

COURSE CONTENT

Adding a new Module

- * Click Course Content in navbar
- * Click *New Module* icon
- * Name module, edit properties and save



Add Topic from existing file

- * Click Course Content in navbar
- * Click *New Topic* icon next to module title.
- * Choose *Course File* OR *Upload File* as needed
- * Enter link name (what students see)
- * Browse for uploaded file or upload a file as needed.
- * Click Save



Add Topic from new file

- * Click Course Content in navbar
- * Click *New Topic* icon next to module title.
- * Choose *Create New File*
- * Enter topic title (what students see as a link)
- * Add content in HTML editor
- **Copy and Paste from Word documents works REALLY well!! Be sure to use Paste from Word icon in HTML editor**
- * Click *Save* in lower right corner.
- * Click Save again to save file in your course files.



Create Multiple Topics from Existing Files

- * Ensure files have been uploaded to course files
- * Click Course Content in navbar
- * Click on *Add Multiple Topics* icon
- * Select files to add and edit titles.
- * Click *Create* button in lower right

Create Quicklink (link to course tool or URL)

- * Click Course Content in navbar
- * Click *Add Topic* icon next to module title.
- * Choose Quicklink link
- * Click on Quicklink icon to right of URL field
- * Use pulldown menus to select tool or URL and specifics.
- * Save



Delete Multiple Content Links

- * Click Course Content in navbar
- * Check box next to items or modules to remove
- * Click trashcan icon at top of page
- **You can delete just the links or the links AND the files.**

Hide or Reveal Topics or Modules

- * Click Course Content in navbar
- * Select items using checkboxes to left of names
- * Click Edit Multiple items icon
- * Check or uncheck the hide property



You can also change name, short name and enumeration settings on this screen.

COPY COURSE COMPONENTS

- * Enter the **DESTINATION** course
- * Click *Edit Course* link in lower right navbar
- * Click *Import/Export/Copy Components* link
- * Select *Copy Components from another Org Unit*
- * Scroll down and use the *In Existing Offering* pull down menu to select the **SOURCE** course.
- * Check *Copy All Components* OR Check desired components. Press Next.
- * Confirm choices (use *Modify* link to make changes). Press Next.
- * Watch cute blue circles & green checks. Press Done. Celebrate with a cookie!!

EMAIL INITIAL SETUP

- * Click *Preferences* in Welcome widget on My Home
- * Click *Email* tab
- * Under Email Options, put checks next to:
 - "Track Activity for messages sent to internal email"**
 - "Include original message"**
 - "Save a copy of each outgoing message in Sent Mail"**
 Create signature, if desired
DO NOT PUT ANYTHING IN REPLY TO:
- * Under Display Options, put checks by options as desired:
 - "Show Message Preview pane" – shows message below listing**
 - "Show Folder list pane"– shows list of folders to left of mail window**
 - "Mark Message as read when viewing in Preview"**
- Under Forwarding Options - You can forward messages to an external account - but you CANNOT send them into D2L. USE WITH CAUTION.**

SUPPORT/CONTACTS

Support Site for Online Teaching & Learning: www.pstcc.edu/online

Teaching with Technology Blog:
www.pstcc.edu/blogs/teachtech/

Adapted from a resource created for the University of Iowa College of Nursing, January 2007.

WORKING WITH NEWS ITEMS

- * Press the trash can in upper right of any item to delete it/Press the pencil icon to edit the item
- * Click on *plus sign* icon in upper left to add a new item
- * Delete individual item by pressing *small trashcan* icon to right of item title
- * Click the Settings icon in the News widget to set how many items to display and when to “expire” items



MOVE WIDGET LOCATIONS


- * Scroll to lower right of homepage and click small *pencil* icon
- * Use small arrow in top right of widget.
- * Choose option -up/down, move, remove

CLASSLIST TAB SETTINGS

- * Click on Classlist link in Navbar
- * Click Settings icon
- * Use pulldown menus to choose which tabs you want to display. (All is the default - everybody in the class is on that tab)

WORK WITH GROUPS

Create Random Generated Groups

- * Click Edit Course link in Navbar
- * Press *Groups* link 
- * Add a Category (study groups, discussion, case study, etc)
- * Select enrollment style from menu – *Groups of # or # of Groups* Enter the # you want.
- * Check to add discussion and/or dropboxes, if needed. Press *Add* button.

