

D2L BASICS I

ONE HOUR INSTRUCTION + 30 MINUTE WORKSHOP

Office of Online Learning
Nashville State Community College
ww2.nsc.edu/onlinelearning/

This hour-long session will share and demonstrate essential D2L skills for conducting on-ground, online, and hybrid courses. Faculty will become familiar with navigating D2L; posting a news item; creating, uploading, and managing modules and course content; monitoring student progress; emailing students through the classlist function; and releasing final grades.

Bring a course document and stay for a half-hour hands-on workshop after the session where you can implement the introductory skills you've learned.

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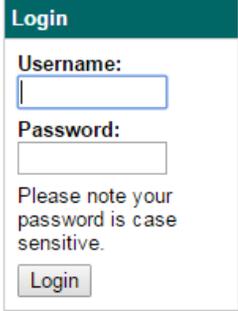
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Log in to NS Online

There are two ways to access D2L courses: Use a direct link or logon through myNSCC.

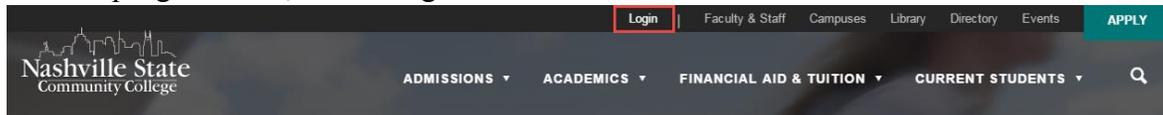
To access courses with a direct link:

1. Go to <https://elearn.nsc.edu>
2. At the login screen, enter your "A" number as the username. Initially your password is your six-digit birthdate: mmddyy until you reset it:



To access courses from myNSCC:

1. Go to <http://www.nsc.edu>.
2. In the top right corner, click "Login":



3. Scroll to "myNSCC" and click "Go to myNSCC":

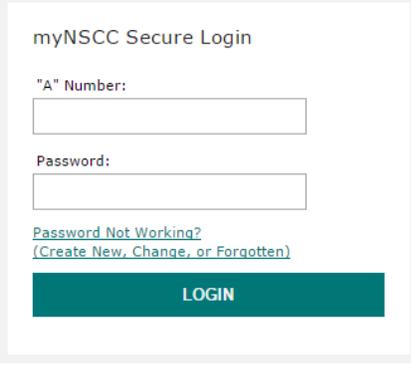
myNSCC

Register for classes, make payments, view your schedule and grades.

If myNSCC is not available, access your classes or student email by logging on to each site directly as listed below.

[Go to myNSCC](#)

4. Enter your "A" number and password. Initially the password is your six-digit birthdate: mmddyy. If this is your first time logging in, you will be prompted to change it. Make a note and remember your new password for future reference.



myNSCC Secure Login

"A" Number:

Password:

[Password Not Working?](#)
 (Create New, Change, or Forgotten)

LOGIN

- Click the NS Online logo in the “Connected Services” panel:

Connected Services



- Click the action arrow next to “Select a course...” in the upper left hand corner.



- Click the title of the course to enter the course home page.

To change your password:

- MyNSCC: The recommended method for changing the password is to go to <http://www.nsc.edu> and select MyNSCC from the "Connect" dropdown list and click the "Password Not Working (Change, New, or Forgotten)" link and answer the prompts. This will synchronize your Windows, D2L, and MyNSCC passwords and your Banner My Self-Service PIN, and send a password reset message to your email accounts that are listed in Banner.

Other, less ideal options for changing your password:

- Windows Campus Computer: Login screen of NSCC network campus PC: press Ctrl + Alt + Delete and select "Change Password" (no password synchronization or notification email)
- Employee Web Email, also called Outlook Web App (OWA): login, click the options link at the top right and select "Change Password" from the left side option list (no password synchronization or notification email).

Create and Post Syllabus

This is a two-step process: (1) Prepare the syllabus using Universal Design and Accessibility principles as described in the following section, and (2) Upload the syllabus to your D2L shell.

Create an accessible MS Word file

Use proper headings

- Use Heading 1 for the title, Heading 2 for the next level, and Heading 3 for the third level. Structure to a Word document is as important as structure is to an outline.
- To assign the headings,
 1. Select the text or click anywhere in the line of text.
 2. Choose the heading level from the Styles Group on the Home ribbon.

Add alt text for images

1. Select the image.
2. Right-click on the image and choose size from the drop-down menu.
3. Click the Alt tab.
4. Key the alt text. Don't preface the description with the words "Image of" or "Picture of" as a screen reader begins with the term "Image." End the description with a period.
5. Click on OK.

Assign bullets and numbers

- If there is a numbered list, assign numbers using the numbered list feature. Select the text. Click the Numbering icon in the Paragraph group on the Home ribbon.
- If there is a bulleted list, assign bullets using the bullet list feature. Select the text. Click the Bullets icon in the Paragraph group on the Home ribbon.

Size data tables using percentages

1. Right-click anywhere within a table.
2. Choose Table Properties.
3. In the Measure in textbox, choose Percent.
4. In Preferred width, enter the percentage up to 100 percent.
5. Click on OK.

Assign meaningful names to hyperlinks

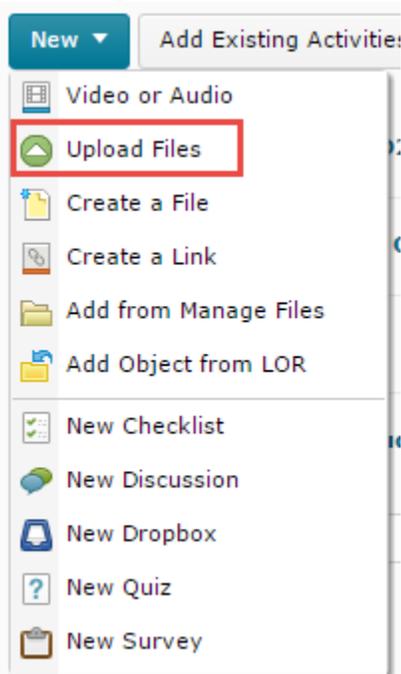
- Do not use "Click here."
- Preferably use descriptive text rather than URL addresses.

Note: To more fully understand the minutiae of creating accessible documents, download the NSCC "[Universal Design & Accessibility in Word](#)" document.

Upload the syllabus to NS Online

To upload a new file:

1. Logon to NS Online and go to your course.
2. Click the Content item in the navbar.
Note that before you upload your syllabus, you will need to create a module into which your syllabus will be placed. See [Add Modules](#) for more information on how to create a module.
3. Navigate to the module in which the syllabus should appear.
4. In the right pane, click on the action arrow for the "New" button.
5. Select "Upload Files"



6. Choose where the files will be uploaded from: My Computer or Course Offering Files.
7. Click on Upload.
8. Upload the file and click on Open.
9. Click on Done. To view the file, click on Content then click the link.

Or, to drag and drop a file:

1. Locate and select the files on your computer.
2. Drag the files to the specialized drop space labeled "Drag and drop files here to create and update topics."

NOTE: If you click on Settings from the Content pages, you have an option to "automatically update files that have the same file name."

Post a News Item

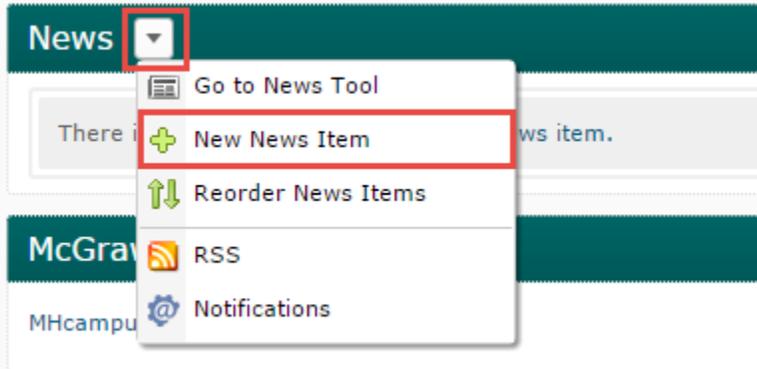
The News widget on a course home page is provided so faculty can publish course announcements. It is recommended that all courses have the following items at the beginning of the semester: (1) A news item with the course title and name of the instructor, (2) a course description, and (3) an explanation about how to get started. If you are teaching an online course, these items will most likely already be in the course that you copy. If you are teaching an on-ground class, you will need to post this introductory News item. Below is an example of an introductory News item:

News Item	Actions
<p>Instructor</p> <p>ENGL 1010 Course Title I 3 Credit Hours</p> <p>Insert Image of Book Cover</p> <p>Dr. John Instructor 615-353-3333</p>	 
<p>Course Description</p> <p>Please insert the course catalog description here. You may want to consider setting availability dates on this News item so it displays for a couple of weeks at the beginning of the semester.</p>	 
<p>Begin Here</p>  <p>How to Get Started!</p> <p>This is the first thing your students see about you and your course. Besides setting a positive tone, this message can also help orient your students to the first things you want them to attend to. After your introductory message, you may want to include the following paragraph:</p> <p>In order to get started in this course, please click on "Content" on the navigation bar at the top left of the screen, then click the "Welcome to Class" link. Read each page of information in the "Getting Started" module.</p>	 

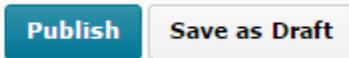
In addition to this introductory News item, you will want to post class announcements throughout the semester as the need arises.

