

SEE HELP VIDEOS ON ANY OF THESE TOPICS

D2L Beginning of Semester Checklist for Teachers

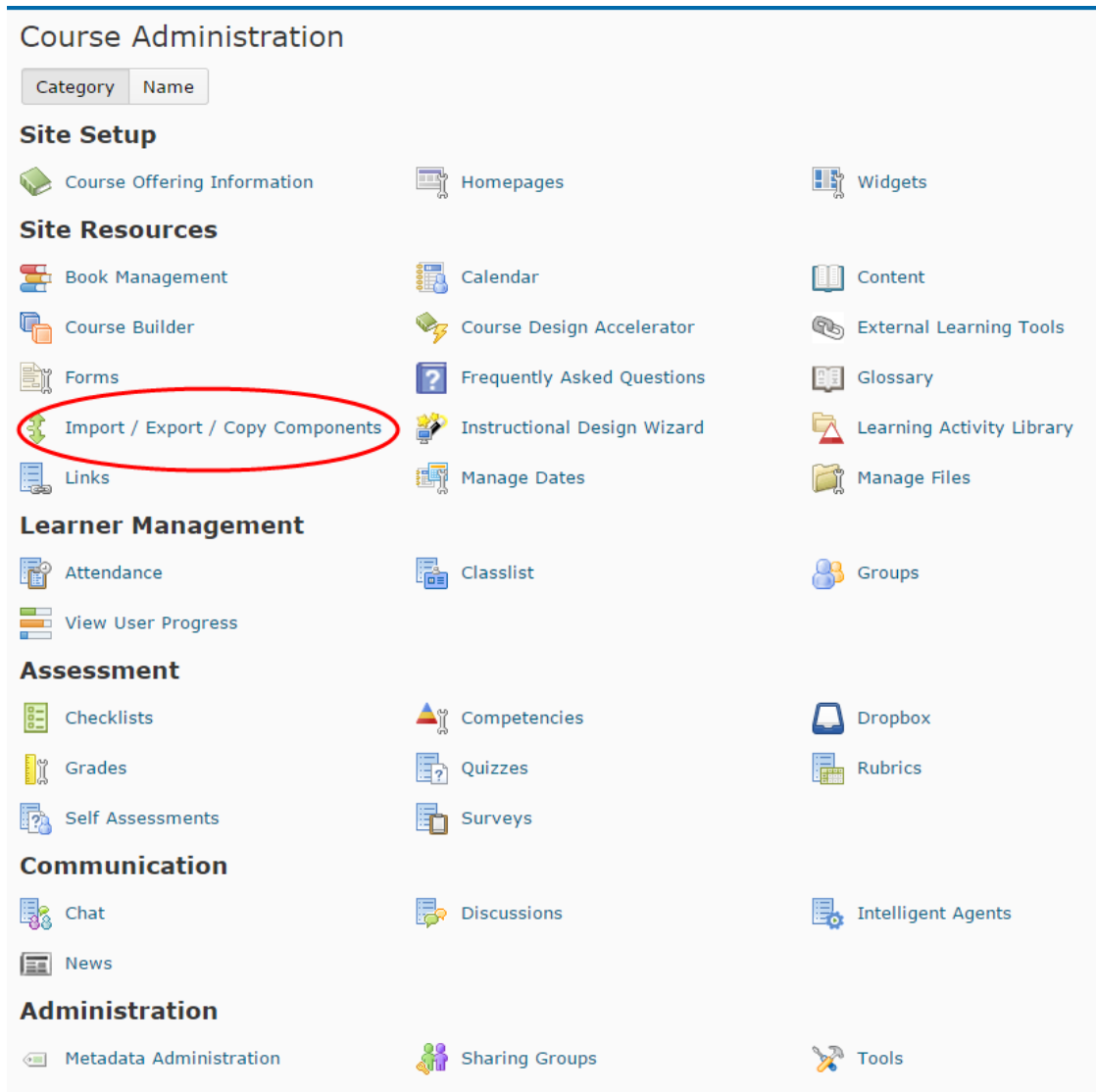
(Only take note of the checklist items that are applicable to you)

