Desire2Learn 10.2: Instructor Manual

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Desire2Learn 10.2: Homepage & Settings
After signing into D2L, the homepage will be displayed.

Notice the new navigation bar at the top of the page.

The widget on the homepage should be similar to the previous version of D2L.

Remember that “global” news items—posted by D2L or Gordon State College—will display in “News” items. All accounts will be able to view these messages. Technology tips as well as maintenance information is posted here.
The new top navbar will allow you to access your courses. You can choose to list the top 10 courses by the course name (alphabetical order) or by the courses last accessed. You may also use the search function to find courses or choose “load more courses” that are not being displayed.

Student will only have access to the courses they are enrolled in during that particular semester.

The “update alerts” function will provide you as well as the students with updates occurring in any of the courses you are enrolled in.
The “User” dropdown will provide you with access to your personal account information. This is also where you will logout of D2L.

The “Profile” area will allow you to upload an image to be displayed in the profile, classlist, as well as discussion area.

You may also choose to fill in the other personal information. This information will be displayed to others when they select your profile picture from the classlist option.
The “Notifications” area allows you to choose an email to send notifications about the course. By default your Gordon email is displayed. You may change it by selecting “Change your email settings.”

You may also register your mobile number to receive text message updates.

You may also choose to have a summary of activities for each of your courses sent to an email periodically.

You will then check which updates you would like to be notified of and if you would like to be notified via email or text (SMS) message.

You may choose further notification options under “customize notifications”. This will involved past and future courses.
In “Account Settings” you may change your password as well as determine the font and size of font you would like for your D2L account.

You may choose the dialog setting for D2L.

Under the “Discussions” tab in the “Account Settings” area, you may choose how you would like for your Discussion to appear. It is suggested to choose “Reading View” as well as “Show the Search Bar.”

You may want to unselect “Include original post in reply.” This will avoid duplicate entries of the same post in the discussion area.
Under the “Email” tab in the “Account Settings” area you can choose the settings for your Desire2Learn email account.

You may choose to include the original message in email replies.

You may choose to have a copy of each email sent to your Gordon email.

You may also choose to have a copy of every email that you send put in a “sent” folder.

You may also edit your email signature.

It is suggested that you removed all the checks in the “Display Options” except for “Show internal email addresses in Address Book” and “Show external email addresses in Address Book”. This will allow for the best view of the email message.
You will access the Desire2Learn email through the new top navigation bar. You will also be able to access the “Pager” IM function this way. You may also see unread emails located here.

In the email area, it is suggested that you filter the email messages by “all messages” this will display all of your email messages from all of your classes together. You may choose to view them by class as well.
When replying to an email, select the name of the email.

Choose “reply”. You may also use “More Actions” to trash the email or “forward” to sent it to someone else.

When replying, you will be able to use the full scale of the html editor. You may spell check as well as upload attachments.

You may also choose to record 1 minute of audio to be sent with the email as well as choose a priority message.
To send an email, it may be best to do so through the classlist. Go into the course you would like to send an email to and choose “classlist” from the navbar.

From there you can select the name of the person you want to email. If you want to email several people, check beside their name or check the box at the top to email everyone. Then select “email”.

Remember: The date of last access is the last time the student logged into D2L. This does not necessarily mean they went into your specific class.
Desire2Learn 10.2: Course Homepage & Navbar
After you enter a specific course from the homepage, you will see the course page. It may look similar to the homepage but you will notice the name of the course is located in middle of the navbar.

There is a link to the D2L email as well as a “locker” where students may save some of their documents. There is a link to the D2L calendar, which will show due dates (if the instructor places them there). The GALILEO function will allow students to access it without putting in passwords. Maintenance will give basic information about when the system will be down. The “help” area may be a good resource for general questions.

The “course home” link will navigate you back to the course homepage. The “content” is where the students will see the materials uploaded for the class. Students may access discussions, dropbox, quizzes, grades, and chat from the respected areas. Students may view grades via the “grades” link. The “edit course” function allows instructors to access course administrative materials.

