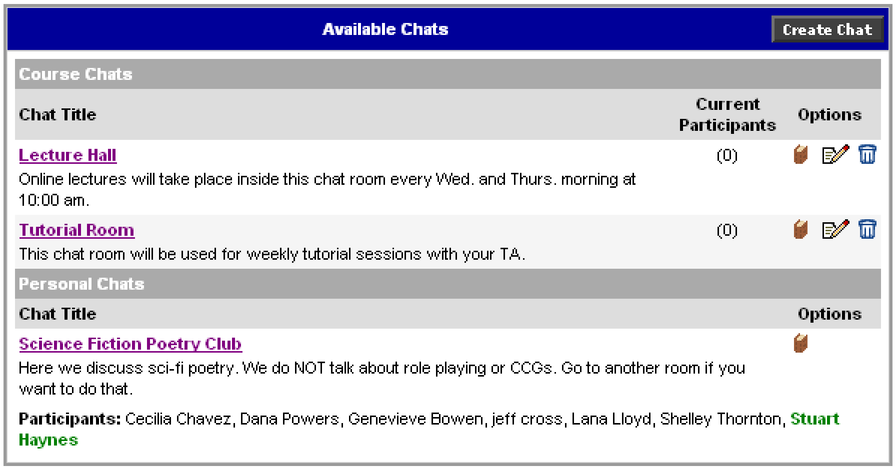
General (or Course) chats are public chats visible to everyone enrolled in the org unit where they are created. General chats allow you to incorporate chat discussions into the teaching of a course since they will automatically be open to all students enrolled in the course.

Personal chats are private chats visible only to users who have been added to the chat’s participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for student clubs and other groups whose members do not share a single org unit.

Personal chats can be persistent (permanent) or temporary. You can use temporary personal chats as ad hoc rooms to quickly gather with other users for an impromptu discussion, while persistent chats are better suited for recurring or frequent meetings of the same group of people.

Accessing the Chat Tool

To access the Chat tool, click the **Chat** link on the navigation bar. The Available Chats page is displayed.



The Available Chats page

This page lists all of the chats accessible to you from within the current org unit. From here you can enter a chat, create new chats, view chat archives, and edit and delete existing chats.

The **Course Chats** section lists all general chats created in the current org unit. (For example, if you click the **Chat** link from a course home page, you will see all the general chats created inside that course offering.) The Current Participants column shows the number of participants currently inside each general chat.

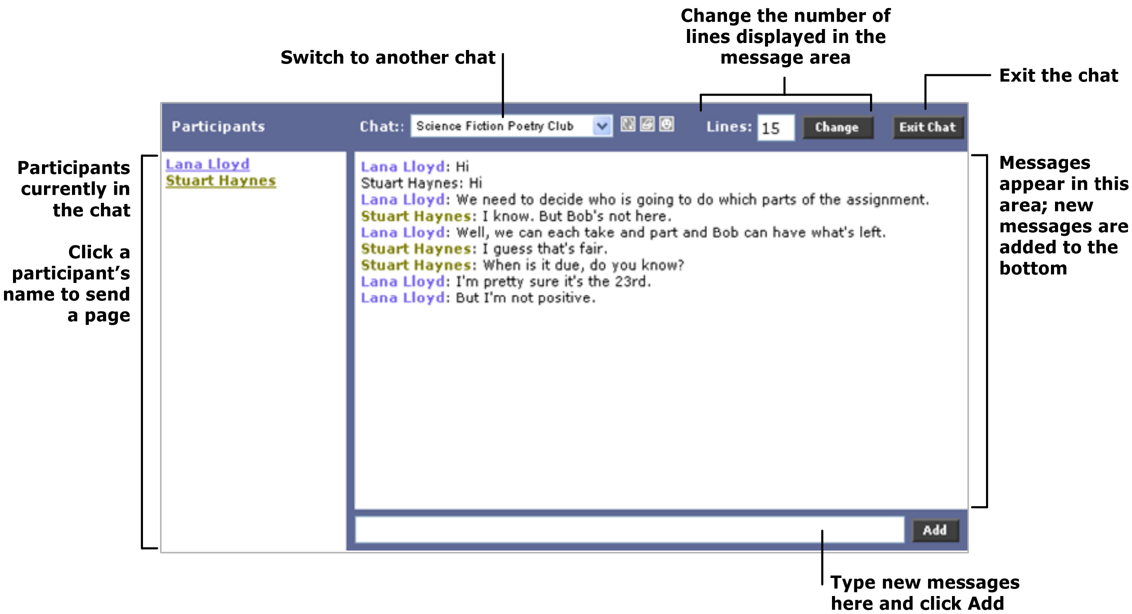
Personal Chats are listed in the bottom section of the page. You will always see all of the personal chats you have access to regardless of which org unit you accessed the page from. (Whether you click the **Chat** link from My Home or from a course home page, you will see the same list of personal chats.)

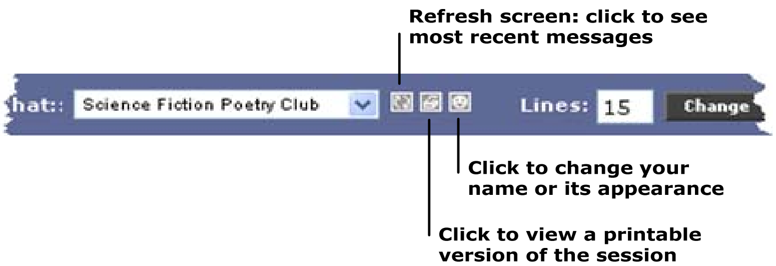
The participants who have access to each personal chat are listed beneath the chat description. Participants currently inside the chat are listed in **bold green type**.

Note Even if a participant changes their name inside a personal chat, their default name (generally their First and Last names) will still be listed on the Available Chats page.

Chatting

To enter a chat, simply click its name on the Available Chats page. The chat interface is displayed, as shown in the following images:



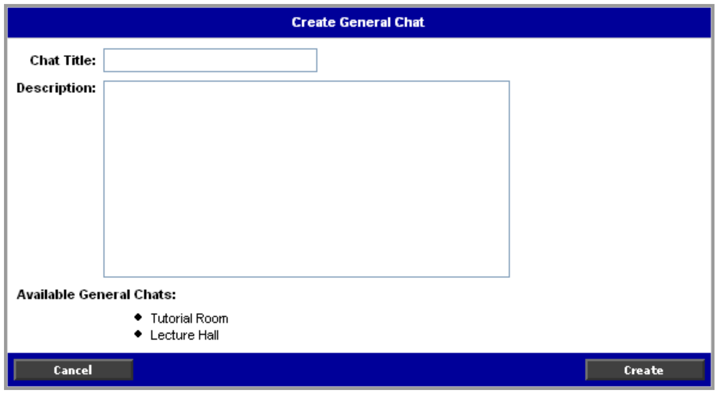


Managing Chats

Creating a General Chat

General chats are created within specific org units and will only be accessible from the org unit in which they are created. Before creating a general chat, make sure to access the Chat tool from the appropriate org unit home page. (E.g. if you want to add a chat to a course offering, click the **Chat** link from the course home page to create the chat.)

1. In the org unit in which you want to create the chat, click the **Chat** link in the navigation bar. The Available Chats page displays.
2. Click the **Create Chat** button. The Create Chat page displays.
3. Select **General Chat** and click **Next**. The Create General Chat page displays.
4. Enter a **Chat Title** and a **Description** of the chat.
5. Click **Create**. The Available Chats page displays, with your newly created chat in the chat list.



The Create General Chat page

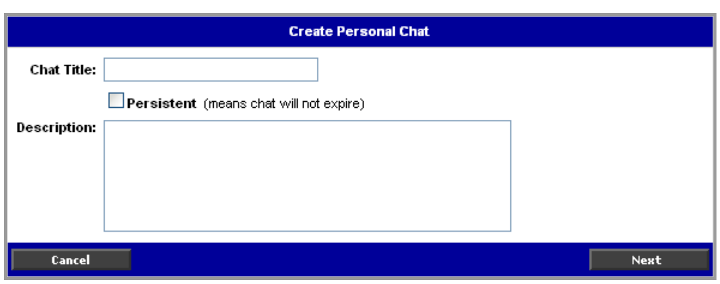
Creating a Personal Chat

You can create a personal chat from any org unit, and you will be able to access it from all other org units.

1. In any org unit, click the **Chat** link in the navigation bar. The Available Chats page displays.
2. Click the **Create Chat** button. The Create Chat page displays.
3. Select **Personal Chat** and click **Next**. The Create Personal Chat page displays.
4. Enter a **Chat Title** for the chat.
5. If you want the chat to be "permanent" (to exist until it is deleted), select the **Persistent** check box. If you leave this box empty, the chat will be removed from the system after a period of inactivity of more than 20 minutes. (Approximately 20 minutes after the last message is posted, the chat will be deleted from the system.) You might leave this box empty if you are creating a temporary room for an impromptu discussion with friends or colleagues, and do not want to re-use the same room again in the future.
6. Enter a **Description** of the chat.

Tip Because users may have any number of personal chats on their Available Chats page, it is a good idea to enter a detailed description to help them identify the room, since you have no way of knowing what other rooms they might have access to with similar names.

7. Click **Next**. The Chat Details page displays.



The Create Personal Chat page

At this point your new chat has been created, but you are the only person who can see it. A **Participant List** section displays at the bottom of the page. You can use this area to add other users to the chat (see below.)

Managing Chat Participants (Personal Chats Only)

Personal chats are invisible to anyone who is not on the chat's Participant List. You can add and remove chat participants from the **Participant List** section of the Chat Details page.

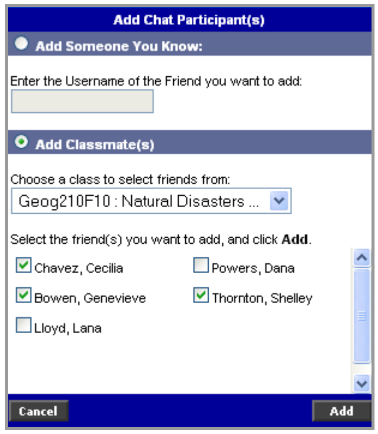
The Participant List section of the Create/Edit Personal Chat page

You can access the Participant List for an existing chat by clicking the **Edit Chat** icon beside the chat on the Available Chats page. (Note that only the chat's creator can access the Participant List.)

If you are creating a new chat, the Participant List will appear after you enter a title for the chat and click the **Next** button.

▸ To add participants

1. Click the **Add** link at the top of the **Participant List** section. The Add Chat Participant(s) pop-up displays.
2. If you know the user name of the person you want to add, select **Add Someone You Know** and enter their user name.
3. If you want to add users enrolled in the same course offerings as you, select **Add Classmate(s)** and choose a course offering from the drop-down list. All users enrolled in that offering will be listed. Select the users you want to add to the chat.
4. Click the **Add** button. The user(s) will be added to the chat.
5. You can continue adding other users, or click **Cancel** to close the pop-up.



The Add Chat Participant(s) page

▶ To remove participants

1. In the **Participant List** section, select the participant(s) you want to remove from the chat using the check boxes at the left.
2. Click the **Remove** link at the top of the list.

Editing an Existing Chat

The Chat Details page allows you to change a chat's properties (Title, Description, etc.). For personal chats, you can also add and remove participants from the Chat Details page (see above.)

Note Personal chats can only be edited by the chat's creator.

1. In the org unit in which you created the chat (for General chats) or in any org unit (for Personal chats), click the **Chat** link in the navigation bar. The Available Chats page displays.
2. Click the **Edit Chat** icon beside a chat. The Edit General Chat page (for General chats) or Chat Details page (for Personal chats) displays.
3. Make the required changes.
4. Click the **Update** button. The changes are saved.

Deleting a Chat

Note Personal chats can only be deleted by the chat's creator.

1. In the org unit in which you created the chat (for General chats) or in any org unit (for Personal chats), click the **Chat** link in the navigation bar. The Available Chats page displays.
2. Click the **Delete Chat** icon to the right of the chat.
3. Click **OK** in the confirmation message.

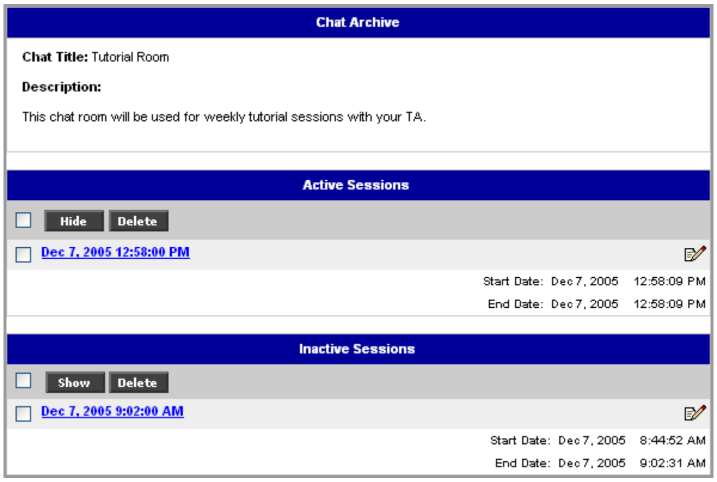
Chat Archives

Each chat session will be stored in the chat's archives, where you can view it at a later time.

The system will archive a chat session after a period of more than 20 minutes of inactivity. (This means that there will be a delay between the end of a discussion and its appearance in the archive.)

▶ To access a chat's archives

1. In the org unit in which you created the chat (for General chats) or in any org unit (for Personal chats), click the **Chat** link in the navigation bar. The Available Chats page displays.
2. Click the **Archive** icon next to a chat. The Chat Archive page displays.



The Chat Archive page

▶ To view a session

1. Click the name of the session.
2. When you are done reviewing the session, click **Back to Chat Sessions**.

▶ To delete a session

1. Select the session(s).
2. Click the **Delete** button.

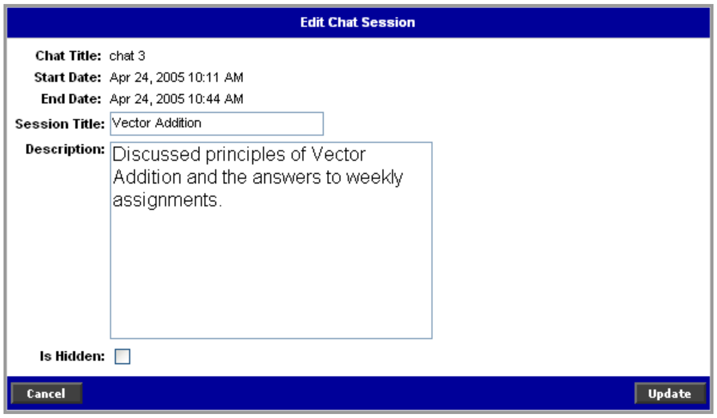
Notes

- For personal chats, only the chat's creator can delete sessions from the archives.
- Active and inactive sessions are deleted independently, using their own **Delete** buttons. (So, for example, if you click the **Delete** button in the **Active Sessions** section, selected Inactive sessions will not be deleted – only selected Active sessions will.)

