

**Technical How-to for**

**Course Development/Revision**

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Nashville State Community College

# Technical How-to for Course Development/Revision

The following step-by-step instructions are provided to help course developers maneuver through adding Desire2Learn tools and adding content to courses. These same skills may be important for lead instructors. For additional information on managing the tools after a course is created, go to <http://ww2.nscc.edu/lyle_l/D2Lguides/D2LGuides.html>.

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## News

### Publish a News Item

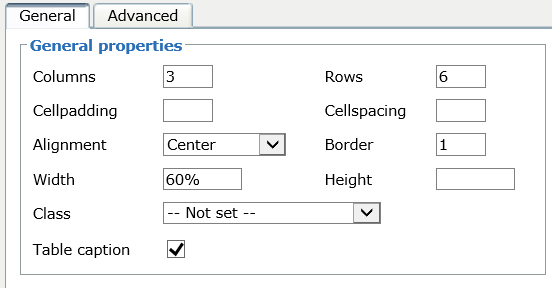
* Enter the course by clicking on the title of the course.
* Locate the News widget.
* Select New News Item from the News widget action menu.
* Type the headline.
* Add content.
* Set start and end dates as desired.
* Attach a file or record audio (1 min. or less) if desired.
* Click on Publish to release 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.

## Create Content in D2L using the HTML Editor and a Style Sheet

To create a new file and enter content,

* 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." Templates are available in the Styles folder within the Shared Files. In D2L, you can use any previously created file as a template.
* 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.
* Enter Content using the HTML Editor.
* DO NOT use the Font Family dropdown option in the D2L Editor. The font should be controlled by the style sheet.
* Add headings using the Format dropdown list. Use one H1 and select H2, H3, etc., to structure the document as if you were outlining.
* For any lists, use the Unordered and Ordered list options. Unordered lists are bullets and are used when the order is not important; ordered lists are numerals and are used when the order is important.
* To create a link to an external source, click on Insert Quicklink icon. Choose URL. Enter the URL, click the radio button to open in a new window, then enter the Title to appear as linked text in your document. Include (new window) at the end of the title name.
* To create a link to course files or course tools, click on the Insert Quicklink icon. Select the tool to which you wish to link. For example, in Quizzes, select specific quizzes; in Discussions, select a specific topic. Also note the arrows and pencil (editing) icon to the right of specific choices to allow you to open the item in a new window, if desired.
* To create a table, first click on the Table icon. Enter the number of columns and rows, select the alignment, choose the width in % (this refers to the portion of the screen to be occupied by the table), and check Table caption. Click on Insert and enter the data in the table.  
    
    
  Follow these steps to ensure accessibility:  
  Go to <http://ww2.nscc.edu/lyle_l/Accessibility/EditHTMLinD2L.html> and locate the section titled “Add a Table Header.”
* To embed a YouTube video, click on the Insert Stuff icon. Select YouTube. Enter a search term, select a video, click on Next, click on Preview, click on Insert, click on Update. Ensure that the video is captioned or provide a caption/transcript. For more information, go to <http://ww2.nscc.edu/lyle_l/D2Lguides/Embedding%20Youtube%20Videos%20in%20Desire2Learn.doc>.
* Update or Publish a completed file to save it and made it available to users. Save a file as Draft to hide the file from users.
* 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 the item to be edited.
* Click on the action arrow to the right of 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 HTML" to make changes to the document.
* Click on Update or Revert to Draft.

## Convert a Syllabus/Other Files to HTML

The purpose of this section is to provide instructions for cleaning up HTML or converting Word or PDF files to HTML.

If the file is HTML and needs to be updated,

* See “Clean Up HTML” at <http://ww2.nscc.edu/lyle_l/Accessibility/Accessibility.html>.
* Evaluate the file to be converted and determine whether it has video, images, and/or tables. Select the option that applies.

How do I determine if the HTML file needs to be updated because of old HTML code?

* Choose the option to Edit HTML in the D2L course.
* Click on the HTML Source icon at the lower right corner of the page.
* If you see code that resembles this code, it should be cleaned up.  
  <p align="left" style="margin-top: 0; margin-bottom: 0;"><span style="font-family: Arial;" face="Arial"> OR <meta name="GENERATOR" content="Microsoft FrontPage 12.0"> <meta name="ProgId" content="FrontPage.Editor.Document">

If the file is Word or PDF,

* See the “Word to HTML” or “PDF to HTML” links at <http://ww2.nscc.edu/lyle_l/Accessibility/Accessibility.html>.

Need more information about the HTML Editor? Go to <http://ww2.nscc.edu/lyle_l/D2Lguides/Understanding%20the%20HTML%20Editor%20in%20D2L.docx>.

## Manage the Content Display

To create a new module,

* Click on Content.
* Scroll to the end of the module list that displays on the left side of the screen.
* Key a name for the module then Enter.
* The new module displays in the right (main) window.

To create a new topic,

* Click the New button to add new items to the content area.
* Click the “Add Existing Activities” button to add elements to the course that have already been created including dropbox assignments, quizzes, discussions, etc. This option also allows you to create new items, if desired.

To Bulk Edit items,

* Click on Content.
* Click on Table of Contents.
* Click the Bulk Edit button.
* Edit dates or restrictions, topic descriptions, set draft or published status, or edit the topic title.
* Click the Done Editing button when finished.

To change Settings,

* Click on Content.
* Click on Settings located in the upper right portion of the screen.
* Select options as desired.
* Set the Default Completion Status for all content topics. Select “Automatic,” “Manual,” or “No Completion” tracking. Check the box provided to update all existing tracking options. The method chosen will also apply to all new topics.

