# Manage an Online Course, Basic Training

## Access Courses

### To access courses from NS Online,

* Go to [**https://elearn.nscc.edu**](https://elearn.nscc.edu) or from the Nashville State home page, select NS Online Courses from the Connect dropdown menu.
* At the login screen, enter your "A" number as the username. Your password is your MyNSCC password.

### To access courses from myNSCC,

Go to http://www.nscc.edu. Click on "Connect" and choose "MyNSCC."

Enter your "A" number and password. Use the password you set up for MyNSCC. You will be prompted to change it every 90 days. Make a note and remember your new password for future reference.

Click on "NS Online Courses" at the top right of the screen. This takes you to your D2L course list.

## Explore D2L Layout

Go to My Home and Course Home and review each of the widgets and links.

A minibar displays across the top of the screen. It includes icons for links to:

My Home--Click the link from any location in the course management system to return to this page.

Select a Course--Click on the "select a course" dropdown list to enter a course. Alternatively, click on the name of a course from the "My Courses" widget in the left column.

Message Alerts--Notifies users of unread email messages in all courses. A red dot on the icon indicates new messages.

Update Alerts--Notifies users of updates to news, assignments, grades, and quizzes for all courses. A red dot indicates new updates.

Subscription Alerts--Notifies users who have subscribed to Discussions that they have new unread discussion postings.

Personal Settings--This is an area where users can create a profile, set up mobile notifications, change account settings, view progress, and logout

Admin tools (gear icon)--Provides links to user, organization and course related information.

## Locate Resources

* Faculty resources are listed in the Faculty Support Services Widget.
* Student resources are available through Help, Student Services group, and Resources group.
* Faculty have banner\_student access to an online D2L shell titled “Help and Training Videos.”

## Add and Remove Teacher Access

### To Add an instructor to your course,

Go to your course.

From the Communication group, click on Classlist.

Click the action arrow on the "Add Participants" button and select "Add existing users."

Enter the teacher's last name in the "Search" box or enter the teacher's "A" number.

Click on the Search icon.

Check the box next to the instructor's name that you want to add to the course.

To the right of the name, change the role to "banner\_teacher." If Section is an option, select the section. There will be only one section available.

Click on "Enroll selected users."

Click on the Done button.

### To Unenroll a teacher from your course,

From the Communication group, click on Classlist.

Check the box next to the teacher's name.

Click the "Unenroll" icon.

Click on Yes.

## Copy Course Content

Go to the empty shell or the course where you want the materials to be "copied to."

Click on Edit Course. NOTE: There are several entry points to begin the copy process: One is Edit Course OR from Content use the Import/Export button OR from the Admin Tools (gear icon), select Import/Export/Copy Components.

Ensure that "Copy Components from another Org Unit" is selected.

Click on "Search for Offering."

Click the radio button to the left of the course you want to copy. Click the "Add selected" button.

Click the "Copy all Components" button to select all components or the "Select Components" button to select individual items. NOTE: For the "Select Components" option, you may need to click the plus symbol to display all of your choices. Choose the individual items as desired.

Click on Continue.

To confirm your selections, click the Finish button.

You will be prompted when it is Done.

## News

### Publish a News Item

Enter the course by clicking on the title of the course.

Locate the News widget.

Select New News Item from the News widget action menu.

Type the headline.

Add content.

Set start and end dates as desired.

Attach a file or record audio (1 min. or less) if desired.

Click on Publish to release the news item or Save as Draft to publish it later.

### Edit a News Item

From the actions menu for a specific news item, click on Edit.

Make editing changes as desired.

Determine whether this is a major edit, which means you want to send another copy to students who have RSS feeds or Notifications set so they will be notified when the updated item is displayed.

Click on Update.

## Course Overview

### Add a Description

Click on Content. Ensure that Overview is selected.

Click on "Add description for course overview."

Type or paste the information in the D2L editor.

Click on Update.

### Delete the Content Entered Using "Add a Description,"

Click on the content to open the editor. Ensure that Overview is selected.

Select all of the content.

Click on Delete.

Click on Update.

### Add an Attachment (Upload)

From the Course Overview action menu, click on "add an attachment."

Choose either "My Computer" or "Course Offering Files."

Click on Upload.

Select the file to upload.

Click on Done.

### Add an Attachment (Drag and Drop)

NOTE:If your browser supports drag and drop, you will see a specialized drop area labeled "Drag a file here to add it to the overview."

