# Checklist for “Manage an Online Course, Basic”

Open this document in Word. Tab from one check box to the next to complete the form.Touch the space bar to select an item. Save this form and return it to linda.lyle@nscc.edu when you have completed the exercises.

## Introduction Module

[ ]  Yes [ ]  No Review “My Home” and “Course Home” pages.

[ ]  Yes [ ]  No From “My Home,” click on links in the D2L Faculty Support Services widget and the link to Student Help Guides from the Help group on the navigation bar to familiarize yourself with available resources. Refer to page 6 of the module instructions for guidance.

[ ]  Yes [ ]  No Using the Classlist, add another instructor to your course. Add an instructor named Train200. Check the classlist to ensure that the instructor has been added. Unenroll the instructor.

[ ]  Yes [ ]  No Copy all course materials from Train 200 to your course shell.

## Module I, Managing News and Course Content

### News

[ ]  Yes [ ]  No Create a new “News” item in your D2L course. Remind students that they are to check their “My NSCC” email on a regular basis.

[ ]  Yes [ ]  No Edit the “Welcome” news item.

[ ]  Yes [ ]  No Dismiss the “Course Description” news item.

### Course Content

[ ]  Yes [ ]  No Edit “Instructor Contact Information“ by adding your contact information.

[ ]  Yes [ ]  No Create a new module in Content and name it “My Files.”

[ ]  Yes [ ]  No Create a new HTML file in Content. Place it in the “My File” module, and name it “My First HTML Document.” Add content as desired.

[ ]  Yes [ ]  No Upload a Word file (any file will do) to the “My Files” module. Name the link “My Word File.”

[ ]  Yes [ ]  No Move the “My Files” module to the top of the content list.

[ ]  Yes [ ]  No Reorder the topics in “My Files” so the Word file you uploaded is first and “My First HTML Document” is second.

## Module V, Using the Classlist, User Progress, Grade Book

### Classlist

[ ]  Yes [ ]  No Send an email message to one of the students in the classlist.

[ ]  Yes [ ]  No Enroll a student named Lyle.Mockstudent8.

[ ]  Yes [ ]  No Unenroll the student named Lyle.Mockstudent8.

[ ]  Yes [ ]  No Click the “View progress” link for one of the students. Click the items in the left pane to view the various reports. Please note that limited data will be available in the course since there is a minimal amount of student activity.

[ ]  Yes [ ]  No Change the items in the Reports list so students see different options. Refer to the “Individual Student Progress” section of the study materials, page 3.”

### Grade Book

[ ]  Yes [ ]  No Add grades manually for Lyle.Mockstudent1. Enter a grade for each graded item that appears in the grade book. Hint: Use the spreadsheet view.

[ ]  Yes [ ]  No Click on the “Display Options” link in the grade book. Uncheck some items then view the grade book to see the changes. Click on “Display Options” again and display all grade book columns.

[ ]  Yes [ ]  No Release the final calculated grade for Lyle.Mockstudent1.

[ ]  Yes [ ]  No View grades for Lyle.Mockstudent1 as a student would see them. See page 4 of the instructions.

## Module VI, Email and Calendar

### Email

[ ]  Yes [ ]  No Go to the Classlist and send yourself an email.

[ ]  Yes [ ]  No Click on “Email Settings” and click on “check activity for messages,” “save a copy of sent messages to the Sent Mail folder,” “add an email signature,” “show the message preview pane,” and “show the folder list pane.” Choose other items as desired.

[ ]  Yes [ ]  No Open and view the message you sent yourself.

[ ]  Yes [ ]  No Create a new email folder named “My saved messages.” Move “all” the email including the one you sent to yourself to that folder.

### Calendar

[ ]  Yes [ ]  No Create a calendar entry for the current day using “Create Event.” Create an entry reminding students that they should be prepared to make a short presentation in class on Friday.

[ ]  Yes [ ]  No Create a calendar entry by going to the Quiz tool. For Quiz 2, select a start date for today and end date for tomorrow. Hint: Remember to check the box next to “Display in Calendar.”

[ ]  Yes [ ]  No View the entries in the calendar.

[ ]  Yes [ ]  No Delete the entry you created using “Create Event” above.

[ ]  Yes [ ]  No If you have access to more than one course, enter each course and click the Calendar link. Practice checking and unchecking the calendar to be displayed and practice removing a calendar from the “My Calendar” display.