

## D2L End of Semester Checklist for Instructors:

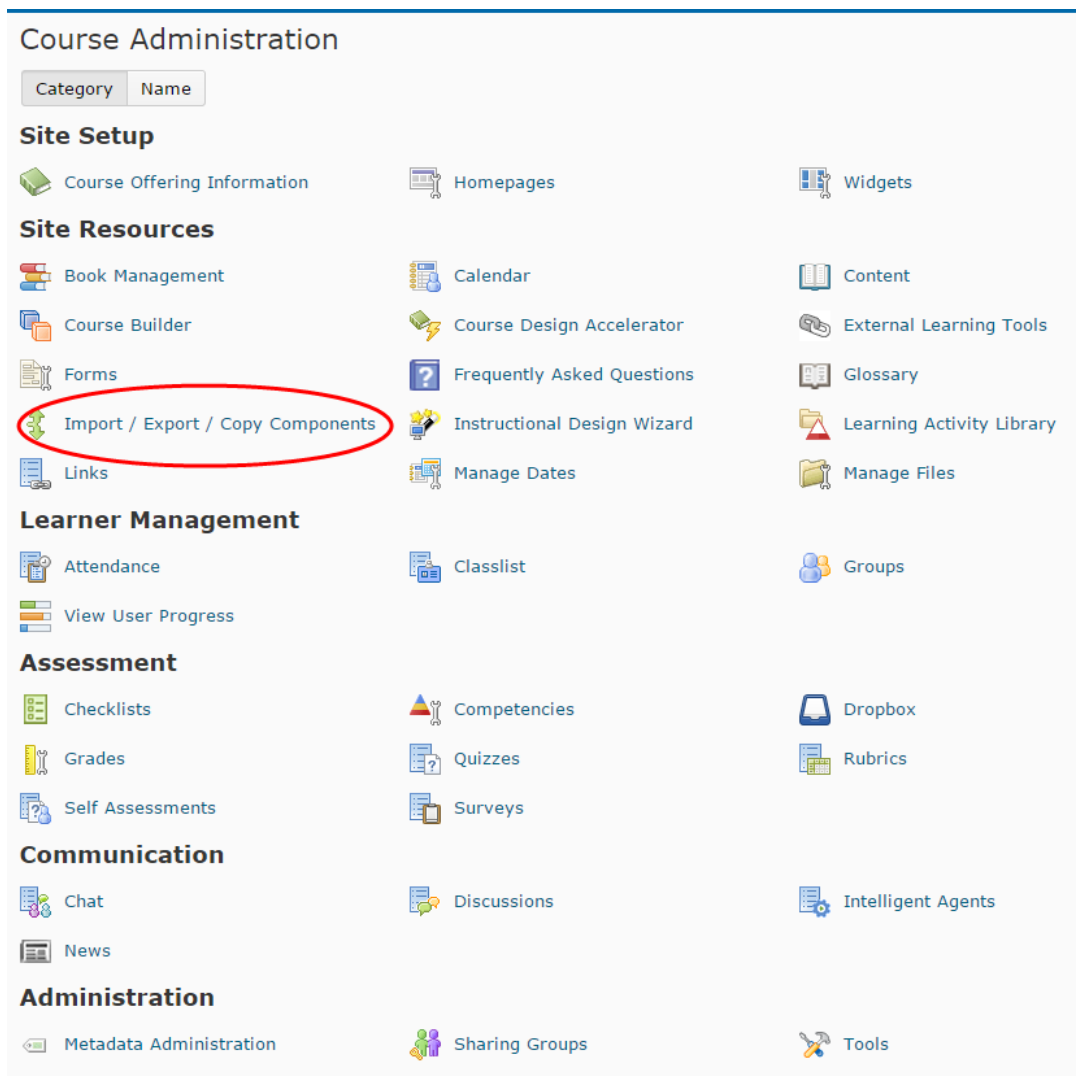
### Review Course Contents:

- Update the Master Course in D2L.
  - See your **IC** for your department's procedure to update the Master Course.
  - Add new contents to the Master Course([see Copy Components](#))
  - Delete contents that are no longer relevant from the Master Course.
- Download your students' files for archiving. ([See example](#))
- Backup your D2L course ([See Export Components](#))
- Backup your D2L gradebook if applicable. ([See example](#))
- 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 **deactivate** an e-book course and **archive** the course content for reuse depending on the individual publisher's procedure.