The “edit course” link will only appear on instructor accounts.
On the course homepage the students will be able to access the content through the content browser. They will click on the folder and then the specific document to open it.

Students may also access content through the “calendar”. They will select the item from the calendar, then click on the name of the activity. They will be taken to the appropriate dropbox, discussion, quiz area.
The Role Switch widget is located at the bottom of every course homepage. This allows the instructor to switch to a “student” view. This way the instructor can view the course materials as if he/she was a student in the course. (Does not work for quizzes.)
Desire2Learn 10.2: News
Teachers may leave news items for the students on their course homepage. Choose the dropdown area beside “News” and choose “New News Item.”

You can choose when you want the item to be visible for the students in the display area. You may want it to have an end date so that they don’t always see outdated news items.

Type in the name of the news item and the information you will like to display. With the html editor you can add images, links, documents, etc.
Desire2Learn 10.2: HTML Editor and Uploading Content
The “Edit Course” area provides the instructor with the course administration tools.

Common accessible areas may be:

- **Course Builder**: Area to upload content into course
- **Import/Export/Copy Components**: Area to copy materials from one course to another
- **Attendance**: Area to set up attendance registers
- **View User Progress**: Area used for tracking what students have done in D2L
- **Intelligent Agents**: Area for instructors to pre-set emails for students

Notice: Many of these links are also accessible via the course navbar.
1. The Course Builder is the area where instructors will build content in their courses. You access the course builder by choosing “Edit Course” on the navbar and “Course Builder”.

To build a new module, select the book icon under “Build Outline”. Then, select where the module should be within the content outline (as a section under the course title or a subsection of another module).

2. You will then name the module and use the html editor to enter any notes about the module (if you like). You may choose to restrict when the students can view this module and information in it. You may choose the date it should appear and disappear from the student view. If you do not select these times/dates, then the module will always be visible to the students.

If you select “display in calendar” the dates will be recorded in the D2L calendar. Select create.
3. The module will then appear as a tan box with the restriction dates underneath. You may move the module by dragging and dropping it in the content outline. Choose “edit module” on the right side to edit the name, information, or dates of the module.

To upload files from your computer into the module, select the module and select “upload files”.

4. You may then select “browse” and find the document on your computer. If you want to add more files select “add another file.” When you are finished adding documents, select “upload”.

5. The document will appear in blue underneath the module. You may choose to rename the file or edit it using the right toolbar. You can move the item to another module by dragging and dropping. To remove the file from the module, select the down arrow and “remove”. You may “hide” the document from student view by selecting it in the dropdown menu under “published”.
1. You may choose to create or link information together using the HTML editor. Select the 2nd icon from the left under “add content” (Paper with world in front).

   Name the file and type in the information.

   To link in a document from your computer, choose the “add stuff” icon on the html editor.

2. Select “My Computer” and Browse the Document. (You may also insert Youtube videos this way).

3. Type in the “Link Text” of what the link should say. Press “upload” in the bottom left corner.
4. The link will now appear in the html document.

5. To insert a link to a website, select the link icon from the html toolbar.

6. Then select the type of link you would like to put in (you can choose to link in other course files or link in other course items like discussions, dropbox, etc. that you have already created.)

7. After you choose URL, paste in the URL of the website and type in the name you would like to appear as the link. **Make sure to select “new window” so that the link will open in a new window.** Then “insert”.
8. To insert an image into an HTML file, select the image icon from the html toolbar.

9. Select “upload” and find the image on your computer.

10. You will be asked to type in an alternative text description of the image (for those who cannot see it).

11. You may need to resize the image by dragging the corners. You may place date restrictions on this document. Then select “create”
Desire2Learn 10.2: Content View, Completion Pane, Star Feedback
The instructor can view and edit course materials through the “content” area as well. Just like the students, the instructor can select the module from the “Table of Contents”. Each module and contents will appear on the left side.

The “Upcoming Events” area will show the tasks with upcoming due dates.

