# Manage Your Online Course, Advanced Training

## Quizzes

### Review Quiz Options

* Select Quizzes from the Evaluation group.
* Click on the title of a quiz.
* View the options available for the following tabs: Properties, Restrictions, Attempts, Submission Views, Layout/Questions

### Set Release Dates for Quizzes

* Select Quizzes from the Evaluation group.
* Click on the title of a quiz.
* Select the Restrictions tab.
* Select the dates when the quiz is available.
* Click on Save or Save and Close.

### Set Submission Views

* Select Quizzes from the Evaluation group.
* Click on the title of a quiz.
* Select the Submission Views tab.
* Click on “Default View” or select “Add Additional View.”
* Select the items you want to release to students after completing the quiz.
* Click on Save.

### Grade a Quiz

True-False, Multiple Choice, and similar questions are auto graded. If the quiz has an essay question, the instructor must manually grade the question.

* From the quiz list page, click the action arrow for the quiz.
* Click on Grade.
* Click on “attempt 1” and look at the results if it is an auto graded quiz.
* For essay questions, enter a score.
* Click on Save or Save and Close.

## Assignments

### Create a New Assignment Folder

* Select Assignment Dropbox from the Evaluation group.
* Click the New Folder button.
* Name the folder.
* If you want the grade to go to the grade book, select the grade item from the dropdown list or click on “New grade item” and create a new column in the grade book.
* Enter the possible number of points in the “Out of” column.
* If desired, add a rubric.
* Provide instructions for the assignment.
* Add a file or record audio, if desired.
* Select the submission options.
* Click on Save or Save and Close.

### Set Release Dates for Assignments

* Select Assignment Dropbox from the Evaluation group.
* Select Edit from the actions menu for the dropbox folder.
* Click on the Restrictions tab.
* Select the start, due, and/or end dates.
* Click on Save or Save and Close.

### Grade an Assignment

* Select Assignment Dropbox from the Evaluation group.
* Click on the name of the assignment.
* Click on “Evaluate Submission” for the student who submitted an assignment.
* Click on the file to view it. PDF and Microsoft Office files display in the D2L viewer.
* Enter the grade in the “Score out of \_\_\_\_” box.
* Provide feedback in the Feedback textbox.
* Record audio feedback if desired.
* Click on Publish or Save Draft.

## Discussions

### Create a New Forum

* Select Discussions from the Communication or Evaluation group.
* Click on the action arrow for the New button and select New Forum.
* Enter the forum title and type a description, if desired.
* Check Visibility options if you want to make the discussion invisible to other users either always or for specific dates. You can later release the topic.
* Select Locking options if you want to make the discussion visible but not open for postings. Choose specific dates, if desired.
* Click on Save or Save and Close.
* NOTE: A forum must have one topic for it to become visible to users. A hidden or locked forum hides and locks all topics below it.

### Create a New Topic

* Select Discussions from the Communication or Evaluation group.
* Click on the Actions arrow for the New button and select New Topic or click on the action arrow for a forum and select Add Topic.
* Choose the Forum under which it will display.
* Type a topic title and type a description, if desired.
* Select the desired options. NOTE the new option to require “Users to start a thread before they can read and reply to other threads.”
* Choose Availability and Locking options.
* Click on Save or Save and Close.

### Post a Discussion Thread

* Select Discussions from the Communication or Evaluation group.
* Click on the name of the topic.
* Click on the Start a New Thread button.
* Type the subject.
* Type the message.
* Click on Add Attachments to add a file or record audio, if desired.
* Click on Post to post the message or Save Draft to save the content and post the message later.

### Reply to a Discussion Message

* Click on the message title.
* Click on the Reply to Thread button.
* Type the reply message.
* Click on Add Attachments to add a file or record audio, if desired
* Click on Post.

### Include an Attachment

* Follow the steps to add or reply to a thread above.
* Click on Add Attachments to expand the options.
* Click on Upload.
* Locate and select the desired file.
* Click on Open then click on Upload.
* Click on Post.

### Delete a Thread

The option to delete messages is available only to faculty. Students cannot delete messages.  
To delete a message,

* Click on the name of the topic.
* Click on the action arrow for the thread.
* Click on Delete Thread.
* Click on Yes to confirm.

NOTE: Delete will also delete all replies to a message.

### View Discussion Statistics

To view statistics,

* From the Communication group, select Discussions.
* Press on the Statistics tab.

The number of messages authored, read, unapproved, and scored for each student is reported.

### Set Release Dates for Discussions

* Select Discussions from the Communication or Evaluation group.
* Click the action arrow for the topic and select Edit Topic.
* Ensure that the Properties tab is selected.
* Check Visibility options if you want to make the discussion invisible to other users either always or for specific dates. You can later release the topic.
* Select Locking options if you want to make the discussion visible but not open for postings. Choose specific dates as desired.
* Click Save or Save and Close.

### Set Evaluation Options for a Topic

Topics, not forums, can be evaluated.

* From the action menu for the topic to be assessed, select Edit Topic.
* Click the Assessment tab.
* Choose a grade item or add a new grade item to transfer the grade to the grade book.
* Enter the number of points for the topic.
* Under Posts, check the option to “Allow assessment of individual posts. If you do not select a calculation option, you will be able to view all posts for a student and enter a total score for all postings. If you choose a calculation option, you will enter a score for each posting and allow the system to calculate based on the method selected.
* Click on Save or Save and Close.

### Grade a Discussion

* From the action menu for the topic to be assessed, select Assess Topic.
* Click on “Topic score” for the student you want to assess. All posted messages will be listed.
* Enter a topic score or scores for individual posts provided calculation options were selected.
* Click the “Published” checkbox if you want the score to immediately go to the grade book.
* Enter feedback as desired.
* Save or Save and Close.