Renaming Sessions and Adding Descriptions

You can use the Edit Chat Session page to rename a session or add a description. For example, if a chat session focused primarily on a discussion of Vector Addition, you might want to rename the session "Vector Addition" and add a brief description of what was discussed during the session. This would make it easier to locate the session in the future if someone wanted to review what was said.

1. On the Chat Archive page, click the **Edit Session** icon next to the session. The Edit Chat Session page displays.
2. To rename the session, enter a new name in the **Session Title** field.
3. Enter a description in the **Description** area.
4. Use the **Is Hidden** check box to control whether the session will appear in the **Active** or **Inactive Sessions** section of the Chat Archive page (see below.)
5. Click **Update**. The session is saved.



The Edit Chat Session page

Showing and Hiding Sessions

If you want to prevent some participants from accessing a particular session in the archives, but do not want to delete the session, you can "hide" it by moving it to the **Inactive Sessions** section of the page. Only participants with the appropriate security permissions will be able to see inactive sessions. (In most cases, students will not be able to see inactive sessions for general rooms. See your system administrator if you have questions about the security settings in your organization.)

Note For personal chats, only the chat's creator will be able to hide sessions and see inactive sessions.

▶ To hide a session

1. In the **Active Sessions** section of the Chat Archives page, select the session(s) you want to hide.
2. Click **Hide**. The selected session(s) will be moved into the **Inactive Sessions** section of the page.

▶ To show (or "unhide") a session

1. In the **Inactive Sessions** section of the Chat Archives page, select the session(s) you want to show (or "unhide").
2. Click **Show**. The selected session(s) will be moved back into the **Active Sessions** section of the page.

Classlist

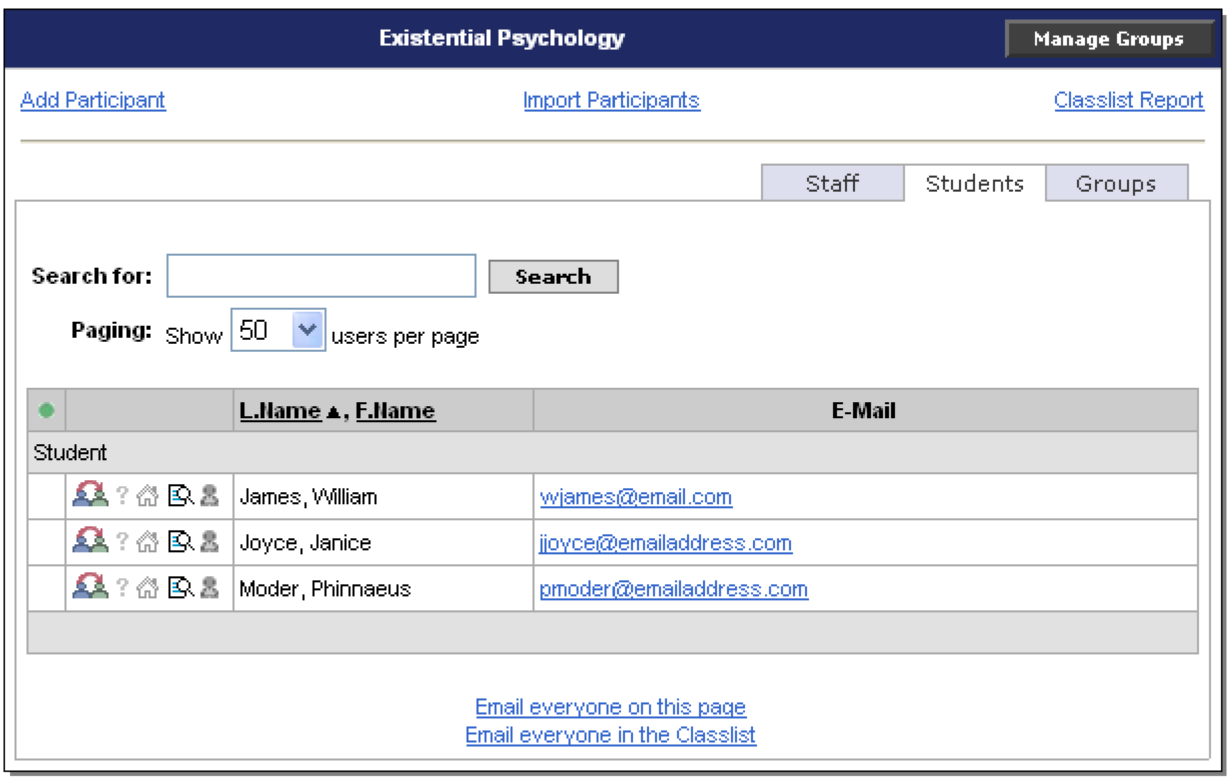
Use the Classlist tool to view and manage information about your class participants. In the Classlist you can view a list of students and other participants (for example, teaching assistants), student profiles and student progress. You can also set up and manage groups and sections for your course, set restrictions for group discussions, email and page course participants and perform other student-management related tasks.

The Classlist displays:

- Users enrolled in the course
- Profiles
- Homepages
- User Progress
- Email addresses
- Groups

To access the Classlist tool:

From within your course, click on the **Classlist** link on the navigation bar.



Users who are currently online appear with a yellow background and a green dot to the left of their user name in the Classlist. Users who are offline appear with a grey background.

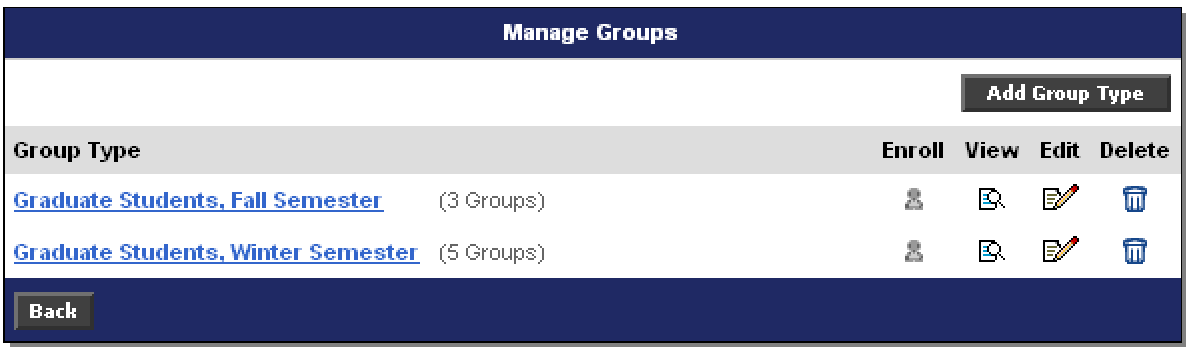
Creating and Managing Groups

Group Types are created first with Individual groups added to them. The number of Groups that can be created depends on the Enrollment Style and Enrollment Quantity values that you specify on the Add Group Type page.

Note Once you have created groups, you can restrict their access to topics either through the Manage Groups tool or through the Discussions tool. Refer to these sections for further information.

Creating Group Types

1. From the Classlist page, click the **Manage Groups** button.

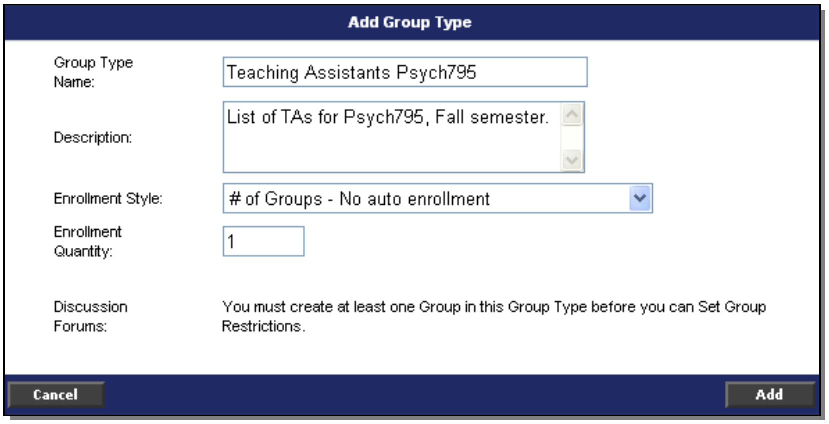


Manage Groups

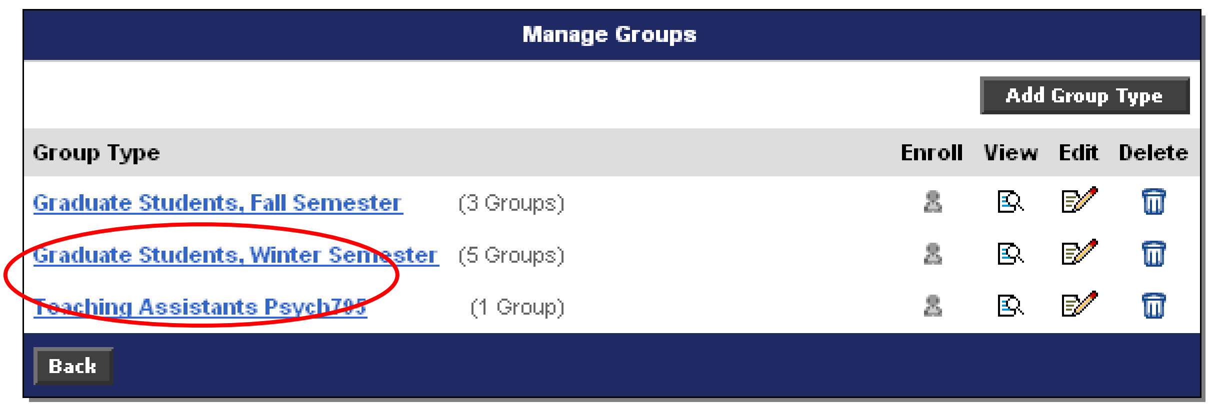
Description of available icons:

- Click the **Enroll** icon to enroll users into groups based on a group type.
- Click the **View** icon to view a list of groups in a certain group type and their memebers.
- Click the **Edit** icon to edit group types, including group restrictions.
- Click on the **Delete** icon to delete a group type.

2. Click the **Add Group Type** button to set up a new Group Type. The Add Group Type page displays.



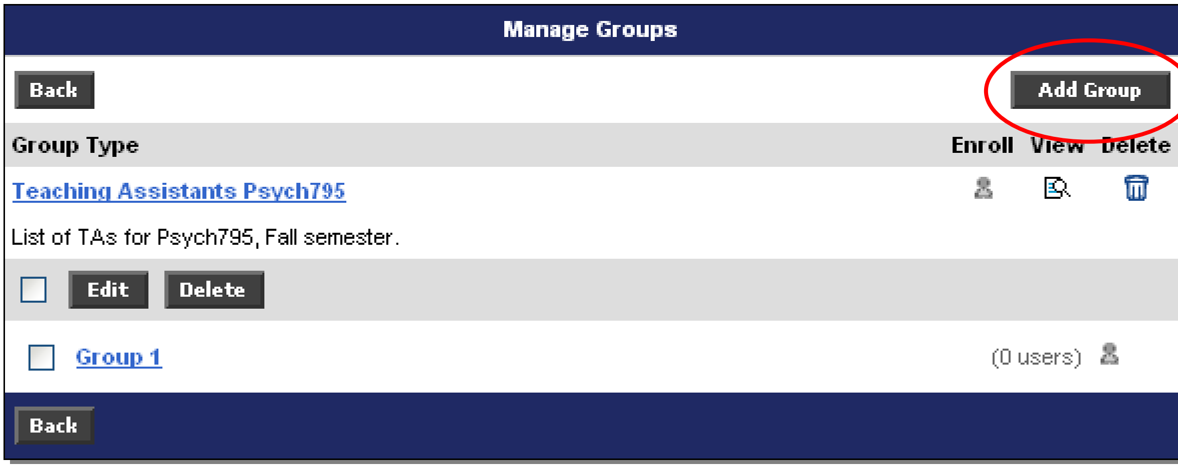
3. Type a **Group Type Name** and **Description**.
4. Using the **Enrollment Style** drop-down list and the **Enrollment Quantity** field, determine the number of groups and group participants. (For a detailed description of the Enrollment Styles, see the *Edit Group Type* section below.)
5. Click **Add**. The Group Type you created displays in the Manage Groups page.



Manage Groups page with new Group Type added

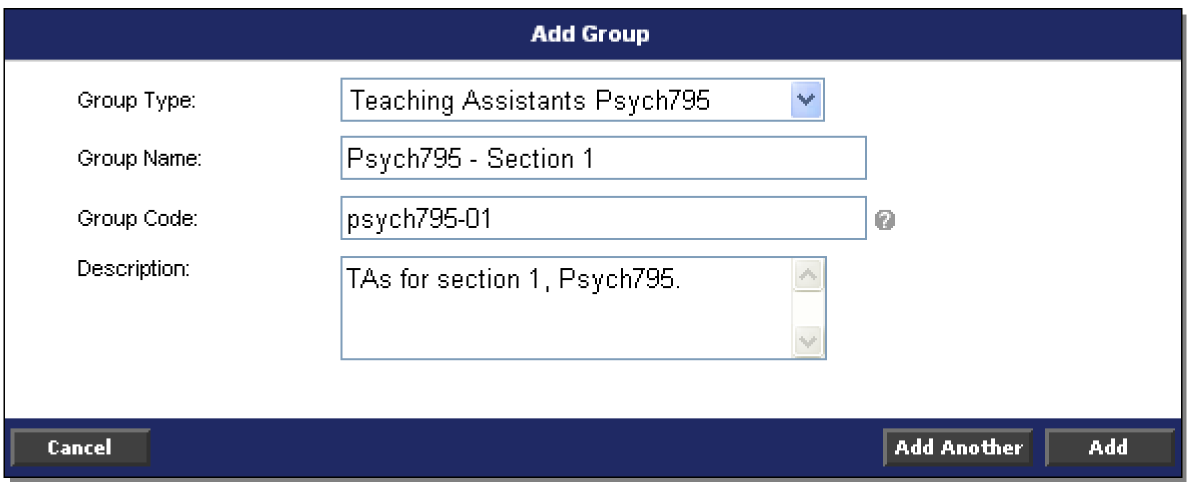
Adding Groups to Group Types

1. From the Manage Groups page, click the name of the Group Type you want to add a group to.



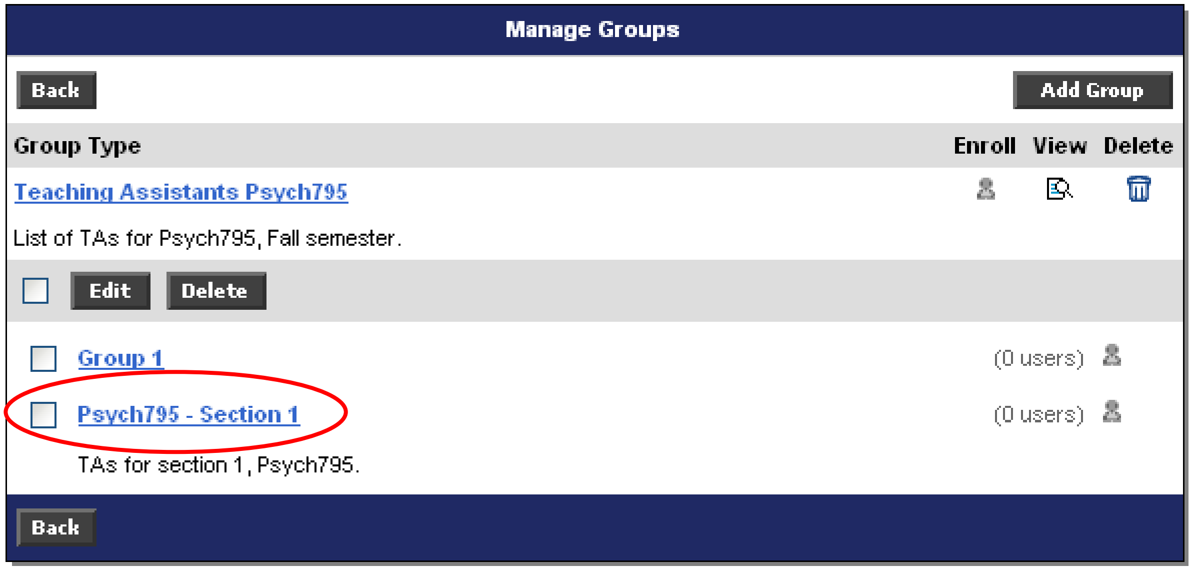
Group Type page. Click Add Group to add a new group.