In the “content” area, the instructor will be able to view materials as the students will view them. The instructor may choose to add an introduction to the course via the “Overview”. One attachment can be added to this area.
The instructor can choose if the completion pane should be available for students in each module. This will allow the students to view how much of the module they have completed. The instructor can choose if the content is marked as “completed” as soon as the student opens it (automatic) or if the student will have to manually select that they are finished with the content.

Student View: The students will see the completion pane at the top of the module in the “content” area. They will see the check mark beside the content they have completed.
The instructor may view tracking/reports of what content has been viewed through the “content” area by selecting “related tools” and “view reports”.

The instructor will be able to see how many students have viewed a piece of content as well as the average time spent viewing the item. If the instructor selects the number under “users visited” he/she will be able to see which students visited that topic.
The instructor is able to see which students visited that piece of content, how many times they visited that content, when was the last time they visited the content, as well as how long they spent looking at the content.
Student View: Students can submit feedback using a star rating for each piece of content. The student will select the dropdown arrow from any piece of content and choose “submit feedback”.

The student can then provide a star rating as well as type specific feedback. The student can choose to make this information anonymous.
The instructor will be able to view this feedback by going to the “content” area and selecting “related tools” and “view reports”.

The instructor will then select “feedback”.

A list of the content will be provided with star ratings on the left side. It will provide the number of student who gave typed feedback.

By selecting the number of students who gave feedback, the instructor will be able to view the specific feedback.
Desire2Learn 10.2: Gradebook
You will need to setup the gradebook before you enter grade items or begin to put grades in the gradebook in D2L. To do so, choose “Grades” from the navbar and choose “Setup Wizard” and “Start”.

The “Setup Wizard” is a series of steps that helps D2L design and calculate your grades when you enter them.

1. Choose whether you use a “weighted” or “point” system.
   - If at any point you use a percentage in your grade scheme (i.e., Quizzes are worth 40% of the final grade), then you are using a weighted system.
   - If you do not assign weights and students simply attain points that eventually add up to their final score, you use a points system.
2. You may choose a “calculated final grade” for D2L to calculate the student’s final/current grade based upon your input. You may choose “adjusted final grade” to be able to determine your own calculations.

3. “Drop Ungraded Items” means that items not graded will be omitted from the final/current average. This will allow students to see their current average at any time. “Treat Ungraded Items as 0” will put a 0 in the gradebook for items that are not graded.

4. You may choose to add a new grade scheme, but for the most part, the “percentage” default grade scheme will be applicable.

You will want to check “automatically keep final grade updated” so that D2L will calculate the current average when new grades are added into the gradebook.
5. Choose how many decimal places you would like for your students to see on each grade item.

6. Choose how the student will view their grade in the gradebook. It is suggest to check all but “weighted grade” - which can be confusing to students.

You also want to check “display final grade calculation to users” for students to be able to see their current grade.

When you finish the setup wizard, make sure to “finish” so that all the changes are saved. If you make changes to the setup during the class, makes sure to continue through to the last step and press “finish” for any changes to be saved.
After completing the “Setup Wizard” you will be able to add in your grade categories (only for weighted schemes) and your grade items.

You may want to check your grade “settings” first.

From the settings, choose “Personal Display Options” - this will determine how you see the grade items. Make sure you choose all but the “weighted grade” option.

Then choose “Org Unit Display Options” - this will determine what the students see for each grade item. Make sure to choose all but “weighted grade”.

After completing the “Setup Wizard” you will be able to add in your grade categories (only for weighted schemes) and your grade items.
In order for the student to see their current/final average in the class, you will need to release it to them. From the navbar choose “grades” and then “enter grades”.

Scroll over until you see the “final calculated grade” section. From the dropdown arrow choose “grade all”.

In the final grades area, choose “release/unrelease”. The “release final calculated grade” areas will be checked for each student. Then “save”.

Now, back in “Enter Grades” scroll over to the “final calculated grade area”. Notice there is an eye symbol beside each grade. This means that the students are able to see that current/final grade.
1. To add in your grade items, choose “grades” from the navbar and choose “manage grades.” Now, choose “New”. If you use a weighted system you will need to add “categories” first. If you use a points system you don’t need to add categories and can simply add the items.