To reorder modules and topics,

* Click on Content.
* Click on Table of Contents.
* In the left window, click and hold the mouse on the faint icon with three horizontal lines. Drag the module up or down. A line indicates that the module will be placed at the same level. An orange background indicates that the module will be placed inside a module as a submodule.
* In the right window, click the hold the mouse on the faint icon with three horizontal lines. Drag the module or topic up or down to rearrange the order.

To delete a module,

* Click on the title of the module in the left window. It will display in the right window.
* Click the arrow next to the module name in the right window, then select Delete Module.

To delete a topic,

* If necessary, click on the module to display the topic in the right window.
* Click the arrow next to the topic name. Choose Delete Topic. Choose to delete the topic from the Content list only or choose to delete the topic and the file.

Numbering

* The numbers that appear to the right of the modules in the left window indicate the number of topics in the module. For students, the number indicates the unviewed topics. Watch this video to understand how Content is displayed for students: <http://ww2.nscc.edu/lyle_l/mp4studentfiles/Content.mp4>.

## Manage PowerPoint Files

Include descriptive lecture notes in the Notes section of PowerPoint presentations; or for slides that are text only, refer students who use screen readers to the Outline view. Alternatively, include audio recordings for each slide using PowerPoint along with a transcript, or use Camtasia to record a video including captions.

To add notes to PowerPoint,

* Open the presentation in PowerPoint, and click the Normal View icon at the lower right corner of the screen. A “click to add notes” window appears immediately below the slide. Widen the window by dragging the dividing line. Click in the Notes section and completely describe the content then enter anything else you would say if you were presenting the slideshow in class.

To determine if outline view is accessible,

* Check to determine whether the presentation has slides that are text only. Click the Normal View icon at the lower right of the screen. In the left pane, the view changes from miniature slides to outline view. If “all” of the slides have text, that text can be read by screen readers, and the presentation should be accessible without further adjustment. NOTE: If the designer has used the PowerPoint layouts provided in the PowerPoint program, text-only slides will be accessible.

To create audio recordings for each slide using PowerPoint,

* Open the presentation in Normal view.
* Click on the Slide Show tab.
* Click on Record Slide Show.
* Click on Start Recording. The slide show begins. Record audio for each slide. Forward the slides until finished.
* Each slide will have an audio icon. When you run the slide show, the audio will be displayed.   
  NOTE: You will also need to provide a transcript of each slide recording. The transcript can be placed in the Notes section.

To create a presentation with synchronized captions using Camtasia,

* Camtasia is not a free program. When Camtasia is installed, it places an Add-in to the PowerPoint program.
* Click on the Add-in Record button. Click on Begin. Forward each slide as the audio is recorded.
* When the recording is complete, save the recording. It can then be opened in the Camtasia editor. Captions can be created using the “Speech-to-Text” option as the recording is played. The resulting captions will likely need to be edited depending on the voice quality and amount of training for the Speech-to-Text tool on the PC.  
    
  For more information, see <http://www.techsmith.com/camtasia.html?gclid=CMy5s_j4wMECFcNQ7AodBW4ALA>.

## Manage PDF Files

* PDF files should be accessible. Generally, Word files are saved as PDF. If PDF files are used, ensure they are accessible. See <http://ww2.nscc.edu/lyle_l/Accessibility/makePDFaccessible.html>.

On-campus faculty may request a copy of Adobe Acrobat XI Pro to aid in checking accessibility.

## Manage Word Files

* Word files should be created or edited to make them accessible. To ensure that Word files are accessible, first, evaluate the accessibility with the Accessibility Checker. See <http://ww2.nscc.edu/lyle_l/Accessibility/evaluateWord.html>. This is a mechanical check. Also manually check the document. See <http://ww2.nscc.edu/lyle_l/Accessibility/ImproveAccessibilityWord.html>.

## Create/Edit a Grade Book

### Setting Up the Grade Book

### Setup Wizard

The Setup Wizard can be used to initially set up the grade book. Select Grades from the Evaluation group then click on Manage Grades. Click on the setup Wizard button and follow the step-by-step process to select gradebook options.

Since not all options are available in the setup wizard, you may want to use the steps outlined below the first time you create a grade book and read the description of each option.

To set up the gradebook, follow these steps:

* Set calculation options.
* Create a grading scheme.
* Set display options.
* Create categories.
* Create grade items.
* Set grade associations.

### Select Calculation Options

This feature allows you to define your grading system so that the Grade Manager will calculate the final grades.

* From the **Evaluation** group, click on **Grades**, **Settings** and then **Calculation Options**.
* First select either the **Weighted System** if grades are assigned a percentage value of the final grade or the **Points System** if the final grade consists of a total of all points earned or **Formula** if you want to use points but select items to include in the final grade and write your own formula.
* In the **Final Grade Release**, select one of two options.
  + **Calculated Final Grade** – Select this option if you want students to see the exact grade that has been calculated for them.
  + **Adjusted Final Grade** – Select this option if you would like to have the opportunity to make adjustments to the final grades prior to releasing them to students.
* In the **Grade Calculation**, select one of two options:
  + **Drop ungraded items.**  If this item is checked, only columns with values will be calculated. If a student does not complete an item, it is dropped from the calculation. If this column is checked, you must manually insert zero grades for work that has not been completed or student grades will be averaged without the zeros.
  + **Treat ungraded items as 0.** If this column is checked, all ungraded items are calculated as a zero.
  + **Automatically Keep Final Grade Updated.** If this box is checked, the final grade will automatically be kept updated. It also may cause your gradebook to open more slowly because all of your grades will be calculated each time it is opened.