2. Click **Add Group**.



Add a Group to a Group Type from this page

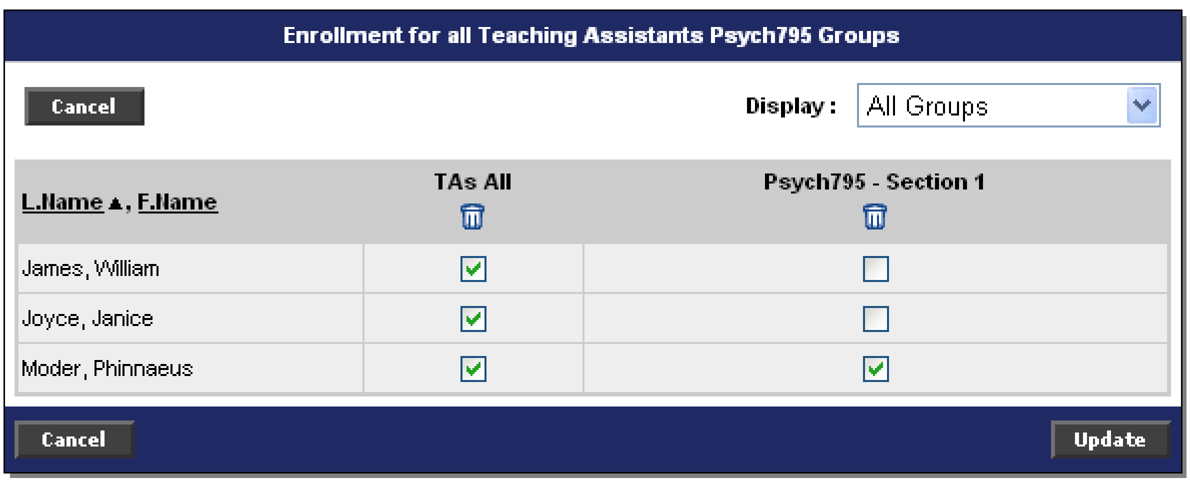
3. Enter a **Group Name**, **Group Code**, and **Description**.
4. Click **Add Another** to continue to add groups to this Group Type, or **Add** to add this group and return to the Manage Groups page.



Group Type page with new Group added.

Enrolling Users Into Group Types and Groups

1. Click the **Enroll** icon beside either the Group Type or individual Groups.
2. Select the boxes under the Group names to move users to the groups.



Enroll users in groups by selecting the appropriate boxes.

3. Click **Update**.

The Manage Groups page updates, indicating the users you added to the Groups.

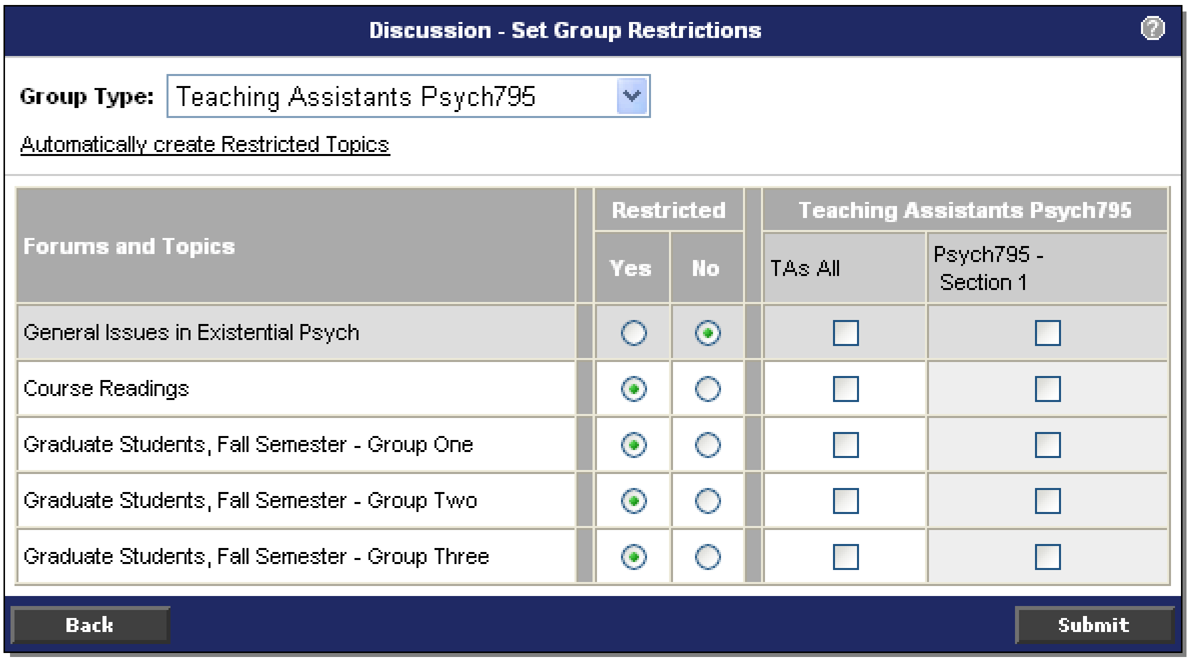
Editing and Deleting Groups

- Rename a group and edit a group's description and code by clicking on the group name, or by selecting the boxes beside an individual or multiple groups and clicking the **Edit** button.

- Delete groups by selecting the box next to them and clicking the **Delete** icon.

Set Group and Section Restrictions

From the Manage Groups page, click the Edit icon beside the Group Type you want to apply restrictions to. In the page that displays, click the **Set Group Restrictions** link.The Discussion – Set Group Restrictions page displays.



Set Group Restrictions on Discussions

(For a detailed description of setting group restrictions, see the *Setting Forum and Topic Restrictions* section at the end of the *Discussion* section.)

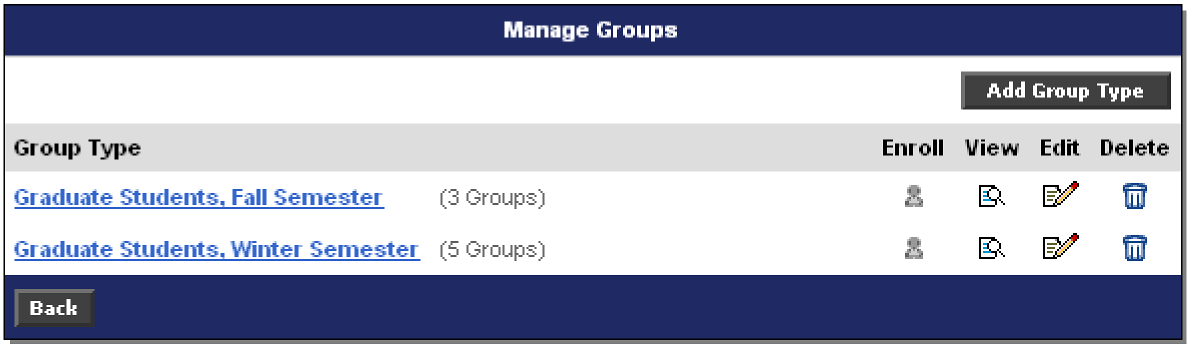
Managing Groups

To access the Manage Groups area from within the Classlist tool:

- Click on the **Manage Groups** button.

From here you can manage group options, such as:

- Enroll group members
- View a list of groups and their members for a group type
- Edit a group type
- Delete a group
- Add a group type



Manage Groups

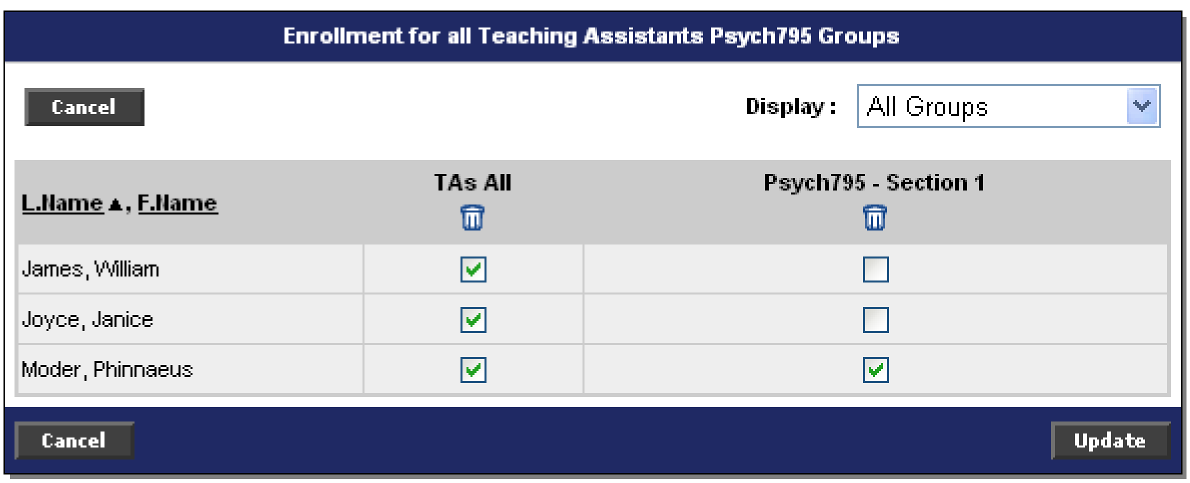
Note A group type must be created before these options can be accessed.

Enroll Users into Groups

From the Manage Groups page, you can manage the group enrollment of your participants.

To enroll a participant into a group or to change their current enrollment, click the **Enroll** icon located beside the group you want to make changes to. A class list for that group category displays. All enrolled participants are listed along the left hand side and the groups within the chosen category are listed along the top row.

To move participants into specific groups, simply check the appropriate boxes in their rows, and click Update.



Enroll Participants into a Group

View Groups

View allows you to see a list of the groups and their members for a specific group type. You can view the list by clicking on the View icon beside a particular group type.

Edit a Group Type

To Edit a Group Type, select the **Edit** icon on the Manage Groups page. Here you can edit the title, description, enrollment style, enrollment quantity, and discussion forums.

There are five enrollment styles for group types:

- **No auto enrollment** Choose this option if you want to assign participants to their groups manually.
- **Groups of # - (i.e. each group has at most x people)** This option allows you to have groups randomly assigned by the computer. In this option you can set a limit to the number of users in each group and the system will create as many groups as necessary. Type the maximum number of users to be in each group in the enrollment quantity box.
- **# of Groups – (i.e. there are x groups)** This option will automatically create the number of groups you specify and randomly assign users to the groups. Enter the number of groups you want in the enrollment quantity box.
- **Self Enrollment – maximum x people per group** This option allows users to enroll themselves into groups while limiting the maximum number of users in each group. Type the maximum number of users to be in each group in the enrollment quantity box.
- **Self Enrollment – x groups** This option allows users to enroll themselves into groups while limiting the number of groups. Enter the number of groups you want in the Enrollment quantity box.

Under **Set Group** and **Section Restrictions**, select **Yes** to have the discussions seen only by the appropriate groups or select **No** to make them accessible to all users.

Note You must have created the forums and topics previously in order to use this option. Check the **Add Forum** section.

Editing your Groups

From the Manage Groups page, select the name of a group type to edit the group. Use the **Edit** and **Delete** buttons to make the required changes.

View User Progress

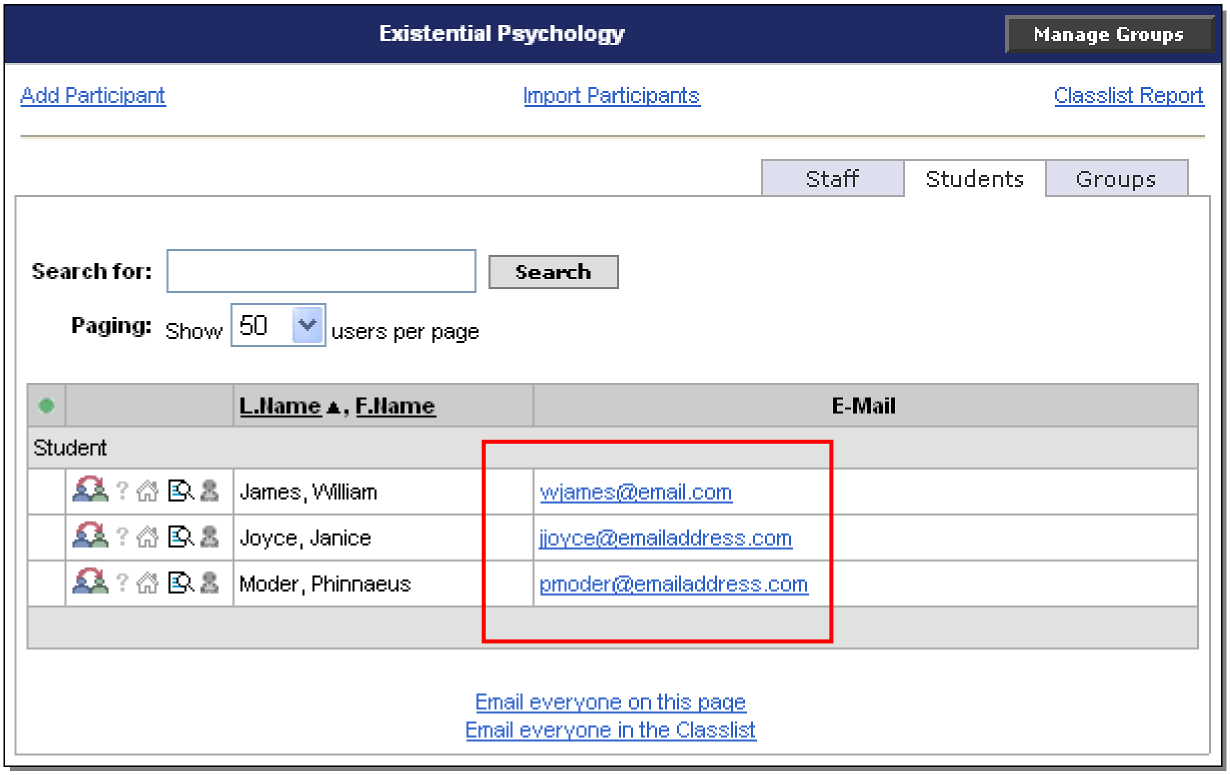
This tool allows you to view the progress of a single user. You are given details on their UserId, profile, login statistics, discussions statistics, content topics visited, quizzes attempted and graded, Dropbox submissions and those with feedback given, and grades entered.