To publish a News item

1. Enter the course by clicking on the title of the course.
2. Locate the News widget on the course homepage.
3. Click action arrow and then select “New News Item”:

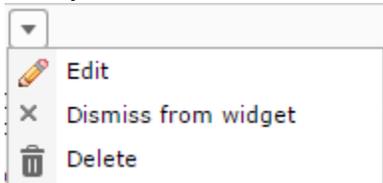


4. Type the headline.
5. Add content.
6. Set start and end dates, if desired.
7. Attach a file or record audio (1 min. or less) if desired.
8. Click on Publish to release the news item or Save as Draft to publish it later.

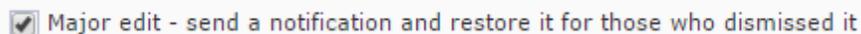


To edit a News item

1. In the News widget on the course home page, click the action arrow for the specific news item you wish to edit, click on Edit.



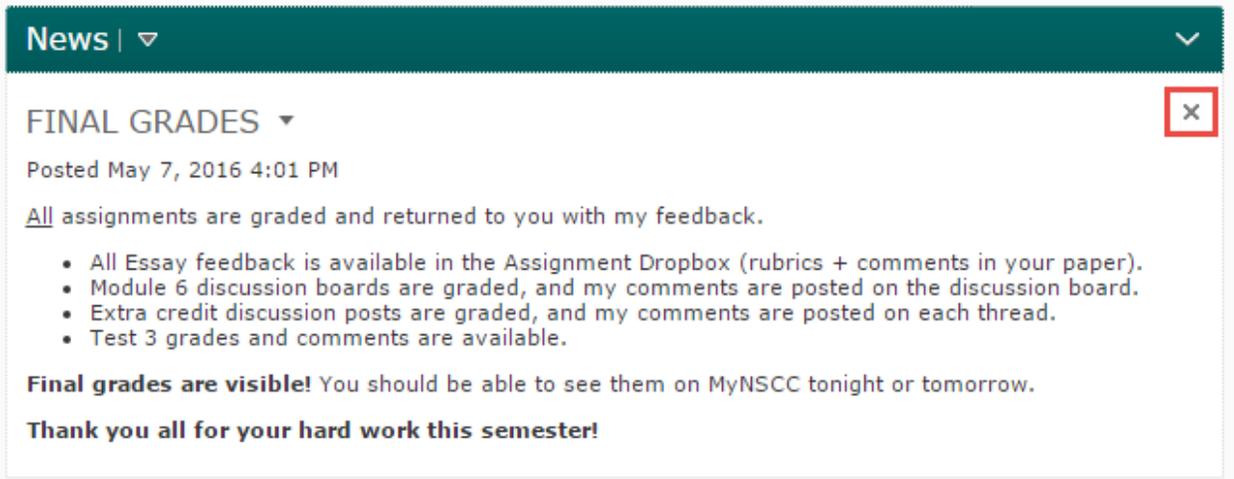
2. Make editing changes as desired.
3. Determine whether this is a major edit, which means you want to send another copy to students who have Notifications set so they will be notified when the updated item is displayed:



4. Click on Update.

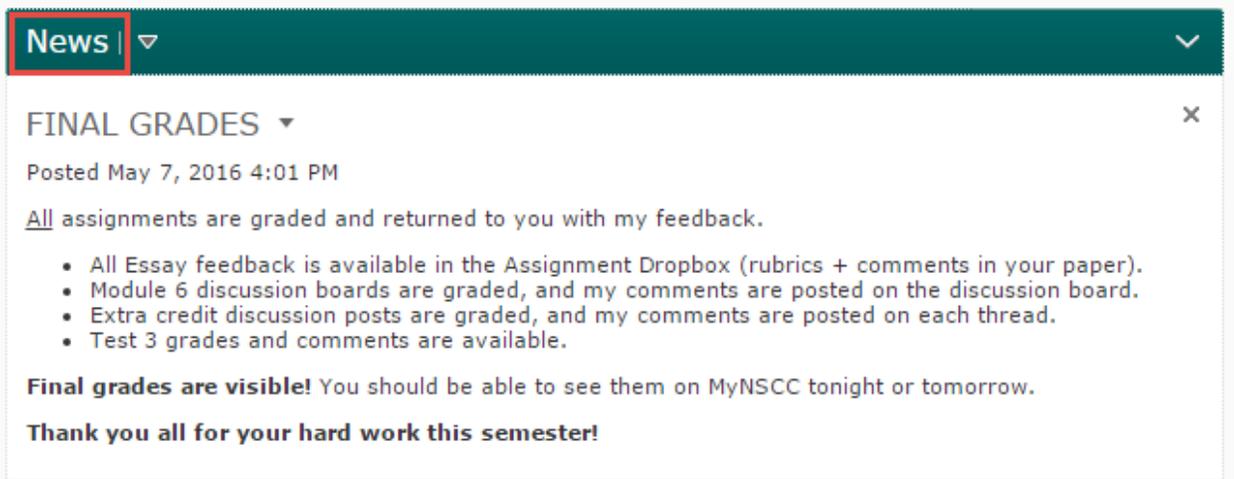
To dismiss a News item

- In the News widget on the course home page, click the "X" to the right of the News item. This does not delete the item, it only removes it from the display:

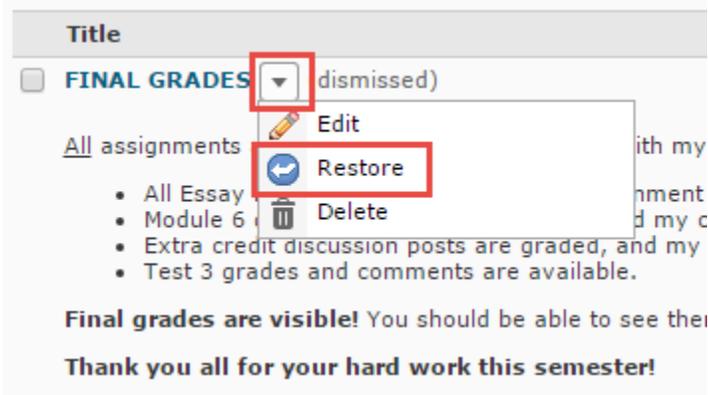


To restore a News Item

1. Click on the News widget to enter the news page:



2. Click the action arrow next to the dismissed News item you wish to restore, then click “Restore”:



Understand Email

Email is used for private communication between the sender and receiver of the email message. Email within D2L is an internal or closed system. Neither students nor faculty can send email to D2L from another email account. Students cannot forward email from D2L to another email account; however, faculty do have the option to forward messages to another email account.

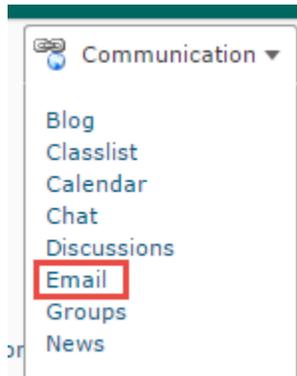
Send Email

Avoid using your nsc.edu email address when communicating with students enrolled in your online course, and instead use the classlist to send email to students. However, if you are teaching an on-ground course, you may choose to rely on your nsc.edu email address.

If email is sent from the classlist, it is identified with the specific course in which the student is enrolled and will filter properly; documentation and accountability functions are lost when communication with enrolled students is not conducted through the classlist. See [Email Using the Classlist](#) for instruction on how to send emails using the Classlist.

Manage Email Messages

Read an Email Message: To display messages related to a specific course, first enter the course, then from the Communication group, select Email:



You may also access your inbox by clicking the email icon in the upper right corner of your screen:

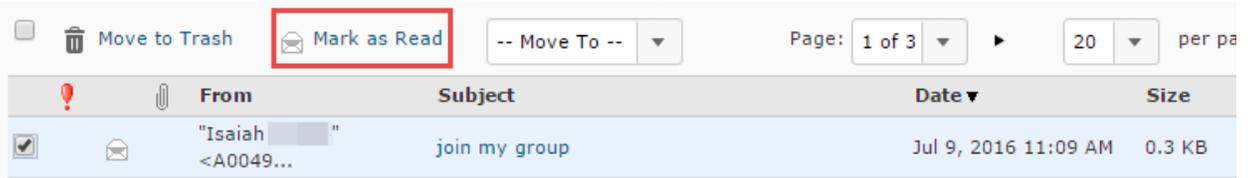


When reading email, unread messages appear in bold. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

Mark an Email Message as Read:

1. Select the check box next to the message or messages you want to mark as read.

- Click the Mark as Read icon at the top of the message list:



NOTE: To mark a message as unread, open the message. From the More Actions menu, select Mark Unread in the Message Preview pane.