### Set Display Options

**Set Org Unit Display Options (Same as Student View in the Wizard)**

These are the display options that control how students view grades.

* From the **Evaluation** group, click on **Grades**, **Settings** and then **Org Unit Display Options**. Select from the following options.
  + **Decimals displayed**—Enter the number of decimal places you want to see when viewing the gradebook.
  + **Student view display options**—These are the settings you want students to see when viewing their grades.
    - **Grade details**—Points displays the total number of points (7/10). Grade scheme symbol displays the selected grade scheme symbol selected for each grade item. (See “Create a Grading Scheme” in this document.) Grade scheme color displays colors that are assigned to the symbols in the grade scheme. Example: A = red, B = blue, etc.
    - **Decimals displayed**—Enter the number of decimals to display.
    - **Characters displayed**—Enter the number of characters to display for a text grade item.
    - **Final grade calculation**—This option shows the final grade calculation formula to students
* **Save.**

**Set Personal Display Options**

These are the options that control how faculty view grades.

* **User Details**—Displays the user name, email, and Org Defined ID in your grade book.
* **Grade Details**— Points displays the total number of points (7/10). Grade scheme symbol displays the selected grade scheme symbol selected for each grade item. (See “Create a Grading Scheme” in this document.) Grade scheme color displays colors that are assigned to the symbols in the grade scheme. Example: A = red, B = blue, etc.
* **Number of Characters Displayed**—The number of characters to display for a text grade item. 0-50.
* **Number of Columns Before User Details Repeat**—Determines how often the name is repeated in the grades list. A 5 would indicate that the names would display after each 5 columns.
* **Number of Users Before Column Header Repeats**—Determines the number of rows that will display before the column headers are repeated.
* **Repeat Final Grades**—Repeats the final or calculated final grade at the beginning of the grades list.
* **Start Page**—Sets the page to be displayed when “Grades” is selected from the menu.

### Create a Grading Scheme (if desired)

To use your own grading scheme, you must first create a scheme such as Letter Grades.

* From the **Evaluation** group, click on **Grades.** Select **Schemes** then **New Scheme**.
* Name your Scheme (ex: ENGL 1010). In this example, we will create A, B, C, grades.
* Under symbol, type the letter grade starting with **F**.
* The first start number is filled in for you with zero.
* Fill in the next two blanks and enter the lowest value for each letter grade.
* Click **Add Grade Ranges** and place a 2 in the box to add two more lines—click the + symbol to add the ranges.
* Continue entering values until you reach 100%.
* In the **Color** column, select colors to represent letter grades.
* Click on **Save and Close**
* After creating a scheme, it will be available to select from any dropdown menu where you are prompted to select Grade Scheme.

### Create Grade Categories

Use categories if you want to group items to be graded and display a subtotal or if you want to drop the lowest grade in a group of items each with the same value.

* From the **Evaluation** group, click on **Grades** then click on **Manage Grades.** Click on the **New** button and select **Category**.
* Type a **Name** and a **Short Name** for your new category (ex: Discussions).
* Insert a **Description** if you wish.
* Select the **Can Exceed** option in Points system or **Allow category grade to exceed category weight** in the weighted system to allow the total of this section to exceed the maximum value for this category.
* **Exclude from Final Grade Calculation**—Check this option to exclude a category from the final grade calculation in the points system or enter zero in the weight field for the weighted system.
* Select **Distribute points across all items** if all items in this category are worth the same number of points. Enter the points per item and, if desired, enter the number of highest and lowest grades to drop.  
  **Note:** If weighted grading system is selected, the options are:
  + **Manually assign weight to items in the category**—Calculating and setting item weights enables you to control the weighting of individual items that belong to a weighted category.
  + **Distribute weights by points across all items in the category**—Uses the points of individual, non-bonus grade items to determine the relative weighting of each item out of 100%.
  + **Distribute weight evenly across all items**—Gives all grade items equal weighting in the weighted category regardless of the number of points the individual item is out of.
* If desired, check the boxes to share the class average and grade distribution with students or to change display options for the category.
* **Save** item.

### Create Grade Items

* From the **Evaluation** group, click on **Grades** then click on **Manage Grades.** Click on the **New** button and select **Item**.
* Select **Grade Item Type**. Use numeric to enter a value, selectbox for items for which you want to use a drop-down box and select a grade, pass/fail for simple pass-fail grades, calculated to calculate grades across several columns, such as a midterm grade, and text to provide comments.
* Type a **Name** and **Short Name** for the new item. (ex: Discussion 1 and D1).
* Select a category.
* Enter a description if desired.
* For Numeric, enter the total number of points the grade item is worth provided you did not check the “Distribute points across all items” in the category. For Weighted, also enter the weight provided “Distribute weight by points or evenly” was not selected.  
  **Note:** Enter the weight (%) that you want the grade item to contribute to the category or final grade. If a grade item is within a category you must specify the weight as a % of the category, not the final grade. All items in a category should add up to 100%.
* Click **Can exceed** if you want the points to exceed the value assigned.
* Click **Bonus** if the item is not to be included in the total expected points.
* **Exclude from Final Grade Calculation**—Check the option to exclude from final grade calculation in the points system or enter zero in the weight field for the weighted system.
* Select the grade scheme for this item if desired.
* Select a **Grade Scheme** if desired.
* Select or create a **Rubric** if desired.
* Select Display Options as desired.
* **Save.**

### Associations

Associations are created to establish a link from Discussions, Assignment Dropbox activities, and Quizzes. You can easily determine whether associations have been created by going to Manage Grades and viewing the Association column.   
  
