

D2L Brightspace How 2's

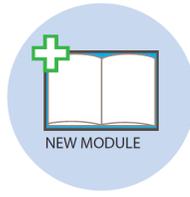
Content

ADDING A NEW MODULE

- Click Content on the navbar.
- Click the 'Add a module...' field under Table of Contents and type in a name for your new Module.
- Hit the Enter key to create the new Module.

ADD A TOPIC BY UPLOADING A FILE FROM YOUR COMPUTER

- Click Content on the navbar.
- Click the New button under the appropriate Module
- Select Upload Files from the drop-down menu.
- Click My Computer, then click Upload.
- Locate and select the desired file.
- Click Add.



ADD A TOPIC BY CREATING A NEW FILE

- Click Content on the navbar.
- Click the New button under the appropriate Module.
- Select Create a File from the drop-down menu.
- Enter a title for the New File.
- Add your content in the HTML editor.
- Click Save and Close.

ADD A TOPIC BY LINKING TO AN EXISTING COURSE ACTIVITY

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

ADD A TOPIC BY LINKING TO AN EXISTING FILE IN THE COURSE

- Click Content on 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 on 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 on the navbar.
- Click the arrow beside the name of the module or topic to open the drop-down menu
- Click 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 AN EXTERNAL LINK

- Click Content on the navbar.
- Click the New button under the appropriate module.
- Select 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.

Creator+

ADDING AN ELEMENT OR PRACTICE TO AN HTML FILE

- Click Content on the navbar.
- Click the arrow beside an existing Web Page and select Edit HTML from the drop-down menu OR click New and select Create a File from the drop-down menu under a module.
- Click the [+] button and select either Insert Element or Insert Practice.
- Select the type of Element or Practice type
- Entire required fields and click Preview. Once you have previewed it, click Insert. Some Elements/Practices will have a button other than Insert, such as Insert and Save, to add the completed Element/Practice to your page.
- Click Save for the HTML file

Discussions

CREATE NEW DISCUSSION FORUMS AND TOPICS

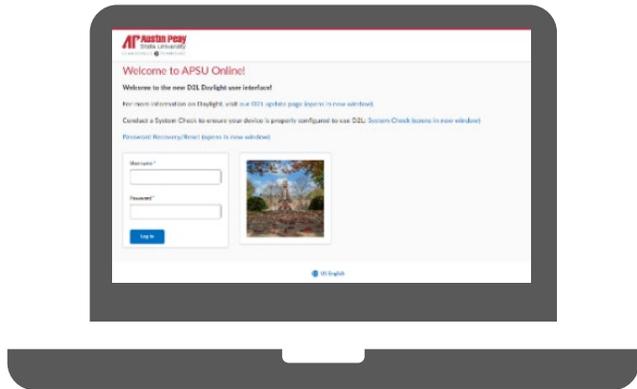
- Click Discussions on the navbar.
- Click the New button to open the drop-down menu, then select New Forum or New Topic.
- Complete fields including name, description, and availability settings (if applicable.)
- Click Save and Close. If you created a new Forum, click Save and Add Topic.



GRADE/ASSESS A DISCUSSION TOPIC

The Topic must be associated with a Grade Item in the Grade Book to be able to grade using the assessment features. See [Create a New Grade Item or Category](#) for instructions on how to create a Grade Item.

- Click Discussions on the navbar.
- Click the arrow beside the topic you wish to grade to open the drop-down menu, then select Assess Topic.
- Click Topic Score under the name of the student you wish to grade.
- Enter the desired score and feedback in the fields provided.
- Click Save Draft to save for now or Publish to make the feedback available immediately.



Working with Groups

CREATE RANDOMLY GENERATED GROUPS

- Click Tools on the navbar, then select Groups.
- Click New Category to add a Category (i.e. discussion groups, study groups, case study, etc.)
- Under Enrollment Type, select 'Groups of #' or '# of Groups'.
- Enter the # under Number of Groups.
- Under Advanced Properties, check the box next to 'Auto-enroll new users' to add new students automatically.
- To set up group discussion areas, assignment folders, or locker, check the box(es) under Additional Options.
- Click Save.

CREATE GROUPS THAT YOU ASSIGN

- Click Tools on the navbar, then select Groups.
- Click New Category to add a Category.
- Under Enrollment Type, select enrollment '# of Groups – No Auto Enrollments'.
- Enter the # under Number of Groups.
- To set up group discussion areas, assignment folders, or locker, check the box(es) under Additional Options.
- Click Save.