Reply To or Forward an Email Message:

- From the Message List page, select the message you want to reply to or forward by clicking on the message's subject link.
- Click the Reply, Reply All, or Forward links.
- Enter the recipients' names in the To, CC, and Bcc fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
- Add any additional content, including attachments, to the message.
- Click on Send or Save as Draft to send the message at a later time.

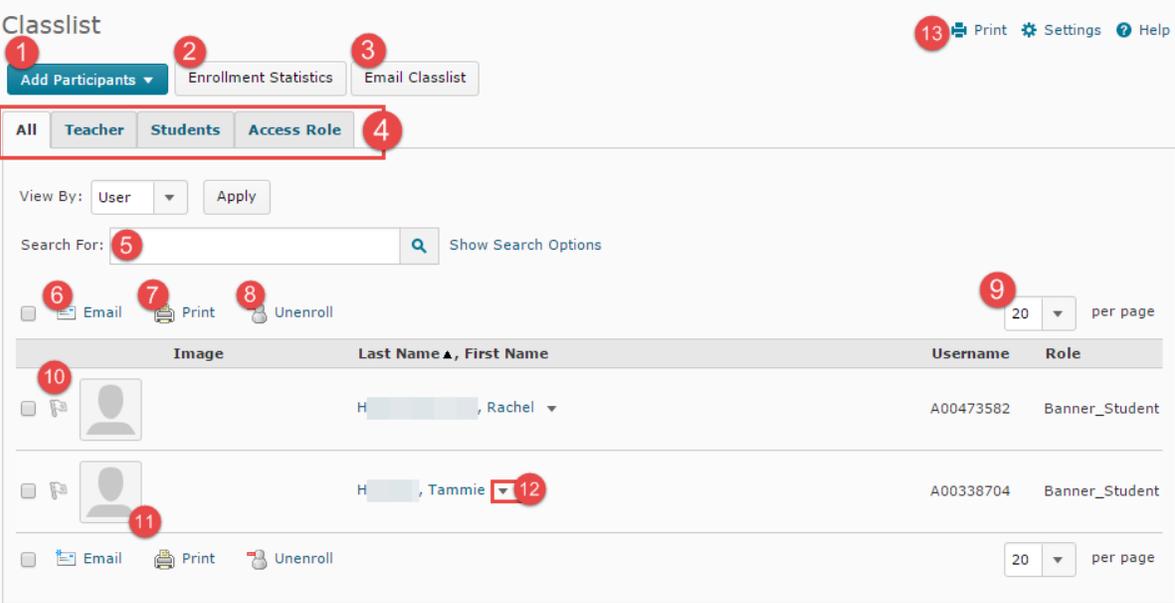
Delete Email Messages: *It is recommended that you not delete student email messages. Preserving email provides documentation for students and faculty when the need arises.*

Email Tips

Here are a few pointers to help with D2L Email:

- To send email to students in a course, from the Classlist, select the Students tab. Select all or individual students then click the mail link. Do not include yourself in the email.
- To keep a copy of each Sent email, choose "Save a copy of each outgoing message to "Sent Mail" in the Settings.
- At the end of each semester (or during the semester if you prefer), create a folder by clicking the Folder Management button. Choose New Folder and create a folder where you will move email. It is recommended that you not delete email in case you need it for documentation. Move the semester's email to the folder as follows:
 - Select all email by clicking the check box at the top of the list.
 - In the "move to" box, choose the semester folder you created.

Email Using the Classlist



The screenshot shows the D2L Classlist interface. At the top, there are three tabs: 'Add Participants' (1), 'Enrollment Statistics' (2), and 'Email Classlist' (3). Below these are three filter tabs: 'All' (4), 'Teacher', and 'Students'. A search bar (5) is located below the filter tabs. To the right of the search bar is a 'View By' dropdown set to 'User' and an 'Apply' button. Below the search bar are three action icons: 'Email' (6), 'Print' (7), and 'Unenroll' (8). To the right of these icons is a 'per page' dropdown set to '20' (9). Below the icons is a table with columns: 'Image', 'Last Name ▲, First Name', 'Username', and 'Role'. The table contains two rows of student data. The first row shows a student with a profile picture (10), last name 'H', first name 'Rachel', username 'A00473582', and role 'Banner_Student'. The second row shows a student with a profile picture (11), last name 'H', first name 'Tammie', username 'A00338704', and role 'Banner_Student'. Below the table are three action icons: 'Email' (11), 'Print', and 'Unenroll'. To the right of these icons is another 'per page' dropdown set to '20'. At the top right of the interface are three icons: 'Print' (13), 'Settings', and 'Help'.

Locate the following items on the image above:

1. Add Participants is an option faculty can use to add students to their D2L courses that display on the MyNSCC (Banner) role but do not display on the classlist in D2L.
2. Enrollment Statistics provides enrollment statistics and grades for students who have withdrawn from the course.
3. Email button used to email all users for the selected tab (all, teachers, students).
4. All, Teacher, or Students tabs used to display specific types of users.
5. Search after selecting specific search criteria.
6. Email icon to email selected users.
7. Print icon to print a list of select users.
8. Unenroll selected students.
9. Display up to 200 users per page.
10. Flag students as a reminder to follow up.
11. Image that a student uploaded displays in the student profile.
12. Action arrow next to each student's name used to view progress of users for assignments, quizzes, discussions, and other course content and to view group enrollments if groups have been set up in the course.
13. Print tab to print a list of all users whose names appear on the tab list.

Send Email to Selected Students:

1. From the Communication group, select Classlist.
2. 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.



The screenshot shows a D2L interface with a table of names. At the top, there are buttons for 'Email', 'Print', and 'Unenroll'. The 'Email' button is highlighted with a red box. Below the buttons is a table with columns for 'Image', 'Last Name ▲, First Name', 'Username', and 'Role'. The first row of the table shows a placeholder for an image, the name 'H [redacted], Rachel', the username 'A00473582', and the role 'Banner_Student'. A dropdown menu is visible next to the name, showing 'Rachel'.

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

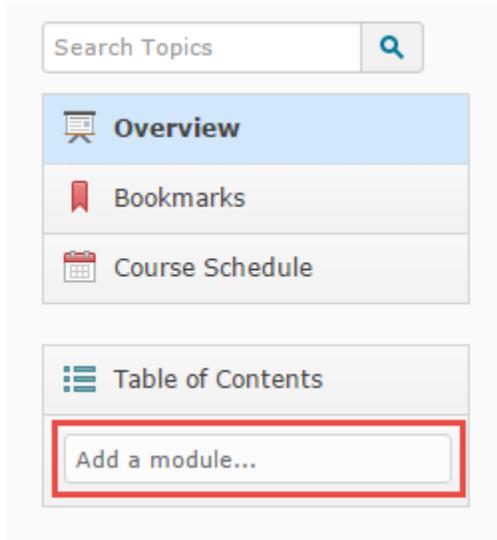
Send Email to All Students:

- 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.

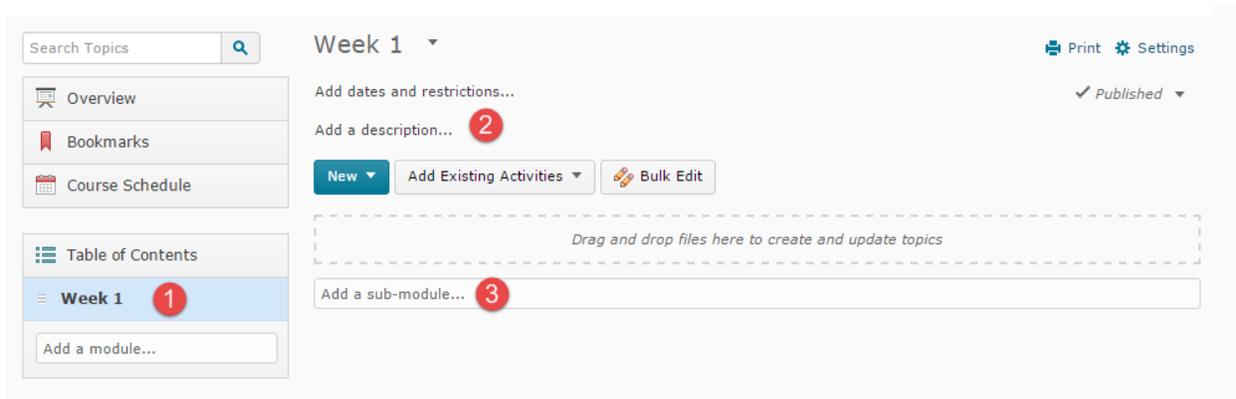
Add, Modify & Delete Modules

Add Modules

From the course content page, locate the Module Panel on the left-hand side of the screen. In the “Add a module...” text box, type the title of the module you wish to create, and then hit enter:



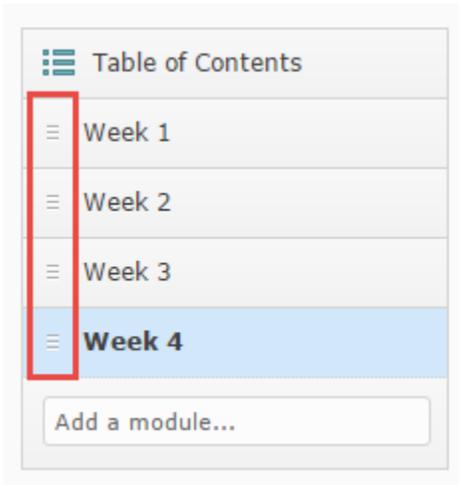
Upon hitting enter, you will see three things occur: (1) the module is added to the module panel, (2) you are prompted to add content and descriptions to your module, and (3) you are given the option to add a sub-module:



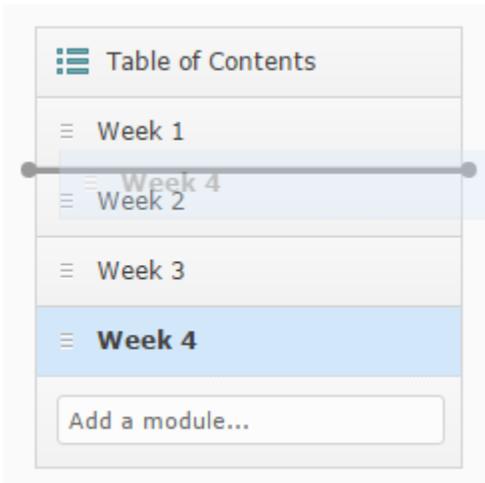
See [Create, Upload, Organize & Delete Course Content](#) for instructions on filling each module with content.

Organize Modules

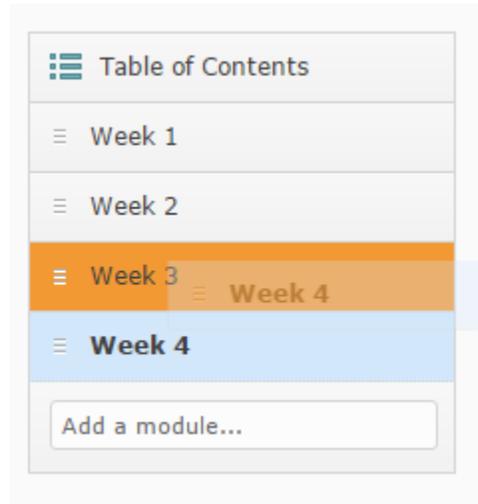
When rearranging modules, click on the three lines to the left of the module title, and then drag it to its desired location:



As you drag the module, you will see a bold line indicates where your module will be relocated:

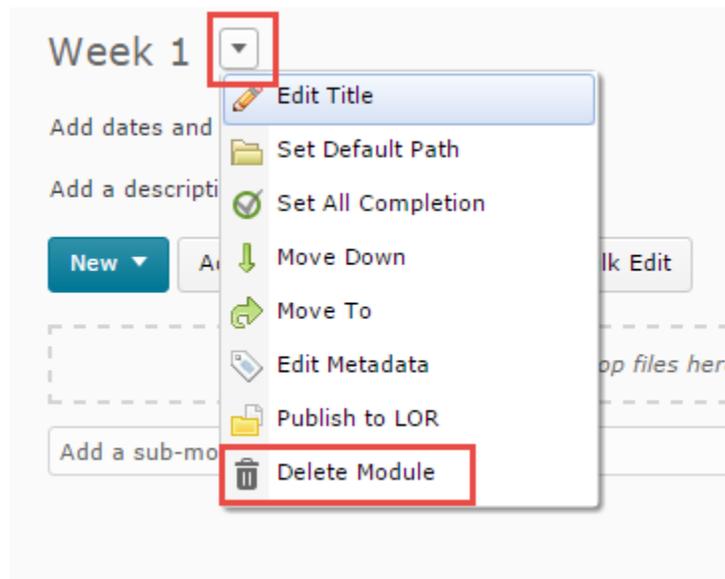


You can also turn a module into a sub-module by dragging it on top of an existing module. The parent module will turn orange to indicate its acceptance:

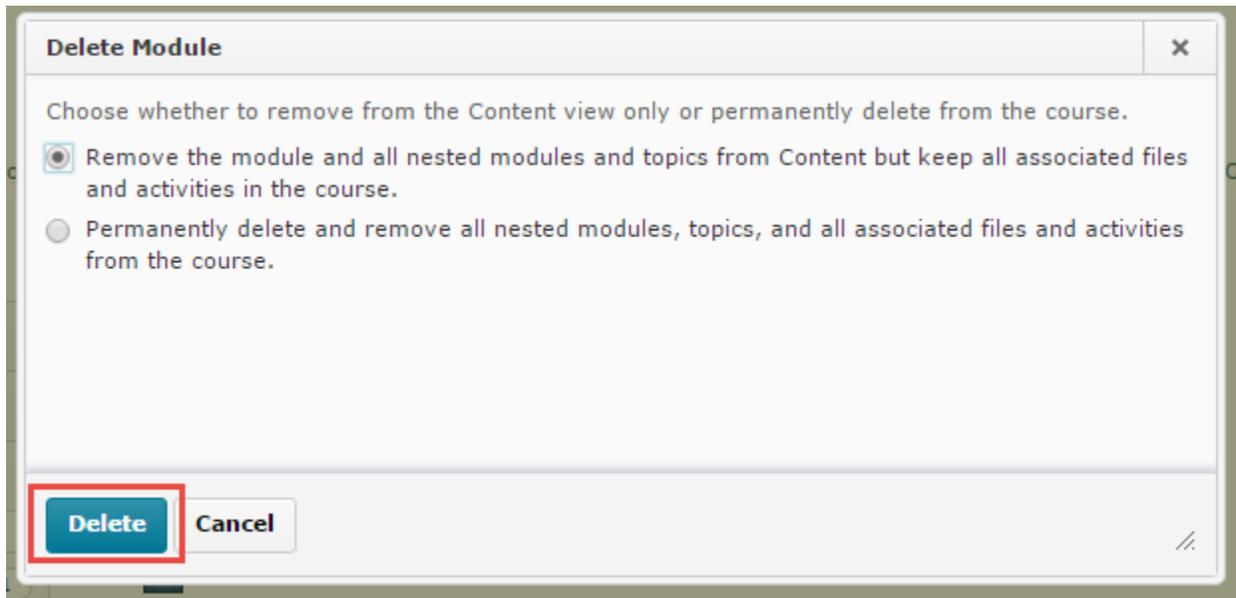


Delete Modules

To delete a module, you must first enter into the module you wish to delete. Once you are inside the module, click the action arrow to the right of the module title and select “Delete Module”:



You will then be prompted with the “Delete Module” dialog box:



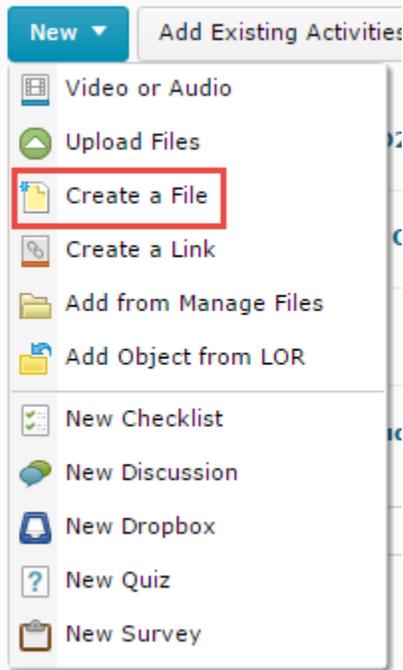
Choose whether or not you want to keep the associated files, then click “Delete.” Note that choosing the option to “permanently delete nested modules, topics, associated files and activities” renders all this material unrecoverable once deleted.

