D2L: An introduction for FACULTY

REAL. AMAZING.

UPDATED 6/2014
UNIT 4: Introduction to DROPBOX

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Dropbox</td>
<td>49</td>
</tr>
<tr>
<td>Linking the Dropbox to Grades</td>
<td>49</td>
</tr>
<tr>
<td>Leaving Feedback</td>
<td>50</td>
</tr>
<tr>
<td>Leaving Feedback for Non-Submissions and External Submissions</td>
<td>53</td>
</tr>
<tr>
<td>retracting feedback</td>
<td>55</td>
</tr>
<tr>
<td>Downloading Multiple Submissions</td>
<td>56</td>
</tr>
<tr>
<td>Uploading Graded Files in Bulk</td>
<td>57</td>
</tr>
<tr>
<td>Restoring Deleted Folders</td>
<td>58</td>
</tr>
</tbody>
</table>

UNIT 5: Introduction to GROUPS

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Groups and Group Workspace</td>
<td>59</td>
</tr>
<tr>
<td>Manually Enrolling Students</td>
<td>62</td>
</tr>
<tr>
<td>Editing Groups or Categories</td>
<td>62</td>
</tr>
<tr>
<td>Deleting Groups or Categories</td>
<td>62</td>
</tr>
</tbody>
</table>

UNIT 6: Introduction to QUIZZES

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Sections and Questions in the Question Library</td>
<td>63</td>
</tr>
<tr>
<td>Creating a Quiz</td>
<td>64</td>
</tr>
<tr>
<td>Importing Questions</td>
<td>65</td>
</tr>
<tr>
<td>Submission View Settings</td>
<td>66</td>
</tr>
<tr>
<td>Previewing Quizzes</td>
<td>67</td>
</tr>
<tr>
<td>Deterring Students from Cheating</td>
<td>67</td>
</tr>
<tr>
<td>Viewing Completed Quiz Attempts</td>
<td>68</td>
</tr>
<tr>
<td>Submitting Attempts on Behalf of Students</td>
<td>68</td>
</tr>
<tr>
<td>Manual Quiz Question Grading</td>
<td>69</td>
</tr>
<tr>
<td>Quiz Question Re-Grading</td>
<td>71</td>
</tr>
</tbody>
</table>

UNIT 7: Introduction to GRADES

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Wizard</td>
<td>76</td>
</tr>
<tr>
<td>Categories</td>
<td>80</td>
</tr>
<tr>
<td>Creating Grade Items</td>
<td>84</td>
</tr>
<tr>
<td>Calculating Midterm Grades</td>
<td>84</td>
</tr>
<tr>
<td>Editing Grade Items</td>
<td>85</td>
</tr>
<tr>
<td>Deleting Grade Items</td>
<td>85</td>
</tr>
<tr>
<td>Recovering Grade Items</td>
<td>86</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>87</td>
</tr>
<tr>
<td>Entering Grades</td>
<td>87</td>
</tr>
<tr>
<td>Previewing Student Grades</td>
<td>88</td>
</tr>
<tr>
<td>Setting Final Grade Properties</td>
<td>89</td>
</tr>
<tr>
<td>Recalculating the Final Grade</td>
<td>90</td>
</tr>
</tbody>
</table>

UNIT 8: Introduction to RUBRICS

<table>
<thead>
<tr>
<th>Function</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Holistic Rubric</td>
<td>92</td>
</tr>
<tr>
<td>Creating an Analytic Rubric</td>
<td>93</td>
</tr>
<tr>
<td>Linking Rubrics to Course Tools</td>
<td>94</td>
</tr>
<tr>
<td>Students’ Rubric View</td>
<td>96</td>
</tr>
<tr>
<td>Editing and Deleting Rubrics</td>
<td>96</td>
</tr>
<tr>
<td>Grading with Rubrics: Grades</td>
<td>97</td>
</tr>
<tr>
<td>Grading with Rubrics: Dropbox</td>
<td>98</td>
</tr>
<tr>
<td>Grading with Rubrics: Discussions</td>
<td>100</td>
</tr>
<tr>
<td>Grading with Rubrics: Quizzes</td>
<td>101</td>
</tr>
</tbody>
</table>

LEARNING TECHNOLOGY CENTER
Enhancing Teaching and Learning through Technology
What is D2L?

Desire2Learn (D2L) is the University of Wisconsin-Parkside’s online course management system. D2L provides you with an interface for allowing students to access the content of your courses, including the syllabus, course calendars, lessons, an assignment dropbox, quizzes, discussion forums and much more.

NOTE: You have the control to incorporate the D2L tools you see fit to manage and enhance the learning in your individualized curriculum.

How do I get to D2L and login?

It's easy! D2L can be accessed directly through the UWP homepage.  
www.uwp.edu

1. Simply click “logins” from the menu bar at the top of the homepage.

2. Click on “D2L” under the logins and tools heading. This will get you to our login options.

3. Since you are a faculty member of the University of Wisconsin-Parkside, you are considered a UWP user and NOT a guest, therefore, click on the green button.
4. In order to login, you will use your username and password attached to your email. When typing in your username, remember that it is only the alpha-numeric characters that precede @ in your email address and the password is the same as your email.

NOTE: If you change your email password at any time, your D2L password will change simultaneously as they are synchronized.

UWP Portal Page

After logging in, you will come to your UWP portal page. From your portal you can manage your profile, utilize the storage locker and navigate to your current D2L courses.

NOTE: There is also a news feed for relevant information regarding D2L updates, outages, etc.

Complete your profile

1. Click the dropdown menu at the top right by “your name”.
2. Complete your user profile and do NOT forget to save.
3. Select “profile”.
What is the locker?

The Locker tool is a personal document storage space within D2L's Learning Environment and is created automatically for all D2L users. Instructors and students may upload files from their computers and may create HTML files in their personal locker space. The Locker tool is on the upper left navigation bar on the My Home page (Portal) and in most D2L courses at UWP.

Locker Types

**Personal**

- Created automatically for all users in D2L
- Files in your personal locker are private; only you are able to see your documents
- You may make documents public if you choose
- Documents in your personal lockers are not course-specific
- You may create folders in your locker to organize your documents if you wish

**Group**

- As instructors, you can set up group lockers for small groups in D2L courses; not automatically created
- Group locker space is course-specific and allows students to share documents with group members
- Any member of the group may upload and modify files in group lockers
- The "Modified by" column displays the name of the last person who worked on the file
- The "Last modified" column displays the date and time the document was uploaded to or created in the locker
- Documents in group lockers cannot be made public
How do I access MY COURSES?

Once your upcoming course is listed in SOLAR and at least one week prior to the beginning of the semester in which the course is to be offered, a D2L Course Request form must be submitted. The link to the course request form is located just beneath the D2L login buttons on the D2L Login page or click on the D2L Course Request form link, highlighted in green above. When your course request has been fulfilled, you will receive a confirmation email from d2l@uwp.edu. Once confirmation has been received, course access will begin after the auto-enrollment process. This process can take anywhere from 24 hours up to 2 or 3 days.

Once you receive an email notifying you that your course is active, there are two ways to access them from your D2L portal page. Your “ACTIVE” courses in D2L can then be accessed in the menu bar at the top left or through the built in widget.

Menu Bar

1. Click the dropdown menu at the top left by “select a course”.
2. All of the courses you teach will appear in the drop down menu.

NOTE: It may be helpful to “PIN” your current courses in the drop down menu for quick access...
Course Widget

1. Click the dropdown menu on the right of the “My Courses” widget heading.

2. Only the D2L courses that you are currently enrolled in will be displayed.

NOTE: Be sure to expand the menus (downward) by clicking the arrows to see all available options.

Where do I go for D2L help?

Contact Information:

Visit the Technology Help Desk in Comm Arts 120
Call the Technology Help Desk: 262-595-2444
Visit our D2L team in Wyllie D108
Email us: d2l@uwp.edu
Fill out the D2L support form

D2L support form
Useful tips to remember before contacting support:

Make sure you are using the latest version of your internet browser. If you are having issues, try another browser. Mozilla Firefox, Chrome, Internet Explorer and Safari are most often used by UWP students.

If you cannot find a course from your portal page, check to see if it is an “ACTIVE” D2L course. The course will not appear in your portal until it has officially been activated and progressed through automated enrollment.

While looking for information within your portal, make sure the dropdown menu has been selected to view all options.

Too much to read? Watch the video tutorial.

http://www.youtube.com/watch?v=R7t3iHS7LqM
FOR FACULTY:

What is CONTENT?

The Content and Course Builder tools both allow you to organize materials in D2L. Content lets you and your students access files including Office files, PDFs, and HTML documents for the course. The Course Builder lets you plan and organize those content items and insert placeholders for items that are not yet created in Content or elsewhere in the D2L course.

This page explains how to complete the following actions in the Content tool:

- Creating the Overview
- Creating and Editing Modules
  - Creating a New Module
  - Editing a Module
- Creating Topics
  - Uploading a New File
  - Uploading a New File with Drag and Drop
  - Using an Existing Course File
  - Creating a New File
  - Adding a Link
  - Activities
- Editing Topics
- Notifying Students of Updated Topics
- Editing Modules and Topics in Bulk
- Completion Methods
- Class Progress
- Related Tools
  - View Reports
- Media Files and Browser Issues
The Overview

The Overview module is a feature available in all D2L courses. The Overview allows you to create an introduction to the course topic, content, and expectations. If you enter text in the Overview or attach a document to the Overview, this overview text and attachment will display to students the first time they access the Content tool in your course. If no information is entered in the Overview, students will be taken to the Table of Contents instead. The Overview link in the left pane will not display to students if you have not entered text or attached a file in that area.

1. Click Overview in the module pane on the left.

2. You can create content in the overview by using the HTML editor and/or by uploading a file from your computer.

Using the HTML Editor
Click Add a welcome message, overview, or description, found below the Overview title, to open the HTML editor.
NOTE: Use this editor to type and format the information you wish to display in the Overview.

- **Uploading Content**
  You may also upload a document from your computer. To do this, select Add Attachment below the Overview heading in the right pane and browse to the desired file.

**Creating and Editing Modules**

All content items are created within a module. You may create a module for each unit, week, or chapter, or use another system of your own. Modules organize your Content section and are especially helpful if you have a large amount of content.
Creating a New Module

1. With *Table of Contents* selected in the left pane, click on Add a module... at the bottom of the left pane. Type a name for your new module.

2. Click away from the text, and your module is created and saved.

Editing a Module

After creating a module, you will be taken to that module's editing screen, where you will have a variety of options:

1. The module's editing screen appears in the main part of the screen, to the right of the panel you used to create the module. In this panel, click the module name. This allows you to edit the title of the module. Once you have modified the title as necessary, click away to save.

2. Click Add a description to create an introduction to or summary of the concepts presented in the module for your students.
3. A text editor will appear; type your description, and click Update to save changes.

4. Optional: Click Add restrictions if you wish to add a start date, end date, due date, and/or release conditions. Once you have made your changes, press Update to save.

- *Start* and *end dates* indicate when the module will become live for students and when it will no longer be live --the time frame in which students have access to the module. Students can see the module and its topic titles outside of the start and end dates but are only able to access the topics within the module within the restriction dates.
- A newer restriction feature is the *due date*, which may be a useful alternative to the end date. Students will still be able to see the module and its contents after this
date, but setting a due date may help students track when a given task must be completed.

- **Release conditions** take the start date to the next level by creating a condition that must be met before the module becomes live for a student individually.

4. Your module is automatically set as Published unless you set start date restrictions as explained above in step 3. Published content is visible to students. If you wish to hide the module from your students, click Published and select Draft from the dropdown menu.