1. Click on the **View Progress** icon beside a user's name to display their progress page.
2. Click **Back** to return to the Classlist.

Email a Participant

To send an email to someone in the Classlist tool:

1. Click on the user's email address located beside their name. Or, to send an email to multiple participants, click on the **Email everyone on this page** or **Email everyone in the Classlist** links.
2. The main email page will open with the user's email address in the **To** field.



Email participants from the Classlist page.

Page a Participant

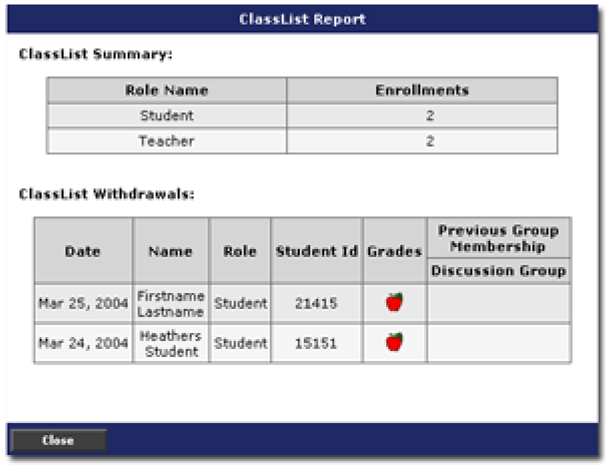
To send a page to someone in the Classlist tool:

1. Click on the user's name.
2. The Send Page pop-up will appear with the user's username in the **To** field.

Classlist Report

This feature allows you to see a summary of who is enrolled and who has withdrawn from your course.

1. Click on the **Classlist Report** link on the top of your Classlist. Summary information will be displayed.
2. By clicking on the **Grades** icon you will see the user's grades at the time of withdrawal.
3. Click **Close** when finished.



Sorting, Searching, and Paging

Sorting

The Classlist has a couple of different views. Click on the **Staff** tab and a list of all users enrolled as staff, for example, instructors, TA, Department heads, etc. displays. The students are listed under the **Student** tab.

Once groups are created in the Classlist, a **Groups** tab appears that contains the enrollments within the groups. On this tab, you will be able to show all group types or show a specific type.

Searching

Type a search string into the **Search** for field. Click the **Search** button and it will return the search results.

Note Once you have run a search, the Classlist page will display *only* the search results until you clear the Search field. For example, if you enter a user's name in the Search field, only that user will display in your Classlist page until you clear the Search field. Refreshing the page or logging out of the browser will not clear the search field.

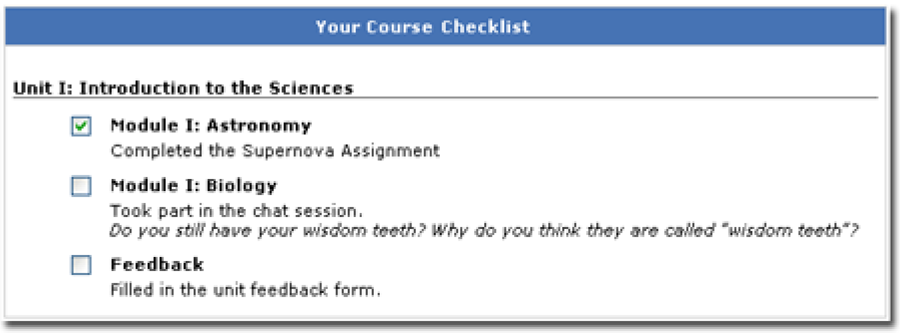
Paging

To support a large class size, a drop-down list appears beside the **Paging** option that allows you to specify how many users are displayed on a page. Choose the number of users you would like to show. You will then be able to navigate from page to page with numbers displayed on the bottom of the page (1 | 2 | 3 Next >>) as well as another drop-down list which will appear at the top of the page.

Checklist

Creating a Checklist is a great way to highlight important aspects of your course. Users can use the Checklist as a visual guideline to determine what they need to accomplish in order to complete the course.

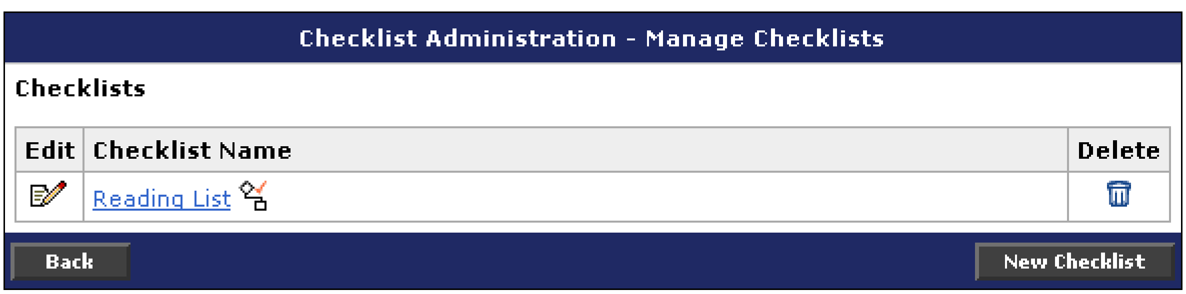
Each checklist contains one or more categories, which are used to organize your checklist items. For example, you might create an “Assignments” category to contain all of the assignments in your course so students can check them off as they are completed. Or, you could create a category for each content module in your course, each containing a list of learning objectives for the module.



From the main Checklist page you can create new checklists, edit checklist properties, and delete or view existing checklists.

To access this tool:

From within your course, click the **Checklist** link in your navigation bar. The Checklist Administration – Manage Checklists page displays.

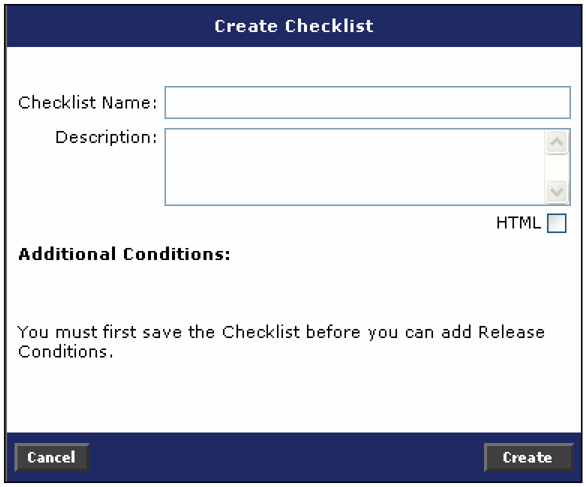


Checklist Administration page

Create a New Checklist

To create a new checklist:

1. Click the **New Checklist** button. The Create Checklist page displays.

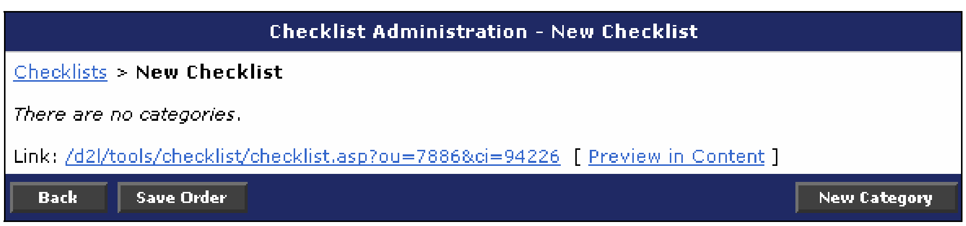


2. Type a **Checklist Name** This is used as the link to the checklist in the Checklist page and in the Checklist section on your course home page.
3. Type a **Description**. This is shown to course participants when they open the checklist.
4. Click **Create**.

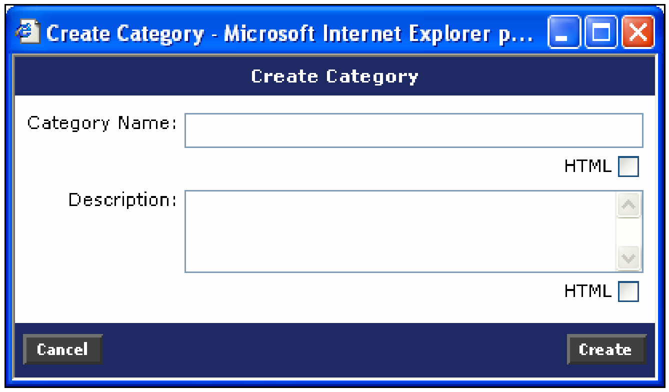
Your checklist is now listed in the Checklist Administration page.

You now need to add categories and items to your checklist. Categories are used to sort your checklist into sections and checklist items are the actual items that users can check off.

1. Click on the title of your checklist in the main Checklist Administration page. Your checklist's properties display.

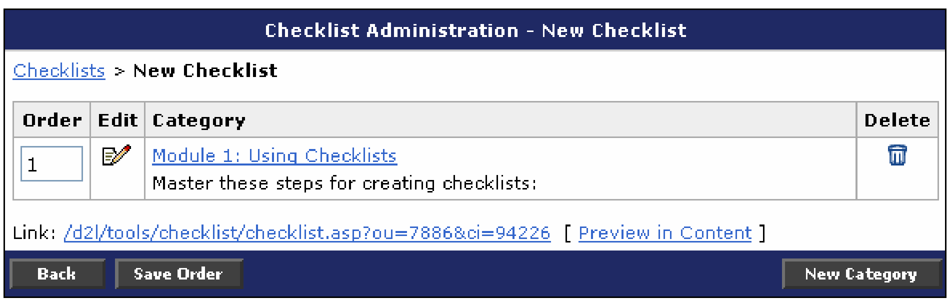


2. Click **New Category** to create a new category for your checklist. The Create Category page displays.

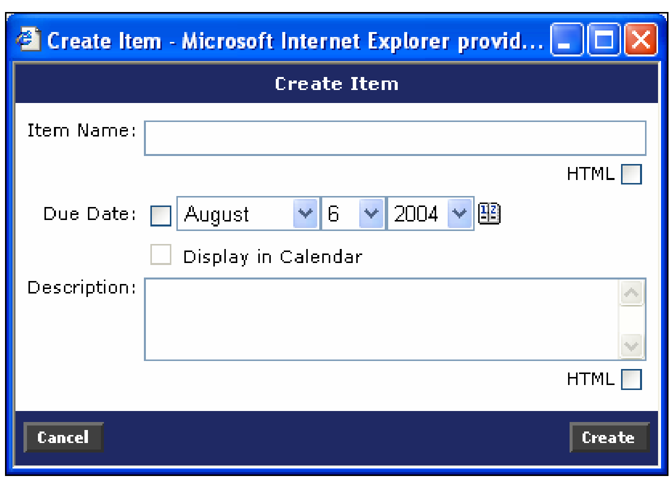


3. Type a **Category Name** and **Description**. These will be displayed to students in the checklist. Check the **HTML** boxes to use HTML code in your name and/or description.
4. Click **Create**.
5. Click **Preview** in Content to see how your category will appear to students.

   Your new category is displayed in your checklist's properties.

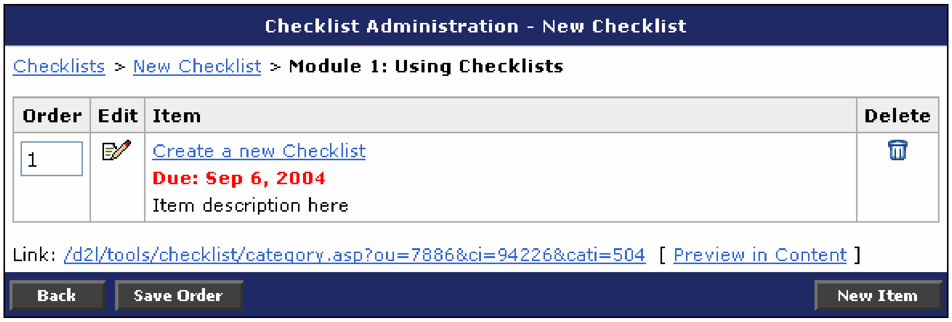


6. Click on the category name to add the checklist items to that category.
7. Click **New Item**. The Create Item page displays.



8. Type your **Item Name**. This will be what students see as an item to check-off in their checklist.

9. Check the **Due Date** box to add a deadline for the item and select the applicable date from the drop-down lists or the calendar icon.
10. Check the **Display in Calendar** box to make the item appear to students in their Schedule tool.
11. Type a **Description**. This will be shown to students in the checklist.
12. Click **Create**. Your checklist item is now displayed in your checklist properties.



13. Click **Preview** in Content to see how your checklist item will appear to students.
14. Continue creating categories and checklist items until your checklist is complete.

Deleting a Checklist, Category, or Item

Whether deleting an entire checklist, a category within a checklist, or an item within a category, clicking the **Delete** icon beside the entity will remove it.

Note When deleting a checklist, all categories and items within that checklist will be deleted as well. When deleting a category, all items within that category will be deleted.

Editing a Checklist, Category, or Item

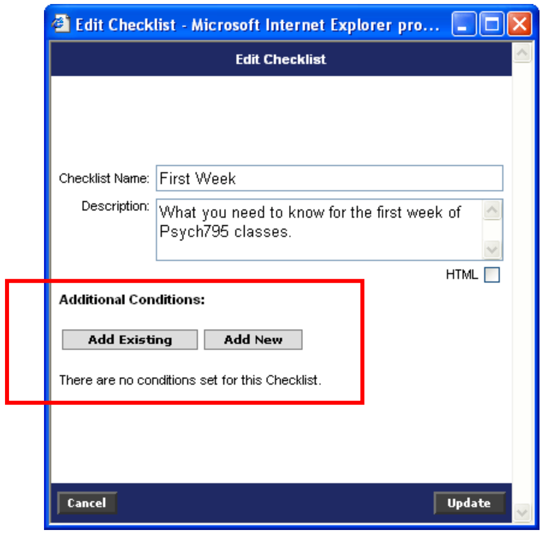
Click the **Edit** icon beside the checklist, category, or item that you want to edit.

Adding Release Conditions to a Checklist

Use release conditions to specify requirements that students must satisfy before they can view your checklist. For example, you may want to require that students view a certain content topic or post a message to a certain discussion forum before they can view and use the checklist.

To add release conditions to a checklist from the main Checklist Administration page:

1. Click the **Edit** icon beside the checklist that you want to add release conditions to. The Edit Checklist page displays:



Edit Checklist page with Condition options highlighted

2. In the **Additional Conditions** section:

   - Click **Add Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
   - Click **Add New** to create a new release condition and associate it with this checklist.

   Note See the *Release Conditions* section of this guide under **Unit 3: Creating Interactive Content** for details on release conditions and how to use them in your course.

3. Once you have added conditions, the **Release Conditions** icon displays beside the checklist name.

Unit 7: Ongoing Course Administration

This section describes tools that you can use to manage your participants, track progress, view participant feedback, check your course links, and set up course groups.

