

# Desire2Learn How 2's

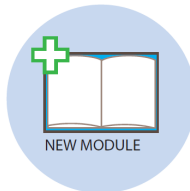
## Content

### Adding a New Module

- Click Content in the navbar.
- Click the Add a Module field and type in a name for your new Module.
- Hit the Enter key to create the new Module.

### Add Topic by Uploading a File from Your Computer

- Click Content in the navbar.
- Click the New button under the appropriate Module. Choose Upload Files.
- Click My Computer, then click Upload.
- Locate and select the desired file.
- Click Add.



### Add Topic by creating a New File

- Click Content in the navbar.
- Click the New button under the appropriate Module.
- Choose Create a File.
- Enter a title for the New File.
- Add your content in the HTML editor.
- Click Save and Close.

### Add Topic by Linking to an Existing Course Activity

- Click Content in the navbar.
- Click Add Existing Activities under the appropriate Module. Choose the kind of activity you wish to add: Quizzes, Assignments, Discussions, etc.
- Click the activity you wish to add.

### Add Topic by Linking to an Existing File in Your Course

- Click Content in the navbar.
- Click New under the appropriate module.
- Select Add from Manage Files.
- Scroll through the list and locate the desired file.
- Check the box to the left of the file.
- Click Add.

### Delete Multiple Topics

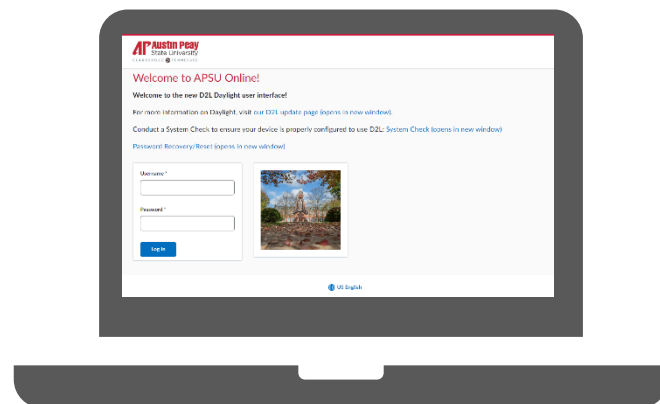
- Click Content in the navbar.
- Click Bulk Edit.
- Click the trashcan icon to the right of each topic you wish to delete.

### Hide or Reveal Modules or Topics

- Click Content in the navbar.
- Click the downward facing arrow beside the name of the module or topic.
- From the menu, select either Hide from Users or Make Visible to Users.
- An eye icon with a slash through it indicates Hidden status, while an open eye icon indicates Visible.

### Add a Quicklink: URL

- Click Content in the navbar.
- Click the New button under the appropriate module.
- Choose Create a Link.
- Type a Title for the link and enter the URL. You can also choose Open as External Resource to force the link to open in a new tab.



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## Discussions

### Create New Discussion Forums and Topics

- Click Communication in the navbar, then click Discussions.
- Click the New button to open its drop-down menu, then click New Forum or New Topic.
- Complete fields including name, description, and availability settings (if applicable.)
- If you created a new Forum, click Save and Add Topic.



### Adding a Due Date to a Discussion Topic

- Click Content in the navbar.
- If you have not already, add existing Discussion by clicking Add Existing Activities > Discussions and adding the activity.
- On the content page, click the arrow next to the discussion then click on 'Edit Properties in Place'.
- Click 'Add dates and restrictions...'
- Enter due date and click the Update button.

### Grade/Assess a Discussion Topic

- In order to grade a Topic, the Topic must be associated with a Grade Item in the Grade Book. See the Grades section below for instructions on how to create a Grade Item.
- Click Communication in the navbar, then click Discussions.
- Click the downward arrow beside the name of the topic you wish to grade, then click Assess Topic.
- Click Topic Score under the name of the student you wish to grade.
- Enter the desired score in the Topic Score field.
- Click Save and Close.



## Working with Groups

### Create Randomly Generated Groups

- Click Communication in the navbar, then click Groups.
- Click New Category to add a Category (study groups, case study, etc.)
- Select Enrollment Type from menu - Groups of # or # of Groups. Enter the # you wish to use.
- Check boxes to create Discussion areas or Assignments, if desired. Click the Save button.