Locate the file on your computer.

From the Course Overview page, drag a file to the area marked, "Drag a file here to update the attachment."

NOTE: Click on Settings from the Content page and check "Automatically update files that have the same file name" if you want to replace a file with the same name; otherwise, a new link with the file will be created.

### Delete an Attachment

Click the action arrow next to Course Overview.

Select Remove Attachment.

## Content

### Create a New Module, Topic, and File

Choose Content from the navigation bar.

Create a new Module if one does not exist. You must create a module before you can add a topic to the content. To create a module, click on "Add a module" in the left pane under Table of Contents unless a module already exists. If the module has already been created, click on the name of the module.

Type the module name.

Enter to create the module.

Click the "New" button in the right pane and select "Create a File."

Enter a title that will appear as the linked text.

Click on "Browse for a Template." if you have an HTML file or TXT file on your computer or in the files you have saved in D2L. Once you select the file, it serves as a template and you will be able to edit and save the file under a different name in the D2L editor.

Click the "Add" button.

Click inside the "HTML editor" box. Type the desired content.

Click on Publish or Save as a Draft for later editing.

### Edit an HTML File

HTML files can be edited directly in D2L. All other file types, such as Word or PDF, must be downloaded and edited with the program that was used to create them. File types are identified by an icon in the list of files in Content.

Click on Content.

Look for any link with this icon:  HTML icon

From Content, click on the title of item to be edited.

Click on the title action menu for the title. Select edit title to make changes to the title.

Click on the action arrow to the right of the title and select "Edit" to make changes to the document.

Click on Update or Revert to Draft.

### Delete a Topic

From the Content page, click the action arrow for the topic.

Click on "Delete Topic."

Click Delete.

### Edit a Word, RTF, or PDF File

File types other than HTML must be edited with the program with which they were created. To edit a PDF file, you should have the native file, probably the Word File.

### Upload a File, such as a Word, RTF, or PDF

Click on Content then click the "New" button.

Select "Upload files."

Choose where the files will be uploaded from: My Computer or Course Offering Files.

Click on Upload.

Upload the file and click on Open.

Click on Done. To view the file, click on Content then click the link.

### Drag and Drop a File to Content

Click on Content and create or select a module from the left navigation.

If your browser supports drag and drop, you will see a specialized drop area.

Locate and select the files on your computer.

Drag one or more files to the specialized drop space.

* Browse to locate the file.
* Save.
* Click on Content and click the link to check to see if the file displays as expected.

### Move Topics or Modules

Drag and drop the topics or modules to the desired locations. Hold the left mouse and drag. Look for the horizontal line to determine the location.

Alternatively, follow these steps:

Click on Content.

Click on Table of Contents.

Click the Actions arrow for the topic to be moved. Select "Move to."

Choose the radio button next to the name of the module you wish to move the topic "to."

Click on "Move."

The topic will display as the first item in the module.

Move a topic up or down places it in a different order within its module. Both modules and topics can be moved up or down in the Content list.

## Class Progress and Student Progress

### Class Progress

To access Class Progress and select progress indicators,

From the Course Tools menu, select User Progress.

Click on Settings and select the desired items--four indicators can be displayed.

Click on Save and Close.

To change progress indicators,

From the Course Tools menu, select User Progress.

Click on Settings.

Click the Action menu for the item to be changed.

Click on Replace.

Click on Save and Close.

### Individual Student Progress

To view the progress for an individual student,

From the Course Tools menu, select User Progress.

Click the link with the student's name OR

From the Classlist, click the Actions arrow next to a student's name and select View Progress.

## Grades

### Add Grades to the Gradebook

From the Evaluation group, select Grades.

Choose either Switch to Spreadsheet View or click the action arrow for a category or column and select "Grade all."

Place students' grades in the blanks beside their names.

Click on Save. Click on Yes.

### Select Items to Display for the Instructor's View.

This feature allows you to control which grade columns display in your grade book.

From the Evaluation group, select Grades.

From the "More actions" menu, select Hide/Show columns.

Uncheck any columns that you do not want to display in your view of the grade book.

Click on Save.

### View Grades as a Student

From the Evaluation group, select Grades.

Click on a student's name.

Click the Action arrow next to a student's name and select Preview.

Click on Close to return to the previous screen.

Click on Save or Cancel to return to the Gradebook spreadsheet.

### Release Final Calculated Grade

From the Evaluation group, select Grades.