Description of Tools Used in Unit

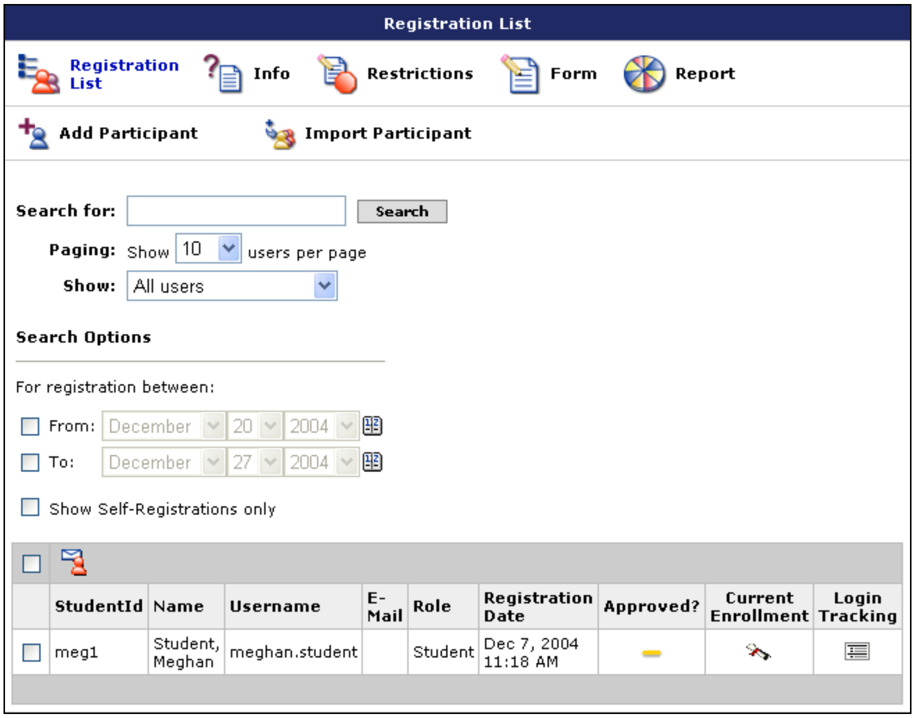
- **Manage Participant Registration**: Use this tool to administrate the course users.
- **Course Feedback**: The Course Feedback tool is one of the most powerful and effective feedback tools. This tool is invaluable for improving course content. It is designed to give instructors a clear picture of each course performance. Opinions are gathered from the person being assessed.
- **Broken Link Viewer**: D2L's Broken Link tool stores broken links found on your site. Link verification is done on links, images, plug-ins, backgrounds, style sheets, scripts, java applets, and more. A broken link error occurs when a browser attempts to access a URL that does not exist. The Broken Link tool displays a continuously updated list of URLs.

▶ **To access the area required for this unit**

You need to be logged into your course for this unit. You also must have access to the various tools described in each of the following sections. If you do not have the tool on your top navigation bar and would like to add the tool, please visit Unit 2: Setting up Course Top Navigation Bar.

Manage Registration

This tool allows you to administrate the course users.



Registration List main page

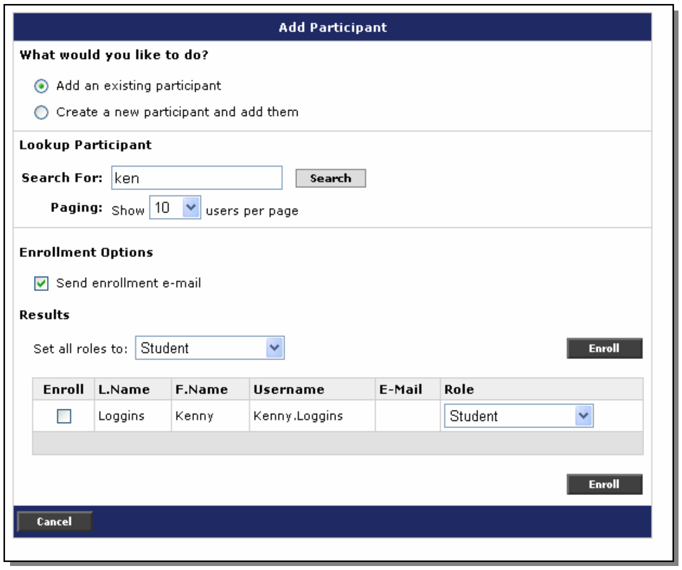
There are three ways to access the Registration List ( ):

1. From My Home, click the edit icon beside your course name, then the Registration icon on the navigation bar.
2. Click on the Edit Course link on your course home navigation bar, then the Registration icon on the navigation bar.

Add an Existing Participant

To enroll a participant that already has a D2L account into your course:

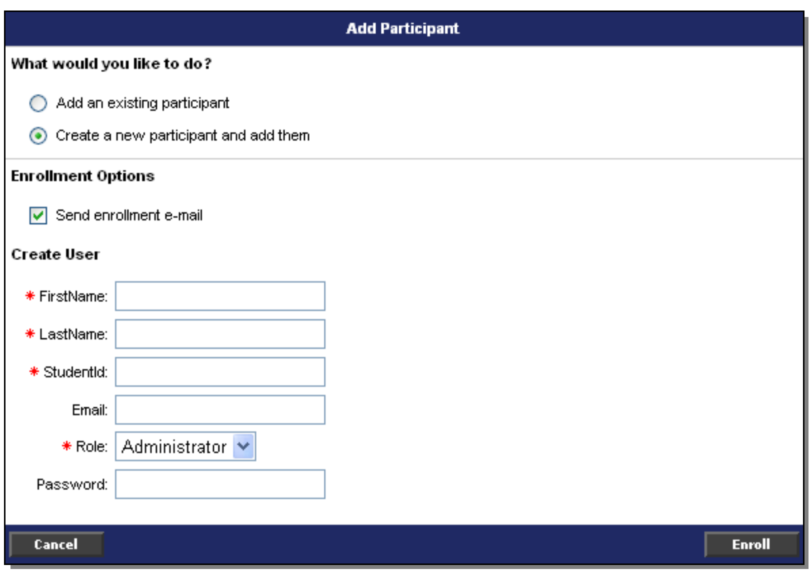
1. From the Registration List or the Classlist page, add an individual existing participant by clicking the Add Participant link or icon ( ).
2. Select Add an existing participant.
3. You can search for existing participants by name, username and/or email.
4. Press the Search button.
5. Choose from the enrolment options.
6. Click Enroll and the user will be added to the users list.



Creating a New Participant

To create a new D2L account for a person and enroll them in your course:

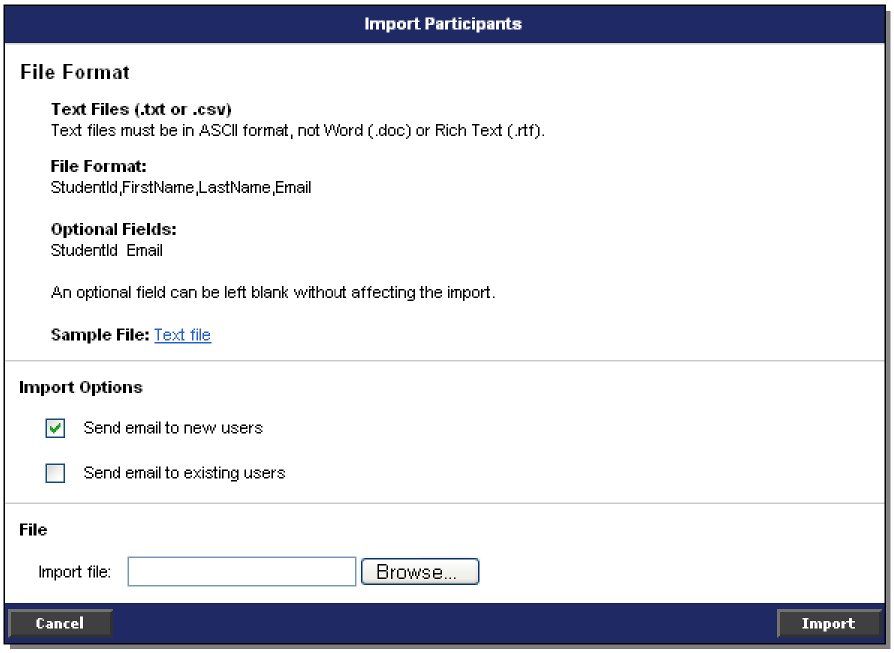
1. From the Registration List or the Classlist page, add a new participant by clicking the Add Participant link.
2. Select the Create a new participant and add them option.
3. Choose from the enrollment options.
4. Fill in the fields with the appropriate user information and click Enroll.



Import Participants

To import a number of new participants from a text file or an Excel file:

1. From the Registration List or the Classlist page, add a list of participants by clicking the Import Participant link or icon ( ).
2. Choose from the Import Options.
3. Select a file containing the users to be imported. The import file type must be plain text (ASCII) or an excel file. Each line in the file must be formatted in the way that is displayed on the page (system administrators can set this format). You may browse to your file by clicking the Browse button.
4. Click Import.



Import Participants

Notes

When importing an extremely large number of participants (files containing a 1000 or more participants) you may receive a *Timeout Error*. If this occurs, contact your site administrator. They can then use the Manage Bulk Users tool to import those participants.

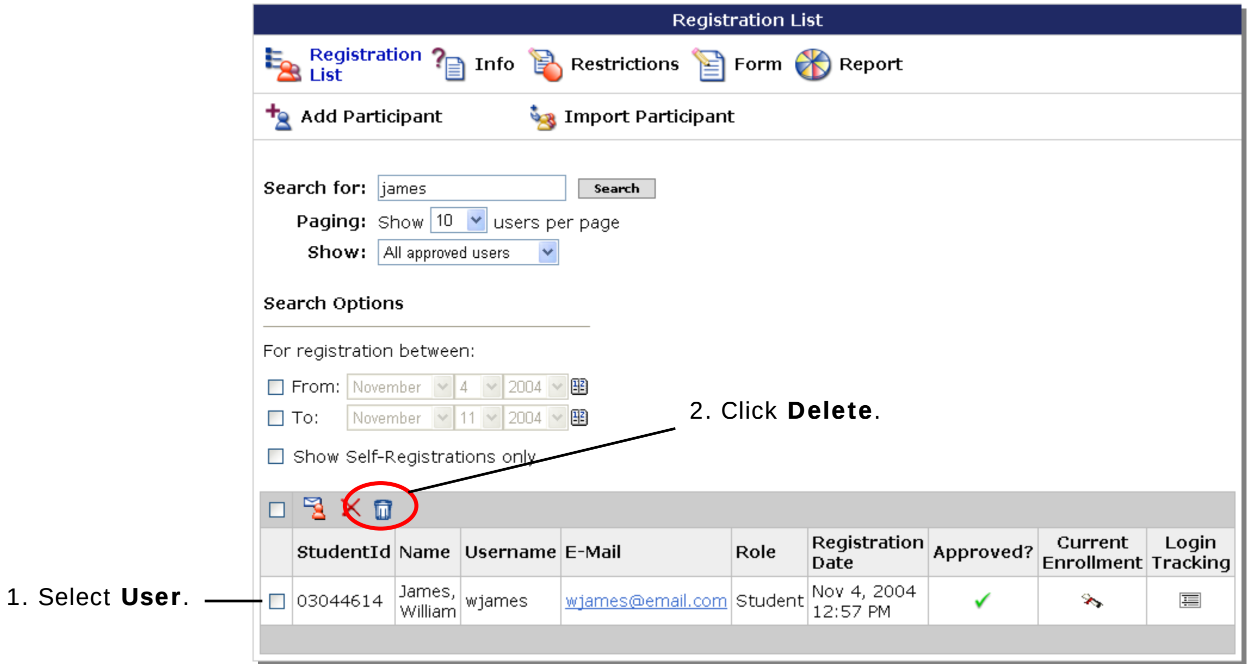
Administrators can change the required information fields for Add Participant and Import Participant. Contact your local site administrator for details how to change required fields.

Unenrolling Participants

To unenroll participant from your course:

1. From the Registration List, unenroll users from the course by selecting the check box beside the user you want to unenroll.
2. Click the Delete icon.

Note This will not delete the user from D2L entirely; it will simply remove them from your particular course.



Tracking

1. From the Manage Course Participants page, click on the User Tracking icon beside a user name to see a detailed history of the user's logins. You can see the number and date of logins.
2. Clicking on Show Details to see the time of logins and days off between logins.

Self Registration

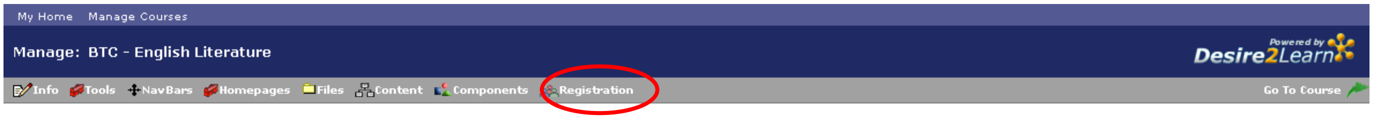
D2L's Self Registration tool allows students to enroll themselves in courses that have the Self Registration feature enabled. The self registration process can be completely customized by creating custom registration forms and setting various options to best suit your needs. You can even define whether self registrations require approval from an admin/instructor before the registrants are fully enrolled in a course.

Once you have set up the Self Registration tool following the procedures in this section, students can simply click the Self Registration link in the My Home navigation bar when they log into the D2L site. They will then be shown a list of courses they are eligible to register for, and can register by clicking on the name of the applicable course and filling out the registration form that displays.

Self Registration gives you the option of allowing only students that have D2L accounts (existing users) to enroll in a specific course, or allowing both existing and new users to enroll in a course. The latter option is called "external registration," and places a Self Registration link on your organization's D2L login page.

Changes to the Participants Page

Once Self Registration has been enabled at your organization, the Participants link in the Course Management Console changes to Registration. This applies to all courses, including those that do not use Self Registration.



The Registration page contains the same tools as the Participants page, and also displays additional Self Registration tools for those courses that have it enabled. The Registration page displays all participants that are enrolled in the course and have a role with the property 'Is Student', as well as those participants who have registered (or requested registration).

The functionality of the Registration page differs slightly from the previous Participants page. The functions available depend on the value selected in the Show drop-down list on the page:

Value Selected in Show Drop-down list	Available Functions (displayed above the participant list)
All users	• Email selected participants ( ) • Unenroll selected participants ( )
All enrolled users	• Email selected enrolled participants ( ) • Unenroll selected enrolled participants ( )
All unapproved users	• Email selected participants ( ) • Delete requested enrollments( ) • Approve selected enrollments ( ). NOTE: This option is only available when 'Approve Enrollments' is selected in the Registration Info page.

Related Guides

- *Site Management Guide*
- *Roles and User Security Settings Guide*
- *Desire2Learn Organization Management Environment (DOME) Reference Guide*

Setting Up Self Registration

The following steps need to be followed in order to set up Self Registration for your organization and course. The first two steps have to be completed by the system administrator, while steps 3 and 4 can be completed by instructors:

1. Turn on the applicable DOME variables.
2. Set your Self Registration User Security Permissions.
3. Add Self Registration to your existing courses, or create new courses that use Self Registration.
4. Add the Self Registrations link to your navigation bar.