Create Groups that you assign

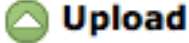
- * Click Edit Course link in Navbar
- * Press *Groups* link
- * Add a new Category
- * Select enrollment style from menu – *# of Groups – No Auto-enrollment*
- * Enter the number of groups you want.
- * Check to add discussion and/or dropboxes, if needed. Press *Add* button.

Creating Discussion Topics for Groups


- * Click Edit Course link in Navbar
- * Press *Groups* link.
- * Click on Group category.
- * Under *Additional Options*, check box by Discussion topics. Click *Save*.
- * Complete next screen with forums and topics as needed. Save.

UPLOAD COURSE FILES

Upload an individual file


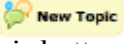
- * Click *Edit Course* 
- * Click on *Manage Files* link
- * Click on the *Upload* icon in the top right set of action icons. A box will pop up.
- * Press *Browse* button and locate the file on your local computer drives. Press *Upload*.

Upload multiple files


- * Locate the files and/or folders on your local computer and highlight/select them. Create zip file.
 - On PC: right click & choose Send to --> Compressed Folder
 - On Mac: CTRL- click & choose Make Archive
- * Upload the zip file (see directions above)
- * Once uploaded to File area, locate the zip file.
- * Click on the *unzip* icon  to the right of the file name. Press *Okay* in the dialog box
- * Files are unzipped to the directory. Delete zip file.

DISCUSSIONS

Create new discussion forums and topics

- * Go to the Discussions tool from Navbar link
- * Press *New Forum* or New Topic 
- * Complete form including name, description, availability (if desired) 
- * If new forum: Press *Save and Add Topic* button
- * Complete the topic form and press *Save* or *Save and Add Topic*.
- * Use the *Assessment* tab to make an topic gradeable via the Grades tool

Grade a Discussion Topic


- * Enter Discussion tool from Navbar link 
- * Press Grade icon to right of topic.
- * Click a student's name to see postings.
- * Enter assessment and click the Graded checkbox when ready to send grade to Grades tool.
- * Press *Save* and then *Close*.

QUIZZES

Create a Quiz

- * Enter Quiz tool and click *New Quiz* icon in toolbar
- * Name Quiz
- * Create Grade Item or assign existing grade item if grade if needed and choose **Allow automatic export** checkbox and **Allow to be set as graded automatically** options, if desired
- * Click on *Restrictions* tab to set time and dates
- * Click on *Attempts* tab to set attempts allowed
- * Save on each tab

Reset a Quiz attempt

- * Go to Quiz tool 
- * Click on *Grade Quiz* icon next to Quiz name
- * Click *Display* options and check "Allow Reset" (if necessary)
- * Put check next to student's attempt
- * Click small trashcan icon at top of listing.
- * Save

Set Special Access for Quiz

- * Go to Quiz tool and then Click on Quiz name
- * Click on *Restrictions* tab and scroll to bottom
- * Press *Add Special Access* button
- * Make access choices and settings for individuals or groups as needed. Save changes.

Quick Edit Quizzes

- * Go to Quiz tool
- * Check selected quizzes or the box at top or bottom of listing to select all
- * Click *Quick Edit* icon (pencil icon)
- * Make changes to quiz names, active status, attempt number, category. Press Save

Create a Random set of questions in a Quiz

- * Go to Quiz tool and Click on Quiz name
- * Click on *Layout/Questions* tab (far right)
- * Press *Add/Edit Questions* button
- * Choose Add a Random Section from pulldown menu and press Go. Name section and save
- * **IMPORTANT:** Click on random section to enter it (purple folder)
- * Press *Import*
- * Select questions from question library and Save
- * Above questions, enter how many questions to choose and point values at top of screen. Save.

GRADING QUIZZES

View Student Answers, Grade Long Answers, Provide Feedback

- * Go to Quiz tool
- * Click on *Grade Quiz* icon next to Quiz name
- * Click attempt under student's name
- * Scroll down to view/grade answers and give feedback for student

Grade all students on one question


- * Go to Quiz tool
- * Click on *Grade Quiz* icon next to Quiz name
- * Change view to Question by using tab.
- * Click Question title and then click Grade icon to right of version title (gray bar)
- * Scroll down and make grading and/or feedback choices. Save.

