AP Austin Peay State University Distance Education

D2L Faculty Task Guide

Below is a list of D2L actions for instructors. They are broken down by category and task. Please contact Distance Education at online@apsu.edu or 931-221-6625 if you have any questions.

Topic	Overview/Video Tutorials
D2L	Desire2Learn Brightspace, better known as D2L, is APSU's learning management system. It's an online course platform where you can interact with your students.
	Logging into D2L
My Home	The My Home page is the first screen you will see when you log in to D2L. You'll see all of your courses listed here.
	My Home Page Overview
	How to Access Your Course
Course Home	The My Home page is the first screen you will see when you log in to D2L. You'll see all of your courses listed here.
	Course Home Overview
	How to Post Announcements
	How to Delete & Edit Announcements
Content	Content is the hub of all course materials and assignments in your course. You'll create a list of assignments here, as well as materials you want your students to read, watch, or listen to.
Managing Modules	**How to Add a Module**
	Setting Date Restrictions
	Rearranging Module/Submodules/Topics
	Deleting a Module
	Release Conditions
Creating New/ Modifying Content Items or Links	**Create/Upload a File and Insert Stuff**
	Add an Existing Activity
	Upload a Topic
	Create an Overview
Assignments	The Assignments tool allows students to submit assignments in their course, usually in the form of an uploaded document.
Creating and Managing Assignments	**Create an Assignment and Set Restrictions**
	Grade Submissions (**Offline**)
Enabling Turnitin	**Enable Turnitin**
	Grade Using Turnitin
Quizzes	The Quizzes tool allows instructors to test students' mastery of course materials using quizzes with multiple choice questions, short answer questions, matching questions, and more.
Create New Quizzes and Link to Gradebook (Auto-grade Settings)	**Create a New Quiz with New Questions/Questions from Question Library**
	Create a New Quiz Using Quiz Builder
	Create a New Quiz with Import Questions
	Manually Grade Quiz
	Associate a Quiz with a Grade Item

Topic	Overview/Video Tutorials
Create Questions and Using Question Library	**Create a New Quiz with Randomized Questions**
	Question Library – Overview of Question Types
	Question Library – Create a New Section
	Question Library and Import/Export/Copy – Add Questions from Other Courses
	Import Questions into Question Library
	Question Library – Create a New Question
	Benefits of a Question Library
Managing Quizzes	**Restore a Quiz Attempt**
	Set Date Restriction for a Quiz
	Attach a Release Condition to a Quiz
	Grant Special Access to Users for a Quiz
Discussion	The Discussions tool provides students with the ability to interact with their peers and their instructor by posting their thoughts and replying to others.
Creating and Managing Topics and Forums	**Create a Forum**
	Create a Topic
	Set Dates
	Restricting Access
	Locking a Discussion
Link to Gradebook/ Assessment	**Grading a Topic**
	Assess from Within a Discussion
	Grade a Discussion in your Gradebook
Gradebook	You can record and edit your students' grades in the Gradebook in D2L. ***Please note that these are not official grades; Midterm and Final grades must still be recorded in Self Service***
Creating and Managing Items and Categories	**Understanding the Grade Tool**
	Create a Grade Category and Grade Item
	Delete Grade Items with Associations
Assigning Grades	Enter Grades (**Part I** & **Part II**)
	Associate an Activity with a Grade Item
	Grade a Discussion in your Gradebook
Releasing Final Grades	**Release Final Grades**
	Troubleshoot Final Grades
Miscellaneous	The Notifications tool allows you to set up text message or email notifications to be sent to your phone or email address about activity in your courses in D2L. Course copies allow you to copy course materials from one course to another. The most common use of this tool is to copy course materials from a previous semester's course into an upcoming course.
Performing a Course Copy	**Import a Course**
	Import Components
	Export Components
	Copy Components
Notifications	**Manage Notifications**
Rubrics	**Create and Edit a Rubric**