**Note:** A grade column cannot be deleted from the grade book until the association has been removed. To remove the association, go to the tool (Discussions, Assignment Dropbox, or Quizzes. Edit the item, select the Assessment tab, and from the Grade Item list, select “None.”

**Create Discussion Associations**

* From the **Evaluation** group select **Discussions**.
* Select **Edit Topic**.
* Click the Assessment tab.
* Select the grade item to be assessed if it was previously created in the gradebook or create a new grade item.
* Enter the total points available.
* Check the **Assess each message and automatically calculate the topic** score if you wish to evaluate each message and have the system automatically calculate the score based on options selected in the **Calculation** dropdown list. Choose whether you want to include unassessed messages as a zero. Leave this option unchecked if you wish to read all of the messages in a topic for a student and assign a grade.
* Click **Save.**

**Create Assignment Dropbox Associations**

* From the **Evaluation** group select **Assignment Dropbox**.
* Select **Edit Folder**.
* Select the grade item from the dropdown list if it has been previously created in the grade book or create a new item.
* Click **Save**.

**Create Quiz Associations**

* From the **Evaluation** group select **Quizzes**.
* Click on the name of the quiz.
* Select the **Assessment** tab.
* Select the grade item from the dropdown list if it was previously created in the grade book or create a new item.
* If desired, click **Allow automatic export to grades.** When this setting is turned on a user can see the score as soon as an attempt is submitted. The score displayed is only what the system can auto-grade.
* If desired, click **Allow attempt to be graded immediately upon completion.** This setting must be turned on for grades to be automatically sent to the gradebook and for the default submission view to be released to a user when the attempt is submitted.
* Click **Save**.

## Create/Edit Folders in the Assignment Dropbox

### Create a Folder

* Included in this section are instructions for creating an assignment folder. It is likely that assignments will already be created for your online course.
* To create an assignment folder,
* From the Evaluation group select Assignment Dropbox.
* From the Folder List page, click the New Folder button.
* Name the folder.
* Choose "individual submission folder" unless you have previously set up groups.
* If you want the grade to go to the grade book, select the item from the "Grade Item" dropdown list or click on "New grade item" and create a column in the grade book.
* Enter the possible number of points in the "Out of" column.
* If desired, you can add or create a rubric.
* Provide instructions for the assignment.
* Add a file or record audio, if desired.
* Select the submission options.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

### Edit an Assignment Folder

* Select Edit from the actions menu for the dropbox folder you want to edit.
* Update the assignment as desired.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

### Delete an Assignment Folder

* From the Assignment Dropbox Folder List page, click the Actions arrow for the More Actions button and click on Delete.
* Check the boxes for the folders to be deleted.
* Click Delete Selected.

## Create/Edit Discussion Forums and Topics—Link to Grade Book

### Create a New Discussion Forum

* From the Communication group select Discussions.
* Click on the Actions arrow for the New button and select Forum.
* Enter the forum title and type a description, if desired.
* Check Visibility options if you want to make the discussion forum invisible to users either always or for specific dates. You can later release the forum.
* Select Locking options if you want to make the discussion forum visible but not open for postings. Choose specific dates if desired.
* Click Save.

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 Discussion Topic

* From the Communication group select Discussions.
* Click on the Actions arrow for the New button and select Topic.
* Choose the Forum under which it will display.
* Type a topic title and type a description, if desired.
* Choose Availability and Locking options.
* Click Save.

### Set Evaluation Options for a Topic

If you plan to evaluate discussions and record scores in the grade book, here are a few tips:

* Topics, not forums, can be evaluated.
* To allow discussion topics to be evaluated,
  + From the Actions menu for the topic to be assessed, select Edit.
  + Click the Assessment tab.
  + Choose a grade item or add a grade item to transfer the grade to the grade book.
  + Enter the number of points for the topic.
  + If you leave "Messages" unchecked, you will be able to view all postings for a student and enter a total score for all postings. If you check "Messages," you will then need to choose one of the calculation types. You will grade each posted message in the topic and have the system report the average, maximum, minimum, highest on multiple, or lowest on multiple score. Also check whether or not you want to include unassessed messages as zero. NOTE: You may want to leave "Messages" unchecked the first time you evaluate a topic and make a decision after seeing how the system manages the grading.

## Creating and Importing Tests and Test Banks

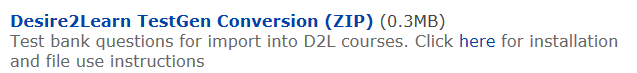
### Where Do We Get Test Questions?

The answer to this question is not a single simple answer. Some tests questions come from test banks provided by the publisher, some are provided in formats that will import to D2L courses, some in Respondus (to be explained later) format, some in Word format, some that can be created by proprietary test bank programs such as Exam View Pro, EZ Test, TestGen, and the list goes on. You can also create tests directly in D2L.

The key to success is to start early and look at all the possibilities then choose the option that requires the least amount of work on the part of the course developer.

### Upload Publisher Test Banks and Import to D2L

The following steps are for retrieving a test bank zip file from a publisher site and importing it to D2L. In this illustration, the import file creates a Question Library and tests are created in D2L selecting the questions from the Question Library.

* Go to the publisher website.
* Search for the correct textbook then locate the Resources.
* Locate the Desire2Learn Zip file. This may be a test bank or it may be tests depending on what the publisher provides.  
  