![My Module](image)

*Note: If you select Table of Contents in the panel on the left-hand side, you will see a list of all the modules and all the topics within those modules. To view only one module and/or edit that module, simply click the name of the module in the panel on the left. You will return to the editing screen and see the options described above.*

![Table of Contents](image)

*NOTE: In the Table of Contents, you can collapse/expand a module and hide or view the topics inside of it by clicking on the module.*

5. The easiest way to reorder modules is by using the panel on the left:

- Place your cursor near the three lines to the left of a module name. Note that your cursor changes to the four-arrow plus sign, which indicates that you can move the module.

![Table of Contents](image)
• Click and drag the module up or down to the desired spot in the list. As you move, you will see a gray line appear, indicating where the module would move to if you were to drop it at that point.

• Drop the module in the desired location. This change saves automatically.

Creating Topics

Topics are components of modules and sub-modules. They can be links to course files, web pages, or tools in D2L.

NOTE: Topics can have start, end, and/or due dates individually, but it is also possible to set dates for the module which will apply to all topics within that module.

Uploading a New File

Topics often consist of uploaded documents, such as PDF or Word files. To simplify the process, you can upload the file and create a topic at the same time.

1. Find the module into which you would like to add content. Below that module, click New.

2. Click Upload Files.
3. Click Upload, and navigate to the desired file.

4. Click Open. The file name will appear below the Upload button.

   NOTE: You can only add one file at a time when you browse, but you may continue browsing and adding files until you have everything you need.

5. Click Done. You will see the content upload into the module.

**Uploading a New File using Drag & Drop**

It is also possible drag and drop existing files from your computer to create and update Content topics. Not all browser versions support drag and drop in D2L; if your browser does not, you will see a message to that effect in the upload target area.

**Dragging and Dropping a New File**

1. Choose the *module* in the left pane to which you would like to add your topic.
2. Below that module heading in the right pane is the drag and drop target area.
3. Drag your document from your desktop or from the file management area (Windows Explorer or Finder on a Mac) of your computer to that drag and drop target area.

4. When the target area turns green, drop your file. The file name will then appear in the list of topics in the right pane.

5. The target area no longer displays in the module once you have created or copied in at least one topic. You may however continue to use the drag and drop feature to create topics even though the target area does not display.

6. When you drag the file in to the right pane, position your cursor in the location where you want the new file to appear in the module; the gray line indicates the file position. Release the mouse button to drop the file in that location.
7. If you want to change the location of the file once dropped, you may change the order of items within a module from either the Table of Contents screen or from a specific module's editing screen.

8. Just as with modules, place your cursor near the three lines to the left of the item name. Note that your cursor changes to the four-arrow plus sign, which indicates that you can move the item.

9. Click and drag the item up or down to the desired spot in the list. As you move, you will see a grey line appear, indicating where the item will move to if you were to drop it at that point.

10. Drop the item in the desired location. This change saves automatically.

Using an Existing Course File
If you have already uploaded a file to this D2L course, you can link it to a Content topic:

1. Under the module you wish to add the content to, click New.
2. Select Add from Manage Files from the dropdown menu.
3. A window will appear, displaying a list of available files (some may appear in folders). Use the checkboxes next to the files to select all those you want.
4. Click Done. You will see the content upload into the module.

Editing an Existing HTML File

1. To edit an HTML document, click on the arrow to the right of the document title in the right pane.
2. Choose Edit HTML from the dropdown menu to open the HTML editor window.
3. Make your changes and press Update to save.
Creating a New File
When you create a new file under Content, this file is created using the HTML editor in D2L. The file is not saved to another location on your computer; it exists only in your D2L course.

1. Under the module you wish to add the content to, click New.
2. Select Create a File from the dropdown menu.
3. In the HTML Editor, type the topic's content.
4. At the bottom of the page, click Publish to finish and make the file available to students, Save as Draft to save the file but keep it hidden from students, or Cancel to exit the file without saving.
5. To edit an html document, click on the arrow/triangle to the right of the document name in the right pane.

6. Choose Edit from the dropdown menu to open the html editor window; make your changes and press Update to save.

Adding a Link
In Content, you may also link to an external URL.

1. Under the desired module, click New.
2. Select Create a Link from the dropdown menu.
3. In the Title text box, enter the text you wish to display and link.

4. In the URL text box, enter the webpage URL (note that the http:// is already entered; do not duplicate it).

5. Optional: If you wish, select the checkbox next to Open in New Window to have the content open in a new window when accessed by students.

6. Click Create.

Activities
Activities allow you to link to other tools or files in your D2L course. The Content page is the outline for the course; you may want to link to quizzes, discussions, dropboxes, or websites. Often these are placed in chronological order as students view the content from top to bottom.

1. Under the desired module, click Add Activities.
2. From the dropdown list, select the activity you wish to link to.
3. A window will appear, asking you what you wish to insert. Based on the element you have selected in the first dropdown menu (Discussions in this example), you will be able to choose the specific item you would like to link to from the second menu.

4. Once you have made your selection, click Insert.
5. The topic will appear within the module. Make sure that it is “published” in order for students to see it. If it is not, click the arrow to the right of it and select Publish.

Editing a Topic

Each topic within a module has its own context menu that offers a variety of options.

1. Click the black arrow to the right of a topic's name, and select Edit Properties.
2. The topic's editing tools will appear:

![Image of editing tools]

3. Click the topic's name to edit the name of the topic as it appears in the list (by default, it is named the title of the uploaded document).

![Image of editing tools]

4. Click Add a description to add a text description of the topic.

![Image of adding description]

5. A text editor will appear; type your description, and click Update to save the changes.

![Image of text editor]

6. Your topic is automatically set as Published unless you set start date restrictions (as explained below). Published content is visible to students. If you wish to hide the module from your students, click Published and select Draft from the dropdown menu.
7. Click Add restrictions if you wish to add a start date, end date, due date, and/or release conditions.

8. Once you have made your changes, click Update to save.

Start Date | End Date | Due Date
--- | --- | ---
Add start date... | Add end date... | Add due date...

Release Conditions
Create | Browse

NOTES: Start and end dates indicate when the topic link will become live for students and when the topic link will no longer be live--the time frame in which students have access to the topic. Students can see the titles of date-restricted topics before the start and after the end date but are only able to open date-restricted topics within the restriction dates.

A new restriction feature is the due date, which may be a useful alternative to the end date. Students will still be able to see the topic after this date, but setting a due date may help students track when they need to have completed a given task.
9. You may change the order of items within a module from either the Table of Contents screen or from a specific module's editing screen.

   a. Just as with modules, place your cursor near the three lines to the left of the item name. Note that your cursor changes to the four-arrow plus sign, which indicates that you can move the item.

   ![Midterm Description](image1)

   b. Click and drag the item up or down to the desired spot in the list. As you move, you will see a grey line appear, indicating where the item will move to if you were to drop it at that point.

   ![Fiction and Friction](image2)

   c. Drop the item in the desired location. This change saves automatically.

Notifying Students of Updates in Content

Instructors can now notify students of updated or changed topics in the Content tool. Students will receive an Update alert notification on the minibar; clicking on that alert will take them to the updated topic.

1. Locate the topic in Content to be updated.
2. Choose Edit HTML (for topics created as web pages) or Change File (for topics created by uploading a file) from the topic's context menu.
3. Make the necessary changes, then select the Notify students that content has changed checkbox.

![Notify students that the content has changed](image3)
4. A comment field appears; type your comments in that field.
5. Check the **Reset completion tracking** checkbox to ensure students revisit the topic to complete the activity.
6. Press **Update** to finish.

**Editing Modules and Topics in Bulk**

When working both in the Table of Contents and at individual module levels, you will see a **Bulk Edit** option. Click this button to put all modules and topics into “edit mode,” meaning you can adjust the topic titles, descriptions, and restrictions of any or all of the items in the table of contents without putting them into edit mode one at a time. You may also delete topics individually by clicking on the trash can icon to the right of each topic in bulk edit.

To turn off Bulk Edit, click on the Done Editing button at the top of the page.

**Completion Methods**

Completion tracking is a newer feature in D2L allowing instructors (and students themselves) to monitor the progress of students through the course material.

Below are descriptions of the completion tracking options available:

- **Automatic**—sets a topic as completed when the user views it; some activities, such as discussions, assessments, or file submissions, must be completed before they are tracked as completed.
- **Manual**—allows the user to manually set the topic to complete status as they move through the course work. In D2L v10.3, the Manual Completion Method is the default completion type in all UWP D2L courses.
- **No Completion Tracking**—disables this feature from your course.
Instructors can change the desired method for an entire course.

1. Click on Table of Contents in the left module pane in Content.

2. To set the completion method for all new topics created in the course, click on Settings in the upper right-hand corner.

3. The Content Settings dialog box appears. Choose the preferred completion method from the Default Completion Status dropdown menu; this sets the completion method for all new topics created in the course.

4. Once the Completion Tracking option is changed, another completion tracking option will appear to the right of the dropdown menu. Check the checkbox labeled Update all existing topics to use selected completion status to change the completion tracking option set for existing Content topics.

5. Press Save to save your changes; press Cancel to close the dialog box without saving.

Instructors may also set completion methods individually, if desired:

1. Click on the black arrow to the right of any topic in Content.

2. From the dropdown menu, choose Edit Properties In-place.

3. Edit options for that topic appear. Click on Required: Manual to display the other completion method options.
4. Choose one of the other options from the dropdown menu.

5. Click away, and the change is automatically saved.

NOTE: The number to the right of the Table of Contents and each module name indicates the number of topics within that module that have either automatic or manual completion tracking settings attached to them.

In each student’s view, this number will decrease as topics are set to complete. For example, when a student is viewing content and manually sets a topic as complete, the number corresponding to that module will decrease by one. This gives students an idea of how much of a module they have completed. Students will also see a progress bar for each module, which provides another visible representation of how much of a module they have completed.
A progress bar also exists at the Table of Contents level. When a student has completed all the topics in a module, a green check mark will replace the number to the right of the module title in the left pane.

Composition Studies ✓

Class Progress

This tool allows instructors to track the progress of the class as a whole, as well as detailed tracking of individual students.

Class Progress

1. Near the top right of the screen, next to the Logout button, select Edit Course.

2. In the Learner Management section, select View User Progress. You will be taken to the Class Progress screen, which shows all the students in your course, along with the indicators that have been selected to appear.

Learner Management

3. Instructors can select up to four indicators of progress to view at one time, but these can be changed or reordered easily as desired. To select the indicators you wish to view, click Settings.

4. Use the arrows to the right of the indicator names to reorder the indicators or replace them with another option. There are descriptions below each indicator name providing
information regarding the data that will be shown with that option.

5. Once you have the indicators set as desired, click Save and Close. You will be returned to the main Class Progress page, showing the overview of progress for everyone in the course.

   ![Save and Close and Cancel buttons]

Student Progress
You may also view an individual student’s progress in more detail:
1. From the Class Progress list, click an individual’s name.

   ![Class Progress page with filter options and a student's name highlighted]

2. You will be brought to the Progress Summary page for that student. This page shows reports for all the D2L tools implemented in the course.

3. By default, you will see a summary of all the tools. To view more detail about a specific course tool, click the desired tool in the menu on the left side of the screen.
4. You also can customize progress reports for students to view. You may set what sections to include and control the color:
   a. From an individual student’s Progress Summary page, near the top right of the screen, click Settings.
   b. From the Settings page, use the checkboxes to select the progress indicators you wish to include in the report.

   **Settings**

   **Progress Indicators to Include**

   Select the Progress Indicators to display in the User Progress report.