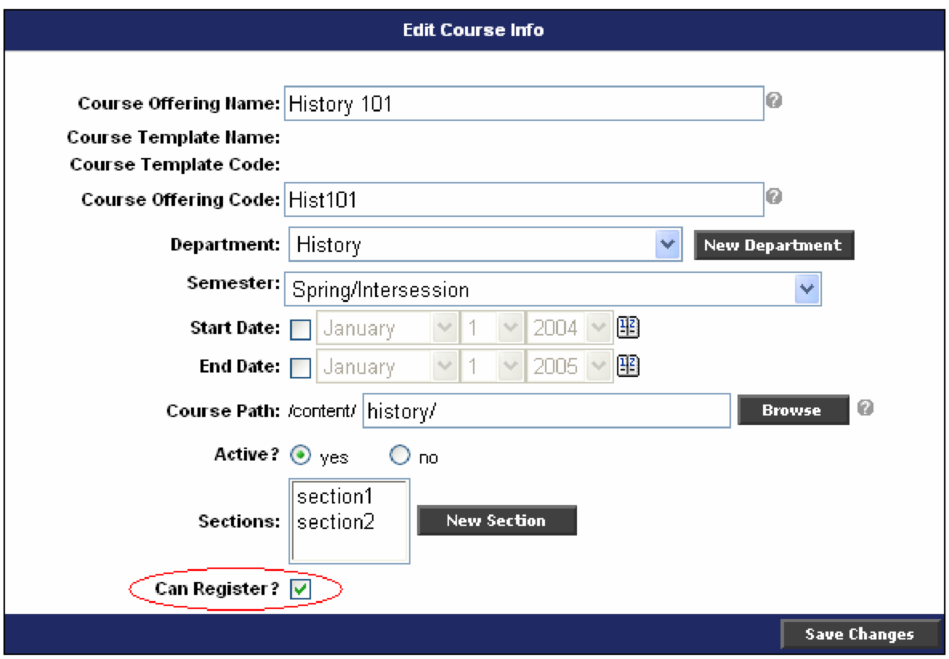
The following information assumes that the first two steps have been completed successfully.

Enabling Self Registration in an Existing Course

To enable Self Registration in an existing course after the DOME variables and user security permissions (steps 1 and 2) have been set up for you:

1. Go to My Home/*Manage Courses*.
2. Search for and open the applicable course.

   The Edit Course Info page displays.



3. Check Can Register.
4. Click Save Changes.

   The Info, Restrictions, and Form icons now appear in the Registration page.

5. Set up your registration settings by following the instructions in the *Course Registration Settings* section below.

Self Registration Settings

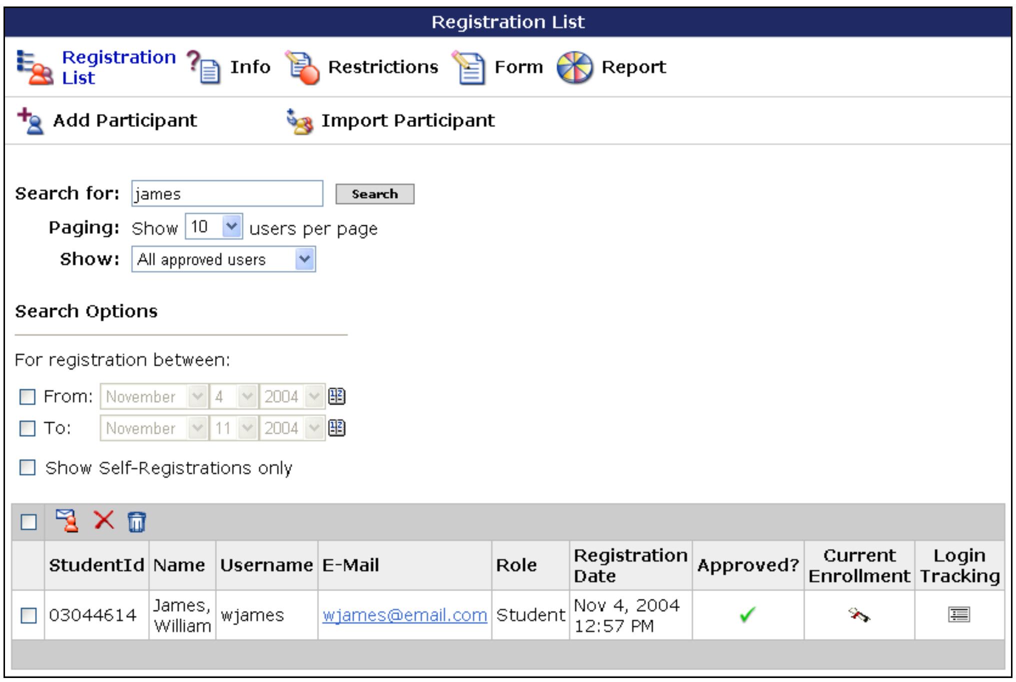
To manage the Self Registration settings for a course:

1. Go to My Home/***Manage Courses*** and search for the applicable course.
2. Select the name of the applicable course from the list that displays.

   The Course Management Console displays.

3. Select the *Registration* link from the Course Management Console.

   The Registration List page displays.

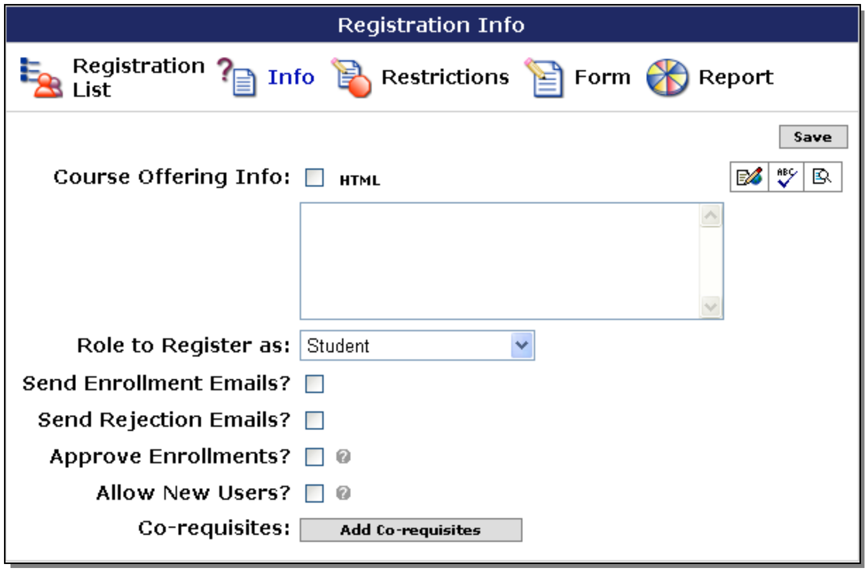


Editing Registration Info

The Registration Info page contains the basic Self Registration settings for the current course. To update your settings from the Registration List page:

1. Click  on the Registration List page.

   The Registration Info page displays.



2. Type a message in Course Info. This text is displayed to users when they begin the Self Registration process for a course. This is typically a description of the course, or other information that users might need before registering.
3. Choose a Role to Register as from the drop-down list. This sets the default role that participants are enrolled as when they self register for this course.
4. Check Send Enrollment Emails? if you want the D2L system to automatically send an emails to students that register in your course. The system will send the “Enrollment” and “New User” email templates to students that are successfully enrolled in the course. System administrators can edit these templates using the Manage Mail Templates tool in the My Admin Tools section.
5. Check Approve Enrollments if registrations must be approved before registrants are enrolled in and granted access to the course. If unchecked, any users that self register will be automatically enrolled in and granted immediate access to the course (as long as the course is not date-restricted or inactive).

Notes

- To approve self registrations for a course, a user must have the “Can approve enrollments” security setting enabled for their role. Refer to the *User Security Settings* section of this guide for details.
- If Approve Enrollments is checked, users will be shown a message indicating that their registration has been received but is subject to review and approval.

6. Check Allow New Users? if you want your course to be available to students that do not already have a user account. If this box is not checked, a student must already have a username and password for your organization’s D2L system before they can register for your course.

Notes

- If both Approve Enrollments and Allow New Users are checked, any new users that self register and are not approved will be automatically deleted from the system. They will not gain access to any areas of the D2L system unless their registration is approved.
- New users will not be able to self register for courses that have prerequisites associated with them.

7. Click ADD CO-REQUISITES to add any Co-requisites for the course. Co-requisites are additional org units in which participants should be enrolled when they register for the current course. For example, registering in BIOL*101 will automatically register the participant in BIOL*102 and BIOL*103 if they are defined as co-requisites.

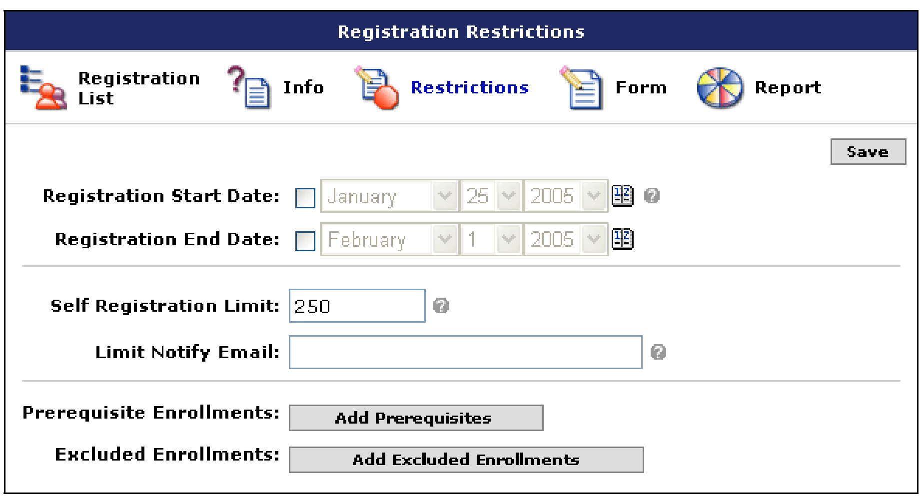
Editing Registration Restrictions

The Registration Restrictions page allows you to set date restrictions for enrollment and specify the maximum number of registrations you will accept and any pre- or anti-requisites. To update your restrictions:

1. Access the Registration Restrictions page by clicking 

on the Registration List page.

   The Registration Restrictions page displays.



2. Check Registration Start Date and Registration End Date and select the appropriate dates from the drop-down lists or calendar icons to specify when registration will begin and end for the current course. The course will only appear for students on the Self Registration page during the window of time you specify here (courses are always visible for Administrators). The registration start/end dates are independent of the course start/end dates.
3. Type the maximum number of enrollments for the course in the Self Registration Limit textbox. This includes self registrations (both approved and unapproved) and any other

participants enrolled in the course with an "Is Student" role type. Once the registration limit is reached, the course is removed from the Self Registration page.

Notes

- An attempt to set the Self Registration Limit higher than the value defined in the D2l.Tools.CMS.maxSelfRegistrations DOME variable will provide an error, and the system will automatically insert the maximum valued defined in D2l.Tools.CMS.maxSelfRegistrations.
- Any unapproved enrollments should always be deleted from a course to make room for new registrations.

4. Type an email address in the Limit Notify Email field. If/when course enrollment reaches the limit specified in Self Registration Limit, a notification email is sent to the email address in this field. The content of this notification email is controlled in My Home/***Manage Mail Templates***.
5. Specify any Prerequisite Enrollments by clicking ADD PREREQUISITES. Prerequisites are org units to which a user must already belong in order to see the current course in the Self Registration page (administrators will always be able to see all courses).
6. Specify any Excluded Enrollments by clicking ADD EXCLUDED ENROLLMENTS. Excluded enrollments (or anti-requisites) are org units to which a user must NOT already belong in order to see the current course in the Self Registration page (administrators will always be able to see all courses).

Creating Registration Forms

A registration form contains fields that users must fill in when registering for a course. A course must have an associated registration form before users can self register for it.

Registration forms can be created at the course offering or organization level. Organization-level forms can be used in all courses. If most of your courses need to gather the same information from users when they self register, it is recommended that you create a standard registration form at the organization level so all courses can use it.

To create/edit forms at the organization level, go to My Home/***My Admin Tools***/*Manage Registration Forms*. To create/edit forms at the course offering level, go to My Home/***Course Management Console***/*Registration*, and click 

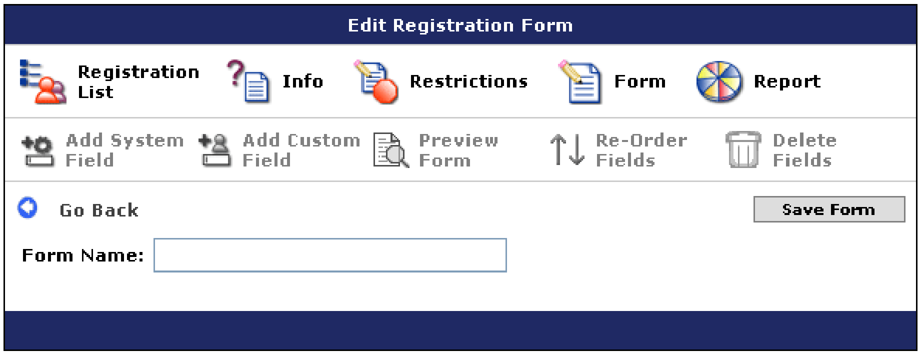
.

To create a new form from either of the above locations:

1. Click 

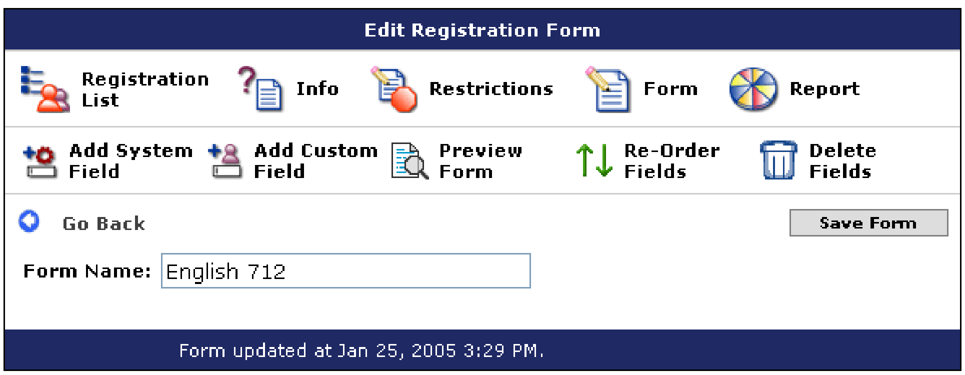
.

   The Edit Registration Form page displays.