* Accept the conditions and download the zip file.
* Go to the course in D2L and click on Edit Course.
* Choose Import/Export/Copy Components.
* Choose Import Components > From a file. Search for the zip file.
* Click on Start. Select all items in the list and click Continue until the process is Done.

### Respondus Test Banks

* [Go to the Respondus web site to determine whether test banks are available](http://www.respondus.com/products/testbank/search.php) for your textbook. To locate a test bank, click the “Search for Test Banks” button. If it is not available, click on "more information" to request that a test bank be made available in Respondus format. It is a good idea to also contact your book representative to make that request known.
* Watch a movie about [how the Respondus Test Banks work](http://www.respondus.com/movies/TBN/Introduction%20to%20the%20Respodus%20Test%20Bank%20Network.html).
* Watch a movie about [using the Respondus Exam Wizard.](http://www.respondus.com/movies/ExamWiz/The%20Respondus%20Exam%20Wizard.html)

### Respondus

Respondus is a program that allows you to create, import, or upload tests that can then be published to D2L. Nashville State has a site license for Respondus. It is installed on school computers by Computer Services. The license also permits faculty to download a copy at home.

* Go to Public Folders, All Public Folders > Instructional Services > Other Training Materials. Open the Respondus item. Follow the instructions in the email to download and install.
* Test questions from txt or rtf or doc or docx files can be imported to D2L provided they are created in the required format. Here's an example of a [Respondus sample input file](http://ww2.nscc.edu/lyle_l/D2Lguides/respondusimportfile.txt) for multiple choice questions.
* Watch a movie about [importing questions to Respondus.](http://www.respondus.com/movies/Importing/Importing%20Questions%20with%20Respondus.html)
* Watch a movie about [creating your own questions in Respondus.](http://www.respondus.com/movies/Edit/Creating%20and%20Formatting%20Questions%20with%20the%20Edit%20Menu.html)
* Watch a movie about [publishing tests from Respondus to Desire2Learn](http://www.respondus.com/movies/PbDesire2Learn/Publishing-to-a-Desire2Learn-Course.html).  The NSCC server is set up to publish directly to D2L. Rather than having to enter the server information, we are able to connect to our server directly. To learn to [Publish from Respondus to D2L at NSCC,](http://ww2.nscc.edu/lyle_l/D2Lguides/Respondus-Publish.pdf) view the PDF presentation.

### Create Questions in theD2L Question Library

Though not required, it is recommended that you first create questions in the Question Library, then create a quiz and add questions to the quiz. One advantage is that it allows you to randomize quiz questions.

To create a new Section (folder) in the Question Library,

* From the Evaluation group, click on Quizzes.
* Click the Question Library link.
* Click the New button, select “Section.”
* Key the name of the folder.
* Click on Save.
* Click the folder name in the left pane to add questions.

To create questions in the Question Library,

* Create sections (folders) as desired (See “To create a new Section” above).
* Click on New and select the type of question.
* Enter a title if desired. Otherwise, the beginning text of the question becomes the title.
* Enter points.
* Enter the question text in the Question Text box.
* For images, upload any illustrations that go with the question.
* Select desired options.
* Enter possible answer choices. Use the plus button (+) to add space for additional answer choices. Use “Remove” (trashcan icon) to delete unneeded options.
* Set the weight of the correct answer to 100.
* Click Preview to view your question. Click Save to save your answer, or Save & New to save the question and enter another.

To move a question into a section,

* Click the folder to display the questions.
* Select the check box beside one or more questions.
* Click the Move icon.
* Click the name of the section (folder) that you want to move the question into.

To delete a question or section,

* Select the check box beside the question or section.
* Click the Delete icon.
* Click Delete again to permanently delete the question.

To change the position of an item in the list,

* Click the Order icon.
* Select the items you want to move and click the Up/Down arrows to move the items through the list.
* Click Save.

### Create Quizzes in D2L

To create a new quiz,

* From the Evaluation group, click on Quizzes.
* Click on New Quiz.
* Name the quiz.
* Click the Add/Edit Questions button.
* To import questions from the Question Library, click the Import icon.
* Choose Question Library in the Source Collection drop-down list.
* In the Source Section drop-down list, choose Collection Root to show all of the questions in the Question Library, or choose a specific section.
* Check the boxes beside the questions you want to import and click on Save.
* Click Done Editing Questions to return to the Layout/Questions tab.
* Enter the desired value in the Questions Per Page entry box or leave it blank to display all questions.
* Choose the desired option for Paging.
* To manually insert a page break in the quiz, click the small grey arrow between the questions. The line will turn blue. NOTE: using a small number of questions per page will reduce page load time.
* Click on Save or Save and Close.

To mark bonus or mandatory questions,

* From the Evaluation group, click on Quizzes.
* Click on the arrow to the right of the Quiz name, and choose Edit.
* Click the Edit Values button.
* Check the box in the Bonus column beside the question to mark it as a bonus question. The bonus value will equal the point value assigned to that quiz question.
* Check the box in the Mandatory column beside the question to mark it as a mandatory question.
* Click Save or Save and Close.

To assign points,

* From the Evaluation group, click on Quizzes.
* Click on the arrow to the right of the Quiz name, and choose Edit.
* Click the Edit Values button.
* Enter the points in the Points column beside each question.
* Click Save.

### Create a Quiz with Random Sections in D2L

Random sections are used so that each user will receive a unique set of questions. The questions must first be created or imported into the Question Library. (See Create Questions in the Question Library in a previous section of this document.) NOTE: Questions can be imported from a test bank or with Respondus to the Question Library.