   - [ ] Checklist
   - [ ] Content
   - [ ] Discussions
   - [ ] Dropbox
   - [ ] Grades
   - [ ] Login History
   - [ ] Objectives
   - [ ] Quizzes
   - [ ] Surveys

   c. Select the colors you wish displayed on the graph, and enter the percentage levels for each color.

   **Color Indicators**

   **On Track**

   ![90% and Above](green)

   **Some Concerns**

   ![70% and Above](yellow)

   **At Risk**

   ![0% and Above](red)

   **NOTE:** These settings will be applied to all students in the course.
5. Use the arrows near the student’s name to navigate among users, or click Class Progress, found directly above the student’s name, to return to the Class Progress view.

Related Tools

The Related Tools menu allows for further options when working with content.

1. From the Content tool, click Table of Contents in the panel on the left-hand side of the screen.
2. You will be taken to a list of all the modules and topics you have added to your course. At the top of this list, click Related Tools to see the options available to you.

*NOTE: This is an easy way to access Course Builder without leaving the content area.*

View Reports

The View Reports tool allows you to access content statistics for your course.

1. From the Related Tools dropdown menu, select View Reports.
2. By default, the Content tab will be selected. This tab provides data organized by topic, including the number of users that have visited a topic and the average time spent viewing the topic.

To view more detailed statistics for a topic, click the number in the Users Visited column of the chart. Here you will see which students have visited the topic and the time they spent viewing it.
3. Select the *Users* tab to view data organized by student.

You will see a list of students’ names and the number of content topics visited. To view additional reports for a specific student, click his or her name in the list. For each topic, you will see the number of visits, the average time spent, and the date and time the topic was last visited by that student.

**Media Files and Browser Issues**

If you are linking to media (video/audio) in your D2L courses, your students may experience issues viewing and/or hearing these files depending on what browser they are using. The recommended browsers are:

- Windows - Internet Explorer
- Macintosh – Safari

You can reference more information in this issue at [UW-Madison Knowledge Base](http://www.wisc.edu).
FOR FACULTY:

What are DISCUSSIONS?

The D2L Discussions tool is a convenient means for your students to interact with each other about course concepts. Desire2Learn Discussions are an asynchronous (i.e., not real time) communication tool. A discussion contains forums, topics, and threads. **Forums** are the parent level and can be simply a title representing the broad subject to be covered in the topics within the forum. **Topics** are the child level, the area where questions, scenarios, case studies are created and where student discussions occur. As students post messages in Discussion topics, the posts are organized into **threads** or conversations containing an original post and the related replies.

When creating a forum, it is important to create at least one topic in that forum so students can access the discussion.

**NOTE:** Students cannot see forums that contain no topics.

This page contains information on how to:

- Navigate Discussions v10.3
- Discussion Settings and Viewing Options
- Set Up a Discussion
- Rating Scheme Options
- Edit Discussion Forums and Topics
- Hide, Restrict, and Lock Discussions
- Reorder Discussion Forums and Topics
- Delete Forums and Topics
- Restore a Deleted Forum or Topic
- Set Up a Group-Restricted Discussion
- Participate in Discussions
- Search and Sort Posts
- Edit and Delete Posts
- Subscribe to Discussions
- Assess Discussion Posts
Navigate discussions v10.3

In D2L version 10.3, the layout of posts in the Discussion tool has changed:

Messages in topics are organized in threads or conversations, in which an original post is grouped with the related replies. The grid view does not exist in this version of D2L.

Clicking on the Discussions tool on the navigation bar displays the forums in bolded black typeface with the topics in bolded blue typeface and in borders below each forum:

Class Introductions

Hide Topics for Class Introductions

<table>
<thead>
<tr>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce yourselves to the class.</td>
</tr>
<tr>
<td>Take this opportunity to tell the class a little bit about yourselves.</td>
</tr>
<tr>
<td>What are your hobbies?</td>
</tr>
<tr>
<td>Tells us a bit about what you like to do.</td>
</tr>
</tbody>
</table>

When viewing the list of topics, statistics display to the right of each topic title:

*The statistics below, 3 and 7 (7), mean there are 7 messages (original & replies) in 3 threads in the topic; of those 7 posts, (7) messages have not yet been read by you.*

<table>
<thead>
<tr>
<th>Threads</th>
<th>Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>7 (7)</td>
</tr>
</tbody>
</table>

Clicking on a topic title displays the Topic View:

This view lists the **original** posts made in the topic and also displays tallies of unread posts (those not yet read by you), replies to each thread, and the total views of each thread.

*NOTE: The bread crumb links at the top of the page in Topic View:* [Discussions List] [View Topic]
Clicking on the original post in a topic displays the conversation or Thread View:

- This view includes the original post or thread at the top of the page; related replies are displayed in table format below the original thread.
- The bread crumb links at the top of the page in Thread View: Discussions List > View Topic > View Thread
- Threads with unread posts are emphasized with the bolded vertical bar to the left of the thread

**Introduction**
Justin Davis posted Jun 25, 2014

My name is John Doe.

2 2 4
Unread Replies Views

Filter and Sort options appear above the threads in the Topic View; similar filters appear in the Thread View.

**Discussion Settings and Viewing Options**

All users may set options to ‘personal options’ for viewing discussions; click on the Settings link in the upper right to access the options. Instructors have different settings options from students.

1. From the Navigation bar within your course, select Discussions.

2. Choose the Settings link on the upper right of your screen. The Discussions Settings options will display:

3. Choose the desired options and press Save to continue.
Additional viewing options

The Floating Discussions List can be hidden or displayed in the Topic or Thread views as desired.

1. Once you click on a topic or a thread in the Discussion tool, you will then see the tab on the left; click on the tab to see the list.

2. The list floats down the page in its open or closed state as you scroll to view more topics or more threads.
3. You may click on Pin the Topics List in the Discussion Topics list so the list remains in view. Or, you may select Settings in the upper right and check "Always show the Discussions List pane" to pin the Topics List.

Set Up a Discussion

1. From the Navigation bar within your course, select Discussions.

2. Press the New button and choose New Forum from the dropdown menu.

NOTE: You must first create a forum and then create at least one topic in that forum before students can access the discussion.
3. In the Title text box, type a name for your new forum. This is the broad subject that organizes multiple topics in the forum. Student discussions take place in the topics.

4. **Optional:** In the Description text box, type a short description of the forum.

   *NOTE: This optional description will be displayed under the forum title in the Forums & Topics List pane.*

5. To make a discussion visible to students, you must add at least one topic to a forum. To add the topic immediately, click **Save & Add Topic**. The New Topic pane appears.

6. In the New Topic Details section, type a name for your new topic in the Title text box.

7. In the Description text box, type the question(s) or topic for discussion and any instructions for students. Students see this information as they compose their messages.

8. **Optional:** Select settings options for the topic:

   - **Allow anonymous posts** gives students the option to post anonymously to this topic.
   - **A moderator must approve individual posts before they display in the topic** means the instructor must read and approve each post before they are displayed to students in the discussion topic.
   - **Users must start a thread before they can read and reply to other threads** requires each student to post a new message in a topic before other students’ posts and replies become visible.

9. **Optional:** To add additional topics to the same Forum, press **Save and New** and repeat steps 6-7.

10. Press **Save**; the forum and topic(s) are added in the Discussions tool.

11. **Optional:** From **Edit Topic**, access the Assessments tab to link the topic to a grade item if you intend to grade this Discussion topic. Also, specify the point value associated with this activity.

   Choose the desired grade item from the **Grade Item** dropdown menu.
Enter the point value for this activity in the *Score Out Of* field

**NOTE:** The points in the Discussion topic and the points in the grade item linked to the topic must be the same numeric value.

**Rating Scheme Options**

Instructors may enable a *Rating Scheme* so students can rate classmates’ messages. Rating Schemes may be selected on a per topic basis. Only instructors of the course can see the ratings results.

1. **Optional:** Select a *Rate Posts* option from *Edit Topic*.

2. The default scheme is **No Ratings**:
   - ✔️ *No Ratings* (default) - ratings feature is disabled.
   - ✔️ *Five-Star Rating Scheme* - rate classmates’ posts on a 5-star scale.
   - ✔️ *Up Vote/Down Vote Rating Scheme* - allows voting up and voting down of posts.
   - ✔️ *Up Vote Only Rating Scheme* - allows the voting up of posts.

3. Press **Save**. Results are visible to instructors in the Topic View and in the Thread View.
Edit Discussion Forums and Topics

Once you create Discussion forums and topics, you may occasionally need to make changes to your settings or to your text.

To edit an existing forum or topic, access the Discussions tool in your D2L course:

1. Click on the *arrow* to the right of the desired forum or topic name and choose *Edit Forum* (or *Edit Topic*, as appropriate) from the dropdown menu.

2. You can now access the Properties, Restrictions, and Assessments tabs in that forum or topic.

3. Make your changes; be sure to *save*.

Hide, Restrict, and Lock Discussions

By default, students can view and post in a forum or topic at any time.

1. To hide (from student view), restrict, or lock a discussion, access Discussions in your course, select the dropdown arrow next to the forum or topic you want to change, and select Edit Forum or Edit Topic as desired.

2. The Properties tab appears. Scroll down that tab to access *Availability* and *Locking Options*.

*NOTE: Any restrictions you apply to a forum also apply to its topics. If you have more than one topic in a forum and want the topics to be available at different times, apply restrictions to the topics separately. Otherwise, apply restrictions to the forum.*

Availability Options

3. If a discussion topic has not been hidden or date restricted, students can see it. When you edit a forum or topic, the Availability options appear on the *Properties* tab below the Description.
NOTE: Availability options set at the forum level affect all topics within that forum. You may instead set availability options in each topic separately if preferred.

The image below shows the Availability section with the default option selected, *Forum is always visible*.

- **Hide topic visibility options**
- **Visibility**
  - Topic is always visible
  - Hide this topic
  - Topic is visible for a specific date range
    - Has Start Date
      - 7/10/2014
      - 3:35 PM
      - United States - Chicago
    - Has End Date
      - 7/17/2014
      - 3:35 PM
      - United States - Chicago
  - Display in Calendar

- **Hide this forum** prevents students from seeing the forum and topics within; in this case, you would have to manually unhide the forum in order for students to access the forum.
- **Forum is visible for a specific date range** automatically sets the forum to become available to students on a certain day/time and unavailable on a certain day/time (if chosen).
- **Show forum visibility** options to display this section.

4. Make your changes, if desired, and press **Save**.

**Locking Options**

5. A locked forum or topic continues to be visible to students, but prevents students from posting or replying in that discussion. This is useful if you want students to be able to refer to past discussion forums/topics, but do not want any more posts in that forum or topic.
When you edit a forum or topic, Locking Options appears on the Properties tab below Availability. The image below shows the Locking Options section with the default Unlock forum selected.

**NOTE:** Locking options set at the forum level affect all topics within that forum. You may instead set availability options in each topic separately if preferred.

![Locking Options](image)

6. These options are similar to those for Availability. If you do not see these options in D2L, click **Show locking options**.
7. Make your changes; press **SAVE** or **SAVE and CLOSE**.

### Reorder Discussion Forums and Topics

Forums and topics can be rearranged to display in any order you would like.

1. From the navigation bar within your course, select **Discussions**.
2. Click the dropdown arrow to the right of the More Actions button. Choose **Reorder**.
3. Then assign the appropriate Sort Order number to the right of the forums (gray background) and topics (white background) on the Reorder Forums and Topics screen:

4. Press Save to retain your changes. You are returned to the Discussions list.

Delete Forums and Topics

1. In the Discussions tool, click on the arrow to the right of the title of the forum or topic you wish to delete.

2. Press Delete at the bottom of the list.
3. Confirm with Yes.
4. Your forum or topic is deleted.

NOTE: Deleting a forum deletes all topics and messages within that forum.