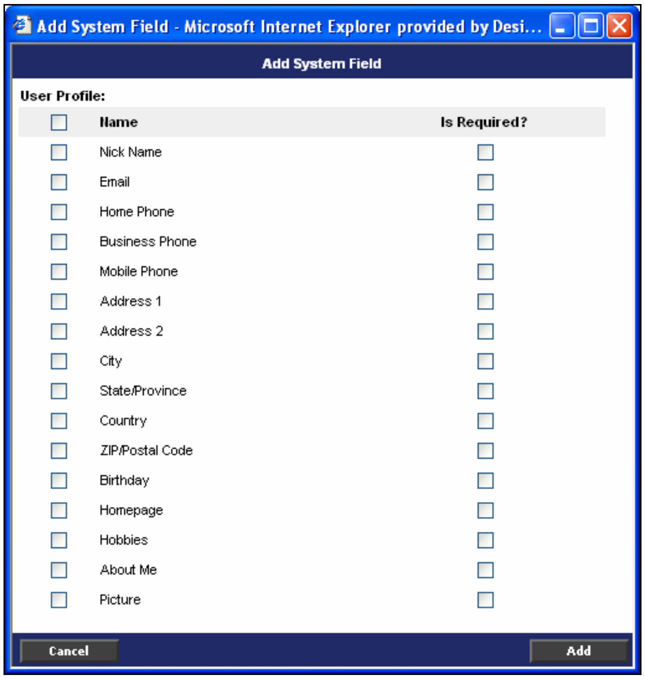
2. Type a Form Name.
3. Click SAVE FORM.

   The icons along the top of the page become active.



4. Click Add System Field to insert a standard form field. The system fields that can be added to a registration form are the same as those found in the User Profile (visible in the Classlist tool).

   The ***Add System Field*** *page displays.*

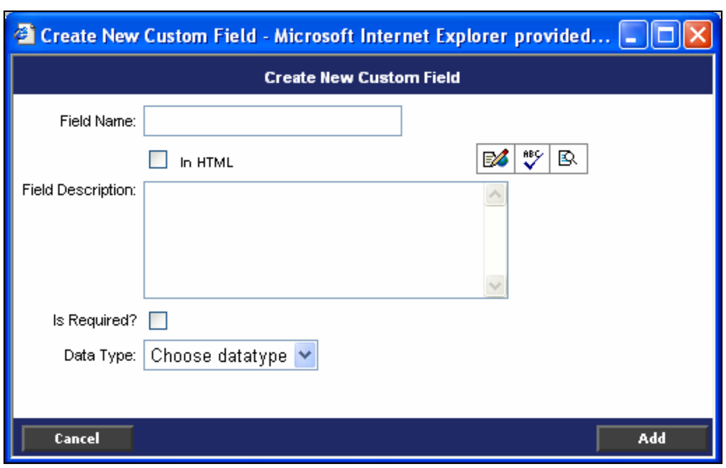


5. Check the applicable fields and check the corresponding boxes in the Is Required? column if they should be required fields.
6. Click ADD.

   *The **Add System Field** page closes and the selected fields display in the **Edit Registration Form** page.*

7. Click Add Custom Field to insert customized fields.

   *The **Create New Custom Field** page displays.*



8. Type a Field Name.
9. Type a Field Description. This text will be displayed to users if they click the grey Help icon next to the field in the registration form.

10. Check Is Required? if the field is mandatory.
11. Choose a Data Type from the drop-down list. This defines what kind of information the field will gather. Depending on the Data Type you choose, you will be presented with additional options:

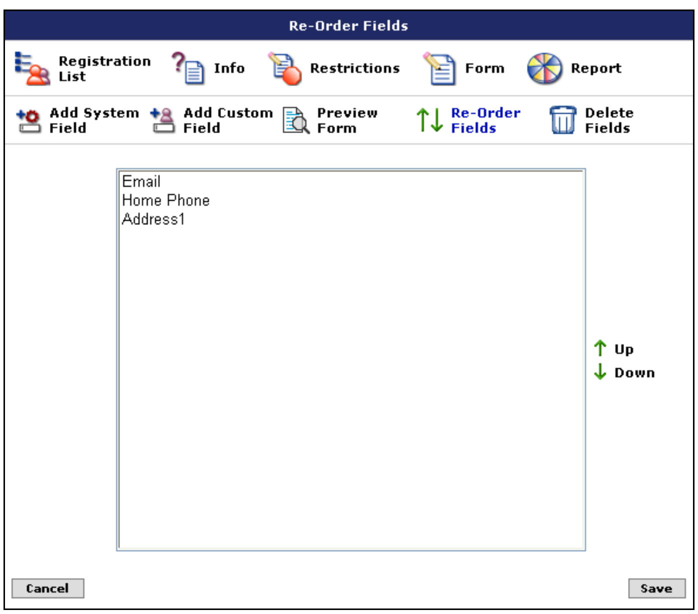
    - **Drop-down List**, **Check List**, or **Radio Buttons**: type the various values for the field in the fields, and set a **Default Value** by selecting the radio button next to the applicable field. Use the **Add** and **Remove** icons to add/delete options.
    - **Text Input**: specify the **Number of Rows** (height), **Number of Columns** (width), **Maximum Length** (the max number of characters accepted), and any **Default Text** to be displayed in the field before the user types their own text.
    - **Date Input**: set the default date to appear in the field by selecting **Current Date** or **Specific Date**. If you choose **Specific Date**, select the applicable date from the drop-down lists.
    - **Numeric Input**: if applicable, enter a default value.

12. Click ADD.

    *Your new custom field displays in the **Edit Registration Form** page.*

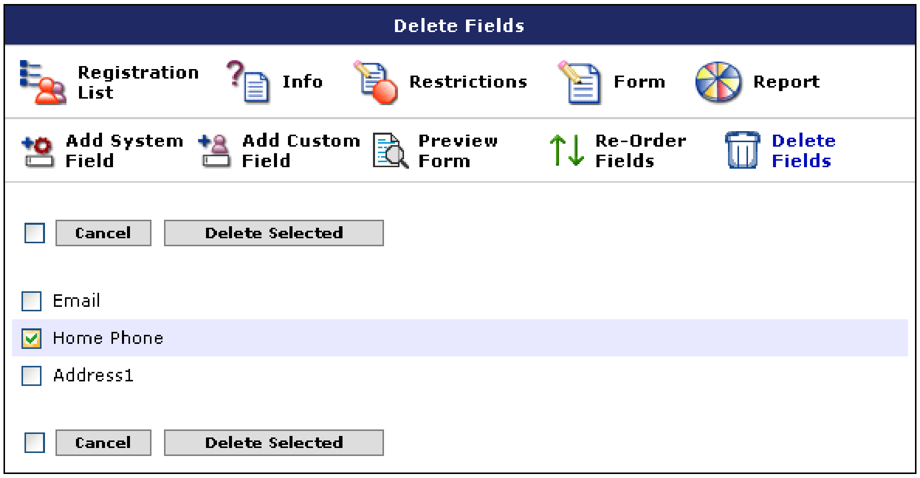
13. Click Re-Order Fields to edit the order that your fields are listed in.

    *The **Re-Order Fields** page displays.*



14. Select a field name from the list and click the Up or Down arrows to move the field through the list. Repeat for each field until the desired order is achieved.
15. Click SAVE.
16. Click Delete Fields to delete any unwanted fields.

*The **Delete Fields** page displays.*



17. Check any applicable fields and click DELETE SELECTED.

    *The selected fields are deleted and you are returned to the **Edit Registration Form** page.*

18. Click Preview Form to test how your registration form will look.
19. Click SAVE FORM when you have completed your form.
20. Click Go Back to return to the Manage Registration Forms page.

Associating a Registration Form with a Course

A course must have an associated a registration form before it can be listed in the Self Registration page. The information gathered by these fields can be viewed on the Registration Report page. Refer to the *Self Registration Reports* section of this guide for details.

If a course does not have an associated registration form, a warning will appear on the Edit Course Info page in the Course Management Console.

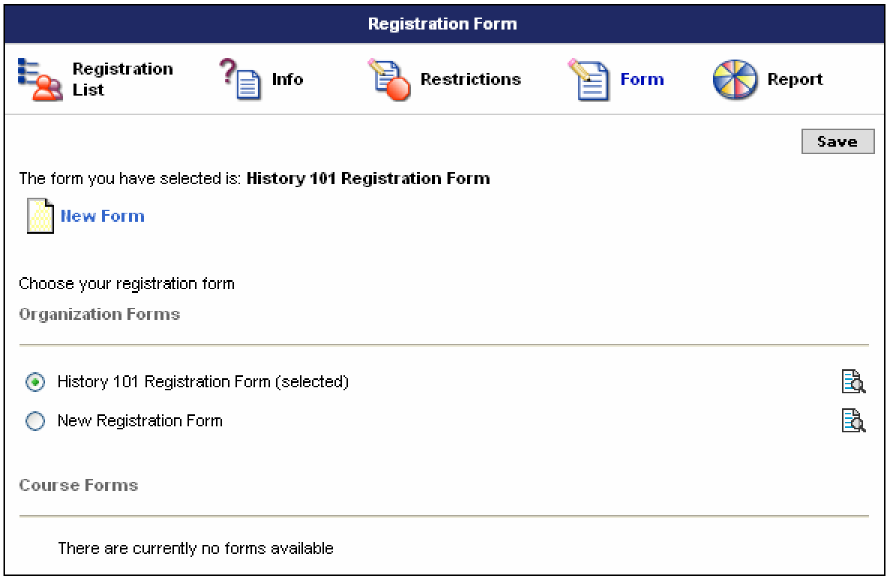
To associate a registration form with a course from My Home/***Manage Courses***:

1. Search for and open the applicable course.

   The Course Management Console displays.

2. Select Registration from the navigation bar.
3. Select the Form icon.

   The Registration Form page displays.



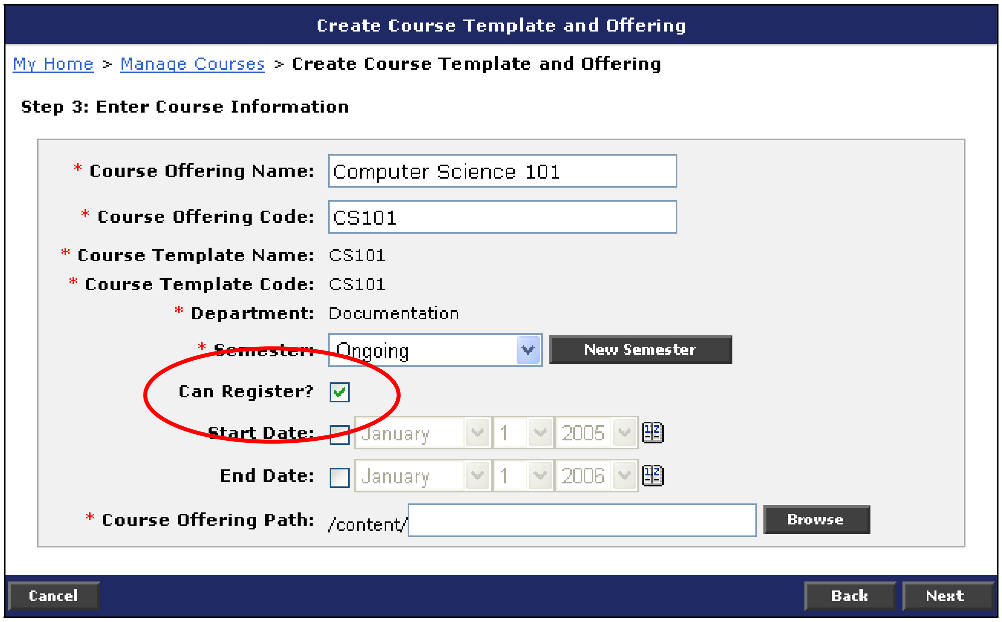
4. Select the radio button next to the applicable registration form.
5. Click SAVE.

The name of the selected registration form is displayed at the top of the page.

Creating New Courses with Self Registration

After you have enabled Self Registration in the DOME, the Can Register? field will appear in the My Home/***Manage Courses***/***Create Course Offering*** page once you select your course creation method (e.g. "Create a new course offering based on an existing template", etc.). To create a new course that has Self Registration enabled:

1. Go to My Home/***Manage Courses*** and click CREATE NEW COURSE OFFERING OR TEMPLATE.
2. Choose the applicable course creation method and click NEXT. Refer to the *Site Management* guide for details on creating courses.
3. Ensure that Can Register is checked when you reach the Enter Course Information page (the number of pages you see before the Enter Course Information page will depend on the course creation method chosen in step 2).



4. Fill in the rest of the course information fields as applicable and click NEXT.
5. Ensure your course information is correct on the Confirm Course Offering Create Information page and click CREATE.

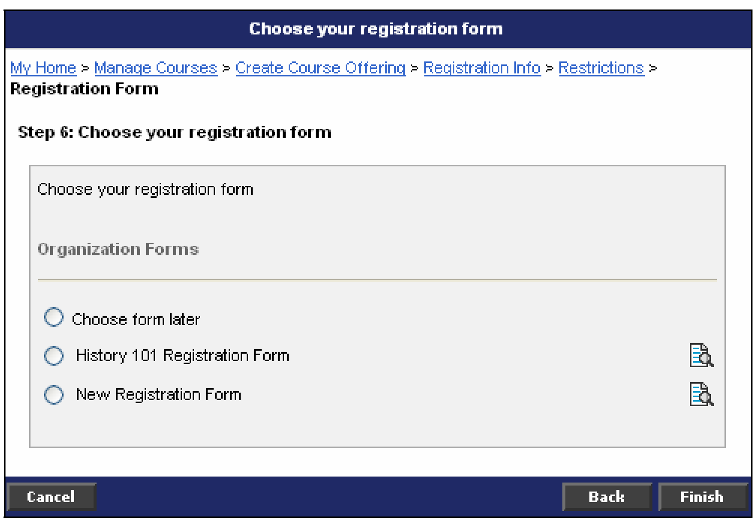
   The Registration Info page displays.

6. Fill in the fields on this page following the instructions in the Course Registration *Settings/Registration Info* section of this guide and click NEXT.

   The Registration Restrictions page displays.

7. Fill in the fields on this page following the instructions in the *Course Registration Settings/Editing Registration Restrictions* section of this guide and click NEXT.

   The Choose Your Registration Form page displays.



8. Select a form from the list. Use the preview icons () to see a previews of the available forms. If no forms are displayed or if you want to create your own form later, select Choose form later.

   Note If you select **Choose form later**, you must associate a registration form with the course before students will be able to register for it. Refer to the *Course Registration Settings/Associating a Registration Form with a Course* section of this guide for details.

9. Click FINISH.

The Create Course Offering Summary page displays. Click the Manage Self Registration link to go the Registration List page and further manage your registration settings and forms.

Adding Self Registration to your Navigation Bar

Before students can self register for your courses, you must add the Self Registrations link to the navigation bar on your organization home page.

Refer to the *Site Management Guide* for details on updating your navigation bars if necessary.

Note Your administrator must also have set the applicable security permissions for your student role(s) so they can see the Self Registrations link.

Once you add the Self Registrations link to your navigation bar, users can click the link to access the Self Registering Courses page. On this page, they simply click the name of the course they need to register for, and complete and submit the registration form. Students will only see courses that they are eligible to register for, according to the registration restrictions set for each course.

Tip Administrators can also use the Self Registrations link to quickly view and edit registration settings for each course. Simply click the Self Registrations link and select the applicable course name and you will be taken directly to the Registrations List page for the applicable course.

Allowing External Registrations

A Self Registration link will appear on your organization's D2L login page. When someone clicks this link, they will be shown a list of courses that they can register for. This list will include all courses that have the Allow New Users option checked in their Registration Info page (refer to the *Editing Registration Info* section of this document). Any visitor can then select a course from the list and register from this course.