To create a random section (folder) in a Quiz,

* Create a new quiz or click on the arrow to the right of the quiz name and choose Edit.
* Click on the Add/Edit Questions button.
* Click the New button and select “Random Section.”
* Enter a section name.
* A purple folder displays. IMPORTANT NOTE: Click on the purple folder in the left pane.
* Click on Import.
* Choose the section you want to import questions from in the Source Section drop-down list, or choose Collection Root to view a list of all questions in the Question Library.
* Check the questions you want to include in the random section.
* Click Save.
* At the top of the page, enter the number of questions you want each student to see from the random section and assign a point value for the questions.
* Click Save.
* Click on Done Editing Questions.

NOTE: All questions in one random section must have the same point value. You may add as many random sections as desired.

## Link Quizzes to the Grade Book

To link a quiz to the grade book,

* From the Evaluation Group, click on Quizzes.
* Click the arrow to the right of the quiz name and select Edit.
* Click on the Assessment tab.
* Select the name of the item to be graded from the drop-down list, or create a new grade item by clicking the add grade item link.
* Select the box next to Auto Export to Grade to have the score automatically moved to Grades.
* Select the box next to “Allow attempt to be graded immediately upon completion” to allow the quiz attempt score to be graded immediately after the student has submitted the quiz.

## Select Settings Options

### Quiz Settings

There are six tabbed options presented in this section that will help you manage quizzes in D2L. Four of the tabs are outline below: Properties, Restrictions, Assessment, and Submission Views. As instructor, you control how each test is delivered, graded, released to students, and viewed after completion.

### Properties Tab

To set quiz properties,

* Select Quizzes from the Evaluation group.
* Click on the quiz title.
* Click the Properties tab, if not selected.
* Click the Add/Edit Questions button to add or edit questions. Click the Done Editing Questions button to return to the Properties screen.
* Set the number of questions that will be displayed per page by entering the number in the Questions Per Page text box and click on Apply. Using a small number of questions per page reduces load time.
* Check the Paging box to prevent moving backwards through pages.
* Click the Edit Values button to change question values or to mark bonus or mandatory questions.
* Click on Save to save the changes or Save and Close to return to the Quiz list page.
* Select other options as desired. DO NOT check the boxes in the “Advanced Properties” section. There are technical issues at the present time.
* Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

### Restrictions Tab

Use the options located under the Restrictions tab to set up the availability and timing of a quiz.

* Click on the Restrictions tab.
* In the Dates and Restrictions section, set the Status and quiz Start and End dates and times. Users can access quizzes that have been set to Active status.
* Choose a Start Date and Time using the drop-down lists and mini-calendar. If you do not want your quiz to have a specific start date, leave the box unchecked.
* Choose an End Date and Time using the drop-down lists and mini-calendar. If you do not want your quiz to have a specific end date, leave the box unchecked. Click on the "display in calendar" checkbox to display the end date in the calendar.
* Security Options: Check the appropriate boxes to require students to use the Respondus Lockdown Browser to take a quiz or to view quiz feedback and results. [Learn more about Respondus Lockdown Browser.](http://www.respondus.com/products/lockdown.shtml)
* Under Optional Advanced Restrictions, enter a password to restrict access to the test until a password has been entered.
* In the Timing section, set a time limit for your quiz by typing the applicable number of minutes in the Time Limit field. The default time limit is 120 minutes.
* Choose to Enforce the time limit or Show a Clock by checking the corresponding boxes.
* Enter a Grace Period in the text field. This value determines the number of minutes the user has after the time limit has expired to submit the quiz before it is flagged as late.
* Late Submissions:
  + Allow Normal Submission: Users can always submit their quiz, regardless of time limits. If the quiz is submitted after the Time Limit, no points are deducted. Submissions will be flagged as late but still auto graded provided that option was set in the Properties tab.
  + Use Late Limit of: Users can always submit their quizzes, regardless of the set time limit. If the quiz is submitted after the Time Limit + Late Limit time expires, the user receives a score of 0 on the quiz. You can manually grade this score if you feel that the user deserves more than 0. The Late Limit restriction only applies if the "enforced" check box is selected. The instructor can go to Grade quiz, find the student's Attempt, and then Regrade to allow the quiz to be graded.
  + Auto-Submit Attempt: After the time limit and grace period expire, the quiz does not complete any action that users try to perform, but prompts them to submit their quiz attempt. If users take no action, the quiz shows the attempt as 'attempt in progress' in the quiz grading area. To enable auto-submission you must also select "enforced."
* Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Note: When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit plus the Grace period has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Participants need to save their answers before the time limit expires.

### Restrictions Tab -- Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified individuals. Special Access accommodates students with special testing needs or students that deserve a make-up. You can:

* Increase the quiz time limit for special-needs users.
* Allow individual users to have different start and end dates.
* Change the quiz availability dates for a make-up quiz.

Because the quiz can only appear one way to students, they will see it with the regular Restrictions unless they are specifically chosen in the Special Access. In the Advanced Availability section, there are two options: "Allow selected users special access to this quiz" and "Allow only users with special access to see this quiz." The second option blocks all other users from seeing their quizzes or quiz results.

To set special access,

* Click on the Restrictions tab.
* Click the Add Users to Special Access button. The Add Special Access page displays.
* Choose the dates and time limits as desired.
* Check the boxes for special access users.
* Click Add Users to Special Access button. The Add Special Access page closes, and your new special access item appears under Add Users to Special Access button.
* Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

### Assessment Tab

This area is used to set assessment options—grading and rubrics—and number of attempts allowed.

