

AP Austin Peay
State University
 Distance Education

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	Video Tutorial
Overview 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	Video: Logging into D2L
My Home The My Home page is the first screen you'll see when you log in to D2L. You'll see all of your courses listed here.	
My Home Page Overview	Video: My Home Page Overview
How to access your course	Video: Course Access
Course Home The My Home page is the first screen you'll see when you log in to D2L. You'll see all of your courses listed here.	
Course Home Overview	Video: Course Home Overview
How to post Announcements	Video: Post Announcements Video: 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.	
How to add a module	Video: Add a Module
Moving/Deleting/Hiding/Dates	Video: Date Restrictions Video: Rearrange modules, submodules, topics Video: Delete a Module Video: Release Conditions
Creating new content items or links (new or existing)	Video: Create a file and insert stuff Video: Upload a File Video: Add an existing activity Video: Upload a Topic Video: Create an Overview

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<p>Assignments The Assignments tool allows students to submit assignments in their course, usually in the form of an uploaded document.</p>	
<p>Creating new folders & link to gradebook</p>	<p>Video: Create an Assignment Video: Create a Submission Folder Video: Associate an Assignment with a Grade Item</p>
<p>Dates/Due Dates</p>	<p>Video: Add Restrictions to an Assignment Video: Set Date Restrictions</p>
<p>How to view student submissions</p>	<p>Video: Grade Submissions</p>
<p>Assessment & leave feedback</p>	<p>Video: Grade Submissions</p>
<p>Enabling Turnitin</p>	<p>Video: Enable Turnitin Video: Grade using Turnitin</p>
<p>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.</p>	
<p>Create new quizzes & link to gradebook (autograde settings)</p>	<p>Video: Create a New Quiz with New Questions Video: Create a New Quiz Using Quiz Builder Video: Create a New Quiz with Important Questions Video: Populate a Quiz with Questions from Question Library Video: Manually Grade a Quiz Video: Associate a Quiz with a Grade Item</p>
<p>Create questions</p>	<p>Video: Create a New Quiz with Randomized Questions Video: Question Library- Overview of Question Types Video: QL- Create a New Section Video: QL & Imp./Exp./Copy - Add Q from Other courses Video: Import Questions into QL Video: QL-Create a New Question</p>

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Topic	Video Tutorial
	Video: Benefits of a Question Library Video: Restore a Quiz Attempt
Dates/Restrictions/Time Limits	Video: Set Date Restrictions for a Quiz Video: Attach a Release Condition to a Quiz Video: Grant Special Access to Users for a Quiz
Discussions 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 topics and forums	Video: Create a Forum Video: Create a Topic
Dates/Locking	Video: Set Dates Video: Restricting Access Video: Locking a Discussion
Reading/Posting/Replying	
Link to gradebook/Assessment	Video: Grading a Topic Video: Assess from Within a Discussion Thread Video: Grade a Discussion in your Grade Book
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 items & categories	Video: Understanding the Grade Tool Video: Create a Grade Category Video: Create a Grade Item
Moving/Deleting	Video: Delete Grade Items with Associations
Assigning Grades	Video: Enter Grades Video: Associate an Activity with a Grade Item Video: Grade a Discussion in your Gradebook
Releasing Final Grade	Video: Release Final Grades Video: Troubleshoot Final Grades

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<p>Miscellaneous</p> <p>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.</p> <p>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.</p>	
Enabling Notifications	Video: Manage Notifications
Performing a course copy	Video: Import a Course Video: Import Components Video: Export Components Video: Copy Components