### Create Assigned Groups

- Click Communication in the navbar, then click Groups.
- Click New Category to add a Category.
- Select enrollment style from menu - # of Groups – No auto enrollments.
- Enter the # of groups you wish to use.
- Check boxes to create Discussion areas or Assignments, if desired.
- Click the Save button.

### Creating Discussion Areas for Groups

- Click Communication in the navbar, then click Groups.
- Click on the Category for which you want to create Discussion areas.
- Under Additional Options, check the box beside Discussion areas. Click save.
- Complete next screen with forums and topics as desired.

## Announcements

### Create, Edit, and Delete Announcements

- On your course's home page, click the downward facing arrow in the Announcements widget and click Go to Announcements Tool.
- Check the box beside an Announcement and then click the Delete icon to delete it.
- Click the downward facing arrow beside an Announcement's name to edit, dismiss, or delete it. Please note that a dismissed Announcement still exists and is not deleted. Use the Edit tool to set date and time restrictions for an Announcement.
- Click New Item to create a new Announcement.

## Quizzes

### Create a Quiz

- Click on Tasks in the navbar, then click Quizzes.
- Click New Quiz in the toolbar.
- Enter a name for the Quiz.
- Begin creating questions by selecting Create New > New Question.
- Once quiz is created, update quiz settings:
  - Add to Gradebook by assigning points and updating 'Not in Grade Book' to 'Edit or Link to Existing' or 'Add to Grade Book'
  - Set dates under Availability Dates & Conditions
  - Set time limits under Timing & Display
  - Manage attempts under Attempts & Completion
  - Set publishing and synchronization options under Evaluation & Feedback by checking the correct boxes
  - Click Save after making any changes.



### Reset a Quiz Attempt

- Click on Tasks in the navbar, then click Quizzes.
- Open the drop-down menu beside the desired Quiz and select Grade.
- On the Users tab, check the box beside the attempt you would like to reset.
- Click the Reset (trashcan) icon.
- If you are certain you wish to reset the attempt, click Yes in the Confirmation pop-up window.

### Set Special Access for a Quiz

- Click on Tasks in the navbar, then click Quizzes.
- Click on the quiz you would like to allow special access to.
- Under Availability Dates & Conditions, click on 'Manage Special Access'
- Click 'Add Users to Special Access' and set desired special access restrictions for individual users or groups as necessary by checking the box beside the name/group.
- Save your settings and the quiz to update.

### Quick Edit Quizzes

- Click on Tasks in the navbar, then click Quizzes.
- Check the box beside a quiz to select it, or click the box at the top left of the list to select all quizzes.
- Click Bulk Edit.
- Make desired changes, then click Save.



### Create a Random Set of Questions in a Quiz

- Click on Tasks in the navbar, then click Quizzes.
- Click on the Quiz you would like to add a Random Section to.
- Click on Create New and select on Question Pool
- Enter a Title.
- Enter the desired number of questions per attempt and the points value for each question.
- Click Browse Question Library to add questions. Check the questions to add to the pool and click Import
- Save your changes to the pool and quiz to update.

### Grading Quizzes

- View Student Answers, Grade Long Answers, Provide Feedback
- Click on Tasks in the navbar, then click Quizzes.
- Click the downward arrow beside a Quiz, then select Grade from the drop-down menu.
- Click the attempt under a student's name.
- Scroll down to view and grade answers and leave feedback for the student if desired.
- Click the arrow buttons in the top right to navigate between different students' attempts.

## Assignments

### Creating a New Assignment

- Click on Tasks in the navbar, then click Assignments.
- Click New Assignment.
- Complete all fields and associate or create a grade item for the assignment as desired.
- Add date or time restrictions under Availability Dates & Conditions.

### Downloading Assignment Submissions

- Click on Tasks in the navbar, then click Assignments.
- Click on the name of the desired Assignment.
- Check the box beside each item you wish to download, or click the topmost box to select all submissions.
- Click the Download icon.
- In your Downloads file, unzip submission file to access submitted documents.