2. In adding a new category- give it a name (ie- quizzes, discussions, assignments, participation, etc.) Then choose what percentage it is of the final grade. (Ie- if the “Quizzes” category was 60% of the final grade, I would put “60” in the weight area.)

Choose how you want the weight distributed to the grade items. If some grade items are going to weigh more than others (ie- Quiz 1 should weigh more than Quiz 2, then choose “Manually assign weight to items in the category). If all items should have the same weight, choose “Distribute weight by points across all items in category.” The third option can be selected if an item in the category should be dropped (ie- dropping the lowest test grade) however that should be done after all the grade items in that category are in the gradebook.

You may “save and new” to continue creating your grade categories.

3. Next, add in your items for each category. From “grades” choose “manage grades” and “new” then “item”. Most will use “numeric”.
4. Provide a name for each item (e.g., Quiz 1, Quiz 2). If you use a weighted scheme, choose the category it should be applied to (e.g., Quizzes).

Choose the “max points”, which is the highest grade the student can make on the item. If you have selected to manually choose the weight for that item, type in the weight that that item should apply to that category. If you choose to distribute them evenly, then this area will be grey.

Choose if it is possible to exceed the highest possible grade (e.g., extra points). If this item is strictly a bonus item, choose “bonus.”

5. Choose the “restrictions” tab for each grade item to choose when the students will be able to view the grade item in the gradebook. By default, the grade item is always visible, however you may choose to put a start/end date.

To add more grade items, choose “save and new.”
In the “Manage Grades” area you will see the categories (if you use weights) and the grade items. The categories will be in grey and the items in white, underneath the appropriate category.

If your weights are not adding up to 100% a notice will be provided at the top of the “enter grades” area.

1. To enter grades in the gradebook, you will need to select on the dropdown menu beside the grade item and choose “Grade All.”
2. Type in the score in the “grade” area. Press “save”. D2L converts the grade on a 100 point scale. So, if a student received 10 out of possible 25 points, D2L converts it to a 40% out of 100%.

3. You may choose to add specific comments by choosing the “comments” beside the grade item.

4. You may also choose to view the “event log” to see when you have put in the grade earlier.
5. You can change individual grades by clicking on the name of the student. You can also view their progress by choosing the bar icons beside the students name. You are also able to email students by checking the box beside their name and selecting “email”.

6. You can change the student’s grade from here.

7. You can also view how that individual student will see his/her grades by selecting the dropdown beside their name and “preview”. A popup will show exactly how that student sees his/her grades when they go to the “grades” area.
Desire2Learn 10.2: Discussions
1. To make a discussion- choose “discussions” from navbar. Choose “new” and choose “new forum”.

2. Give your forum a name and possibly add a description.

You can choose the availability and locking options for the discussion forum as well as for specific discussions. Availability deals when the discussion forum or topic is visible to the students. Locking does not affect if it is visible- but it gives the students access to post in it. (So you may choose to make the discussion visible but locked- that way they can see it but not post anything else after a certain date).

3. Make sure to “save and add a topic”
4. After creating the forum, you can create the topics that go within them. You can have more than one topic in a forum.

Choose the forum the topic should be listed in. Give the topic a name and write the instructions for the topic.

You can choose to force the student to post an original message before they can read and/or reply to others in the discussion.

Under the “assessment” tab, you will link the grade item to the discussion. In the dropdown, choose the grade item you have already created.

In “score out of” provide the highest score the student is able to make.

You may choose to grade each post a student makes individually and take the average of them for the actual score.
5. You will need to link the discussion to the content area for the students to be able to access the discussion from the course outline. To do so, go to “edit course”- “course builder”. Choose “discussions” from “Browse Tools”.

Drag and drop the discussion into the module it belongs in. It will appear as a blue box underneath the grey module box. You can edit the discussion by using the right hand tools.
To grade a discussion, you will want to make sure that it is associated with a grade item. Then navigate to the “discussion” area and select the dropdown beside the name of the discussion. Choose “assess topic”. (You may also edit the topic or view the statistics of that discussion.)