- **Review the content of your new course:**
 - If you want to make use of any content from an existent D2L course, follow this link: ([How to Copy Contents Components](#)).
 - Chose 'Publish mode' for all content that you want your students to see or use 'Draft mode' for contents that you want to hide from your students ([See example](#)).
 - Add or modify content as needed.
 - Update content (modules and course file) restrictions such as start/end dates as needed. ([See example](#))
 - Relink all broken links in the course content syllabus.
- **E-book:**
 - Check that all e-book link(s) are working
 - Ensure both yours and your students' e-book licenses are current and valid.
 - If you are using e-books that are embedded in the publisher's portal such as the case with McGraw Hill, you may need to activate an e-book course depending on the individual publisher's procedure.
- **News:**
 - Post a 'Welcome' message with simple instructions to guide your students to your course.
 - Delete any news items that are outdated or no longer relevant.
 - You can hide news items by using the 'Dismiss' option or use the 'Restore' option to reinstate the item. ([See example](#))
- **D2L Gradebook:**
 - Set up the gradebook if needed.
 - Add or modify grade items as necessary (Use the 'Manage Grade' option)
- **Dropboxes and Quizzes:**
 - Add, delete or modify Dropboxes and Quizzes where necessary.
 - Modify restrictions such as start/end dates to reflect the new semester. ([See examples](#))
- **Discussions:**
 - Add, delete or modify discussion forums and topics as needed.
 - Update all start/end dates to reflect the new semester. ([See example](#))
- **Groups:**
 - Make necessary changes to groups if used in Dropboxes and Discussions
- **Checklists:**
 - Update or create checklists if used for the new semester.
- **Course Overall:**
 - Verify that course start / end dates are set correctly.

Copying Course Components

The following YouTube video will demonstrate the steps of copying course contents from an existent course to your new D2L course. Take notice that the video is from another institution and some looks and steps in the beginning are different from our D2L platform. To start the copying process, follow these steps:

1. After you have signed onto D2L, navigate to your new course.
2. Click “Course Tools” from the top menu and choose “Edit Course”.
3. Click the “Import / Export / Copy Components” option under the **Site Resources** section. See below:



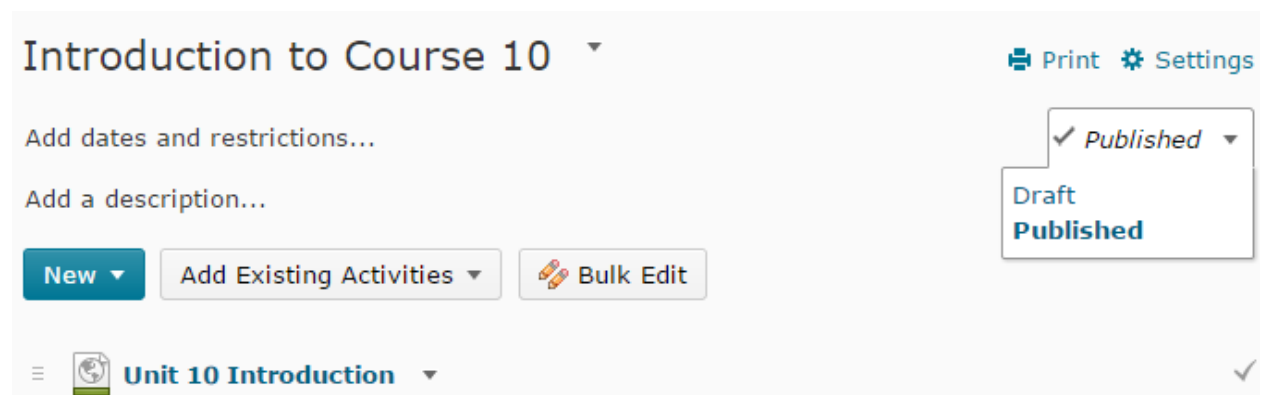
4. Click the [HERE](#) to view the video.