## 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 coping 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:



The screenshot displays the D2L Course Administration interface. At the top, there is a header for "Course Administration" with two tabs: "Category" and "Name". Below this, the interface is organized into several sections:

- Site Setup**: Includes Course Offering Information, Homepages, and Widgets.
- Site Resources**: This section contains the "Import / Export / Copy Components" option, which is circled in red. Other options include Book Management, Course Builder, Forms, Links, Calendar, Course Design Accelerator, Frequently Asked Questions, Instructional Design Wizard, Manage Dates, Content, External Learning Tools, Glossary, Learning Activity Library, and Manage Files.
- Learner Management**: Includes Attendance, View User Progress, Classlist, and Groups.
- Assessment**: Includes Checklists, Grades, Self Assessments, Competencies, Quizzes, Surveys, Dropbox, and Rubrics.
- Communication**: Includes Chat, News, Discussions, and Intelligent Agents.
- Administration**: Includes Metadata Administration, Sharing Groups, and Tools.

4. Click the [HERE](#) to view the video. (Video Reference: [www.youtube.com/watch?v=yMmcl5J2RMo](http://www.youtube.com/watch?v=yMmcl5J2RMo) by ITSmsum)

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## Download Student files

1. From the top menu bar click **Assessment** and then select **Dropbox**. The Dropbox Folders page will open.
2. Click on the Dropbox folder that contains the student files (submissions) that you want to download. The “Folder Submissions – Dropbox name” page will open.
3. From the page just opened, select the student files that you want to download. Click the **Download icon** at the bottom of the page. (See image below :)



The screenshot shows a table of student submissions. At the top, there is a navigation bar with icons for Download, Email, Display Read, Display Unread, Delete, and Publish Feedback, along with a '20 per page' dropdown. The table has columns for 'Last Name ▲, First Name', 'Report', 'Submission Date', and 'Delete'. Two rows are visible:

Last Name ▲, First Name	Report	Submission Date	Delete
<input checked="" type="checkbox"/> 5, student	Published: Jan 30, 2013 1:56 PM		
<input type="checkbox"/> Assignment1.htm (419 Bytes)		Jan 30, 2013 1:52 PM	
I have trouble with q5.			
<input checked="" type="checkbox"/> Al-Hassan, Mohammed	Evaluate		
<input type="checkbox"/> 2763-Anthony-web.png (189.98 KB)		Feb 24, 2015 2:20 PM	

At the bottom, there is another navigation bar with the same icons. The 'Download' icon is circled in red.