From the list of students, select “Topic Score” for the student you would like to grade.
Provide the score in “topic score” and leave individual comments.

Below you will see each of that particular student’s posts for that discussion.

The points and percentage grade will now appear beside the student’s name in the score area.
Desire2Learn 10.2: Dropbox
1. Students may submit assignments via the dropbox area. To create a dropbox for an assignment, choose “dropbox” from the navbar. Then choose “New Folder”.

2. Name the assignment. You can choose to make an individual or group folder (if you use groups and only want 1 paper per group). You need to choose the grade item that matches your assignment. If you have already made the grade item then you can just select it from the dropdown.

3. Type the instructions for the assignment. You may add images in here as well. If you have your instructions already in some type of document, you can choose to upload that document as a file.
4. To place restrictions on when the document can be submitted, choose the “restrictions” tab. Choose the “start date” for when students can begin submitting the document. Choose a “due date” for when it is due. Choose an “end date” for when the dropbox will not allow the student to submit documents after that point.

You may choose to make your due date and end date the same. If you make the different, D2L will let you know how “late” the student’s submission is if they submit after the due date.
5. You will need to link the dropbox to the course content. To do so, go to “edit course” on the navbar and choose “course builder”. From the “Browse Tools” area choose “Dropbox Folders”.

6. Drag and drop the dropbox to the associated module. It will become a blue box in the course outline.

7. To edit, click on the dropbox in the outline and use the tools on the right hand side to make changes to that specific dropbox.
To grade a dropbox, you will want to make sure that it is first associated with a grade item. Then, navigate to the “dropbox” area. You will be able to see how many students have submitted a document. Select the name of the dropbox to grade it.

You can filter by those who have submitted a document, those who have not, etc.

You will see the documents submitted under each student’s name. Select the document to open it. To provide a grade/feedback, choose “Evaluate Submission” on the left side.

You may choose to provide feedback for each student and “save as a draft”. Then, you may select the students’ names and “publish feedback”. This will make the feedback available to all students at the same time.
On the left side, provide the score for the dropbox. Then you may type in individual feedback or attach a file with feedback. You may choose to “publish” that specific student’s feedback (so he/she can see it) or you may choose to “save as a draft” and then publish all of the feedback for the class at the same time.

You will be able to see if you have given feedback as well as if you have save the feedback as a draft or published the feedback for each student.
Desire2Learn 10.2: Quizzes Using Respondus
First you will need to download Respondus onto your office computer (or wherever you plan to use it) Go to:

- Gordon Webpage
- Campus Departments
- Computer Services
- Faculty/Staff
- Respondus for GeorgiaView

- Click on “Respondus4Campus.exe”
- “Run”
You can choose to include the equation editor if you think you will use it (math/science teachers)

- After installation is complete you will have this icon on your desktop.

The first time you open Respondus you may need to copy and paste this information in
This is what Respondus will look like when you open it. You can choose to

- Open a respondus file you have already created
- Make a new respondus file (if you want to type all of your questions into Respondus
- Use the testbank network to get questions from the publisher of your textbook. (There is a video on the wiki page www.technologyforgc.pbworks.com that shows you how to do this.)
- Make a respondus file from a Word document.

Before you submit your Word file to Repondus, you will need to type your questions in this format.

Put the question number and a period after it like 1. or 2.

Type the question beside the number. You can also insert a picture.

Put a, b, c. or however many choices you want. Then list the answers out beside them.

Put an * in front of the letter of the answer choice that is correct ( *b. Gordon State College)

Save it in your H drive, documents...
When you choose “Import Questions from a text file” you will get this popup.

Type of file: You will probably choose Microsoft 2007.

Browse for file on your computer.

You probably want to create new document- name it what you want your test to be called. You can choose if it is a survey or a test.

If you use “stem” questions this put a number “ie ch2” in front of all of you test questions so that they are grouped together.

Select preview- if there are any errors it will show up in the bottom textbox.

You will also see the questions and the “stem numbers”.

If this is correct, select “finish”.