Restore a Deleted Forum or Topic

If you delete a Discussion forum or topic by mistake, you may restore that item. Restoring a discussion topic also restores the messages posted in the topic. If the forum you restore contains one or more topics, you will be given the option to also restore those topics.
1. Choose **Discussions** on the course navigation bar.
2. Click on the **More Actions** button at the top of the page and choose **Restore** from the dropdown menu.
3. Click **Restore** beside the forum or topic you want to restore.
4. Click **Yes** to confirm.

### Set Up a Group-Restricted Discussion

You may require students to collaborate with other students in small groups in your course. The Groups tool in D2L will allow you to create small groups, assign students to those groups, and create group-restricted discussion space for each small group. Group members will only be able to see and participate in their own group-restricted topic(s).

To create group-restricted discussion topics, begin by accessing the Groups tool. You will first create the small groups in your course. You will then be able to create group-restricted discussion topics and group-restricted dropboxes as part of the small group setup.

### Participate in Discussions

1. Click on a **Topic** title to see a list of conversations/threads within that topic.
2. Click on **Start a New Thread** (formerly Compose) to create a new conversation or thread in the topic.

3. To view a specific conversation, click on a **Thread** title (original post from the instructor or classmate) to read the post and the related replies. In this view, the original post is located at the top of the page and all replies to that post are listed in table format below the original message.
4. To reply to a classmate's original post/thread (continue in a conversation), click on **Reply to Thread**.  
   Or, you may respond to a specific reply (replying to a reply) in the thread by clicking on **Reply** below the response to the original post.

4. The message window appears. You must enter a title for your original messages.
5. Then type the body of your message.
6. Press **Post** to add your message to the conversation.

> For original posts, you may save your messages as a draft and return later to complete and post, if desired.
> Use the *Draft* option in the filters in the Topic View to find your draft message.

```
Filter by: Unread Flagged Drafts
```

### Search and Sort Posts

#### Searching

1. Access Discussions, then access a specific topic in the Discussion tool.
2. You can search within a topic for a particular author or keywords in the search field in the upper right of the page. Type your search term(s) in the search field and press the magnifying glass to begin the search.

```
Settings Help search field
```

#### Sort Discussion Posts

You may sort at the topic level and at the thread level. Sorting in the topic puts the topics in order with regard to the original post in the thread and does not consider the replies in each thread.

1. Choose Discussions on the navigation bar.
2. Click on the desired topic title.
3. From the *Sort by:* pull-down menu, select the desired option.
4. The message are resorted according to your selection.

### View Discussion Statistics by People

1. Click **Discussions**.
2. Click the **Statistics** tab.
3. The list of students in the course displays.
4. For more detailed statistics for a user, click the student’s name.
View Discussion Statistics by Forums and Topics
1. Click Discussions.
2. Click the Statistics tab.
3. Select the Forums and Topics tab.
4. To view more detailed statistics for each topic, click the desired topic.

Edit and Delete Posts

Instructors can edit their own posted messages in the Discussions tool in their courses.

1. Open the message you wish to edit.
2. Press Edit Post.
3. The HTML editor will open; make the desired changes and click Save.

NOTE: Students cannot edit their discussion messages once they are posted to a discussion.

Instructors can delete D2L discussion posts, both their own and those posted by others.

1. To delete a thread (the original message and all replies), click on the topic.
2. Find the thread to delete.
3. Click on the arrow to the right of the desired thread title and choose Delete Thread at the bottom of the list.

NOTE: To delete a reply to a thread, click on the thread title to access the replies; then click on the arrow to the right of the student’s name.

4. You may choose whether or not you wish to have these deleted messages displayed to you by clicking Settings near the upper right-hand corner of the Discussion area and selecting the desired options.

NOTE: Any deleted messages will be displayed with a blue background.
5. Instructors are able to recover deleted items:
   a. Locate the deleted thread or message.
   b. Press **Restore Thread** or **Restore Post** as appropriate.
   c. Confirm with **Yes**. The thread or message is restored.

*Note: Students cannot delete discussion threads or posts.*

**Subscribe to Discussions**

You can subscribe to forums or specific topics and specific threads in Discussions. If you are subscribed to a forum or topic or thread, you will receive notifications when new messages are posted in those forums or topics.

*Note: In version 10.3, users are automatically subscribed to threads after creating or replying to a thread.*

Once you have set up Notifications in D2L, you will be able to subscribe to Discussion forums, topics and threads in specific courses.

1. Access the D2L course for which you would like to subscribe to discussions. From the Navigation bar within this course, click Discussions.
2. To subscribe to a forum or topic, click on the arrow to the right of the forum or topic name; choose **Subscribe** from the dropdown menu.
To subscribe to a thread, click on the right of the posted date/time:

3. A dialogue box will appear on your screen. In this box you are able to choose whether you would like to be notified via email instantly of changes to this forum or topic, or if you would simply like it included in your summary of activity.

   NOTE: From this screen you can also change your notification settings by clicking Change your notification settings in a new window.

4. Click Subscribe to continue. The color of the star in the dropdown menu has changed to show you that you have subscribed to this topic.

   NOTE: If you subscribed to an entire forum, notice that the stars for each topic within that forum have turned blue as well. This indicates that you have subscribed to every topic in that forum.

5. To unsubscribe from a forum or topic at any time, access the forum or topic or thread and choose Subscribed.

   A dialogue box will appear to confirm that you wish to unsubscribe.
   Click Yes to continue. Notice that the star in the dropdown menu you have unsubscribed from has returned to its original gray color.

Assess Discussion Topics

If your discussion topic is linked to a grade item in your D2L course, you may grade messages in the Discussion tool using the Assess Topic feature. Grades are then pushed to the course gradebook.

1. Access Discussions in your D2L course.
2. Click on the *arrow* to the right of the title of the topic (not forum) you intend to grade; choose **Assess Topic**.

3. The Assess Topic screen appears, displaying the names of the students in your course along with a Topic Score link for each student.

4. Click on **Topic Score** for the first student; a Topic Score Details dialog box appears.
5. Scroll down the page below the feedback section to read the student’s message(s) in the topic.
6. Scroll back up to enter a score in the **Topic Score** field.

   You may also:

   - Check the Published checkbox to make the score visible to students (or you may instead wait until you score all students in this topic to publish scores to all students at once).
   - Type a private message to the student in the **Feedback** block.

7. Press **Save and Close**.
8. You are returned to the Assess Topic page. Click on the **Topic Score** link for the next student and repeat steps 5-7.
FOR FACULTY:

What is DROPBOX?

The dropbox allows students to submit assignments electronically. Assignments are stored in D2L so you may view submissions there without having submissions fill your email Inbox. You can open student submissions individually or download multiple submissions at one time, save them in a convenient location, and then review them later outside of D2L. You can link a grade item to your dropbox so you can grade submissions in the dropbox; the scores are then pushed to the gradebook.

This page explains how to do the following tasks:

- Creating a Dropbox
- Linking the Dropbox to Grades
- Leaving Feedback
- Leaving Feedback for non-submissions and external submissions
- Retracting Feedback
- Downloading Multiple Submissions
- Uploading Graded Files in Bulk  **NEW in D2L v10.3**
- Restoring Deleted Folders

Creating a Dropbox

Before students can submit assignments electronically in your D2L courses, you must create a dropbox folder. It is recommended that a dropbox folder be created for each assignment in the course.

1. On the navigation bar, choose Activities, then Dropbox.
2. Press New Folder.
3. In the Name text box, type a name for the folder.  
   Example: Week 1 Assignment.
4. Optional: Select a Category for the folder.
5. Optional: Toward the bottom of the page, you will see the Submission Options section.  
   Click Show Submission Options to view details.

**Submission Options**

- Hide Submission Options
- Files allowed per submission
  - Unlimited
  - One file per submission
- Submissions
  - All submissions are kept
  - Only the most recent submission is kept
  - Only one submission allowed

By default, the number of files a student is allowed to drop per submission is unlimited. You may change that if you wish.

6. Press Save.

   NOTE: To edit an existing dropbox folder, click Edit in the dropdown menu to the right of the item's title. To delete a dropbox folder, select Delete from the More Actions dropdown menu. Then check the checkbox in front of the folder to be deleted and press Delete Selected.

**Linking the Dropbox to grades**

If you use the Grades tool in D2L, you may want to link the dropbox and grades so that students can view their grade and feedback in both areas. To link a new grade item to the folder:

1. Click the dropdown arrow next to the dropbox you want to link and select Edit Folder.
2. Click the Grade Item dropdown arrow and select a grade item from the list. Or, click [New Grade Item] to create a new grade item for this dropbox.

![Grade Item dropdown](image)

3. In the Out Of text box, specify the point value for this assignment. The point value indicated for this dropbox folder should be identical to the point value for the grade item in the D2L gradebook.

4. Press Save.

**IMPORTANT NOTE:** In order for the score and feedback to appear in both grades and the dropbox, grading MUST be done in the dropbox, not the gradebook. If you enter grades in the gradebook, any time you then “Publish Feedback” in the dropbox area, the grades entered in the gradebook will be overwritten and you will lose them. See “Leaving Feedback” below for more information.

**Leaving Feedback**

After students have submitted work to a dropbox, you can leave feedback on the submissions. In D2L version 10.3, instructors can also leave feedback in the dropbox for non-submitting students, that is, those who submitted the assignment outside of D2L or who did not complete the assignment at all.

1. On the navigation bar, select Activities, then Dropbox.
2. Click the name of the dropbox and Click on the Files tab.
3. Scroll down to view students who have submitted the assignment.
4. Single click on the File you wish to evaluate.
5. If the student has left an assignment in a format compatible with the viewer (.doc, .docx, .ppt, .pptx, pdf, .jpg), you will be able to view the student's submission in the dropbox document viewer in the left pane and leave feedback in the right pane at the same time.
6. Click the link to the file in the panel on the left.

   OR: To download the file, choose ![download icon] below the file link to save the student's file(s) to your computer:

7. If the folder is linked to a grade item, in the Evaluation text box in the right pane, type in the student's grade.

   ![Evaluation interface]

   NOTE: In order for the dropbox to link with grades, a numeric score must be entered.

8. Type your comments in the Feedback text box in the right pane.

9. Optional: You may also record audio feedback via D2L or you can upload an audio file if you'd like. If you use audio, ensure that students with disabilities have equal access by providing a text equivalent.
10. You have several options to complete your grading and feedback.

- To publish your feedback so the student can see it immediately, click [Update].
- If you would prefer that all of your students receive their feedback after you have finished grading all submissions in this dropbox, press [Revert]. This will save a draft of your feedback for publication at a later time.

- If you choose to save a draft, you can return to the list of folder submissions, click [Finish] at the bottom of your screen or press [Back to Folder Submissions] at the top of your screen.
- Once you have completed grading and leaving feedback and want to make the grades and feedback visible to students, return to the list of folder submissions by clicking on the dropbox name. Click the checkbox at the top of the list to select everything in the list.

10. Then, press **Publish Feedback** and all your drafted feedback will become available to individual students at the same time: ![Publish Feedback]

**Leaving Feedback for non-submissions/external submissions**

In D2L version 10.3, instructors can leave feedback in the dropbox for students who submitted the assignment outside of D2L or who did not complete the assignment at all.

1. On the navigation bar, press **Activities**, then **Dropbox**.
2. Click on the name of the specific dropbox.
3. D2L displays, by default, the students who have submitted to the dropbox. To see the students who have not submitted to this dropbox, choose **Users without submissions** from the Submissions dropdown menu above the list of student names, then click on the magnifying glass icon to the right of the search field:
4. When the results appear, single click on the **Evaluate** link at the right of the student's name.