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Publish / Draft mode

For a module:

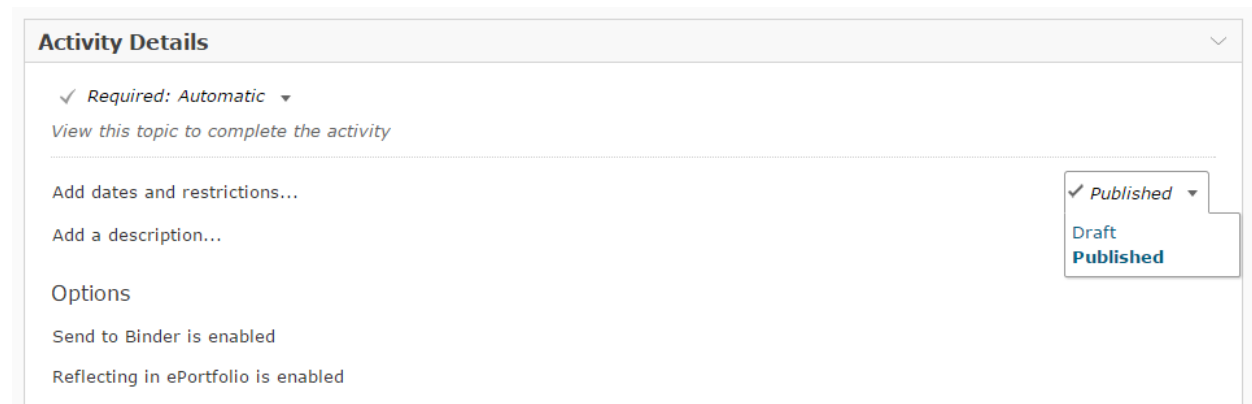
You can choose the **Publish** or **Draft** mode from the Content area. For example, for the module entitled “Introduction to Course 10”, see the image below:



The screenshot shows the top section of a course page for "Introduction to Course 10". On the right side, there are links for "Print" and "Settings". Below these is a dropdown menu for the activity status, which is currently set to "Published" (indicated by a checkmark). The menu also shows "Draft" and "Published" as options. On the left side, there are several buttons: "New", "Add Existing Activities", and "Bulk Edit". Below these buttons is a breadcrumb trail showing "Unit 10 Introduction" with a dropdown arrow and a checkmark on the far right.

For a Course file:

Click on a course file (e.g., Unit 10 Introduction), the Publish and Draft mode can be found in the “Activity Details section”. (See below)



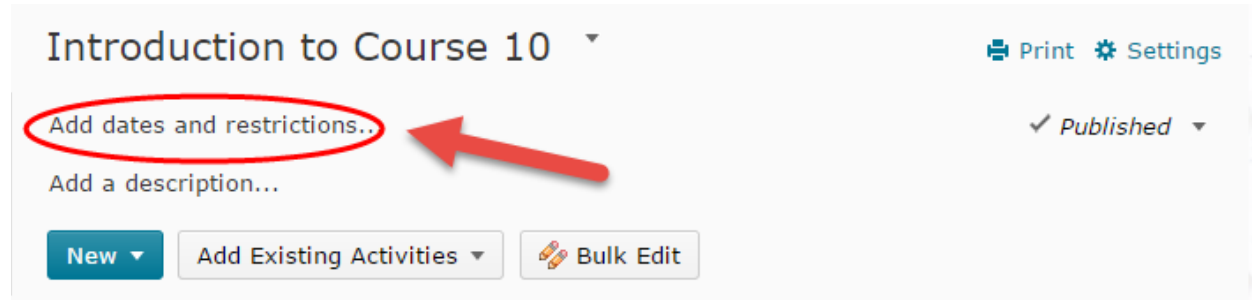
The screenshot shows the "Activity Details" section of a course file. At the top, it says "Required: Automatic" with a checkmark and a dropdown arrow. Below this is a link "View this topic to complete the activity". Further down, there are fields for "Add dates and restrictions..." and "Add a description...". On the right side of this section, there is a dropdown menu for the activity status, which is currently set to "Published" (indicated by a checkmark). The menu also shows "Draft" and "Published" as options. Below these fields, there is an "Options" section with two items: "Send to Binder is enabled" and "Reflecting in ePortfolio is enabled".