No warnings.
You can now see the list of questions below. You can preview them by selecting the magnifying glass. You can edit them by clicking on the gray arrow.

You can change the point value by clicking in the point value column for each question.

If you edit the question it would prefill in the top part with the question and wording.

You can change the answers, or add more answers by scrolling down. You can select for the answers to be randomized. You can also change the correct answer in the “select correct answer” dropdown.

You can also select “feedback” and type in specific feedback.
You can also add new questions. Select the type of question you want.

Type in the title as “ch1006” if you want it grouped with the rest.

Type in the question and answer choices.

Select the correct answer.

Choose to randomize the answers.

Choose to give feedback.

Choose the point value for the question.

Scroll down for it to say “Add to end of list”. It will add it to the list you see.
True or False: Select on the correct tab. Type in the title (ch1006 to go with the rest of the group).

Type in the statement and select the correct answer.

Change the point value and add it to the end of the list.

Matching: Type in the title of the Question and the Question Wording.

Type in one part of the match on the left side (ie names of colleges) and type in the other part to the match (ie the towns they are located in) on the right side.

On the left side, beside the number, put the letter that corresponds to the math on the right side. (Ie 1 has A beside it because UGA is located in Athens.)

Change the point value and add to end of list.
Multi-Select (more than 1 correct answer): Select Multi Select on the left tab.

Type in the title and question wording- Make sure to say “Choose all that apply”.

Type in your answer choices. Put an “X” beside all the answers that are correct.

Change the point value and/or randomize answers.

Choose how you want the credit to be given. (partial or all/none)

Save and add to list.

Ordering: Select “ordering” on the left tab. This means the answers have to be put in a certain order.

Type in the question title and wording.

List the answer choices IN THE CORRECT ORDER (not shown here.)

The computer will automatically randomize and mix them up so the students have to put them in the correct order.
Fill in the Blanks: Select it from the left tab.

Put in the title of the question

Type the statement. Where you want a blank to be, put a [ then type in the correct word you want them to fill in].

Ex: The name of the college is [Gordon State College].

If there is more than one possible correct answer, separate those by parenthesis.

Ex: One of the days of the weekend is [Saturday, Sunday].

Click the “Settings” tab at the top of the page and the “Properties” tab on the left.

Put in a notification email if you want an email every time a student submits their test (not advised)

Select if you want the right click button disabled and the IM pager button disabled during the test. (both are recommended)

Type in a custom introduction message when the students open up the quiz.

(You can add this info. now or wait until you put it in D2L and then select this info.)
Click the “Settings” tab at the top of the page and the “Layout” on the left.

Choose how many questions you want on a page.

Choose if you want the students to be able to go back and revisit answers.

Choose how you want the numbering (1, 2, 3,) is suggested.

Click the “Settings” tab at the top of the page and the “Random Sections” on the left.

“Add New Set”

Enter the first number in your set – ie “1” and the last number in your set ie “10” or “100” or however many questions you made.

Select the number of questions you want to be randomly pulled from that set ie “50” (I have 100 questions in the set and it will randomly pick 50 to give each time a person takes the test.)

Choose the point value for each question
Click the “Preview and Publish” tab at the top of the page and the “preview” tab on the left of the page. Select “preview file” to see how the test will look online. Make sure you have the correct answer. Select “modify” if you need to change anything.

Click the “Preview and Publish” tab at the top of the page and the “publish” tab on the left of the page. Select the “publish wizard”. You can choose to publish to a single course or batch to multiple courses. Select “add new sever” and “Yes, check for preconfigured server settings”
After it preconfigures the settings, enter a name to describe the D2L server (Whatever you want).

Enter your username and password for D2L and don’t check to save it.

Run connection test.

Next

Choose if you want it to go to a single or multiple courses and select the D2L Server you just named.
Choose the name of the course you want it in.

Choose if you want it to be a Quiz, Self Assessment, or Question Library Section.

Choose to Apply the Settings and Randomize Sections like you said when building the test.

It will take a few mins., but it will say “Completed Successfully” when the test has been put in D2L.