   *NOTE: If you double click on this link, you will not be able to access the feedback pane!*

5. If the dropbox folder is linked to a grade item, in the **Evaluation** text box in the right pane, type in the student's grade.

   *NOTE: In order for the dropbox to link with grades, a numeric score must be entered.*

6. Type your comments, if any, in the **Feedback** text box in the right pane.

7. **Optional:** You may also record audio feedback via D2L or you can upload an audio file if you'd like. If you use audio, ensure that students with disabilities have equal access by providing a text equivalent.
8. You have several options to complete your grading and feedback.

To publish your feedback so the student can see it immediately, click Publish.

- If you would prefer that all of your students receive their feedback after you have finished grading all submissions in this dropbox, press Save Draft after grading each student. This will save a draft of your feedback for publication at a later time.
- If you choose to save a draft, you can return to the list of folder submissions, click Finish at the bottom of your screen or click at the top of your screen.

Retracting Feedback

Once feedback has been published for a dropbox submission, it is possible to retract feedback on an individual basis.

1. On the Navigation bar, choose Activities, then Dropbox.
2. Click the name of the dropbox folder and find the student you wish to work with. To the right of the student’s name you will see Grade and Feedback Published:. This indicates that the submission has already been graded and the feedback made available to students. Click this link.
3. You will now see the student’s submissions(s) on the left and your feedback/grading panel on the right. To retract the published feedback, click Retract at the bottom of the feedback pane on the right.
4. A dialogue box will appear asking if you are sure that you want to delete the feedback. The only feedback that will be deleted is the feedback found on the page you are currently on. Click Yes to proceed with the deletion.
5. You will automatically be returned to the folder submission page. Retracting feedback clears both the grade and feedback previously submitted in the dropbox.

**NOTE:** Retracting feedback will only clear the points grade and comments in the Dropbox tool. Deleting the feedback and grade must be done in the gradebook separately.

---

**Downloading Multiple Student Submissions**

In version 10.3, grading submissions to the dropbox is simpler than ever! This version allows instructors to return annotated student files in bulk to dropbox folders. The proper student file(s) will be attached to each user's submission evaluation.

**Process overview:**

1. Download the student submission files from a dropbox to a zip (compressed) file and save the file in the desired location on your computer.
2. Extract the files, open each document, enter your comments, and save each file without changing the file names of the individual files.
3. Zip the graded student files and upload the zip file to the dropbox.

You can download more than one dropbox submission at one time. Read the steps below.

1. On the navigation bar, choose **Activities**, then **Dropbox**.
2. Click a folder **name**.
3. Check the checkboxes for students whose assignments you want to download:
   a. On the **Users** tab, select the checkbox beside each user or group with dropbox files you want to download.
   b. On the **Files** tab, select the checkbox beside each file you want to download.

   *Note: You may select all users or files by clicking on the checkbox above or below the list of users or files.*

4. Press **Download** above or below the list of students or files.
5. A dialog box appears. Click on the link and open the file.
6. Press **Extract all files**.
NOTE: This process renames each downloaded submission file to include a unique user ID, the user's name, or the group's name along with the submitting user's name, and the submission date and time.

Warning: If you want to leave feedback directly in a downloaded document and attach it to a user's dropbox submission evaluation using the bulk upload procedure, do not rename the individual files within the zip folder when you save your changes. This ensures a successful upload and the proper distribution to students.

7. Choose the file location to save this zip file; you may rename the zip folder » then click Extract.
8. You can open the index to see what files are included. Open each extracted file and leave your feedback (using Insert Comments in MS Word, for instance) in each student's submission.
9. Save your changes without changing the file name for each student's submission.

Uploading Graded Files (in bulk)

If you download user submissions and leave feedback within the documents (e.g., Insert Comments feature in Word documents), you can then upload the annotated documents in bulk to the appropriate dropbox folder so they appear as attachments to each user's submission evaluation.

To ensure successful distribution to students, retain the individual filenames created in the bulk download (i.e., the documents within the Zip file) even after you enter and save your feedback.

1. In the Dropbox tool, click on the name of the folder for which you will evaluate submissions.
2. OPTIONAL: Create a zip file containing the graded documents.
3. Press Add Feedback Files at the top of the page.
4. Press Upload (or you may drag and drop if your browser supports it) your zip file to return the graded results to the right students.
   - If you did not zip the files, you may upload (or drag and drop) individual graded files one by one or in a group.
NOTE: If you upload a zip file containing dropbox submissions you previously downloaded, your zip file structure must be identical to the bulk submission download, and file names within the zip file should remain unchanged. This ensures the automatic distribution process runs smoothly.

NOTE: Internet Explorer 9 and older versions of that browser do not support dragging and dropping files from your desktop into D2L’s Learning Environment; use the Upload button to return files to students.

5. By default, the system overwrites duplicate upload files. Clear the **Overwrite duplicate files** check box if you want to retain duplicate files.
6. Press **Add** in the lower left of the **Add Feedback Files** dialog box.
7. Processing occurs. Wait for confirmation that the process has ended.
8. Feedback files that do not automatically distribute display in the **Distribute Feedback** dialog box so you can manually choose the recipient:
   a. Click on a **filename**.
   b. Student names will appear.
   c. Click on the **name** of the student to whom you want to send the feedback.
   d. Repeat for each file listed on the **Leave Feedback on Submission** dialog box

**Restoring Deleted Dropbox Folders**

If you accidentally delete a dropbox folder, you may restore it in your course. Restoring a folder restores the submitted files, if any, in the folder.

1. Choose **Dropbox** on the course navigation bar.
2. Click on the **More Actions** button; choose **Event Log** from the dropdown menu.
3. Click **Restore** beside the folder you want to restore.
FOR FACULTY:

What are GROUPS?

Groups in Desire2Learn let students work together online. You can create new groups for each project, or keep students in the same groups for all projects during the term.

Creating Groups and Group Workspace

1. Choose Groups on the navigation bar.
2. Click New Category.
3. In the Category Name text box, type the desired name.

Hint: This name describes the category, not the individual groups.

4. Optional: In the Description text box, type a description of the category.
5. From the Enrollment Type pull-down menu, choose the type of enrollment you prefer:
   - # of Groups - No Auto Enrollments: You choose which students are in which groups.
   - Groups of #: Students are automatically placed into groups of a specific size (i.e., 3 students per group).
   - # of Groups: The class is automatically divided into the chosen number of groups (i.e., 2 groups would divide the class in half).
   - The final two options in D2L (Groups of # - Self-Enrollment & # of Groups - Self Enrollment) are the same as above but these options allow students to enroll themselves into groups.
NOTE: The options you see below will differ depending on the Enrollment Type you choose.

6. In the **Number of Groups/Users** text box, type the desired number.

7. Depending on your **Enrollment Type**, you may see an **Advanced Properties** section.
   Click **Expand Advanced Properties** if it is not already open, and choose whether or not you wish new users to be auto-enrolled and/or users in groups to be randomized.

   **Recommended:** In the Advanced Properties section, you may check the box to Auto-Enroll New Users so that new students that are enrolled in the course can be added to the groups after the groups have been created. You can also uncheck the Randomize users in Groups box if you wanted users to be enrolled based on the alphabetical order of the classlist rather than randomly.

8. At this point, if you do not want to create a Group Workspace you may simply click **Save** (and it is not necessary to continue reading this section of documentation). If you do wish to create Group workspace, continue following the steps below.

9. In the **Additional Options** section, click **Expand the Additional Options** if it is not already open.

10. Choose the desired **Create Workspace** option(s). If you are using Discussions, set them up here to ensure restrictions are in place.

11. Click **Save**. You will now be able to choose the settings for your Group Workspaces.

12. **Discussions**--If you chose to create discussions, you will see the **Create Restricted Discussions** screen.

   a. From the **Forum** pulldown menu, choose an existing forum for the discussion in the Forum dropdown menu.

   **NOTE:** If you wish, you may create a new discussion forum by clicking **New Forum**.

   b. Click **Add Another** to select another forum, or if you have finished choosing/creating your group discussion space, choose **Create and Next** to continue

**Dropboxes**--If you chose to create dropboxes, you will see the **Create Dropbox Folders** screen.
a. Enter the assignment name for the folder.

*NOTE: Under Folder Type, notice that it reads: Group submission folder - [Category Name], indicating that this is a group dropbox folder.*

b. **Optional:** From the **Category** pulldown menu, choose the category (if any) in which you would like the dropbox folder to appear. You may create a new category by clicking **New Category**.

*NOTE: Categories allow you to organize your dropboxes by type of assignment.*

c. You may link this dropbox to your gradebook. From Grade Item pulldown menu, choose an existing grade item.

*NOTE: If you wish, you may create a new grade item by clicking **New Grade Item**.*

d. If you linked this dropbox to a grade item, also enter the total number of points for the assignment in the *Out Of* text box; the point value entered here should equal the point value of the grade item linked to the dropbox.

e. **Optional:** You may also add a rubric, choose a default scoring rubric, provide instructions for the submission, attach a file, and/or record audio.

f. In the **Submission Options** section, click **Show Submission Options**. Here you may choose how many files are allowed per submission and how many submissions are allowed.

g. Click **Add Another** to add another group dropbox folder, or **Create** to continue.

You will receive a summary of your Group Workspace. Click **Done** to continue.

*NOTE: If you chose to create Lockers, one is automatically created for each group.*

You will then see the **Edit Category** screen. If the settings are as you wish them to be, click **Save**.
Manually Enrolling Students

1. Click the dropdown arrow next to the desired category and select **Enroll Users**.
2. In the checkboxes, select which group each user should be in.

![Image showing Enroll Users button and checkboxes]

**NOTE:** An icon 📊 appears next to the names of users enrolled in a group.

3. Click **Save**.

Editing Groups or Categories

You can change group and category names.

1. To rename a category,
   a. Click **Tools**, then **Groups** on the navigation bar.
   b. Click the name of the category.
   c. In the **Category Name** box, type the new name.
   d. Click **Save**.
2. To rename a group,
   a. Click **Tools**, then **Groups** on the navigation bar.
   b. Click the name of the group.
   c. In the **Group Name** box, type the new name.
   d. Click **Save**.

Deleting Groups or Categories

1. Click **Tools**, then **Groups** on the navigation bar.
2. From the **View Categories** pull-down menu, select the desired category.
3. Click the category or group you want to delete.
4. Click **Delete**.
5. A confirmation pane appears; click **Delete Groups/Categories**.
FOR FACULTY:

What are QUIZZES?

The Quizzes tool enables you to create and manage assessments of students' learning. You can create questions in your course's Question Library, choose which questions are included in a particular quiz, and set up grading options.

NOTE: The tabs in the Quiz tool in version 10.3 have changed somewhat. View the details below.

This page includes information on:

- Creating Sections and Questions in the Question Library
- Creating a Quiz
- Importing Questions
- Submission View Settings (student view of completed quizzes)
- Previewing Quizzes
- Deterring Students from Cheating
- Viewing Completed Quiz Attempts
- Submitting Attempts on Behalf of Students
- Manual Quiz Question Grading
- Quiz Question Re-Grading

Creating Sections and Questions

Quiz questions should be created in the Question Library in folders called sections. From there, they can easily be imported into D2L quizzes. The advantage of using the Question Library is that the same questions can be used in multiple quizzes and imported into quizzes containing random sections. Sections allow instructors to organize questions in the Question Library. You can create sections or folders relating to specific topic areas, by quiz or exam, or organized by the type of question.
1. On the navigation bar, click **Activities**, then **Quizzes**.
2. Click **Question Library**.
3. Press **New** and select **Section** from the dropdown menu.

