D2L QUICK GUIDE FOR INSTRUCTORS

Login URL: https://sjsu.desire2learn.com

Username: firstname.lastname Password: 9-digit faculty ID#

LEARNING TO USE D2L

- → On the D2L entry page, under "My Courses," click Student tab.
- ⇒ eCampus Desire2Learn Help ECAM0007 or eCampus - Desire2Learn Short Courses - ECAM0008.
- Content in the course navigation bar.

MY SETTINGS

My Settings widget is located on the left of the D2L Homepage.

FORWARD EMAIL



Preferences.

- → Email tab.
- → Scroll down to "Forwarding Options." Select Forward incoming messages to an alternate email account.
- → Fill in "Email Address" field with your forward email address.
- ⇒ Select desired handling options for your D2L email.
- ⇒ Save.

CHANGE PASSWORD



- Change Password.
- ⇒ Fill in "Old Password" field.
- ⇒ Fill in "New Password" and "Confirm New Password" fields.

SET UP D2L PROFILE



Profile.

- → Fill in fields as desired.

Note: Profile information can be seen by all D2L users in your courses.



CLASSLIST

Classlist is located in the course navigation bar.

SEND EMAIL

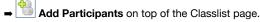
Specific student(s)

- ⇒ Select the names of the students you want to email.
- Email at the top or bottom of the Classlist.
- → A new window will pop up with the selected usernames in the "To" field. Fill in the "Subject" and "Message" fields.
- → Send.

Entire Class

- **⇒ Email Everyone on This Tab** in the gray navigation bar.
- → A new window will pop up with the selected usernames in "To" field. Fill in "Subject" and "Message" fields.
- ⇒ Send.

ADD PARTICIPANTS TO CLASS



- → Add an Existing User.
- → Fill in "Search for" field with a name or 9-digit SJSU ID. Search.
- ⇒ Select the name of the person you want to add.
- ⇒ Select Role. (Note that all but Student role gives access to grades.)
- ⇒ If shown, under "Section," select the desired section.
- ➡ Enroll Selected Users.

VIEW STUDENTS' PROGRESS



- → View Progress (under "Actions" after the student's name).
- → Change on the "Tool" line in "Progress Selection."
- → Select the specific activity or tool you want to see in the dropdown menu.
- → Apply.

NEWS

This widget is in the center of your course homepage.

CREATE A NEWS ITEM



📆 Add.

- → Fill in "Headline" and "Content" fields.
- → To set the start and/or end date of your News Item, "Select start date/ time" and "Remove news item based on the end date" to "Select end date/time."
- → To attach a file to the news item, Add File in the "Attachments" section. "Submit a File" window will pop up.
- → Select your file. **Upload**.
- → Save or Save and New to save and create another news item.

ADD (EMBED) VIDEO TO NEWS ITEM

- → Go to the page of the video you want to add, and copy the embed code. E.g., YouTube: → Share (below the video) → Embed → Copy
- Edit the News Item you wish to embed the video in.
- → In the "Content" textbox, Insert stuff.
- → Enter Embed Code by pasting the code in the box.
- Next (a preview of how the video is embedded in you news item).
- ⇒ Save.



DROPBOX

Dropbox is located in the course navigation bar.

CREATE A DROPBOX FOLDER

- → New Folder. Name the folder.
- → Additional options:
 - "Enable Plagiarism Detection."
 - Select the folder type (individual/group submission).
 - Assign or create a category for the dropbox folder.
 - Link the dropbox to an item in the Grades or create a new grade item.
 - Set number of points in "Out Of" box.
 - Write custom instructions, and/or add an attachment.
- Set restrictions of start and/or end date, and/or special access.
- ⇒ Save.

DOWNLOAD FILES FROM DROPBOX

- → Click on folder name.
- → Users tab: Dropdown menu for "Submissions" → "Users with submissions"
- → Search to see the file links for users.
- → Click on file links to download individual files, or I for multiple files.
- → Files tab: Select multiple files and click to download submissions.

ENTER GRADES & FEEDBACK FOR DROPBOX ITEMS

- → Click on folder name.
- → If you enabled plagiarism detection, click on percentage bar to open the student paper in Turnitin.com.
- → Leave Feedback to the right of the student's name to enter overall feedback in the "Feedback" box and/or enter student's grade. (Note: If the grade item is used, Gradebook is automatically updated.)
- ⇒ Save

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CONTENT

Content is located in the course navigation bar.