To set assessment options,

* Choose Grade Item links to the grade book by either selecting a grade item from the list or creating a new column in the grade book.
* Select Allow automatic export to grades to send auto-graded attempt scores directly to the grade book.
* Set student view/preview to control whether students see points and/or percentage grades for this item.
* Select the rubrics option only if rubrics have been created using the D2L Rubrics tool.
* Select Allow attempt score to be seen immediately upon completion to send the score to the gradebook. When this setting is turned on users can see their scores as soon as they submit their attempts. The score displayed is only what the system can auto-grade.
* Set the number of attempts allowed. Choose an Overall Grade Calculation option from the drop-down list.
* Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

### Submission Views

Use the Submission Views tab to define the information a student sees after submitting a quiz attempt.

Example: Do you want the students to see the incorrect answers immediately after the quiz is submitted? Should it display the correct answers? Should it contain the student's responses?

If you want to release the information as soon as a student submits a quiz, click on Default View and change the settings. If you want to release the information after the Quiz Period (last date the quiz can be taken) is over, then click on Add Additional View and apply a date restriction to the Submission View.

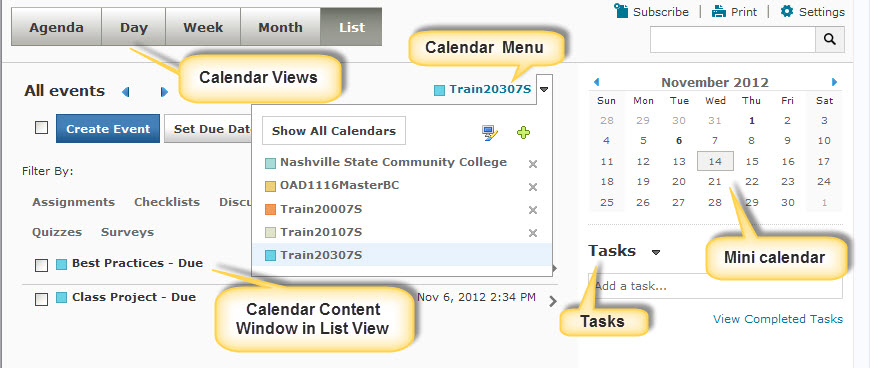
* Click the Submission Views tab within a quiz and click on the Default View or the Add Additional View button.
* Click Yes and choose an option from the Show Questions list.
  + Show questions answered incorrectly: Only shows students’ questions they answered incorrectly. NOTE: As you review the options in D2L, click on each question mark at the end of an option to read about the feature.
  + Show questions answered correctly: Only shows students’ questions they answered correctly.
  + Show all questions without user responses: Shows all of the quiz questions the student did not answer.
  + Show all questions with user responses: Shows all of the quiz questions the student answered.
  + Show question answers: Shows the answers next to each Question that appears. Answers will not appear for Questions that are not displayed.
  + Show question score and out of score. Shows the final score and possible score.
* Or, click No if you do not want to release quiz questions after a student submits a quiz.

NOTE: If you are using more than one Submission View, the newest View will supersede the other views. Click on Save and choose Save and Close to continue with quiz settings.

## Check Calendar Entries

### Calendar Interface

The calendar is divided into two sections. On the left is main content displayed in Agenda, Day, Week, Month, or List view. On the right is a mini-calendar and a section for entering Tasks.



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 or end 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, due, and/or end dates for quizzes, assignments, discussions, etc., then choosing the "Display in calendar" option. Assignment dropbox dates are the exception; they display in the calendar automatically. The date that displays in the calendar is the “due” date.
* Calendar Events: These are events you create within the Calendar tool.

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

* Select Quizzes, Assignments, or Discussions from the appropriate group menus. Click on the arrow to the right of the title of the item for which you want to create a calendar entry and click on Edit.
* Click the Restrictions tab for Assignment Dropbox or Quizzes; click the Properties tab for Discussions.
* Set start, due and/or end dates.
* Check the "Display in calendar" box for Discussions or Assignments; the Assignment Dropbox entries automatically go to the calendar.

### 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 training.
* Click on Create.

## Create a Checklist

A checklist is a way for students to keep up with required assignments, readings, or other items to complete. A checklist may list all the items you need to complete at once or may have items appear as you complete other items.

To create a checklist,

* From the Course Tools group, select Checklist.
* Click on New Checklist.
* Include a Description, if desired.
* Select Open this checklist in a new window when viewed if you want the checklist to open in a new window; otherwise, it will open in the current window.
* Click on Save.

To create a category,

* On the Checklists page, click on the name of the checklist.
* Click on New Category and enter a name.
* Enter a Description if desired.
* Click on Save to save the category.

To create an item,

* On the Checklist page, click on the checklist to which you want to add items.
* Click on New Item.
* On the New Item page,
  + Select a category.
  + Click the New Category link to add a new category.
  + Enter a name. Include a description if desired.
* Select the Due Date checkbox and select a date and time.
* Select Display in Calendar to make it visible in the student calendar.
* Click on Save to save the new item or Save and New to save it and create another item.

## Manage Files

Manage files is the file management area for Desire2Learn. It is a best practice to create a folder for each module.

To create a new folder,

* Click on Edit course.
* Choose Manage Files in the Site Resources section.
* Click on New Folder on the folder bar.
* Enter a name and click Save.