![Question Library](image)

4. In the **Name** text box, type a name for the section.
5. Click **Save**. The section now appears in the Question Library.
6. Click on the section or folder name, then begin creating questions in the section by choosing the type of question you would like to add to your library.

**Creating a Quiz**

1. On the navigation bar, select **Activities**, then **Quizzes**.
2. Click **New Quiz**.
3. In the **Name** field of the Properties tab, type a name for the quiz.
4. **OPTIONAL:** Select a category.
5. Import questions from the Question Library. See the *Importing Questions* section below.
6. **RECOMMENDED:** Check "Disable right click" in **Optional Advanced Properties** so students cannot easily print the quiz.

![Optional Advanced Properties](image)

7. Press **Save** at the bottom of the Properties tab.
8. Click on the **Restrictions** tab to set timing-related options.
9. Activate the quiz by choosing Active in the Status (Restrictions Tab) pulldown menu. Student cannot see inactive quizzes.

10. Click the Has Start Date and Has End Date checkboxes to add start and end dates to your quiz. Use the pull-down menu to adjust the dates and times. This sets the quiz window, the period of time which the student has to access the quiz.

11. In the Timing section, limit the amount of time students have to take the quiz:
   - In the Time Limit text box, enter the number of minutes allowed for the quiz.
     
     RECOMMENDED: Allow normal submission for late submissions.
   - Also, click the checkboxes in front of enforced and show clock.

12. When you've finished making changes, click Save.

13. Click on the Assessment tab.

14. RECOMMENDED: Link to a grade item on the Assessment tab:
   - Select one from the Grade Item pull-down menu
     OR
   - Create one by clicking [add grade item]
   - Fill out the dialog box as appropriate

15. RECOMMENDED: If you want the quiz to be automatically graded and scores sent to the Grades tool, select Automatic Grade and Auto Export to Grades (Assessment Tab).

16. Set the number of times students can take a quiz in the Attempts Allowed dropdown menu. The default number of quiz attempts is 1.

17. Press Save.

18. OPTIONAL: To make quiz results available to students, access the Submission Views tab. Refer to the steps in the Submission View Settings section below.

**Importing Questions**

You can import questions into a quiz from the question library.

1. To import questions into your quiz, click on the name of the desired quiz in the Quizzes tool.

2. On the Properties tab, scroll down to the Quiz Questions section; press the button labeled Add/Edit Questions.

3. Press the Import button.

4. From Source Collection, select Question Library

5. Select the Source Section that contains the quiz questions to be imported.
6. A list of questions will appear.
7. Check the checkboxes in front of the questions to be imported into this quiz.
8. Press Save. Your questions are now imported in to the quiz. Press Done Editing Questions.

Submission Views Settings

Using Submission Views, you can set options for displaying to students results of graded quiz attempts. Students only see their own quiz results. Those students who do not take the quiz will not have access to the answer views.

1. In the Quizzes tool, click on the name of the desired quiz.
2. On the page that appears, go to the Submission Views tab.
3. The Default view appears. This view opens to students immediately after submitting the quiz. The default settings allow students to see their own grade on the quiz.
4. To edit the default view, click the linked Default View text. -OR-
   To create a new view, click Add Additional View.

   NOTE: By default, all D2L quizzes are set up to only display student overall grades on the quiz immediately after submission.

   NOTE: The starting availability of the default quiz submission view begins at the time of the student’s submission.

   NEW: When creating an additional view, you may now limit the amount of time students have to view their answers with the Limited Duration option.

   
   

5. RECOMMENDED:
   - You may choose to show all the questions on the quiz, just the questions answered incorrectly, or those answered correctly.
   - You may also allow students to view their own responses to the questions you display, i.e., Show all questions with user responses.
   - In addition, you can allow students to see the correct answers for each question you display, i.e., Show question answers.
You may display the points earned on each quiz question as well as the total points for each question, i.e., *Show question score and out of score*. In the *Score* section, select *Show attempt score and overall attempt score* to each student their total earned points on this quiz.

*NOTE: When students view their graded submissions, they will also have the option to View Feedback for questions in which comments were created.*

6. Once you have chosen the desired settings, click **Save**.

**Previewing Quizzes**

Once you create your quiz or exam, it is very important to preview it multiple times to review it from the student perspective. Previewing can help you locate spelling, grammar, and formatting errors, missed images or instructions, and other errors. Resolving these issues before students begin taking the quiz or exam means a better experience for students.

To previous a quiz/exam:

1. Click on **Activities**, then **Quizzes** on the navigation bar in your D2L course.
2. Find your quiz in the list and click on the arrow to the right of the quiz title.
3. Choose **Preview** from the dropdown menu.
4. Read the instructions and press **Start Quiz!** at the bottom of the page.
5. Press **OK** to confirm.
6. The quiz questions display in preview mode just as students will see them. You may answer questions, save your answers, then submit your quiz.

*NOTE: No scores are recorded for quiz previews.*

**Deterring Students from Cheating**

Consider asking open-ended questions or assigning papers and projects rather than using multiple-choice exams as your major assessments. Multiple assessments and different assessment types also deter cheating. Contact **d2l@uwp.edu** to discuss additional strategies.
Viewing Completed Quiz Attempts

1. In the quiz list, click the black arrow to the right of the desired quiz name, and select **Grade** from the dropdown menu.

2. The list of all completed attempts by all students appears. The default choice when accessing this list is shown as "Users who have completed an attempt." Note that there are other options. Make your choice, then click on the magnifying glass icon to the right of the "Restrict to" dropdown menu.

3. The results meeting the criteria selected above will appear, if any results are available.

   **NOTE:** If a student indicates s/he took the quiz in question but you cannot see it in the list of completed attempts, select "Users with attempts in progress" in the dropdown above, then click on the magnifying glass icon to the right of the Search field to complete the search. A list of students with unsubmitted attempts, those who entered the quiz but did not submit the quiz, will appear.

4. If results appears, click **Attempt 1** beneath a student's name to view an individual student's quiz answers for that attempt.

5. **OPTIONAL:** After clicking on **Attempt 1** link, you may access the **Quizzes Event Log** (found in the section labeled **Attempt 1**) to view a timeline of that student's activity in the quiz.

Submitting Attempts on Behalf of Students

Sometimes students complete a quiz but exit without submitting their attempt. It is possible for instructors to view and submit those quiz attempts on behalf of the student(s).
IMPORTANT NOTE: This must be done after the quiz period has ended, or it could interfere with students currently taking the quiz.

1. From the Manage Quizzes area, click the black arrow to the right of the desired quiz, and select Grade.
2. From the Restrict to dropdown menu, select Users with attempts in progress.
3. Click the magnifying glass to the right of the search box above.

4. If results display, you will see the attempt list with an "In Progress" notification and an "Enter Quiz as User" icon.

5. Click "Enter Quiz as User" icon: 📍
6. Click Yes to confirm.
7. The student's attempt will open. If desired, review the quiz answers in that attempt.
8. Submit the quiz on the student's behalf by clicking Go to Submit Quiz, found at the bottom of the list of questions.
9. Confirm the submission if asked, or click Exit Impersonating if you decide not to submit the quiz of the student's behalf.
10. If you chose to submit the attempt, you will be returned to the list of unsubmitted attempts for that quiz.

Manual Quiz Question Grading

This section describes how to manually grade a quiz containing question types that are not practical for D2L to automatically grade. This includes short answer or long answer essay questions and, in some cases, fill-in-the-blank questions.

1. On the navigation bar, click Quizzes.
2. Click the black arrow to the right of the quiz your wish to grade, and select Grade from the menu that appears.
3. On the screen that opens, you will see a list of all the users who have completed attempts.
4. Select the first attempt in the list.

5. You will be taken to a page that will display the details of that student's quiz attempt. Scroll down to the Quiz Results section. Under each individual question, you will see both your question and the student's response. If you specified a correct answer when creating the quiz, you will also see this text in the Answer Key section under the student response.

6. Click Expand question feedback. Click in the textbox that appears to enter individual feedback for the student on his/her answer.

7. To enter a grade for the response, manually enter a number in the Score textbox. Notice that it also indicates the point value you assigned to the question.

8. You may then scroll down to the next question in the quiz. If your quiz has a large number of questions or your grading process requires more than a few minutes for each student, we recommend that you save frequently as you grade individuals. To do this, scroll down to the bottom of the screen and click Save.

9. Once you are finished grading this attempt, click Save at the bottom of the page.

10. Recalculation will automatically occur whenever an individual question is graded. If you manually alter the final score on a quiz and then decide to clear that score, the system reverts back to automatically recalculating the final score.

11. Note the word Graded and the unchecked box that appears under it. If you check this box, the grade will automatically be released to the student at this time, as well as be
entered into the gradebook. Be sure to SAVE. If you wish to release grades to all students at one time, leave this box unchecked.

12. If you wish to add overall comments for the student in addition to (or instead of) individual comments for each question, enter them in the Attempt Comments textbox. If you do this, make sure you scroll down to the bottom of the screen and click Save before advancing on to another submission.

13. To advance to the next student's submission, scroll to the top of the page and click the blue arrow pointing to the right. When the arrow turns gray, it means you have reached the last student submission.

14. Once you have finished grading all submissions and have saved your final changes, click Close at the bottom of the screen. This will return you to the screen showing all the users and their attempts, with you updated scoring.

15. To send all grades to the gradebook and release the grades to all students, click the icon next to the word Graded. Notice that checkmarks appear in all the boxes in the column.

16. Click Update.

**Quiz Question Re-Grading**

There may be a time when you wish to regrade a quiz after attempts have been made by students. Perhaps a question was poorly worded, and you wish to make two answers possible. Or, perhaps you accidentally marked the wrong answer as correct. In any case, it is possible to automatically regrade quiz questions and award the proper points to the students.

*NOTE: After your students take a quiz, it is advisable to review the quiz attempts to make sure they look correct. If the majority of the class got one question wrong, it may indicate that the question was faulty or unclear.*
1. In the desired course, click Quizzes in the navigation bar.
2. Find the quiz you wish to edit. Click the black arrow next to the quiz name, and select Grade from the list.
3. On the screen that opens, you will see all attempts by all the students in your course. At the top of the screen, click the Questions tab.
4. Select the radio button next to Update All Attempts to ensure that once you make your changes, the grades of all students will be adjusted accordingly.
5. Select from the list the question you wish to edit.
6. On the screen that appears, you will see the number of students who chose each answer option. The answer option with the blue arrow to the left is marked as the correct answer.

Below that, you will see the Grade section where you can make your changes. You will see how much the question is worth in this section, which will most likely be relevant for adjusting points.
7. Look in the *Grading Type* section to view your options for re-grading.

8. Choose from one of the two radio buttons in the *Grading Type* section:
   a. If you wish to simply give all students credit for the question no matter which answer option was chosen, keep the **Give to all attempts**... option checked, and insert a point value in the blank provided.

   **EXAMPLE:**

   ![Grading Type Example]

   b. If you wish to allow a second correct answer, check the **Give to attempts with answer**... option. From the dropdown menu, select the answer you wish to mark as correct (you can see how they are numbered above in the *Quiz Responses* section). Then, in the blank, insert the number of points you wish to award to the students.
EXAMPLE:

* Give to attempts with answer 3 points

**c.** Or, if you wish to correct the points award because the wrong answer option is marked as correct, choose the second radio button. You may need to do this if the answer you originally marked as correct was actually incorrect. In this case, you would want to make sure you: a) award points for students who chose the actual correct answer, and b) deduct points for students who chose the incorrect answer originally marked as correct. This correction requires two steps:

1. To deduct points for the incorrect answer originally marked as correct, choose the number/letter of the answer originally marked correct, then enter 0 (zero) for the point value to replace the points originally awarded for this answer. Press Save and choose Yes to confirm.