Create, Upload, Organize & Delete Course Content

Create and Edit Files in D2L

To create a new HTML file:

1. Navigate to the module in which the new HTML file should appear.
2. Click the "New" button in the right pane and select "Create a File":



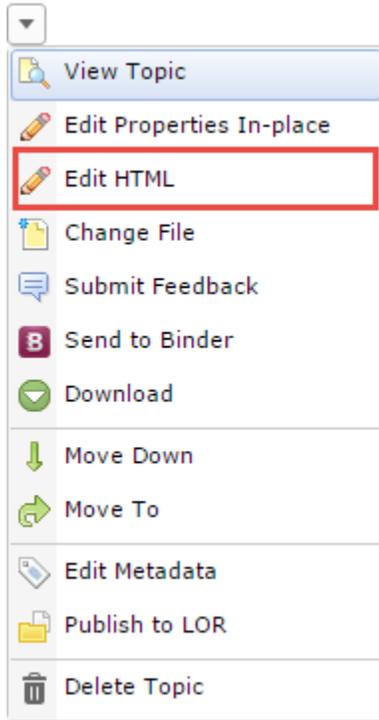
3. Enter a title that will appear as the linked text.
4. If you have an HTML file or TXT file on your computer or in the files you have saved in D2L that you would like to use, click on "Browse for a Template." Once you select the file, it serves as a template, and you will be able to edit and save the file under a different name in the D2L editor.
 - Click the "Add" button.
5. Click inside the "HTML editor" box. Type the desired content. See [Understand the HTML Editor](#) for information using the HTML editor to create course content.
6. Click on Publish or Save as a Draft for later editing:



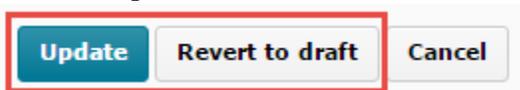
To edit an HTML file:

1. Click on Table of Contents in the module panel on the left side of the screen.
2. Select the action arrow next the content item you would like to edit. Make sure that it appears next to an HTML icon in order to edit it: 

3. Click on the action menu for the title. Select “Edit HTML”:



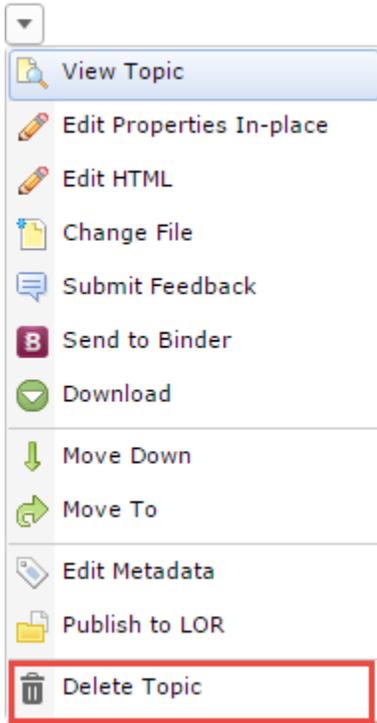
4. Make changes to the title or the content.
5. Click on Update or Revert to Draft:



To delete a topic:

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

2. Click on "Delete Topic":



3. Click Delete.

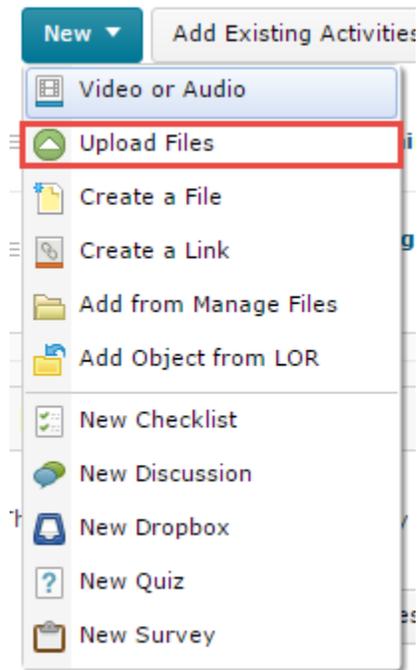
File types in D2L are identified by icons. For example:

- Word 
- HTML 
- PDF 
- Excel spreadsheet 
- PowerPoint 

To upload a new file, such as a Word or PDF,

1. Navigate to the module in which the new content should appear, then click the "New" button.

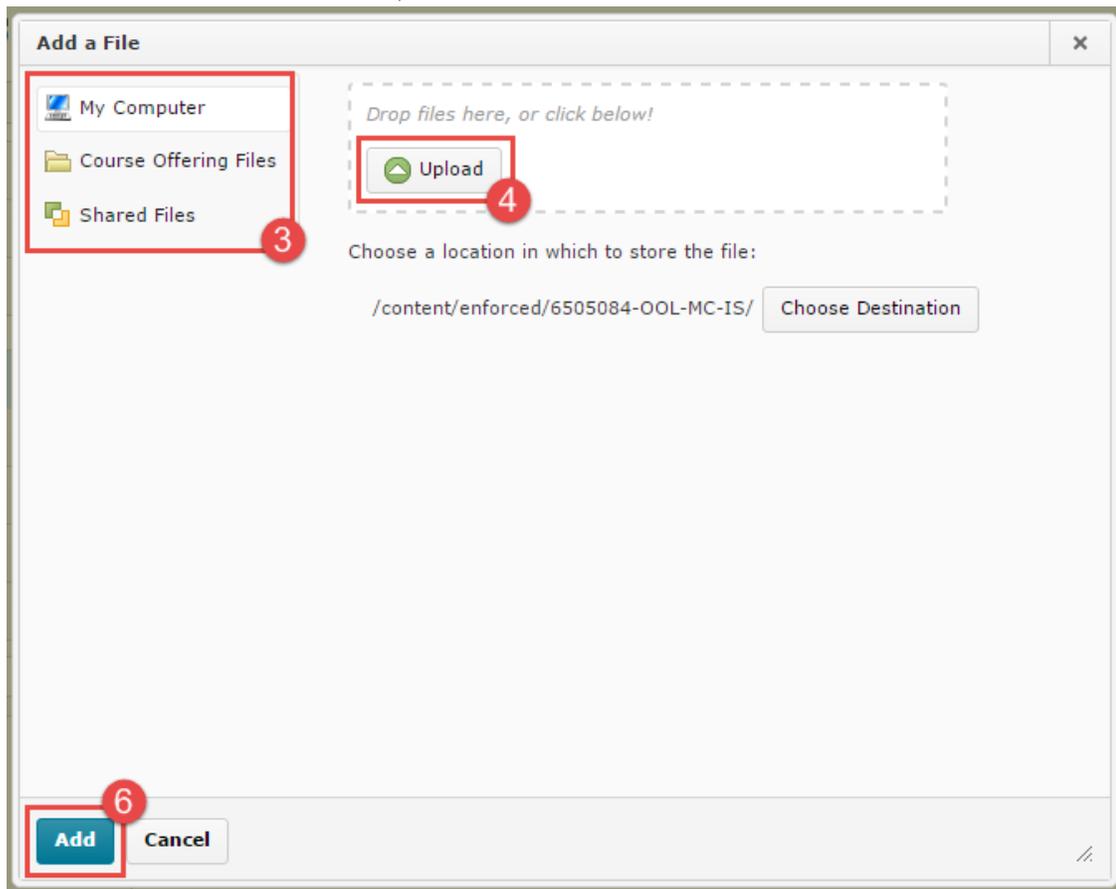
2. Select "Upload files":



This will prompt the "Add a File" dialog box.

3. Choose where the files will be uploaded from: My Computer or Course Offering Files.
4. Click on Upload.
5. Upload the file and click on Open.

6. Click on Add. To view the file, click on Content then click the link:



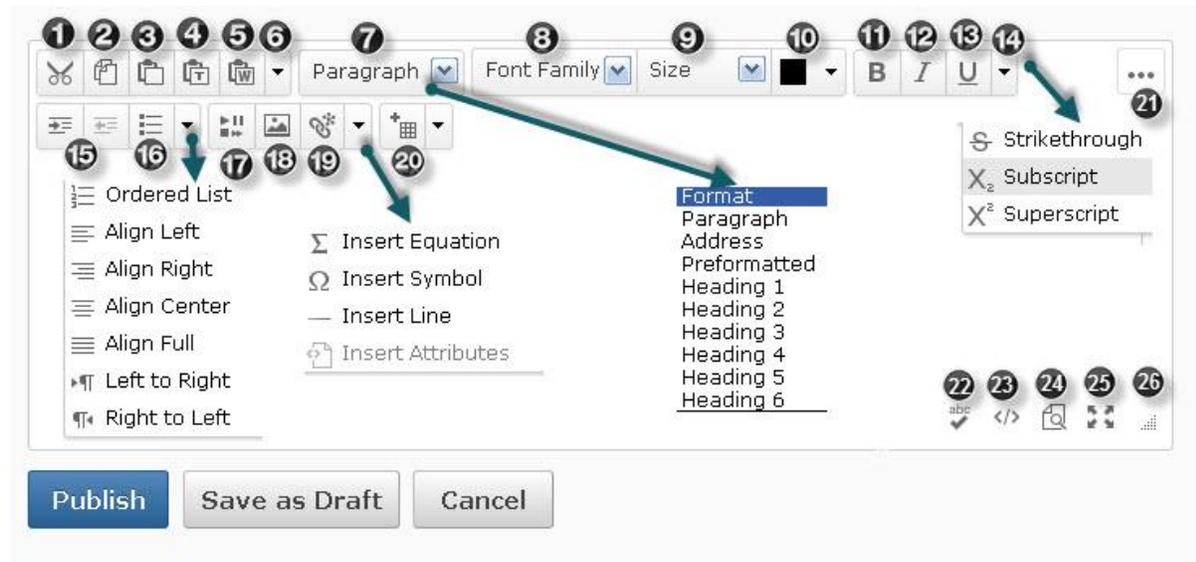
OR

To drag and drop a file to Content,

1. Click on Content and create or select a module from the left navigation.
2. If your browser supports drag and drop, you will see a specialized drop area.
3. Locate and select the files on your computer.
4. Drag one or more files to the specialized drop space.