CREATE A NEW MODULE (FILE CATEGORY)



New Module.

- → Fill in "Title" field.
- Save.

UPLOAD FILE FROM COMPUTER (CONTENT AND MANAGE FILES)



- Upload New File.
- → Select a "Parent Module" from the dropdown menu.
- → Fill in "Title" field.
- → Choose File under Content to find the file you want to upload.

UPLOAD MULTIPLE FILES AT ONCE (MANAGE FILES ONLY)

- **⇒ Edit Course** in the navigation bar.
- → Manage Files under "Tools".
- → □ Upload.
- → Choose File to select the file you want to upload.
- → Add to upload more files at the same time.
- → Upload.

UPLOAD FILES BY BATCH (SAVED IN MANAGE FILES ONLY)

- → On your computer, select the files and/or folders you want to upload. Compress the selected files by the zip-file or archive utility of your OS.
- → In your D2L course shell, click Edit Course in the navigation bar.
- → Manage Files (under "Tools").
- → Choose File to select the compressed (zipped) file you want to upload.
- → Add to upload more files at the same time.
- → Move your cursor on top of the compressed file and click <a>S
- → Unzip, and the files will be extracted into a new folder of the same name.

CREATE A LINK TO AN EXISTING FILE



New Topic.



- ⇒ Select a "Parent Module" from the dropdown menu. Fill in "Title" field.
- ⇒ Browse in the "Content" section.
- Choose the file from the "Select a File" window that opens.
- ⇒ Select File.
- → Save.

CREATE A LINK TO A WEBSITE OR A LOCATION IN COURSE SHELL



New Topic.

Quicklink.

- Select "Parent Module" from the dropdown menu.
- → Fill in "Title" field.
- → In the Content section, you have two options:
 - Link to an external website: Fill in "URL" field with link.
 - Link to a file in your course shell: → Quicklink. → "Insert a Quicklink" window will pop up. Select the "Category" you want to link from. In "Link Details," use the dropdown menu to select the specific item. - Insert.
- → Select Open in a New Window if this is an option you want.

PREVIEW CONTENT (STUDENT VIEW)

→ View Content in the "Content Areas" section on the left.

MOVE CONTENT

- → Manage Content.
- → Check the content items you wish to move.



Move selected items.

- ⇒ Select "Parent Module" in "New Parent Module" dropdown menu.
- → Move.

DELETE CONTENT



Delete Selected Items.

→ Delete selected items from content only to keep a copy in "Manage Files" or Delete items from content and delete all associated files from the course files to completely remove from D2L.

GRADES

Grades is located in the course navigation bar.

SET YOUR GRADING SYSTEM

Go through Setup Wizard or use Grades Settings (3 tabs: "Personal Display Options" (for instructor), Org Unit Display Options" (for students), and "Calculation Options").

CREATE A NEW GRADE CATEGORY

- → Manage Grades.
- → New Category.

CREATE A NEW GRADE ITEM

- → Manage Grades.
- New Item.
- → Choose the grade item type. Name the item, select the category (optional), and set the number of points and/or weight in "Max Points" field.

EDIT A SINGLE GRADE ITEM

- → Manage Grades.
- → Click on the item name.

CREATE A BONUS ITEM

- Manage Grades.
- → Create a new grade item or click the name of an existing item.
- → Under "Properties," next to "Bonus," check **This is a bonus item**.

RE-ORDER GRADEBOOK ITEMS

- → Manage Grades.
- - Re-Order.
- → Change the order number of the category for the desired order.
- → Click the + sign on the left of the category to expand it.
- ⇒ Re-order number of the items within the category.

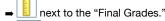
CREATE A NEW GRADING SCHEME

- ➡ Grades Schemes in the left column.
- New.

RELEASE FINAL GRADES

Required even if Display final grade calculation to users is checked in "Org Unit Display Options."

- → Grades Settings.
- **Calculation Options.**
- → Choose to release Calculated Final Grade or Adjusted Final Grade.
- ⇒ Check Automatically keep final grades updated.
- Save.
- ⇒ Enter Grades.





Save.