Finish
In D2L choose “Quizzes” from your navbar. You can now edit this quiz that has been moved over into D2L by clicking on the title.

On the “properties” tab, you will need to associate the test with a grade item.

Select “add grade item”

After you enter the grade item information- select “Allow automatic export to grades” if you want the test score to be automatically put in your gradebook.

Select “Allow attempt to be set as graded immediately upon completion” meaning that the test will be graded by the computer as soon as the students complete it.

Make sure to disable right-click and pager.
When putting in the grade item, make sure to give the grade item a name, “Ie- Chapter 1 Quiz”

Put in the max amount of points the student could get, most will say “100” if the highest the student could make on the test was 100.

Choose your grade scheme- probably percentage.

Decide how long you want the students to be able to see their grade.
On the “Restrictions” tab, the information should reflect what you put in Respondus. You may want to “Display in Calendar” the beginning/end date of the test.

You can choose to attach special release conditions that the students must complete in order to take the quiz.

Select “Create and Attach”. Then choose the type of condition you want. (ie- Content) and the specific topic (Syllabus document) then “create”. (You can create more than one condition that the students must complete in order to take this test.

For example, I put a release condition on the quiz saying that the student must open the “Course Syllabus” content module before D2L will allow them to take this test.
If you do not want the test to be timed, do not check “enforced.” You will have to give at least 1 min. grace period. Choose how you would like the students to submit the test. “Auto-Submit” will submit the quiz when the time is finished for the student.

You may also need to allow certain students to have a longer time when taking the test (ADA). You will need to make a special access group. Scroll down to the bottom of the page under “restrictions” until you see “Advanced Availability”.

“Allow selected users special access to the quiz” means that you are going to choose a group of students from your class and give them special access- ie- longer time.

“Allow only users with special access to see this quiz” means that only those students you put in a group for special access will see this quiz. Say you give a quiz 1 and some students failed and some passed. You wanted to give a retest for those who didn’t pass. You would put those who failed in this special group. They would be the only ones that see the test. Those that passed the test the first time will never see it.

Now- Put in the special access information- like if they will have a different start/end date, different time period, different grace period...

Then choose the students from your class list that will need to be in this “special group”
On the “submission views” tab, you can choose what students see after their test. Choose “default view” and determine if you would like for them to see missed questions, missed answers, or just their grade.

You may then choose to add an additional view. Give it a name and you will be able to select what you want the students to be able to view after a certain date/time.

The student will need to go back to “quizzes” and click on submissions to be able to see this.
Now you will see the students who will have special access to the test. You can edit their access by click on the pencil or delete their special access by clicking the red x.

Now select “layout/questions” from the top tabs. Tell how many questions you want per page.

You will see that this is a random section where 25 questions will be selected from the 31. Each question is worth 4 points for a total of 100 points.
You will now need to link this quiz to the content outline so that your students will have easy access to it.

Click on “Edit Course” from the navbar and then “Course Builder”.

Scroll on the left side until you see “browse tools” select “quizzes”

Select the appropriate quiz and “add to course”. Select where you want it located in the course.

Now the quiz has been linked to a learning module. The students will be able to access by clicking on the “content” button on their navbar.
After students have taken the quiz, the teacher can view statistics by selecting the dropdown arrow beside the quiz and “statistics.”

The “User Stats” tab will show the scores for each student.

The “Question Details” tab will show how students generally answered each question.

The “Question Stats” tab will show the success rate for specific questions.
To preview what a quiz will look like for the students, choose the dropdown arrow beside the quiz name and “preview.”

You may view individual student attempts by selecting “grade”.

If you need to reset a student’s attempt, you will check beside the attempt (attempt 1) and choose the trashcan. You are deleting that attempt so they can complete another. To view that attempt select “attempt 1”.
You will be able to view how each student answered each question. You will view the score they received as well as the time they saved that particular answer.
Desire2Learn 10.2: Tracking/View User Progress
You may view/track a student’s progress through D2L in several ways. You may choose “edit course” and “View User Progress.”