Understand the HTML Editor

In D2L, you can create a new HTML file or edit an HTML file using the built-in editor.



In the illustration above, note the following features and explanations:

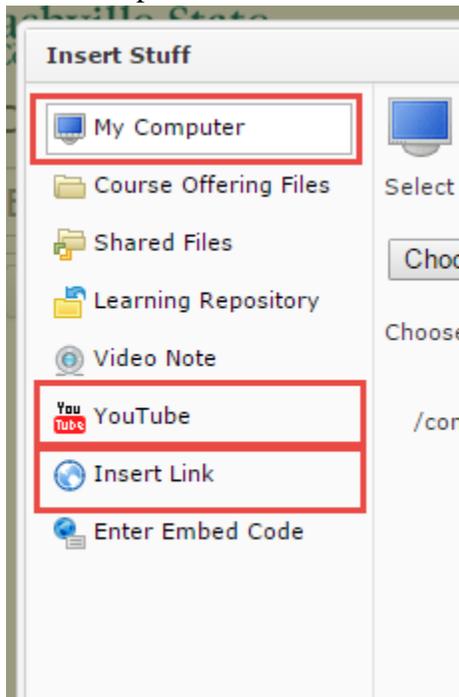
1. Cut
2. Copy
3. Paste
4. Paste as Plain Text
5. Paste from Word: Used to paste copied content from Word. Otherwise much of the formatting will be lost. For example, there will be no paragraph divisions once you save the file.
6. Undo and Redo
7. Select Heading level styles or Paragraph style
8. Select Font Family, such as Arial or Verdana
9. Select Font Size
10. Select Text Color
11. Bold
12. Italic
13. Underline
14. Select Strikethrough, Superscript, or Subscript
15. Indent or Outdent
16. Unordered (bulleted) List
Click the dropdown list next to No. 16 to choose alignment: Ordered List; Left, Center, Right, or Full Alignment; Move paragraph left to right or right to left.
17. Insert Stuff. Most often used to insert embed code or links to video or audio files. Often used to insert YouTube videos.
18. Insert Image
19. Insert Quicklink. Used to insert URLs or links to any of the course elements such as specific quizzes or assignments.

- The dropdown arrow next to No. 19 inserts equations (built-in equation editor used for math equations), symbols (special characters such as ©, ®), horizontal lines, or HTML attributes (HTML code and is most likely beyond the scope of the average user.)
20. Insert New Table. The dropdown arrow next to New Table lists table formatting options.
 21. Show or Hide available options in the HTML editor
 22. Check Spelling
 23. View and Edit HTML Source Code
 24. View Document
 25. Display the Editor Full Screen. This option provides more space for editing and viewing the document.
 26. Drag to increase or decrease the size of the editor screen

The Publish button saves the document and makes it available for viewing. Draft saves a copy but does not display the document to users. Cancel disregards changes made to the document.

Inserting Video using the HTML Editor

Videos can be embedded using the Insert Stuff icon. In the HTML Editor, click on the Insert Stuff icon (#14 above). Clicking this icon will prompt the “Insert Stuff” dialog box, where you have the options to embed videos from your computer, from youtube, and from a URL:



Creating Accessible Documents Outside of D2L

[The National Center for Disability and Access to Education](#) has created one-page accessibility resources to assist in creating accessible content. For help creating accessible non-graded material to enhance your course, reference the following documents:

[NCDAE Microsoft Word 2013 Accessibility Cheatsheet](#)

[NCDAE Microsoft Powerpoint 2013 Accessibility Cheatsheet](#)

[NCDAE Microsoft Excel 2010/2013 Accessibility Cheatsheet](#)

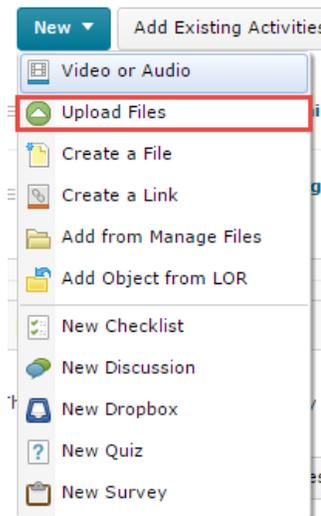
[NCDAE Adobe Acrobat XI Accessibility Cheatsheet](#)

[NCDAE YouTube Accessibility Cheatsheet](#)

Uploading Course Content

To upload a new file, such as a Word or PDF,

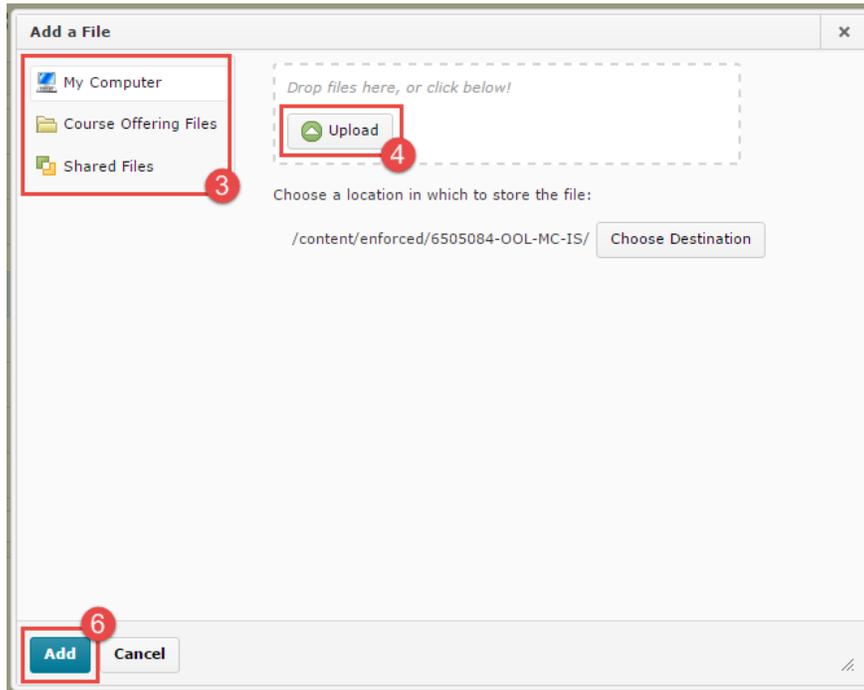
1. Navigate to the module in which the new content should appear, then click the "New" button.
2. Select "Upload files":



This will prompt the "Add a File" dialog box.

3. Choose where the files will be uploaded from: My Computer or Course Offering Files.
4. Click on Upload.
5. Upload the file and click on Open.

6. Click on Add. To view the file, click on Content then click the link:



OR

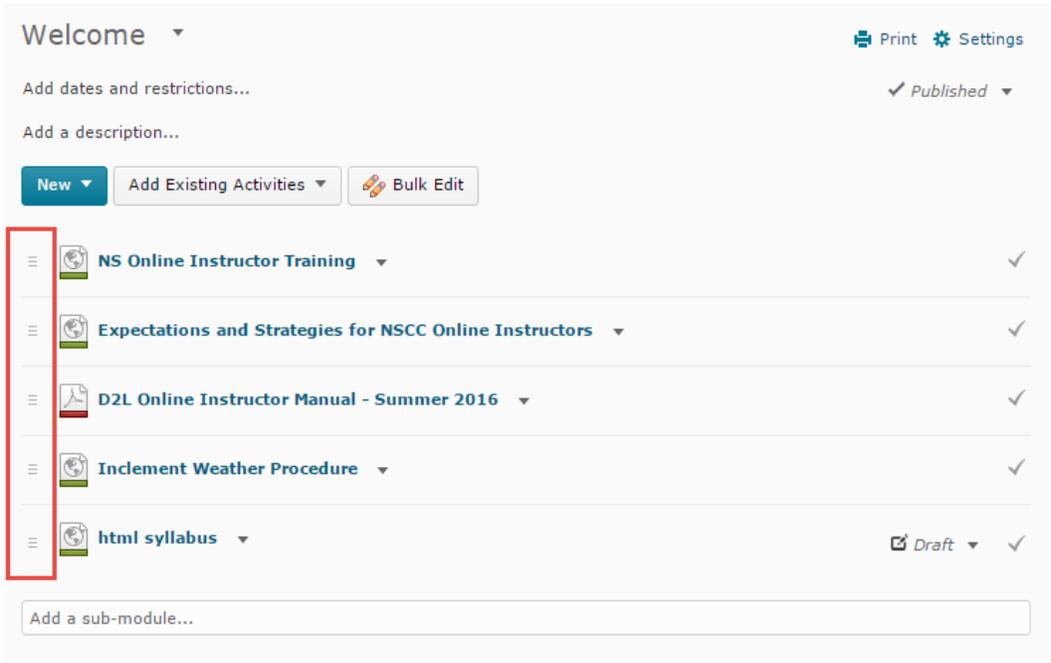
To drag and drop a file to Content,

- 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.