   * Give to attempts with answer 0 points

2. To give credit for the correct answer, choose the number/letter of the correct answer option in the Give to all attempts with answer... dropdown menu, then assign the appropriate number of points to award for this correct answer. Press Save and choose Yes to confirm.

   * Give to attempts with answer 5 points

3. **OPTIONAL:** Enter explanatory comments in the Comment section.

Your changes will appear in the modification log below and will be reflected in the students' grades for this quiz.

**NOTE:** This process does not correct the question and associated answers in the Question Library in your D2L course. Be sure to edit the question and answers (and save in all locations when prompted) so all will be correct when you copy this course in the future.

9. Press Go Back to Questions at the bottom of the screen to return to the question list. Select the Users tab to view the grade updates for each attempt.
FOR FACULTY:

What is the GRADE TOOL?

The Grades tool lets you set up a gradebook and record students' scores in D2L.

This page contains information on:

- Setup Wizard
- Categories
- Creating Grade Items
- Calculating Midterm Grades
- Editing Grade Items
- Deleting Grade Items
- Recovering Grade Items
- Extra Credit
- Entering Grades
- Previewing Student Grades
- Setting Final Grade Properties
- Recalculating the Final Grade

Set up Wizard

The Setup Wizard in the D2L gradebook allows you to choose grade display preferences for yourself and your students, as well as choose options for calculating final grades. Use the seven-step Setup Wizard to determine your options before creating grade items and categories.

You can also access these options through Settings in the upper right of most Grades pages.

Grade Settings

1. From the Course Home page, on the Navigation bar, click my tools, then click Grades.
2. Choose Setup Wizard tab near the top of the screen.

![Setup Wizard](image)

3. Click Start. **Step 1: Choose Grading System** appears.

![Choose Grading System](image)

4. Select the desired grading system.
   a. Weighted System: Each item or category is worth a percentage of the final grade.
   b. Points System: Each item is worth a set number of points, and the final grade is the number of points earned divided by the total number of points possible.
   c. Formula System: Write a formula for grading that uses points.
5. Click Continue. Step 2: Final Grade Release appears.

6. Select Calculate Final Grade or Adjusted Final Grade. Descriptions are given for both options. Students do not see final grades until released by the instructor.

   NOTE: Adjusted Final Grade allows you more flexibility.

7. Click Continue. Step 3: Grade Calculations appears.

8. Make the desired selections.

   - If you choose Treat ungraded items as 0, students' final grades will appear much lower than their graded coursework suggests. Grade items you have not yet assigned will show a grade of zero (0) until you manually overwrite that grade.

   - If you choose Drop ungraded items, dashes will appear in the columns of ungraded items. If a student does not submit an assignment or take a quiz in D2L, the missed grade item will not be included in the final grade calculation until a grade for that assignment or quiz is entered manually.
If you select automatically keep final grade updated, D2L will keep the final calculated grade updated in the course gradebook. However, the gradebook may take longer to load, especially if you have a large class and/or lots of grade items.

9. Click Continue. Step 4: Choose Default Grade Scheme appears.

10. Choose the desired scheme by clicking the radio button next to the desired scheme in the Default Scheme column. To learn about a scheme, click the icon in the Preview column.

11. Click Continue. Step 5: Managing View Display Options appears.

12. In the text box, type the number of digits you want displayed after the decimal point.

13. Click Continue. Step 6: Student View Display Options appears. You control what students see in the gradebook in your course.

14. Make the desired changes.

NOTE: For more information about any item, click the Get Help icon next to the item:
15. Click Continue. Step 7: Grades Setup Summary appears.

16. This is a summary of all the settings you have chosen. If you wish to make changes, click Go Back. If you are satisfied with your changes, click Finish.

17. You are now ready to create grade items and categories. A screen appears with a number of options, providing direct links to these tasks.

Categories

You can group grade items by category. Categories are essential in a weighted gradebook and optional in a points gradebook. In a points gradebook, categories are used as an organizational tool. In a weighted gradebook, categories are used to specify the total weight a group of grade items contributes to the course final grade. If you create categories you can drop the lowest or highest grades from a set of grade items.

IMPORTANT NOTE: Before creating you category, you will want to decide whether you wish to use a weighted gradebook or a points gradebook. This is a choice you will make when using the Setup Wizard, and it will change what you see when creating your category. For more information, view the Gradebook: Setup Wizard documentation.
1. From the Course Home page, on the Navigation bar, click Tools then Grades.
2. Click the Manage Grades tab near the top of the screen.

3. Click New and select Category from the dropdown menu.

4. In the Name text box, type a name for the grade category.
5. Optional: In the Short Name text box, type an abbreviated name for the grade category.

   NOTE: Students see the category name in their view of their own grades; instructors see the short name.

6. Optional: If you wish to give the category a description, click Show Description and enter the desired description in the box. You may also choose whether or not to allow users to view the description.

Once you reach this point, the options you see in the Grading section will differ depending on whether you have chosen to use a weighted or points gradebook. Follow the set of directions below that is appropriate for your specific case.
Weighted Gradebook
Follow these directions if you are using a weighted gradebook.

**Grading**

Weight

10

- Allow category grade to exceed category weight

**Distribution**

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items

- Number of highest non-bonus items to drop for each user
- Number of lowest non-bonus items to drop for each user

1. In the *Weight* text box, enter the percentage the category as a whole will contribute to the final grade (e.g. 10% of the final grade).
2. If you wish to allow students' grades for the category to exceed 100%, select **Allow category grade to exceed category weight**.
3. In the **Distribution** section, you may choose to manually assign weight to items in the category, distribute weight by points across all items in the category, or distribute weight evenly across all the items.

   *NOTE: If you chose the final option, you may also drop any number of lowest or highest non-bonus grade items within a category by specifying the number of items in the appropriate text box.*

4. Click **Show Display Options** and select the options provided there if desired.
5. If you wish to set visibility restrictions, click the **Restrictions** tab near the top of the page. By default the category is always visible, but you may choose to hide the category or set specific date range, during which time the category will be visible.
6. Click **Save and Close** if you are finished creating categories, **Save and New** to save the current category and create another one, or **Save** to save the category, but keep it open.
Points Gradebook
Follow these directions if you are using a points gradebook.

### Grading

- **Can Exceed**:  
  - If you wish to allow students' grades for the category to exceed 100%, select **Can Exceed**.

- **Exclude from Final Grade Calculation**:  
  - If you wish, select **Exclude from Final Grade Calculation**.

### Distribution

- **Distribute points across all items**
  - Points per item:
    - In the **Distribution** section, you may select **Distribute points across all items** if you want all items in the category to be worth the same amount. You will then be asked to specify the number of points per item in this category.

- **Optional**: To drop any number of lowest or highest non-bonus grade items within a category, specify the number of items in the appropriate text box. These options will only be available if you have selected the **Distribute points...** option from step 3.

1. If you wish to allow students' grades for the category to exceed 100%, select **Can Exceed**.
2. If you wish, select **Exclude from Final Grade Calculation**.
3. In the **Distribution** section, you may select **Distribute points across all items** if you want all items in the category to be worth the same amount. You will then be asked to specify the number of points per item in this category.
4. **Optional**: To drop any number of lowest or highest non-bonus grade items within a category, specify the number of items in the appropriate text box. These options will only be available if you have selected the **Distribute points...** option from step 3.
5. Click **Show Display Options** and select the options provided there if desired.
6. If you wish to set visibility restrictions, click the **Restrictions** tab near the top of the page. By default the category is always visible, but you may choose to hide the category or set specific date range, during which time the category will be visible (to students).
7. Click **Save and Close** if you are finished creating categories, **Save and New** to save the current category and create another one, or **Save** to save the category, but keep it open.
Creating Grade Items

Grade items are what actually get scored. They might include papers, quizzes, projects, and other assignments. You can create grade items in the Grades tool, or when creating a linked quiz, dropbox, or other item.

1. On the Navigation bar, click Grades.
2. Click the Manage Grades tab.
3. Click the New dropdown arrow and select New Item.
4. Choose a grade item type (if unsure, choose Numeric).
5. Name the item; also give the item an abbreviated name in the Short Name field to keep the columns narrow and reduce left-right scrolling.
   Students will see the grade item name; instructors will see the Short Name.
6. Optional: Assign a category, either existing (from the dropdown menu) or create a new category for this grade item.
7. For a Numeric grade item, enter the Max. Points.
8. Fill out any other applicable fields.
9. Click Save.

Calculating Midterm Grades

In the D2L gradebook, it is possible to create a Calculated grade item that will display to students their midterm grades.

In Grades, choose Manage Grades:

1. Select New, then Item
2. Choose Calculated toward the bottom of the list of Grade Item Types
3. The New Item screen appears; name the grade item, e.g., Midterm Grade

   OPTIONAL: Type in a short name which will display only to you, not to students, e.g., MT Grade, to keep your gradebook column narrow and reduce left/right scrolling.

4. Scroll down the page and select (check the checkboxes) the grade items from the list to include in the calculation.
5. If there are extra credit/bonus items in the gradebook, check the Can Exceed checkbox above the list of grade items.
6. Press **Save and Close**; you are returned to Manage Grades.
7. Move the item to the desired location in the list by pressing **More Actions**, then **Reorder**.
8. Change the order of the grade items by choosing the numbers in the dropdown menus to the right of each grade item; press **Save** to retain your changes.

9. Go to the Enter Grades view and verify the results in that view.

### Editing Grade Items

1. On the **Navigation** bar, click **Grades**.
2. Click the **Manage Grades** tab.
3. To edit a specific grade item, click the item's name in the list.
4. A page will open that allows you to edit the name, category, max points, etc.
5. When you are finished editing, click one of the **Save** options at the bottom of the page.

### Deleting Grade Items

#### Deleting Grade Items

1. On the **Navigation** bar, click **Grades**.
2. Click the **Manage Grades** tab.
3. Click **More Actions**, and select **Delete** from the pulldown menu.

![More Actions Menu]

4. A list of all the grade items and categories will appear. Click the checkboxes next to each category/grade item to select those you wish to delete.

5. At the bottom of the list, click **Delete**.

*NOTE: If you have grade items that are associated with dropboxes, you will see an icon next to them: 📦 Before deleting these grade items, you will need to first break the association.*

---

**Recovering Grade Items**

To recover deleted grade items and entered grades at any time, complete the following steps:

1. From the *Grades* tool, select the **Manage Grades** tab.
2. Click **More Actions**, and select **Event Log** from the dropdown menu that appears.
3. Press **Restore** to recover the grade item along with any entered grades.

<table>
<thead>
<tr>
<th>Changed By</th>
<th>Action</th>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>nddd</td>
<td>Deleted</td>
<td>Assignment 1 (ID: 9892355)</td>
<td>Dec 12, 2011</td>
</tr>
</tbody>
</table>

4. Click on **Manage Grades** in the upper left to return to the list of grade items in your course.

5. Verify that your grade item(s) appears in Manage Grades.
6. Click on Grades on the navigation bar to verify that the grades for the restored grade item display.
Extra Credit

There are two ways to allow extra credit in the gradebook. Bonus items are entirely extra credit, and items that 'Can Exceed' might include extra credit questions along with required ones.

**Can Exceed:** To create a grade item that includes extra credit, select **Can Exceed** when creating the item. For a detailed explanation of how these items work in different gradebooks, consult the Learning Technology Center.

**Bonus:** To create a grade item that is entirely extra credit, select **Bonus** when creating the item. For a detailed explanation of how bonus items work in different gradebooks, consult the Learning Technology Center.