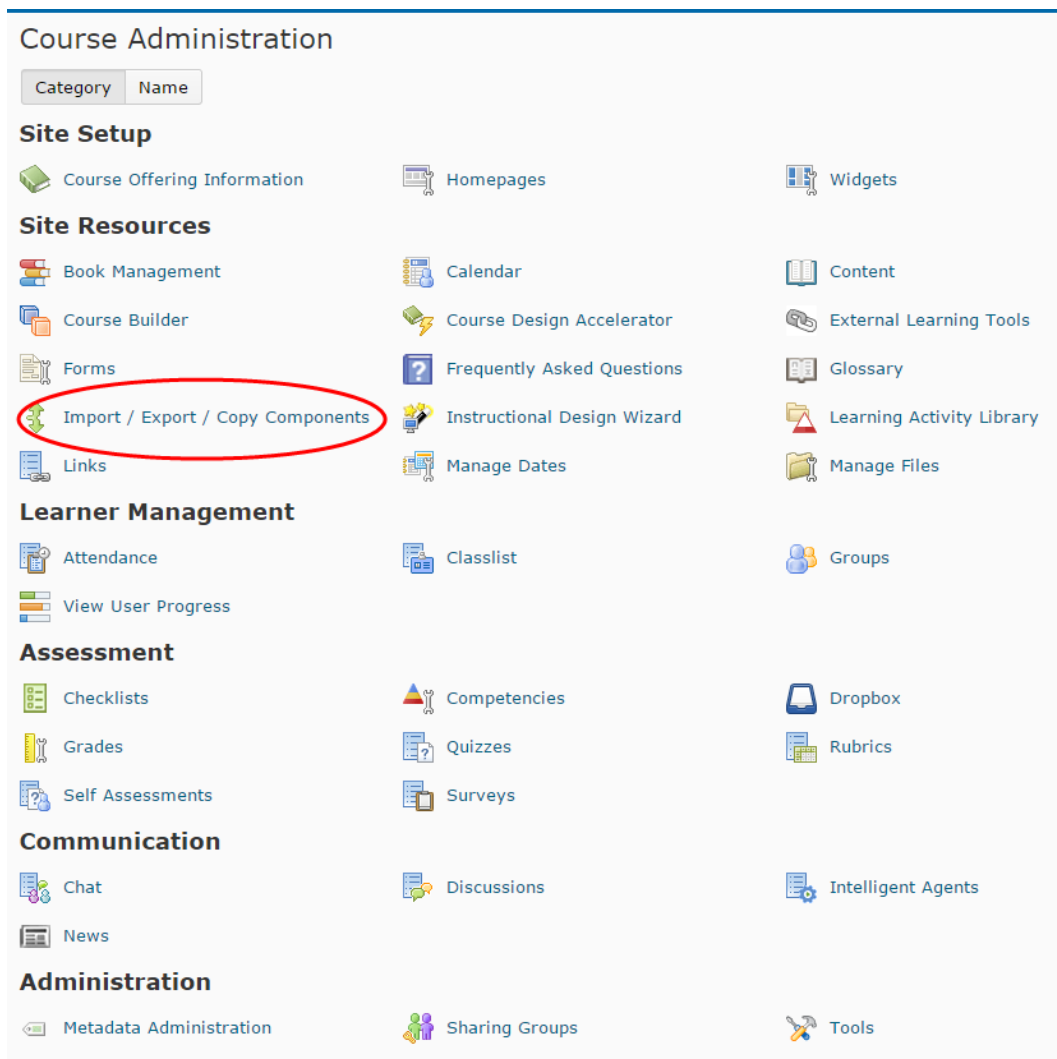
4. A zip file will be created for the files that you have just download. Save the zip file to your archive folder on your computer.

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## Export Components

The following YouTube video will demonstrate the steps of exporting a D2L course to your computer. 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 exporting process, follow these steps:

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



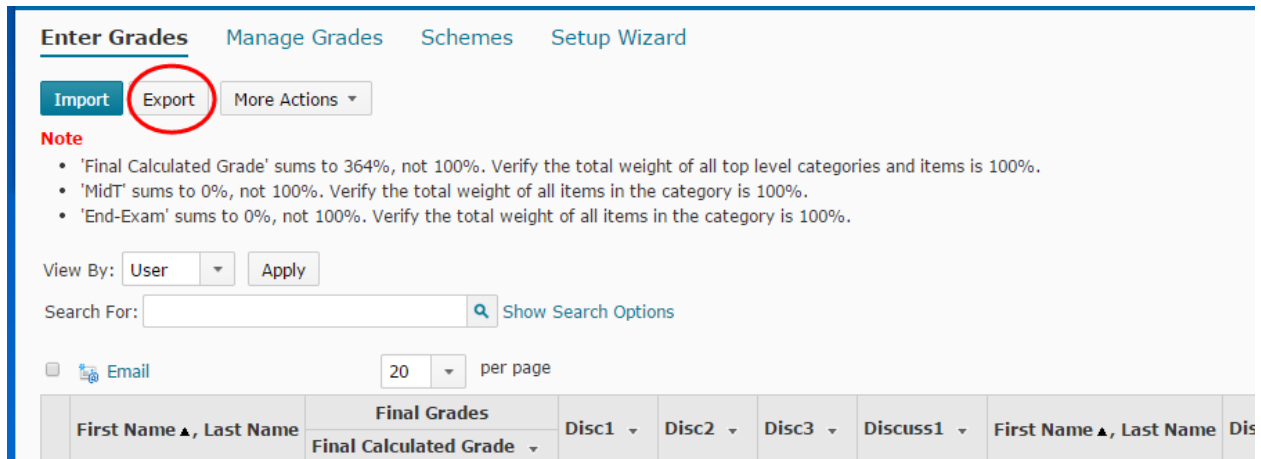
8. Click the [HERE](#) to view the video. (Video Reference: [www.youtube.com/watch?v=JdchZtpbszk](http://www.youtube.com/watch?v=JdchZtpbszk) by OITtutorials)