Organizing Course Content

Once you have created and uploaded all of the content that you want students to access in any given module, you can now organize that content into a logical progression.

To the left of each content icon, there are three small lines:



Welcome ▾ Print Settings

Add dates and restrictions... Published ▾

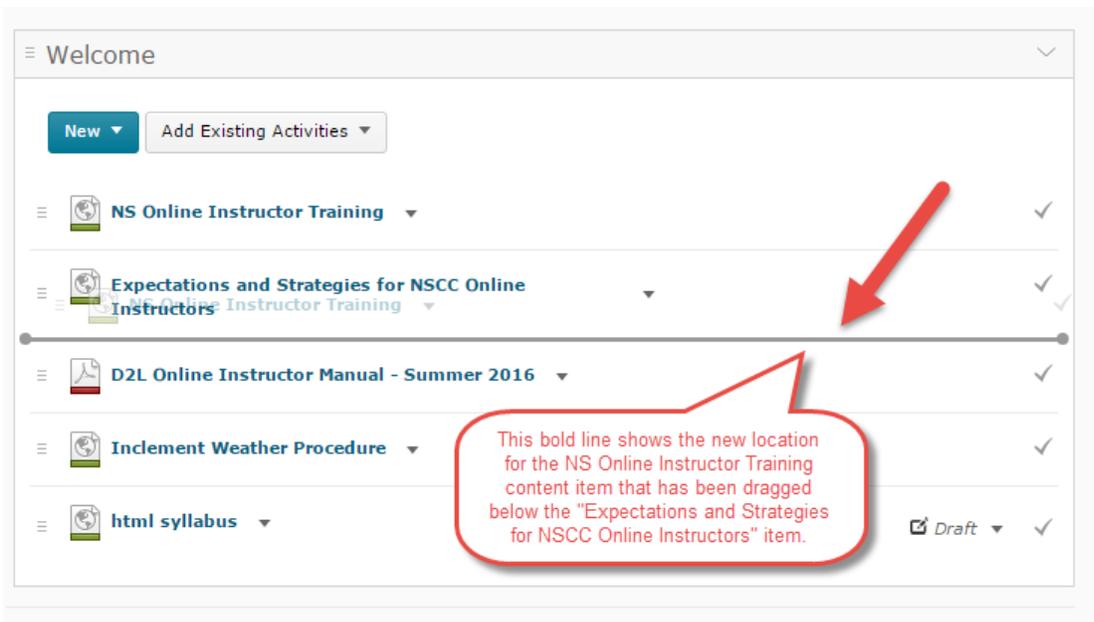
Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

- ☰ NS Online Instructor Training ▾ ✓
- ☰ Expectations and Strategies for NSCC Online Instructors ▾ ✓
- ☰ D2L Online Instructor Manual - Summer 2016 ▾ ✓
- ☰ Inclement Weather Procedure ▾ ✓
- ☰ html syllabus ▾ Draft ▾ ✓

Add a sub-module...

In order to rearrange the content within the module, simply click the three-line icon, and drag the content item to its new location within the module. A bold line will appear to illustrate the content item's new location:



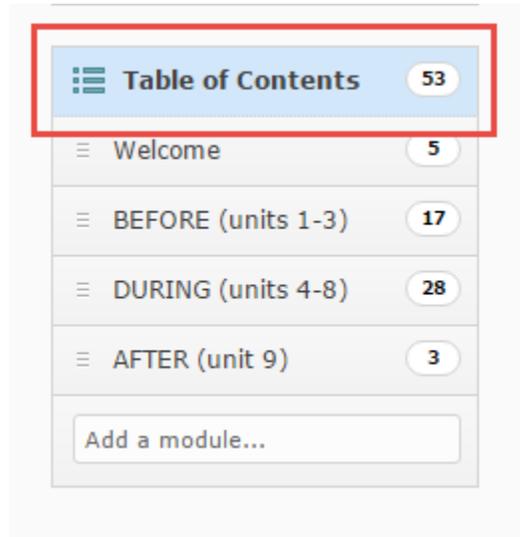
Welcome ▾

New ▾ Add Existing Activities ▾

- ☰ NS Online Instructor Training ▾ ✓
- ☰ Expectations and Strategies for NSCC Online Instructors ▾ ✓
- ☰ D2L Online Instructor Manual - Summer 2016 ▾ ✓
- ☰ Inclement Weather Procedure ▾ ✓
- ☰ html syllabus ▾ Draft ▾ ✓

This bold line shows the new location for the NS Online Instructor Training content item that has been dragged below the "Expectations and Strategies for NSCC Online Instructors" item.

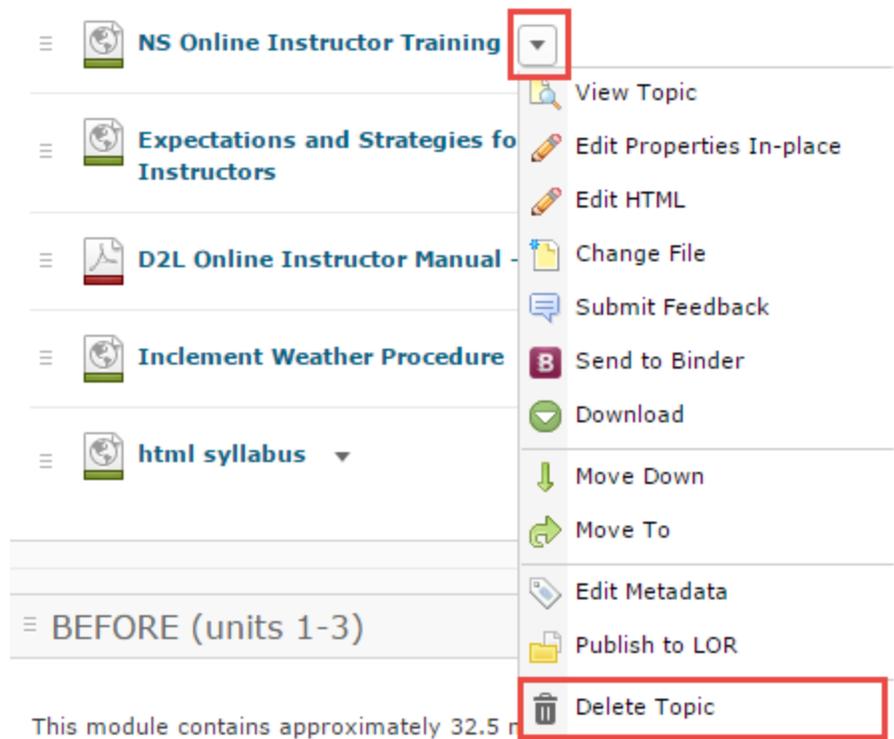
If you would like to move content items from one module to another, you must first ensure that you are viewing the course content from the Table of Contents which appears on the left side of your screen in the module panel above the modules you've created:



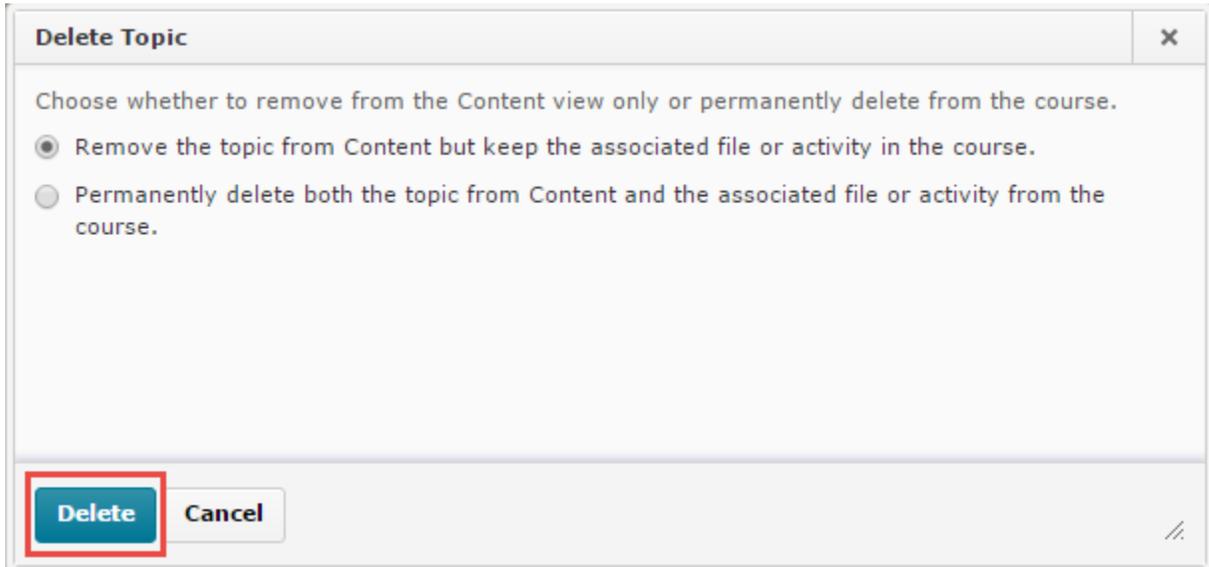
Selecting Table of Contents allows you to view the content items within *all* of the course modules at once. Using the same drag-and-drop process, you can now move content from one module to another.