### Email Students with No Submissions

- Click on Tasks in the navbar, then click Assignments.
- Click on the name of the desired Folder.
- Click the Email Users Without Submissions button.
- Compose your email and click the Send button.

### Grade/Provide Feedback for Assignments

- Click on Tasks in the navbar, then click Assignments.
- Select the arrow next to the name of the desired Assignment and click on 'View Submissions'.
- Click the Evaluate button to the right of the student you wish to grade.
- Click the name of the submitted file to view it if the file/text does not already appear in the document pane.
- Use the Annotations bar at the top of the document pane to leave marks, notes, and feedback on the document if you wish.
- Enter the desired Score for the student and additional/overall feedback in the pane to the right.
- Click Publish.

## Grades

### Using the Gradebook Setup Wizard for Initial Gradebook Creation

- Click on Resources in the navbar, then click Grades.
- Click Setup Wizard.
- Click Start to run the Setup Wizard.
- Make choices about: Grading System
  - Final Grade to Release
  - Grade Calculations
  - Default Grade Scheme Managing View
  - Display Options Student View Display Options
- Click Finish to complete the Setup Wizard.



### Create a New Grade Item or Category

- Click Resources in the navbar, then click Grades.
- Click Manage Grades.
- Click New, then choose Item or Category from the drop-down menu.
- Choose a Grade Item Type.
- Name the Item or Category and make property selections.
- Click Save.

### Edit Multiple Grade Items

- Click Resources in the navbar, then click Grades.
- Click Manage Grades.
- Check the box beside the Grade Items you wish to edit, or click the topmost box to select all Items.
- Click Bulk Edit.
- Make the desired changes, then click Save.

### Change a Grade Item to a Bonus Item

- Click Resources in the navbar, then click Grades.
- Click Manage Grades.
- Click on the Grade Item you wish to change. Scroll down and check the box under Bonus.
- Click Save.

### Re-Order Grade Book Items

- Click Resources in the navbar, then click Grades.
- Click Manage Grades, then select Reorder in the More Actions drop-down menu.
- Reorder Grade Items by rearranging the numbers in the Sort Order column.
- Click Save.



### Show or Hide Points/Scheme Symbol/Color for all Grade Items

- Click Resources in the navbar, then click Grades.
- Click Settings
- Check Points Grade, Grade Scheme Symbol, or Grade Scheme Color for Personal and/or Org Unit Display Options (your students' view.)
- Click Save.

### Drop Lowest (or Highest) Grades in a Category

- Click Resources in the navbar, then click Grades.
- Click Manage Grades.
- Create a Category (New > Category) or click on the name of an existing Category.
- Check the box next to Distribute points evenly across all items to distribute points evenly among each item in the Category.
- Set the point value of each item.
- Enter the desired number of highest/lowest non-bonus items to drop for each student.
- Click Save.

### Enter Grades for a Student

- Click Resources in the navbar, then click Grades.
- Click Enter Grades.
- Click on a student's name.
- Scroll down through Grade Items and enter points for the student.
- Click Save.

### Enter Grades in a Grade Item

- Click Resources in the navbar, then click Grades.
- Click Enter Grades.
- Click the downward arrow beside the Grade Item you wish to grade, then select Grade All from the drop-down menu.
- Enter the points for each student in the Grade column.
- Click Save.

### Final Grade Setup

- Click Resources in the navbar, then click Grades.
- Click Manage Grades.
- Click Settings.
- Under the Calculation Options tab, scroll down to Final Grade Released and choose Calculated or Adjusted. You can also choose to automatically release the final grade.

### Final Grade Calculations

- Click Resources in the navbar, then click Grades.
- Click Manage Grades or Enter Grades.
- If on the Enter Grades screen, click the downward arrow beside Final Calculated Grade or Final Adjusted Grade and select Grade All from the drop-down menu.
- If on the Manage Grades screen, click the downward arrow beside Final Calculated Grade or Final Adjusted Grade and select Enter Grades from the menu.
- Click the calculator icon for each student to update their final grade calculation.
- If you are releasing the Final Adjusted Grade, transfer calculated to adjusted by using the Transfer [ > ] button. Adjust grade values in the Final Adjusted Grade column.
- Click Save.