DROPTBOX

Creating a Dropbox folder

- * Click Dropbox link in navbar
- * Click *New Folder* icon above folder list
- * Complete form (create Grade Item if desired)
- * Set time/date restrictions and add to Calendar (schedule) tool if desired on Restrictions tab

Downloading all new files in a dropbox

- * Click Dropbox link in navbar, then folder name.
- * Click the Files tab at top
- * Check the box above listings to select ALL
- * Press the *Download* button. 
- * Save file where desired.
- * Unzip file to access student files.

Email Students who have not submitted

- * Click Dropbox link in navbar
- * Click the name of the Dropbox folder
- * Click *Email Unsubmitted Students* button at top.

Grade/Provide Feedback for Dropbox

- * Click Dropbox link in navbar
- * Click the name of the Dropbox folder
- * Choose *Show Without Feedback* in pulldown menu
- * Click the *Leave Feedback* link to right of student's name
- * Enter point grade, comments, feedback.
- * Press *Submit*.

USING GRADES WIZARD

- * Click on Grades Setup wizard icon
- * Make Choices about:
 - Points vs. Weighted**
 - Adjusted vs. Calculated Final Grade Release**
 - How to treat ungraded items (zeros or ignored)**
 - Auto-updating Gradebook (NOT RECOMMENDED)**
 - Grade scheme**
 - Display options for you and students**
- * Save

MANAGING GRADES TOOL

(Enter the Grades tool from the navbar link)

Create a new grade item or category

- * Click *Manage Grades* on left in sidebar.
- * Click *New Item* icon to create a new column or *New Category* icon to create a new category
- * Name item or category and make property selections. Press Save



Edit Multiple Grade Items

- * Click *Manage Grades* on left in sidebar.
- * Click *Edit All Grade Items*
- **This is really helpful to make changes like category membership, bonus items, point values, etc. You cannot change ALL options here.**

Change an item into a bonus/extra credit item

- * Click *Manage Grades* on left in sidebar.
- * Click an existing item's name
- * Under the properties, click the box next to "This item is a bonus item. Press Save

Re-Order Gradebook Items

- * Click *Manage Grades* on left in sidebar.
- * Click Re-Order icon
- * Check item or category to move
- * Use Up and Down Arrows to change order of the items. Save.



Show or hide points/scheme symbol/color for all Grade items

- * Click Grades Settings on left in sidebar
- * Check Points Grade and/or scheme for Personal and/or Org Unit Display Options (students' view)

Drop Lowest (or highest) Grades in a Category

- * Click *Manage Grades* on left in sidebar
- * Create category or click existing category's name
- * Check box next to Distribute Points evenly
- * Set number of points for each item
- * Enter number of lowest/highest items to drop.

WORKING WITH GRADES

Enter Grades in an Item

- * In Grades tool, click Enter Grades
- * Click *Grade* icon in the item header
- * Enter points for each student



Enter Grades for a Student

- * In Grades tool, click Enter Grades (if needed)
- * Click student name in listing
- * Enter grades for each item for the student. Save.

View a section or group in Grades

- * Click *Manage Grades* on right in sidebar
- * Use pulldown menu to select Users, Groups or Sections.

FINAL GRADES

Setup

- * Click Grades in course navbar
- * Click Manage Grades link on left in sidebar
- * Click Adjusted or Calculated Final Grade link
- * Use pulldown menu to select Grade Scheme
- **if your department or program has a common scheme, it might be listed there. To view the scheme, click Grades Schemes in left sidebar.**
- * Use Display option to set what you and your students will see in the columns. Save.

Final Grade Calculations

- * Click Grades in course navbar
- * Click Enter Grades icon in Final Grades category.
- * Click Recalculate All to update calculations.
- * If you are releasing the Adjusted Grade, transfer calculated to adjusted by clicking the button
- * Transfer to Adjusted using *Transfer All* button
- Adjust values in Adjusted Grades.
- * Save



Releasing Final Grade to Students

- * Click Grades in course navbar
- * Click Enter Grades icon in Final Grades category.
- * Press the release all grades button to release final grades to all users.
- * Enter any comments to specific students or class
- * Save