It is recommended that if you allow external registrations for a course, you allow enable the Approve Enrollments option. This will ensure that only legitimate applicants gain access to your D2L system.

When a user clicks the external Self Registration link, they will be taken to a page that asks if they are an existing D2L user (i.e. if they have an existing username and password for the system). If they are an existing user, they will be asked for their D2L username and password before they can proceed to the registration form. The D2L system will then automatically populate the form with information from the user's existing account. This helps to eliminate duplicate user information. Users that do not have existing accounts will be taken directly to the registration form.

If Approve Enrollments has been enabled, users will receive their enrollment and login information in an email only after their registration has been approved. If it has not been enabled, users will receive their login information immediately after they register.

Note New users will not be able to self register for courses that have prerequisites associated with them.

Managing Self Registrations

Editing Self Registration Settings

Self Registration settings can be edited from the Course Management Console of the applicable course:

1. Go to My Home/*Manage Courses*.
2. Search for and open the applicable course.

   The Course Management Console displays.

3. Click Registration.

   The Registrations List page displays.

4. Click the Info, Restrictions, and/or Form icon(s) to view/edit the applicable registration settings. Refer to the *Self Registration Settings* section of this guide for details on editing the various registration settings.

Approving and Deleting Self Registrations

If you have enabled the Approve Enrollments option for a course (located on the Registration Info page), an admin or instructor must approve all self registrations before the registrants will be enrolled in the applicable course.

Note A user must have the Can approve enrollments and Can delete unapproved enrollments security permissions enabled for their role in order to approve and delete enrollments. Refer to the *User Security Settings* section of this guide for details.

To approve/delete self registrations:

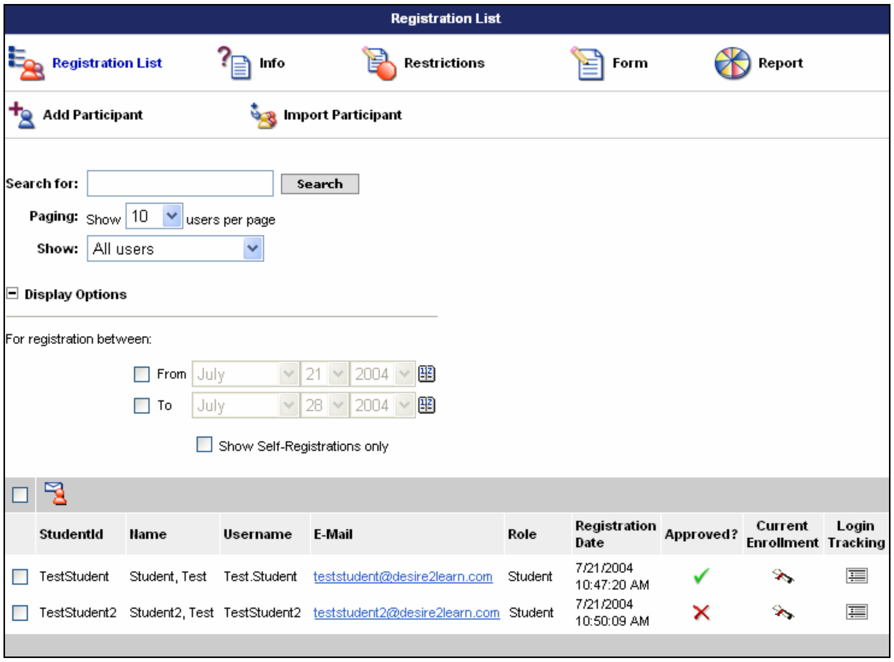
1. Navigate to the Course Management Console for the applicable course:

   a. For Admin roles, go to My Home/***Manage Courses***, and search for and open the applicable course.
   b. For Instructor roles, select open your course and click Edit Course in your course navigation bar.

   The Course Management Console displays.

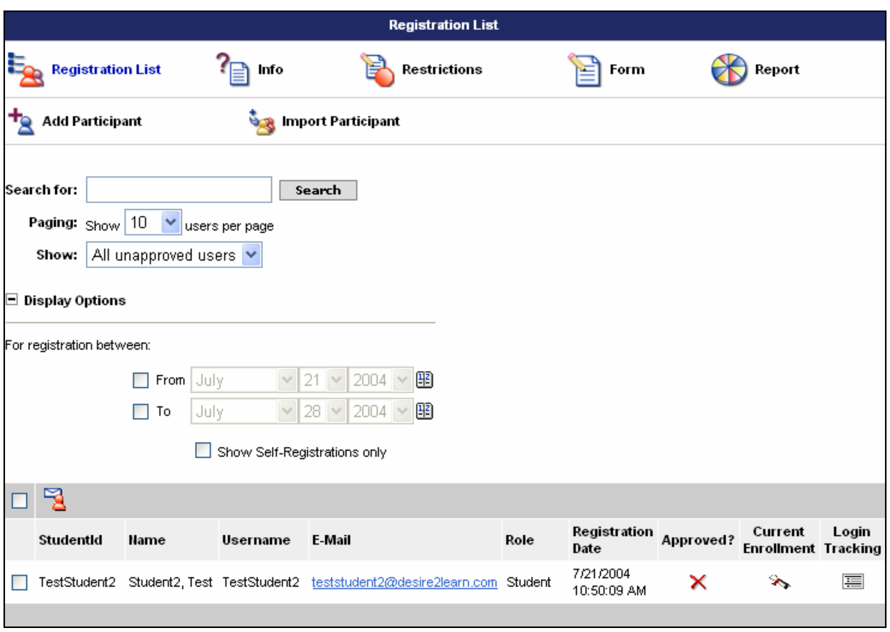
2. Click Registration in the navigation bar.

   The Registrations List page displays.



3. Search for any unapproved registrations by selecting *All unapproved users* from the Show drop-down list and clicking SEARCH.

   Any unapproved users display in a list at the bottom of the page, and the Approve Selected ( ) and Delete Selected ( ) icons appear above the list.



4. Click the View Form icon beside a user to see the information that the user submitted.
5. Check the boxes beside any users that you need to approve.

6. Click the Approve Selected icon ( ) to approve (and thereby enroll) all of the selected users.

   OR,

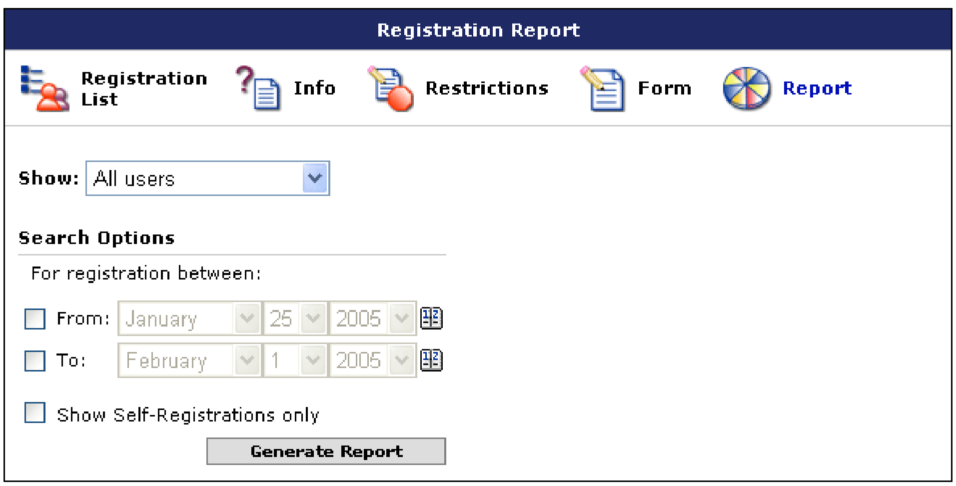
   Click the Delete Selected icon ( ) to delete the selected users from the course.

Viewing Self Registration Reports

To view a report on users that have registered for a course via Self Registration:

1. Go to My Home/*Manage Courses*.
2. Search for and open the applicable course.
3. Click Registration.
4. Click the Report icon.

   The Registration Report page displays.



5. Under Display Options, check Show Self-Registrations only.
6. Click GENERATE REPORT.

   A report displays showing a list of all users that have self registered for the course and the information they submitted in the course registration form.

Removing Self Registration from a Course

To remove the Self Registration tool from a course:

1. Go to My Home/*Manage Courses*.
2. Search for and open the applicable course.

   The Course Management Console displays.

3. Uncheck Can Register.
4. Click SAVE.

   The registration options are removed from the Registration List page.

Note A course will automatically be removed from the Self Registrations page when it has reached its Self Registration Limit or the End Date specified in the registration restrictions has passed.

Course Feedback

Course Feedback is collected through the Feedback icon located on the top of the Content toolbar. Here the users are asked to rate the topics on a five-star rating scale and leave comments.

To gather Feedback results, click on Manage Course Feedback link located in the My Admin Tools section on the My Homepage. Your course feedback will consist of the number of replies, the average rating as well as a graph depicting these ratings.

Click on the course name to see a breakdown of the results for that course on a topic basis. The topics are separated into modules and a module total/average is displayed. By selecting a topic, you will breakdown the feedback further. Here you are shown the star rating as well as any comments entered by the user.

There are also some links displayed on the left below the Legend area. Once you have chosen a course you are displayed:

- Course List - takes you back to the main page listing all the courses
- View All Feedback - isolates the feedback
- Reset Feedback - allows you to reset the feedback

Broken Link Viewer

▸ **To access this tool:**

1. Click on Broken Links in the updates box on your course home.
2. You are shown the count, date of last occurrence, and the URL that was not found.
3. Select the expand icon to see more details about the error.
4. Select the box beside the error and click on Resolve Errors to remove it from the broken link list.

Note This tool is intended to help you locate broken links so you can fix them. It does not fix the broken links.

Unit 8: Personal Tools

This section describes how to use personal tools to keep personal records and files.

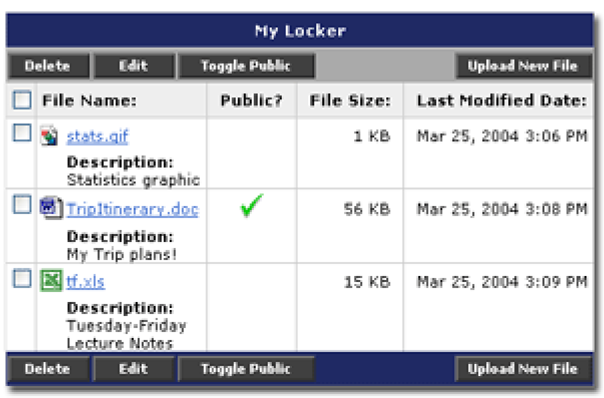
- **Locker:** Use your locker to upload and store personal files. All files that are stored in the Locker are confidential and can only be accessed by you unless you choose to make them public in which case they can be viewed by other course users. This tool is especially useful if you work on multiple workstations, as you can store and access information from a central and stable location.
- **Journal:** A journal, or notebook, is a powerful tool for managing information. A journal is unobtrusive, easily transportable, and works almost anywhere. Use the online Journal to record your ideas, insights, reflections and thoughts.

To access the area required for this unit:

You need to be logged into your course for this unit. You also must have access to the various tools described in each of the following sections. If you do not have the tool on your top navigation bar and would like to add the tool, please visit Unit 2: Setting up Course Top Navigation Bar.

Locker

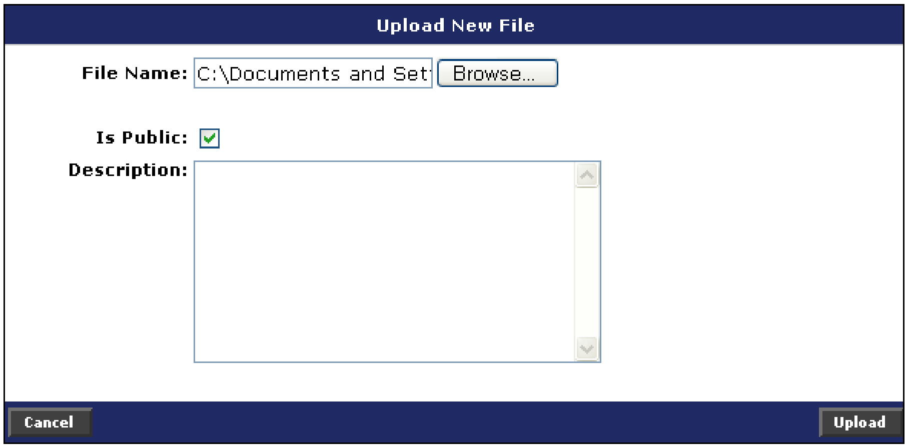
The different file types stored in the locker are represented by the graphic beside the file name.



My Locker

Add File

1. Click on the Locker link.
2. To add a new file to your Locker, click the Upload New File button.
3. Browse and locate the file you want to upload
4. If you would like other users to view your file, check the Is Public box.
5. Enter a brief description (if you want) of the file.
6. To complete your addition click Upload.
7. A page will display telling you if the file was successfully uploaded. Click Return to Locker to go back to your locker or Upload Another File to continue adding files.



File Upload page with Is Public option checked

Retrieving a File

To retrieve a file that you have uploaded, right-click (control-click) on the name, and select **Save Target As**. If you are using Netscape, right-click (control-click) on the name and select **Save As**.

Sharing or Hiding a File from Users

A green checkmark beside a file name and under the **Public** column indicates whether a file is accessible to other users.

Select the files you want to share or hide and click the **Toggle Public** button.

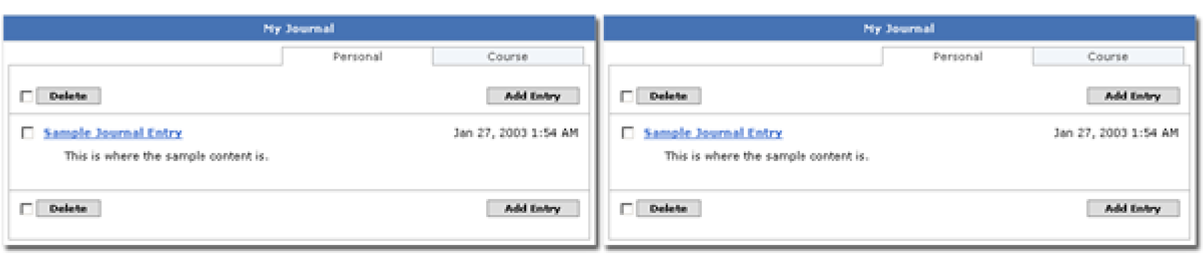
Viewing an Uploaded File

To view a file that you have uploaded, click on the file name.

Delete a File

To delete an existing file, select the check box beside the file name and click the Delete button.

Journal



Create a Journal Entry

1. Click on the Journal link.
2. Choose Personal or Course tab to add a personal or course journal entry.
3. Click Add Entry to open the Journal entry window.
4. Give your entry a Title and type in your content.
5. If you want your entry to be in HTML, select the In HTML box.
6. Click Save.

To view a journal entry, click on the Journal entry title. To delete entries, select the box beside the entry and click the Delete button.

Note The Journal is intended as a personal tool. Instructors will not be able to view a student's journal entry unless they have permission to impersonate the user.