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Update Restrictions for Modules and Course Files

For a Module:

Go to the Content area and select the module that you want to change the Start/End dates and other restrictions. See the image below:



Introduction to Course 10 Print Settings

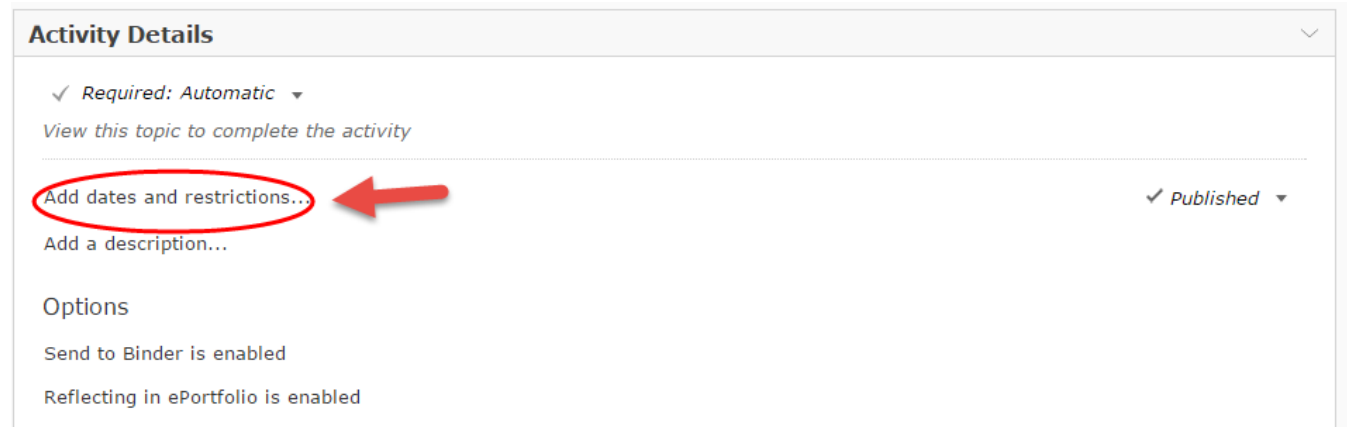
Add dates and restrictions.. Published

Add a description...

New Add Existing Activities Bulk Edit

For a Course file:

From the Content area, click on the course file that you to update. The “Add dates and restrictions” option can be found in the “Activity Details section”. (See below)



Activity Details

✓ *Required: Automatic*

View this topic to complete the activity

Add dates and restrictions.. Published

Add a description...

Options

Send to Binder is enabled

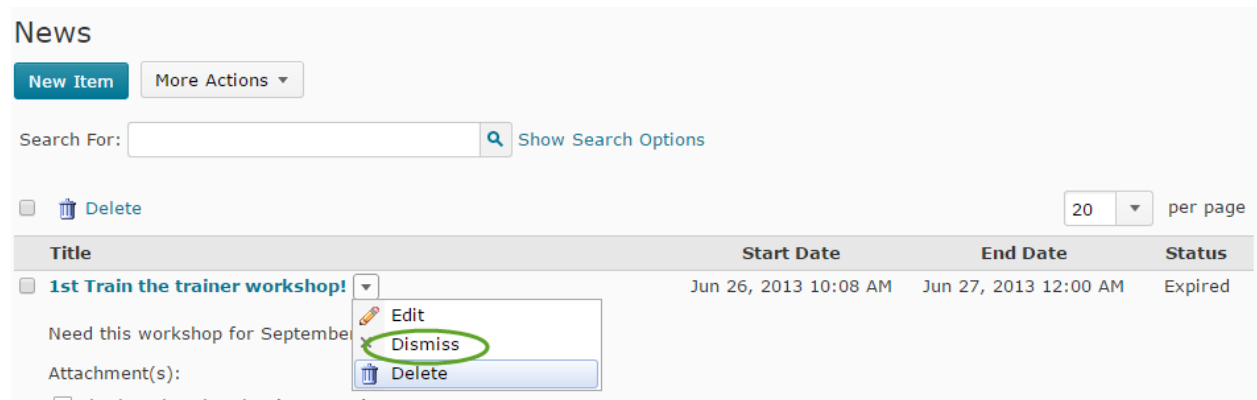
Reflecting in ePortfolio is enabled

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Managing News Items:

Dismiss a News Item:

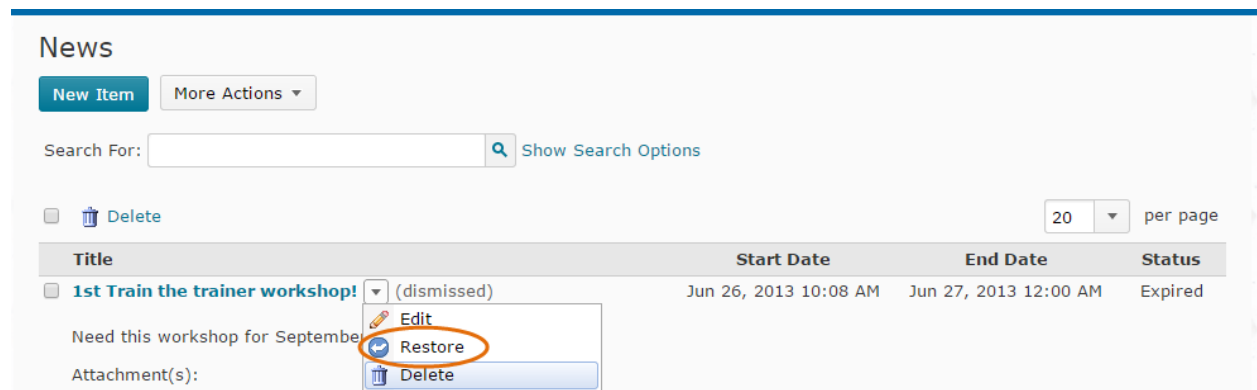
If you want to hide a news item from your students, you can use the 'Dismiss' option from the "News widget". Click the News widget and select the drop-down icon beside the news item that you want to hide. See image below:



The screenshot shows the 'News' widget interface. At the top, there are buttons for 'New Item' and 'More Actions'. Below that is a search bar with a magnifying glass icon and the text 'Show Search Options'. A 'Delete' button with a trash icon is visible on the left. On the right, there is a '20 per page' selector. The main content is a table with columns: Title, Start Date, End Date, and Status. The first row is for a news item titled '1st Train the trainer workshop!' with a status of 'Expired'. A dropdown menu is open for this item, showing options: Edit (with a pencil icon), Dismiss (circled in green), and Delete (with a trash icon). The text 'Need this workshop for September' and 'Attachment(s):' is partially visible below the title.

Restore a News Item:

You can restore a news item that has been dismissed using the 'Restore' option. See image below:



The screenshot shows the 'News' widget interface, similar to the previous one. The table row for '1st Train the trainer workshop!' now has '(dismissed)' in parentheses next to the title. The dropdown menu is open, and the 'Restore' option (with a blue circular arrow icon) is circled in red. The 'Delete' option is also visible. The text 'Need this workshop for September' and 'Attachment(s):' is partially visible below the title.

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Modify Restrictions:

DropBoxes:

- On the menu bar near the top of any D2L page, click **Assessments** and choose **Dropbox**. The “Dropbox Folders” page will open.
- Beside the Dropbox that you want to modify, click the drop-down menu icon and select “Edit Folder”.
- From the Folder Properties page, click the ‘Restrictions’ option and the Restrictions dialog page opens. You can change the different dates, release conditions, and Special Access from there. (see below):

Edit Folder - Assignment 1 ▾

Properties Restrictions Objectives


Availability

Has Start Date
2/23/2015 1:27 PM
Qatar - Qatar

Has Due Date
3/2/2015 1:27 PM
Qatar - Qatar

Has End Date
2/10/2013 10:28 AM
Qatar - Qatar

Release Conditions

Attach Existing Create and Attach  Remove All Conditions

There are no conditions attached to this item.

Special Access

Allow users with special access to submit files outside the normal availability dates for this folder
 Allow only users with special access to see this folder

Add Users to Special Access

You can also use “**Bulk Edit**” to modify the Start/End dates of multiple Dropboxes at one time.

1. On the menu bar near the top of any D2L page, click **Assessments** and choose **Dropbox**. The “Dropbox Folders” page will open.
2. On the “Dropbox Folders” page, check all the Dropboxes that you want to modify. Click the “Bulk Edit” icon at the bottom. The “Edit Multiple Folders” page will open. (See image below)
3. When the modifications are completed, click ‘save’.