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## Backup Course Grades

Now you can back up a copy of your D2L gradebook to Excel. The steps are as follow:

1. From the top menu bar click **Assessment** and then select **Grades**.
2. From the top menu bar of the Grade page, click on "Enter Grades". The Gradebook page will open. Click the Export button on this page (see image below):



**Enter Grades**   Manage Grades   Schemes   Setup Wizard

Import   **Export**   More Actions ▾

**Note**

- 'Final Calculated Grade' sums to 364%, not 100%. Verify the total weight of all top level categories and items is 100%.
- 'MidT' sums to 0%, not 100%. Verify the total weight of all items in the category is 100%.
- 'End-Exam' sums to 0%, not 100%. Verify the total weight of all items in the category is 100%.

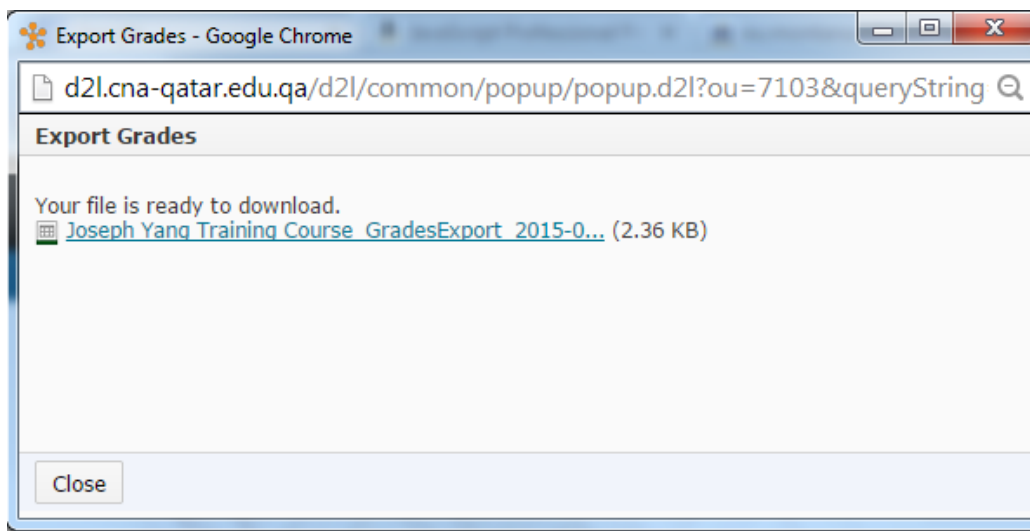
View By: User ▾   Apply

Search For:    Show Search Options

Email   20 ▾ per page

First Name ▲, Last Name	Final Grades	Disc1 ▾	Disc2 ▾	Disc3 ▾	Discuss1 ▾	First Name ▲, Last Name	Dis
	Final Calculated Grade ▾						

3. The "Export Grades" page will open. At the bottom of the page click the "Export to Excel" button.
4. An Excel file with file extension (.xlsx) will be created. (See image below):




Export Grades - Google Chrome

d2l.cna-qatar.edu.qa/d2l/common/popup/popup.d2l?ou=7103&queryString

**Export Grades**

Your file is ready to download.

 [Joseph Yang Training Course GradesExport 2015-0...](#) (2.36 KB)

Close

5. Click on the link to the file name to download the Excel file.
6. Click the dropdown icon of the download file to open it in Excel and then you save it for archiving.

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