Delete Content

From either the Table of Contents or the module in which the content exists, locate the action arrow near the content item you wish to delete, and then select “Delete Topic”:



You will then be prompted with the “Delete Topic” dialog box:



Choose whether or not you want to keep the associated files, then click “Delete.” Note that choosing the option to “permanently delete both the topic from Content and the associated file or activity from the course” renders all this material unrecoverable once deleted.

Track Student Progress

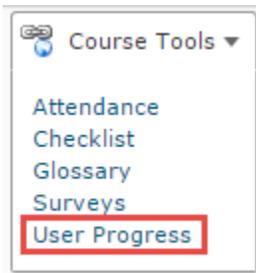
Overview of Class and User Progress

The Class/User Progress reports include a visual representation of student progress for course participation in the assignment dropbox, objectives, logins, grades, checklist, content completion, discussions, quizzes, and surveys. There are two main views: Class Progress for overall course trends and User Progress for individual student progress.

Class Progress

To access Class Progress and select progress indicators:

1. From the Course Tools menu, select User Progress.

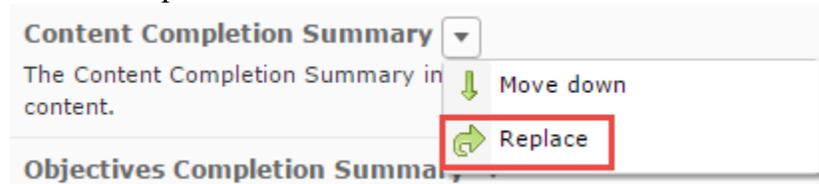


2. Click on Settings  [Settings](#) and select the desired items. Four indicators can be displayed from the following options:
 - a. Content Completion Summary – displays the learner’s progress through the course content
 - b. Objectives Completion Summary – illustrates each student’s progression through the assigned objectives
 - c. Login History (Last 30 Days) – displays the number of logins to the system for the last 30 days
 - d. Grades Performance Summary – presents the current final grade for the student, as well as a visualization of the scores of the last 15 items
 - e. Checklist Completion Summary – displays how the learner is progressing through the assigned course checklists
 - f. Discussions Participation Summary – presents user statistics for reading, posting, and responding to discussions
 - g. Dropbox Performance Summary – indicates the current average on all folders as well as a visualization of the scores of the last 15 items
 - h. Quiz Performance Summary – presents the current average on all quizzes as well as a visualization of the scores of the last 15 items
 - i. Survey Completion Summary – displays the learner’s progression through the assigned surveys in the course
3. Click on Save and Close.

Note: At this screen, you may move the cursor over and Login History and Grades Performance Summary for additional information. You may click on an item for more specific details.

To change progress indicators:

1. From the Course Tools menu, select User Progress.
2. Click on Settings.
3. Click the Action menu for the item to be changed.
4. Click on Replace.



5. From the available items displayed, select the desired item.
6. Click on Save and Close.

Individual Student Progress

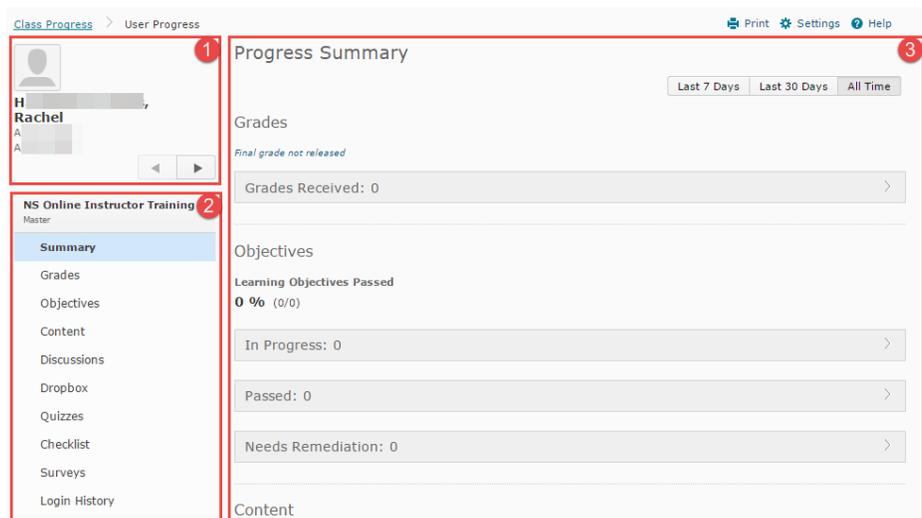
To view the progress for an individual student:

1. From the Course Tools menu, select User Progress.
2. 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.

The Individual Student Progress screen has two panes:



1. On the left is the User Information area with the student's name and email link. Hover over the profile image then click the "Send email" link. Instructors see the email link; students do not.
2. Under the User Information area is the Reports List with links to individual reports or a summary. Faculty see all items; students see only items the instructor has selected. (See instructions for selecting items below.)
3. On the right is Report Details area. This area displays content based on the item selected from the Reports List. The Reports Summary displays a report based on the time period selected: Last 7 days, Last 30 days, All time. Only the 15 most recent grade items are included.

To select items from the Reports List to display to students:

1. From the Individual Student Progress screen, click on Settings.
2. Check the items to display.
3. Select colors and values to indicate whether students are on track, have some concerns, or are at risk.
4. Click on Save and Close.

To view the items from the Reports List:

1. From the Individual Student Progress screen, click the desired item in the left pane.
2. For more detailed information, move the cursor over the visual display (graph line or bar) in the right pane.
3. Click on Summary in the Reports List to display a report of all progress indicators. Select the time period for the report on the top right of the screen.

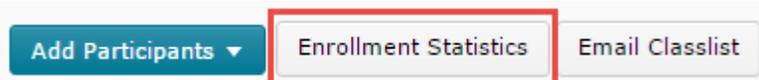
NOTE: When you look at Login History, the number of logins in the last 30 days, the date a student last accessed your course, and the date a student last accessed the system are displayed. Click on the arrow "show details for 'date'" to see the time and IP address of the computer.

Using the Classlist to Track Progress of Withdrawn Students

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.

1. From the Classlist page, click the Enrollment Statistics button.



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

Click on Done to return to the Classlist.

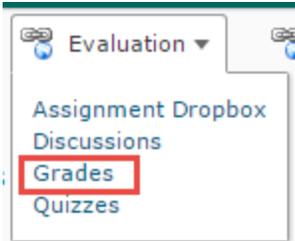
Release Final Grades

Students do not see the calculated final grade or adjusted final grade until the instructor releases the grade.

Final Calculated Grade

To release the final calculated grade:

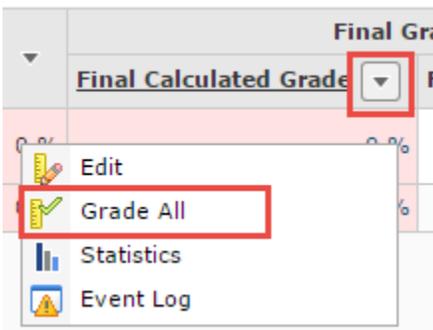
1. From the Evaluation group, select Grades:



2. Navigate to the "Enter Grades" tab:



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



4. Select the check box next to the names of students whose grades are to be released or select all students.
5. Click on the Release/Unrelease icon at the top of the table:



Alternatively, you can simply check the box in the "Release Final Adjusted Grade" column.

6. Click on Save. Click on Yes.

Final Adjusted Grade

To release the final adjusted grade:

1. From the Evaluation group, select Grades.
2. Navigate to the "Enter Grades" tab.
3. Click the Actions arrow for the Final Adjusted Grade and select "Grade All."

- In the Final Adjusted Grade column, enter the adjusted score, then click the green arrow to Transfer the Final Grade or Transfer all.

Final Adjusted Grade		
Grade		Scheme
<input type="text"/> / <input type="text"/>	 	-%
<input type="text"/> / <input type="text"/>	 	-%

- Click on Release/Unrelease at the top of the table.
- Click on Save. Click on Yes.

NOTE: Ensure that you have selected Adjusted Final Grade in the Calculation Options for Grade Settings.