Edit Multiple Folders

#	* Folder Name	Dropbox Category	Date Availability	
1	Assignment 1	No Category	<input type="checkbox"/> Has Start Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>	<input type="checkbox"/> Has Due Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>
			<input checked="" type="checkbox"/> Has End Date 2/10/2013 10:28 AM <i>Qatar - Qatar</i>	
2	Assignment X	No Category	<input type="checkbox"/> Has Start Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>	<input type="checkbox"/> Has Due Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>
			<input type="checkbox"/> Has End Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>	
3	SD1570S13-S1 Group Project	No Category	<input type="checkbox"/> Has Start Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>	<input type="checkbox"/> Has Due Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>
			<input type="checkbox"/> Has End Date 2/23/2015 1:58 PM <i>Qatar - Qatar</i>	

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Quizzes:

1. On the menu bar near the top of any D2L page, click **Assessments** and choose **Quizzes**. The “Manage Quizzes” page will open.
2. Click on the quiz that you want and the “Edit Quiz – Quiz name” page will open.
3. Select the ‘Restrictions’ option from the menu bar at the top.
4. From the “Dates and Restrictions” page, you can change the dates, security options and other items. (See image below).
5. When you have completed your changes, click save.

Edit Quiz - Newfoundland Trivia ▾

Properties Restrictions **Assessment** Objectives Submission Vie

Dates and Restrictions

Status
Active ▾

Dates

Has Start Date
2/23/2015 2:05 PM
Qatar - Qatar

Has End Date
3/2/2015 2:05 PM
Qatar - Qatar

Display in Calendar

Additional Release Conditions

There are no conditions attached to this item.

Security Options

Respondus LockDown Browser

Required to take this quiz ⓘ

Required to view quiz feedback and results ⓘ

Optional Advanced Restrictions

> [Expand optional advanced restrictions](#)

Timing

Time Limit
120 minutes enforced show clock

Grace Period
5 minutes before flagged as late

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Discussions:

1. On the menu bar near the top of any D2L page, click **Communication** and choose **Discussions**. The “Discussions List” page will open.
2. From the topic that you want to modify, click the topic drop-down menu icon. Choose ‘Edit’. (See image below):

The screenshot shows the 'Discussions List' page. At the top, there are navigation links: 'Discussions List', 'Group and Section Restrictions', and 'Statistics'. On the right, there are 'Settings' and 'Help' icons. Below the navigation, there are buttons for 'New' and 'More Actions'. A filter section shows 'Filter by: Unread Unapproved' and a 'Hide All Topics' link. The main content area is titled 'Roman Empire' with a dropdown arrow and a 'Hide Topics for Roman Empire' link. Below this is a table with columns: 'Topic', 'Threads', 'Posts', and 'Last Post'. The first row is 'Legions' with 0 threads and 0 posts. A dropdown menu is open for the 'Legions' topic, showing options: 'View Topic', 'Edit Topic' (circled in red with a red arrow pointing to it), 'View Topic Statistics', and 'Delete'. Below the table, there is a 'Graded' section with a bar chart icon and a 'View Topic Statistics' link, and a 'Hide Top' link.

3. The “Edit Topic” page will open. From the “Locking Options” near the bottom of the page, choose “Unlock topic for a specific data range” option to specify a **new start and / or end date**. (See image below :)
4. When finish, click on “Save and Close”.

The screenshot shows the 'Locking Options' page. At the top, there is a 'Hide locking options' link. Below this, the 'Locking Options' section is highlighted in light blue. It contains three radio button options: 'Unlock topic', 'Lock topic', and 'Unlock topic for a specific date range' (which is selected). Under the selected option, there are two checkboxes: 'Has Start Date' and 'Has End Date', both of which are checked. For 'Has Start Date', there are two input fields: '2/23/2015' and '2:41 PM', with 'Qatar - Qatar' below them. For 'Has End Date', there are two input fields: '3/2/2015' and '2:41 PM', with 'Qatar - Qatar' below them. There is also a 'Display in Calendar' checkbox which is unchecked. At the bottom, there are four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'.

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