

## Quick Steps for D2L

To create a **consistent student experience**, each course will have these elements:

- **Profile** – post picture
- **Course Content:** upload
  - Course overview
  - Course outline/workplan
  - Course materials
- **Grades** - set up Grade book & post marks
- **Calendar** – post due dates
- **News** – post a welcome
- **Manage Files** – set up copyright folder

### PROFILE

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**To add a profile picture** (Max Photo Size is 1 MB)

1. Click your name in the right hand corner on top of the Home Page.
2. Select “Profile”.
3. Click “Add picture”.
4. Drag and drop picture or click “Upload” and browse and select image.
5. Click “Save”.
6. Click “Save and Close” or “Save”.

### MODULES AND CONTENT

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**You organize your course by adding modules under the Table of Contents.**

**To add a module:**

1. Click Content on the menu bar.
2. Click “Add a module” under Table of Contents.
3. Name your module.
4. You will see your module under Table of Contents.

(All courses have an Introduction module. This is where you will add your **course overview** and **course outline**.)

**To upload files (word docs, pdfs, ppt etc) to a module:**

1. Click on the module in the Table of Contents.
  2. Click “New”.
  3. Select “Upload Files”.
  4. Drag and drop the file or click “Upload” and browse and select the file.
  5. Click “Save”.
- The file displays as a topic under the module.

**To edit a document:**

- Download the document to your computer.
- Make the edits.
- Re-upload the file by clicking the down arrow by the document in D2L and choose “Change File”.
- Click “Upload” and “Update”.

### GRADES

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➤ **Build your Grade book by creating grade items.**

**To add a grade item:**

1. Click “Assessments” on the menu bar and Select “Grades”.
2. Under the “Manage Grades” Tab, click “New” and select “Item”.
3. Click “Numeric” from the “Choose a Grade Item Type”.
4. Type the name of the grade item. It will display in your Grade book.
5. Enter the points the item will be marked out of.
6. Enter the weight the grade item contributes to the final grade.
7. Grade scheme needs to be left at Whole Numbers or Pass/Fail to import the final students’ grade to Peoplesoft.
8. Click “Save and Close”.

A grade item is added for each evaluation on the course workplan.

➤ **Post marks to Grade**

**To enter marks in your Grade book:**

1. When in Grades, click “Enter Grades” Tab.
2. Click “Switch to Spreadsheet View”.
3. Enter the marks for grade items for students.
4. When finished, click “Save”. Saved grades are shared with students.
5. Click “Switch to Standard View” to return to the standard view for your Grade book.

➤ **For students to see their accumulated grade, release the final calculated grade in your course.**

**To release final calculated grade:**

1. When in Grades, click “Enter Grades”
2. Click the “Final Calculated Grade” dropdown arrow, select “Grade All”
3. Click the box beside email to select all students
4. Click the “Release/Unrelease” button. Notice the box for each student is ticked in the “Release Final Calculated Grade”
5. Click “Save and Close”. The Final Calculated Grade is released for each student.

This can be done any time after students are enrolled in the course.

➤ **Export your Grade book after entering marks to have a backup copy.**

**To export your Grade book:**

1. When in Enter Grades, click “Export”.
2. Select Export Options. (Grade Values and User Details.)
3. Choose Grades to Export. (Tick the box above the grade items to select all.)
4. Click “Export to Excel” (If you will be viewing the file on a computer that does not have

excel installed, choose "Export to CSV".)

5. Click on file name to download.
6. Save file and click OK.

## CALENDAR

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Set up your course calendar by adding due dates for course evaluations and posting dates for class events.

### To add due dates or events:

1. Click calendar on the course Home Page.
2. Click "Create Event".
3. Type name of the evaluation or event.
4. Add description. (if you like)
5. Set date, time and location for the evaluation or event.
6. Click "Create".
7. The date displays in the calendar and in the calendar widget on the Course Home Page.

## NEWS

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News is used to communicate course updates, share new information and post reminders.

### To create a News item:

1. Click News on the Course Home Page and select "New item".
2. Enter title in the "Headline" box.
3. Add your message under "Content".
4. Click image icon to add a picture or screen shot.
5. Click "Add a File" or "Record Audio" to add content to the message.
6. Click "Publish".

All courses have a **Welcome News** item to let students know what content is in the course and how they can find it.

## MANAGE FILES

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### To add a copyright folder:

1. Click "Edit Course" on the Menu Bar and select "Manage Files".

2. Click "New Folder" and type Copyright.
3. Click "Save".

### To add copyright permissions:

1. Click the Copyright Folder.
2. Click "Upload".
3. Drag and drop file or browse and select the file.
4. Click "Save".

## COPY COURSES

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You can develop your course in a development shell and copy over to your live course.

### To copy a course:

1. Log onto the course you want to copy the content to.
2. Click "Edit Course".
3. Select "Import / Export / Copy Components".
4. Always copy components from another org unit into our course. Click "Search for offering".
5. Enter the name of the course offering you want to copy components from and click the search icon.
6. Select the course offering you want to copy from and click "Add Selected".
7. Click "Copy All Components". The status bar lets you know the copy is in progress. You can also copy individual components by clicking "Select Component".
8. When the copy is complete, click "View Content".

## For More Help

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### To get more help with D2L

1. Visit <http://onlinelearning.nsc.ca/D2LStaffSupport> to access how-to videos
2. Log onto the D2L Community.
3. Contact the Service Desk – <https://servicedesk.nsc.ca>