

## Brief D2L Notes – A. Preparing Students, B. Getting Started on Grades, C. Building Content, & D. Copying Components

The following is meant as a very brief guide on four key D2L topics that have come up during training. This sheet in no way substitutes for attending a training session – you can sign up for one at <https://www.minneapolis.edu/academicAffairs/d2lTraining/> and you can access more comprehensive training materials by going to: <http://www.minneapolis.edu/academicAffairs/onlineLearning.cfm>

### A. Preparing Students for D2L

If you have started using D2L for course support (syllabus, announcements, gradebook) or to enhance the course (discussion, dropbox, quizzing, and more), here's what you could tell students:

**1. Students are automatically enrolled into their D2L course.** They can access use their Tech ID as username, and their date of birth (YYMMDD format) as password to log into D2L. They can access D2L by going to MCTC's main page and using the Desire2Learn Portal link. Students can email [d2l@minneapolis.edu](mailto:d2l@minneapolis.edu) for help if they are not able to login.

**2. Courses show under the semester name** (eg. "+Spring 2005") They need to click on the "+" to expand and view the courses they are enrolled in. They will see ALL of their courses here, whether their instructors have chosen to use D2L yet or not.

**3. Email sent from D2L goes to the student's MCTC email account** (typically, [username@stu.minneapolis.edu](mailto:username@stu.minneapolis.edu)). Students can access their email by clicking on "Login" on MCTC's main page (bottom-left), logging in and then clicking on the Email link. They need to use their Tech ID and PIN # (not date of birth).

**Hot Tip:** Copy yourself on emails to your students to create a record of it in GroupWise (will show up in their inbox).

### B. Getting Started on the D2L Gradebook

#### Preparation:

1. On paper, outline your assessment categories, assessment items, and associated points/percentages
2. You may organize your gradebook calculations using either a. "Weighted" or b. "Points" methods.

**"Weighted" example:** This method works best if you know how much percentage each item (like Quiz 1) is worth OR how much a category of items (like Quizzes) is worth. If you use categories, all items in a category can optionally be flagged as being of equal value (so you do not have to calculate what each is worth).

Quizzes (total 25%) - 5 quizzes of equal value  
Projects (total 45%) - 3 of equal value  
Final paper (15%)  
Final Exam (15%)

**"Points" example:** This method allows you to create assign points value to items and not have to worry about their percentage value in the course (D2L will figure out the percent value of items based on total points of all assessment items) - this is by far the more popular way of managing your electronic gradebook in D2L.

Quizzes category (5 quizzes, 50 points each - total 250)  
Projects category (3 projects - values of 150, 100, & 200 - total 250)  
Final paper worth 150 points  
Final Exam worth 150 points

#### Basic steps to get you started:

1. Once you have an idea of how you wish to layout your assessments, begin by clicking "Grades" on the Course (red) toolbar.
2. If this is the first time in D2L, you will see 2 warning messages. click on "Grades Setup" – then click "Grade Schemes" (click to accept changes) – then click "Grade Calculations" (click to accept changes), choose "Points" or "Weighted" – finally click "Save" to finish initializing your gradebook.
3. Now you can click "Grades" again on the Course (red) toolbar to begin adding assessment categories (optional) and items.

### C. Building Content in D2L

While using the "News" section allows you to post your syllabus, some files/announcements, it's not ideal if for a lot of documents - "Content" management is a better choice. This involves preparing a folder structure on a local or network drive (H:) to collect handouts or other course docs, compressing them into a "Zipped" file, using "Manage Files" to load into D2L, and "Manage Content" to display.

#### Preparation on local or network drive (H: preferred)

1. Open Windows Explorer - expand your H: drive, create a D2L folder (if it doesn't exist), then create the specific course's folder (if it doesn't exist).
2. Create a "Handouts" (or "Week 1" or similar) folder to collect documents that you wish to present inside D2L - copy & paste all docs that you wish into this (can use multiple folders/sub-folders)
3. Right-click the "Handouts" folder and click "Send To", then "Compressed (Zipped) Folder" - this creates a zipped file with the same name as the folder name. To verify this, click the course (parent) folder and you should see a folder (such as "Handouts") and also a zipped file with the same name. Now you're ready to work inside your D2L course.

**Manage Files in D2L** (load files into course – does not make content visible to students):

1. Click "Contents" on the course (red) toolbar to view the content management area.
2. Click "Manage Files" on the right - then click the "Upload" icon to point to and upload the "Handouts" (or other) zipped file.
3. Click the "Unzip" icon to the right of the zipped file - this will uncompress the file and place a copy of the folder (with contents) in the D2L course.

**Manage Content in D2L** (display files in the course):

1. Click "Contents" on the course toolbar to view the content management area.
2. Click "Manage Content" on the right - then click the "Create Module" icon on the right (small box with spokes) to create a module (click "Hide Enumeration" if you do not wish to number the module). You may give it the same name as the zipped folder.
3. Click the module to enter it - then click "Bulk Add Topics" icon on the right and check off all items that you want included in this folder and save.
4. To verify, click "Contents" on the course toolbar to display the module with associated content.

### D. Copying Components between D2L Courses/Sections

As you prepare to build your course, you can take advantage of the component copying capabilities in D2L. For instance you could copy areas and content from a course in Fall to a similar course in Spring, or between sections in the same semester. You can copy components such as the gradebook structure, news, or quizzes.

#### Key Steps:

1. Enter the course that is receiving components (not the source course), click "Edit Course" (on the right), then "Components."
2. Choose the source course and the component(s) you wish to import from it, then click "Copy" to begin importing.
3. Verify that components have imported correctly by going to each component in the course. You may have to adjust dates, and manually change some "QuickLinks" – email [d2l@minneapolis.edu](mailto:d2l@minneapolis.edu) if you need help with this.