You will be able to see the % of the course he/she has visited as well as his/her logins. You will be able to see the overall average. By selecting the bar items you can see individual grades.

*Note: A student’s login history is based only on logging into D2L - it is not tracked by individual course.

By selecting “content” in the “view user progress” area, you are given more specifics of what he/she accessed and completed. You may choose to look at specific pieces of content by choosing from the left toolbar.
Desire2Learn 10.2: Calendar
To access the full calendar view, select the dropdown beside “Calendar” on the coursepage. Choose “Go to Calendar”

You can view the calendar in different formats. You (and the students) can select an event from the calendar by selecting it. (Events are color-coded by class.)

Instructors will be able to edit the actual content by selecting “edit”. To access the content (as a student would) choose “more”.

While students aren’t able to add their own events to the calendar, they can make themselves lists of “tasks”. 
1. Choose “create event” to add a new event to the class’ calendar. Give the event a name and type in any needed information. Then choose the time/date/location of the event.

2. You may choose to add content to the event. You can choose “add content” and choose and entire module or just parts of it.

3. The event will appear on the calendar area as well as on the course home.
Desire2Learn 10.2:
Copy Content from Other Courses
1. Make sure you are in the course you want to put new content in. Choose “Edit Course” from the navbar. Choose “Import/Export/Copy Components” from “Site Resources.”

2. Choose “Copy Components from Another Org Unit” and “Search for Offering”

In the popup, choose the course you would like to retrieve content from. Choose “Add Selected”
3. If you want to copy the entire course choose “Copy all Components.” If you want to copy only certain parts of the course, choose “Select Components”.

4. Choose the components you want to copy and choose “continue” and then “finish”.

5. When each area has a green check mark then the import has completed.
Desire2Learn 10.2: Attendance
1. Choose “edit course” from the navbar and then choose “attendance” from “Learner Management” area.

2. Choose the “attendance schemes” and “new scheme”.

3. Choose your symbols and names of the choices for attendance. Choose what percentage each is worth (if applicable).
4. Choose “attendance registers” from the tab and then “new register.”

5. Choose the name of your register (usually class name).

Choose the attendance scheme that fits.

Choose a cause for concern (if applicable).

6. Provide the name of each session you would like to take attendance for. You may “add sessions” as well.
7. To take attendance. Choose “attendance register” tab and then choose the appropriate class.

Choose the session you would like to take attendance for by clicking on the icon beside the name.

8. From the dropdown, choose the appropriate attendance for each student. Then choose “save.”

Now you will see the symbol as well as a total for each student’s attendance.
Desire2Learn 10.2: Surveys
1. Choose “edit course” from navbar and choose “surveys” from “assessment area”.

2. Choose “New Survey”. Give the survey a name and determine if you would like for it to be anonymous.

3. Choose “add/edit questions”
4. From “new” choose the type of question you would like to add to the survey.

5. Provide the text/question and responses. You may choose to add more options if need be.
6. After you have completed adding questions, choose “Done Editing Questions” and “Save and Close”.

7. You will then need to link the survey to the course content. To do so, go to “edit course” and “course builder”. Choose the colored link icon from “add content”. The select “surveys” from the list.
8. Choose the actual survey you would like to add to the list. It will be added.

You may also provide a start/end date for when the survey can be viewed by students.

9. After students take the survey, you may view the results by selecting “edit course”, “surveys”, and choose the dropdown menu beside the survey. Choose “statistics”.
Desire2Learn 10.2:
Chat
1. Choose “chat” from the navbar. You will have to create a chat room for the students to use. Choose “New Chat”.

2. You may make a general chat that all students can access or a personal chat, where you choose the members that are able to access it.

3. For a personal chat, click on the arrow beside the name of the chat and choose “view members”. You may then “add members” to access the chat.
4. Click on the name of the chat to open it. You will see those in the chat on the left hand side. You may type in the chat on the bottom right. The conversation will appear in the upper right.

5. You may also view what was said in each session. Choose the dropdown arrow beside the chatroom and “view sessions”. Click on the date you would like to view the transcript for. You will then see the chat text.