CREATING DISCUSSION AREAS FOR EXISTING GROUPS

- Click Tools on the navbar, then select Groups.
- Click on the Category for which you want to create Discussion areas.
- Under Additional Options, check the box beside 'Set up discussion areas'.
- Select or create Forum and Topic.
- Click Save.

Announcements

CREATE, EDIT, AND DELETE ANNOUNCEMENTS

- On the Course Home page, click the arrow next to Announcements in the Announcements widget and select Go to Announcements Tool from the drop-down menu.
- Click New Item to create a new Announcement.
- Click the arrow beside an existing Announcement to edit, dismiss, or delete. Please note that a dismissed announcement still exists and has not been deleted.
- To delete multiple announcements, check the box beside each Announcement and click the Delete icon.
- To set date and time restrictions for an Announcement, use the Edit button.

COPY ANNOUNCEMENTS TO OTHER COURSES

- On the Course Home page, click the arrow next to Announcements in the Announcements widget and select Go to Announcements Tool from the drop-down menu.
- Click the arrow beside the Announcement's name to open the drop-down menu and select Copy to Other Courses.
- Search for the course.
- Check the box(es) next to the course(s) and click Next.
- To publish upon copying, check the box next to Publish Announcement on Copy at the top of the screen.
- Click Copy.

Quizzes

CREATE A QUIZ

- Click Quizzes on the navbar.
- Click New Quiz in the toolbar.
- Enter a name for the Quiz.
- Click Create New and select New Question to begin creating quiz questions.
- Change 'Not in Grade Book' to 'Edit or Link to Existing' or 'Add to Grade Book' to link a quiz to your Gradebook.
- Under Evaluation & Feedback, check both the auto-publish and synchronization options.
- Under Attempts & Completion, click on Manage Attempts to adjust the attempts allowed and overall grade calculation for multiple attempts.
- Under Timing & Display, set time limits, synchronous quiz timing, and how questions are displayed to students.
- Under Availability Dates & Conditions, set availability dates and manage release conditions or special access.
- Click Save.



CREATE A RANDOM SET OF QUESTIONS IN A QUIZ

- Click Quizzes on the navbar.
- Click on the Quiz you would like to randomize questions in.
- Click Create New and select Question Pool
- Enter a Title, the desired number of questions per attempt, and the points value for each question.
- Click Browse Question Library and check the box next to the questions to add to the pool.
- Click Import.
- Click Save, then Save on the Quiz.

EDIT MULTIPLE QUIZZES

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

GRADING QUIZZES – VIEW STUDENT ANSWERS, GRADE LONG ANSWERS, PROVIDE FEEDBACK

- Click Quizzes on the navbar.
- Click the arrow beside a Quiz to open the drop-down menu, then select Grade.
- 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 to another student's quiz attempt.



RESET A QUIZ ATTEMPT

- Click Quizzes on the navbar.
- Open the drop-down menu beside the desired Quiz and select Grade.
- On the Users tab, check the box beside the attempt you want to reset.
- Click the Reset icon.
- Click Yes in the Confirmation pop-up window to confirm you are certain you would like to reset the quiz.

MANAGE SPECIAL ACCESS TO A QUIZ

- Click Quizzes on the navbar.
- 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
- Select the desired modifications under Properties, Timing, and/or Attempts.
- Check the box(es) next to the individuals to whom these updates should be applied.
- Click Save, then Save and Close, and finally Save on the quiz.

Assignments

CREATING AN ASSIGNMENTS FOLDER

- Click Assignments on the navbar.
- Click New Assignment.
- Complete all fields and link an existing grade item or create a new one for the Assignment as desired.
- Complete the fields and update the assignment settings and restrictions in Availability Dates & Conditions, Submission & Completion, and Evaluation & Feedback.

DOWNLOADING FILES FROM AN ASSIGNMENT FOLDER

- Click Assignments on the navbar.
- Click on the name of the desired Assignment.
- Check the box beside individual submissions or click the box at the top left of the list to select all submissions.
- Click the Download icon.
- Save the file where desired.
- Unzip the file to access the assignment submission file(s).

NOTIFY STUDENTS WITH NO SUBMISSIONS IN D2L

- Click Assignments on the navbar.
- Click on the name of the desired Assignment.
- Click Email Users Without Submissions.
- Compose your email and click Send.