To upload files to the folder,

* Click on the folder in the left pane to which you want to upload files.
* Click on Upload.
* Click Browse to locate the files you wish to upload.
* Click Add Another File to upload multiple files.
* Click on Upload.
* If files with the same name exist in the file folder, you will check the boxes and select Overwrite if you wish to overwrite the files. Otherwise, the system will add a character to the name and save it as another version of the file.  
  NOTE: File names cannot end with a ‘.’ character and cannot contain: \ / : \* ? “ < > |

To download multiple files or folders,

* On the Manage Files page, select the folder from which you wish to download files.
* Select the check boxes next to the file(s) to download.
* Click the Download icon from the action bar.
* From the pop-up window, click on the zip file.
* Save the file to your computer.
* Unzip and extract the files.

To download a single files,

* On the Manage Files page, select the folder you wish to download files from.
* With Internet Explorer, right-click on the file name and select “Save target as.” With Firefox or Chrome, choose “Save link as.” The file will be saved with the appropriate extension and will not have to be unzipped.

To copy a file or folder,

* On the Manage Files page, select the box(es) beside the folder or file you want to copy.
* Click the Copy icon on the action bar.
* Go to the folder where you want to place the copied content.
* Click on Paste.

To move a file or folder,

* On the Manage Files page, select the box(es) beside the folder or file you wish to move.
* Click the Cut icon on the action bar.
* Go to the folder where you want to place the copied content.
* Click on Paste.

To rename or delete a file or folder,

* On the Manage Files page, place the cursor over the file name and from the drop-down context menu, select rename or delete.

To unzip a file,

* On the Manage Files page, go to the folder where you wish to unzip files.
* Upload the zip file, then choose unzip from the drop-down context menu.

To zip a file,

* On the Manage Files page, go to the folder where you wish to zip files.
* Select the check boxes beside the files or folders to zip.
* Click on Zip.

## Set Dates

### Set Dates Tool

The Set Dates tool enables you to view, edit, and offset the date availability and allows you to set the calendar status for Content, Discussions, Dropboxes, Grades, News, and Quizzes.

To access the dates screen,

* Click on Edit Course and select Manage Dates from the Site Resources group.
* Choose the filter options to display only the items you want to change.
* Place the cursor over the item you want to change. From the drop-down action menu, choose either to Edit or Offset dates.
* Select the date(s) you wish to change. Check to display in the calendar as desired.
* The visibility column displays Visible if no dates are set; Limited if one or more dates are set; and Hidden if a quiz or other item is inactive or hidden.
* Click on Done when finished.  
  NOTE: Dates set with the Manage Dates tool for Discussions apply to the Availability dates NOT the Locking dates.
* NOTE: You can set only start and end dates with the Manage Dates tool. There are no options for Due Dates.

### Content Tool

To set dates from the Content tool,

* Go to Content and click on Table of Contents.
* Click on the Bulk Edit button.
* Add or Edit dates as desired.
* Click on the Done Editing button when finished.

### Quiz, Assignment Dropbox, Discussion Tools

To change dates using the specific tool,

* Go to the tool.
* Select the Edit option.
* Click the Restrictions tab (for Dropbox and Quizzes) and the Properties tab (for Discussions) then select the dates.
* Save the changes.

NOTE the following observations about how the entries display in the calendar in List view:

Assignment Dropbox (There is no checkbox for “Display in Calendar.”)

* Set Start Date Only: Start date displays in the calendar as “available.”
* Set Start and Dues Date: Due Date displays in the calendar as “due.”
* Set Start Date, Due Date, and End Date: Due Date displays in the calendar as “due.”

Quizzes (Check box is available for “Display in Calendar”)

* Set Start Date: Displays in calendar as “available.”
* Set Start and End Dates: End date displays in the calendar as “availability ends.”  
  NOTE: In the Discussion tool, only start and end dates can be set; however, from Bulk Edit option in Content, start, due, and end dates can be set.

Discussions (Check box is available for “Display in Calendar”)

* + Visibility – Check “Topic is visible for a specific date range.”
  + Set Start Date: Displays in calendar as “available.”
  + Set Start and End Dates: Displays in calendar as “availability ends.”
  + Locking – Check “Unlock topic for a specific date range.”
  + Set Start Date: Displays as “unlocked.”
  + Set End Date: Displays as “locked.”

All dates display in the Calendar in Agenda View.

## Create/Edit Links

Click on each link in the course to ensure it is correct. Also evaluate each link to ensure that the linked text is meaningful. If the link opens in a new window, include the words (new window) in the linked text.

### Create a New Link

To create a new link from the Content area,

* Click on the New button.
* Select Create a Link.
* Enter a meaningful term in the Title box.
* Enter the http address in the URL box.
* If “Open as an external resource” is checked, User Progress is not tracked when a user clicks the link.
* Click on Create.

To create a new link from within an HTML file,

* Locate the HTML file to be edited, click on the Title, and from the dropdown menu, choose Edit HTML.
* Choose the Quicklink icon .
* Select URL.
* Enter a meaningful title.
* Enter the http address in the URL box.
* Choose the target location. If you choose new window, include (new window) in the Title (link) text.
* Click on Insert.

### Edit a Link

To edit a link from Content,

* Click the action arrow to the right of the link on the Content page.
* From the action menu, choose Edit Link.
* Make desired changes, and click on Update.

To edit a link from an HTML page,

* Select the text of the link.
* Click on the Quicklink icon .
* Make the desired changes.
* Click on Update.

### Delete a Link

To delete a link from an HTML page,

* Select the link.
* Click the Delete key.

To delete a link from Content,

* Click the action arrow to the right of the link on the Content page.
* From the action menu, choose Delete Topic.