Click the Actions arrow for the Final Calculated Grade and select "Grade All."

Select the check box next to the names of students whose grades are to be released or select all students.

Click on the Release/Unrelease link at the top of the table.

Click on Save. Click on Yes.

An icon displays in the Final Calculated Grade column in the spreadsheet for each student whose grade has been released.

## Classlist

### Send Email to Selected Students

From the Communication group, select Classlist.

Check the box to the left of each student's name to select students to email.

Click the Email link above or below the table of names.

Type the subject and message in the appropriate fields. Click the Browse button to add an attachment, if desired.

Click on Send.

### Send Email to All Students

From the Communication group, select Classlist.

Click the Email button at the top of the list.

Click the Students tab to send email to students.

Click the "Send Email" button.

Key a subject and body.

Click on Send.

### Enroll an existing user

Click the Actions arrow on the Add Participants button and select "Add existing users."

Enter the student's "A" number or name in the "Search for" textbox then click the Search icon.

Select the check box beside the users you want to enroll.

Select "banner\_student" as the role. If the section dropdown list is available, select a section.

Click the Enroll Selected Users button.

### Retrieve Grades and Progress for Withdrawn Students from the Classlist

The Enrollment Statistics feature allows faculty to retrieve grades and progress for students up to the time they withdrew from a class.

From the Classlist page, click the Enrollment Statistics button.

From the list of Withdrawals section, click the action arrow next to a student' name then select View Grades or View Attendance.

Click on Done to return to the Classlist.

## Email

### Read an Email Message

To display messages related to a specific course, first enter the course, then from the Communication group, select Email. When reading email, unread messages appear in bold. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

### Manage Mail Folders

To save files at the end of a semester, first create a folder, move the inbox and sent email messages to the folder. To access the folder management area, select Email from the Communication group.

Click on the Folder Management button at the top of the screen.

### Create a Folder

From the Folder Management area, click the New Folder button.

Choose the type of folder—Message or Contacts. Use Message folder for saving email messages. You cannot change the folder type once it has been associated with a folder.

Type a name for the folder in the Folder Name field. You may want to create a separate folder for each course to make it easy to locate mail from a previous semester; for example, XXX1000-760 Spring 2012.

Assign the folder to a Parent Folder, if desired. Choosing a parent folder means that the folder you add is "nested" within the parent folder. Choose "None" if you do not want the folder to have a parent. You can nest folders as deeply as you want.

Click on Save.

Click on the Message List tab at the top of the screen to return to the Email list page.

### Move Messages to a Folder

Select the check box next to the message or messages you want to move. You can display up to 200 per page. To select all email on the page, click the check box at the top of the email list (to the left of the trash icon).

In the "Move to" drop-down list, select the folder to which you want to move the messages.

### Delete a Folder

Click on the Folder Management button.

Click on the Action menu for the folder and select Delete. You cannot delete system-created folders: Inbox, Sent Mail, Drafts, or Trash.

## Calendar

The Calendar tool allows instructors to create calendar entries directly from the calendar tool and also displays entries that are created by selecting start and due dates for quizzes, assignments, discussions, etc. Students are allowed to view calendar entries, but they cannot create entries. We will refer to the two types of entries as "course tool events" and "calendar events."

Course Tool Events: These are events that are created by setting start and/or due dates for quizzes, assignments, discussions, etc., then choosing the "Display in calendar" option. The due dates display in the calendar.

Calendar Events: These are events you create within the Calendar tool.

### Create a Course Tool Event (Quizzes, Assignments, Discussions)

Select Quizzes, Assignments, Discussions, Content, or a Grade Item from the appropriate group menus. Click on the title of the item for which you want to create a calendar entry.

Click the Restrictions tab.

Set start, due, and/or end dates.
NOTE: Quizzes, Discussions, and Grades provide options for Start and End dates; Assignments and Content provide options for Start, Due, and End dates. The end date will display in the calendar for Quizzes, Discussions, and Grades; the due date will display in the calendar for Assignments and Content.

Check the "Display in calendar" box.

NOTE: Dates can also be set from the Content tool, but the option to Display in Calendar is not available from Content.

### Create a Calendar Event

Go to the course for which you want to create an event.

From the Communication group, select Calendar.

Click on Create Event.

Click on Add Content if you wish to provide a link to specific course content from the calendar.

Enter the title, description, date and time. Other options are available which are beyond the scope of this handout.

Click on Create.