GRADE/PROVIDE FEEDBACK FOR ASSIGNMENTS

- Click Assignments on the navbar.
- Click on the name of the desired Assignment.
- To the right of the student's name, click Go to Evaluation to access the Assignment Annotation tool.
- Click the name of the submission file to view it if the document pane does not initially appear.
- Use the Annotations bar at the top of the document pane to leave marks, notes, and feedback on the document if you wish.
- Enter or use a rubric to calculate the Overall Grade and add comments in Overall Feedback in the pane to the right for the student.
- Click Save Draft to save for now or Publish to make the feedback available immediately.

Grades

USING THE GRADEBOOK SETUP WIZARD FOR INITIAL GRADEBOOK CREATION

- Click Grades on the navbar.
- Click Setup Wizard.
- Click Start to run the Setup Wizard.
- Update settings for: Grading System
 - Final Grade to Release
 - Grade Calculations
 - Default Grade Scheme
 - Managing View Display Options
 - Student View Display Options
- Review the Grades Setup Summary and click Finish.



CREATE A NEW GRADE ITEM OR CATEGORY

- Click Grades on the navbar.
- Click Manage Grades.
- Click New, then choose Item or Category from the drop-down menu.
- For a Grade Item, select the type. Numeric, Selectbox, Pass/Fail, and Text are the most commonly used.
- Name the Item or Category and update the required fields.
- Click Save or Save and Close. When making multiple Items or Categories, click Save and New.

EDIT MULTIPLE GRADE ITEMS

- Click Grades on the navbar.
- Click Manage Grades.
- Check the box beside individual Grade Items or click the box at the top left of the list to select all Items.
- Click Bulk Edit.
- Make the desired changes, then click Save.

CHANGE A GRADE ITEM TO A BONUS ITEM

- Click Grades on the navbar.
- Click Manage Grades.
- Click on the Grade Item you wish to change.
- Under Grading, check the box underneath Bonus.
- Click Save and Close.

RE-ORDER GRADEBOOK ITEMS AND CATEGORIES

- Click Grades on the navbar.
- Click Manage Grades
- Click More Actions and select Reorder.
- Update the Grade Items and/or Category by reassigning the numbers, starting with 1, in the Sort Order column.
- Click Save.



SHOW OR HIDE POINTS/SCHEME SYMBOL/COLOR FOR ALL GRADE ITEMS

- Click Grades on the navbar.
- Click the Settings icon at the top-right of the screen.
- On the Personal or Org Unit (i.e. Student's view) Display Options tab, check/uncheck Points Grade, Grade Scheme Symbol, or Grade Scheme Color to update how grade information appears in the Gradebook.
- Click Save.

DROP LOWEST (OR HIGHEST) GRADES IN A CATEGORY

- Click Grades on the navbar.
- Click Manage Grades.
- Either click on an existing category OR click New and select Category.
- Under Grading, check the box next to the option to distribute evenly across all items in the Category. For a points-based Gradebook, set the point value of each item.
- Enter the desired number of highest/lowest non-bonus items to drop from within that category.
- Click Save or Save and Close.

ENTER GRADES FOR A STUDENT USING THE GRADEBOOK

- Click Grades on the navbar.
- Click Enter Grades if that is not the default page.
- Click on a student's name.
- Scroll down through Grade Items to the desired item. Enter the grade, and feedback if required, for the student.
- Click Save and Close.

ENTER GRADES IN A GRADE ITEM USING THE GRADEBOOK

- Click Grades on the navbar.
- Click Enter Grades if that is not the default page.
- Click the arrow beside the Grade Item you wish to grade to open the drop-down menu, then select Enter Grades.
- Enter the grade, and feedback if required, for the student.
- Click Save or Save and Close.

FINAL GRADE SETUP

- Click Grades on the navbar.
- Click the Settings icon at the top-right of the screen.
- Under the Calculation Options tab, scroll to Final Grade Released and select Calculated or Adjusted.
- To automatically release the final grade, check the box next to 'Automatically release final grade'.
- Click Save.

ADJUSTING FINAL GRADE CALCULATIONS

- Click Grades on the navbar.
- Click Manage Grades or Enter Grades.
- If on the Enter Grades screen, click the arrow beside Final Calculated Grade or Final Adjusted Grade to open the drop-down menu and select Enter Grades.
- If on the Manage Grades screen, click the arrow beside Final Calculated Grade or Final Adjusted Grade to open the drop-down menu and select Enter Grades.
- Click the calculator icon for each student to update their final grade calculation.
- To release the Adjusted Grade, transfer the calculated to the adjusted by clicking the Transfer [>] button.
- Click Save, then Save and Close.