Entering Grades

1. On the navigation bar, click **Grades** and make sure the **Enter Grades** tab is selected.
2. Click the dropdown arrow next to the grade item to enter grades for that item. Click **Grade All**.
3. In the **Grades** column, enter the grade for each student.
4. To leave a comment for a particular student, click in the **Comments** column of that student's row.
5. When you're finished entering grades for an item, click **Save**.

**IMPORTANT NOTE:** If you have linked the dropbox to the gradebook, you MUST do all your grading in the dropbox, not the gradebook. If you try to grade in the gradebook, any time you then "Publish Feedback" in the dropbox area, the grades entered directly in the gradebook will be overwritten and you will lose them. View the **Dropbox page** for more information about linking a dropbox to the gradebook.
Previewing Student Grades

This feature allows instructors to see exactly what students see when they click on Grades in the D2L course.

1. Click **Tools**, then **Grades** in the navigation bar.
2. Go to the **Enter Grades** tab.
3. Click on any student's name in the grade list. Now you will see grades for only that student.

4. Click on the student's name at the top of the page and choose **Preview** from the dropdown menu.

5. You will now see what the student sees when viewing his or her grades in the course. If you've released final grades to students, the final grade information will appear at the top above the individual grades in the student view.
Final Grades

The final grade provides you and your students with the overall grade in a course at a given point.

This section describes settings for the final grade in your Desire2Learn gradebook. In order for these recommended settings to work, you should have your Grade Calculations set as described in Gradebook: Setup Wizard.

Setting Final Grade Properties

Final grade properties determine how the Final Grade item is displayed in the Grades List. The properties need to be set only once each semester.

1. From the Course Home page, click Tools, then Grades.
2. Click the Manage Grades tab.
   The Grades List appears.
3. In the Grade Item column, click on either Final Calculated Grade or Final Adjusted Grade, depending on which you have chosen to use in your course.
   The Edit Calculated Final Grade or Edit Adjusted Final Grade pane appears with the Properties tab selected depending on which one you selected.

4. To change the default grade scheme, select a grade scheme from the Grade Scheme pull-down menu. This allows you to use a different grade scheme for the final grade item only if you choose to do that; for instance, you may display the individual grade items as percentages but your final grades as letter grades.
5. To make statistics visible to students, in the Display Options section, for Submission View, select the desired options.

6. Press Save. The changes are saved.

Recalculating Final Grades

These steps need to be performed each time grade items are updated in order for the Final Grade to reflect those changes.

1. From the Course Home page, click Tools, then Grades.
2. In the Final Grades column, in the Enter Grades tab, click the arrow/triangle to the right of the Final Adjusted Grade dropdown arrow (under the Final Grades header) and select Grade All. The Final Grades pane appears.
3. At the top of the page, select the Final Grades dropdown arrow and choose Recalculate All from the dropdown menu.
The *Grade Items Included in Adjusted Final Grade* dialog box appears.

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>Chapter 1 Quiz</td>
<td>Numeric</td>
</tr>
<tr>
<td>Homework</td>
<td></td>
</tr>
<tr>
<td>Chapter 1 problems</td>
<td>Numeric</td>
</tr>
<tr>
<td>Discussions</td>
<td></td>
</tr>
<tr>
<td>Discussion 1</td>
<td>Numeric</td>
</tr>
<tr>
<td>Introduce yourselves to the class.</td>
<td>Numeric</td>
</tr>
</tbody>
</table>

4. Select the boxes of the items you wish to recalculate then click **Calculate**. A confirmation box appears.
5. Click **Yes**.
   The grades are recalculated.
FOR FACULTY:

What are RUBRICS?

Rubrics in D2L are helpful to students so they know exactly what is expected before they submit their work.

NOTE: Students will see the rubrics you create when you link them to dropboxes or to grade items. Instructors can also link rubrics (usually holistic) to quizzes though students will not see the rubrics when taking the quiz. Rubrics linked to quizzes are available to instructors for grading and to students when viewing their quiz results.

Creating Rubrics

There are two types of rubrics in D2L: Holistic and Analytic. Holistic rubrics are single-criteria rubrics used to evaluate students' overall performance based on predefined achievement levels. Analytic rubrics may contain multiple levels of achievement and assessment criteria to evaluate students based on different criteria using a single rubric.
Creating a Holistic Rubric

1. Select the **Tools**, then **Rubrics** tab on the navigation bar, then press **New Rubric**.
2. Enter a **Name** and a **Description**.
3. Select a **Rubric Status** from the dropdown menu, usually **Draft** as the rubric is being created.

4. Select **Holistic** from the **Rubric Type** dropdown list.

5. Select the Initial Number of Levels that you want to include in your rubric; four (4) is the default.
6. Select a Scoring Method: Percentages (default) or Text Only.

7. Under the **Advanced Availability** menu, **ensure that both the Competencies and ePortfolio options are checked** so this rubric can be linked to other tools in this course.

8. Press **Save**.
9. Select the **Levels** tab, then press **Edit Levels**. In the **Level Name** column, enter a title for the level, overwriting **Level 1**, **Level 2**, etc.
10. If you chose to use percentages as your scoring method, enter a start range for each level. The start range you enter should be the lowest percentage acceptable for that level.
11. Enter a Description for each level to explain what is expected of a student to receive a score in that category.
12. Enter standard Feedback text which will appear to each student scoring within that level.
13. Press **Save**.
14. In the **Properties** tab, change the rubric's status to **Published** when it is complete. Press **Save**.

*NOTE: You cannot associate a rubric with other tools in your D2L course unless its status is set to **Published**.*

### Creating an Analytic Rubric

1. Select the **Rubrics** link on the navigation bar, then press **New Rubric**.
2. Enter a **Name** and a **Description**.
3. Select a **Rubric Status** from the dropdown menu, usually **Draft** as the rubric is being created.

![Rubric Status](image)

4. Select **Analytic** from the **Rubric Type** dropdown list.

![Rubric Type](image)

5. Select the Initial Number of Levels (achievement levels are displayed in columns) and Initial Number of Criteria (evaluation criteria are displayed in rows) that you want to include in your rubric.
6. Select a Scoring Method: Points (default), Custom Points, or Text only. Custom Points rubrics allow you some flexibility in that you may assign different values to different criteria in your rubric, giving more "weight" to one or more criterion than to others.
7. Under the Advanced Availability menu, **ensure that both the Competencies and ePortfolio options are checked** so this rubric can be linked to other tools in this course.

**Advanced Availability**

- Collapse advanced availability options
- Allow new associations in
  - Competencies
  - ePortfolio

8. Press **Save**.

9. On the Levels and Criteria tab, choose **Edit Criterion** from the context menu of the first criterion you want to modify, and enter a criterion name, a description and standard feedback text for this criterion. You may also modify the score for each criterion if you selected Custom Points as the Scoring Method above.

```
Criterion 1
Criterion 2
```

*NOTE: The Description explains what is expected of a student to receive a score in that category. The Feedback Message is displayed to each student who scores within that category.*

10. Press **Save**. Repeat this edit for each criterion and save changes.

11. To modify the level names, click **Edit Level** from the context menu of the first achievement level you want to modify, then enter a level name. Repeat for each level.

```
Level 4
4 points
```

*OPTIONAL: If you are using points as your scoring method, also enter a **Score** for each level.*
12. **Save** your changes.
13. On the Properties tab, change the rubric's status to **Published** when it is complete. Press Save.

   \[NOTE: You cannot associate a rubric with other tools in your D2L course unless its status is set to Published.\]

### Linking Rubrics to Course Tools

You can link a rubric to a dropbox, quiz, or to a grade item.

1. View the **Edit** window for the item you wish to link a rubric to (example shown is for a Discussion Topic).

2. From the **Edit** window, under the **Assessment** tab, select **Add Rubric**.
3. Check the box next to the rubric you want to add, and click **Add Selected**.
4. Click Save and Close. Your rubric has been linked to the item.
5. Once a rubric is associated with another tool, the rubric cannot be deleted; after being used for grading, the rubric is locked and cannot be edited or deleted.

### How will Students View my Rubrics?

**Dropboxes:**
Students can see the rubric when they access the dropbox before submitting a document. Once used for assessment, students will see the rubric and scores earned for each criterion when they view feedback in the dropbox.

**Quizzes:**
Rubrics, usually holistic, linked to quizzes along with scores and feedback are viewed by students in the submission view of the quiz after taking the quiz.

**Discussions:**
Rubrics can be linked Discussion topics but students are currently not able to see rubrics, including scores and feedback, in this tool. Instead, you may consider linking the rubric to the
grade item for the discussion topic so students can see the assessment details in their grades view.

*Grades:*
Students can see rubric scores and feedback linked to grade items in the Assessment Details link in their view of Grades.

**Editing and Deleting Rubrics**

1. In the *Rubrics* tab, click on the title of the rubric you wish to edit. Instructors are able to edit rubrics that are in draft status or rubrics that are published but not yet used for assessment.

   *Note: It is very helpful to add the Rubrics link to the navigation bar before you create rubrics, so you have easy access to them at all times. Your students will not see Rubrics on the navigation bar; instead they will only see the rubrics you have linked to other tools in your course.*

2. On the *Properties* tab, you can edit the **Name**, **Status**, and **Description** of your rubric (do not uncheck the *Competencies* and *ePortfolio* boxes). Once a rubric is created and saved, it is no longer possible to change the rubric type or scoring method.
3. In the Levels and Criteria tab, use the dropdown menus to edit the rubric's criteria and levels. Rename the criteria, enter details in the levels, and enter feedback for each performance level. Save.

4. Set the Rubric status to Published (under the Properties tab) when it is complete and ready to use. Rubrics must be published in order to be linked to other tools. Save.

NOTE: Once a rubric has an association with another tool in the course, it cannot be deleted. Once a rubric has been used for grading, it is locked and cannot be edited or deleted.

Grading with Rubrics: GRADES

1. From the Grades tab, click the black drop-down arrow next to the grade item you wish to edit and click Grade All.
2. A list of all the students will appear. If the grade item is linked to a rubric, you will see an **Assessment** column. For each student you can click the icon in this column to view the rubric for that student.

3. A window will appear allowing you to choose the number of points earned for each criterion. Once you make a selection, you will see a pencil and an eraser appear in the **Feedback** column. You may click the pencil to provide individual text feedback or press the eraser to clear your selection and feedback.

### Rubric Name: Test Rubric

<table>
<thead>
<tr>
<th>Selection</th>
<th>Level</th>
<th>Description</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>cwdac</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>fgybeas</td>
<td>bvfds</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>dceawc</td>
<td>ghk</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>gra</td>
<td>fdsafe</td>
</tr>
</tbody>
</table>

4. Press **Save**, and then click the red "x" in the upper right corner of the box to close the rubric feedback pane.

5. Repeat for each student to be graded, making sure you save your rubric grade and feedback for each student. When you are finished with all the students, click **Save**.

6. Another window will open, confirming that you wish to save and continue. Click **Yes**.

7. To return to the gradebook, click **Grades** on the navigation bar.
Grading with Rubrics: DROPBOX

1. In the Dropbox tab, click on the name of the folder you wish to grade.

<table>
<thead>
<tr>
<th>No Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Folder</td>
</tr>
<tr>
<td>Unit 3</td>
</tr>
</tbody>
</table>

2. Find the name of the student whose submission you want to grade, and click on Grade and Leave Feedback to the right of the name.

3. On the right side menu under the Evaluation heading, click on the name of the rubric you are using to grade the assignment.

   **Evaluation**

   Rubrics
   **new rubric 34**
   Score: 11 / 12 points - 91.67 %
   Level achieved: Level 4

4. In the Assess Rubrics window that appears, grade the assignment by selecting the radio buttons in the appropriate levels.

5. Leave text feedback for each student by clicking on the yellow Edit pencil to override written feedback or the number of points awarded if you so choose.
6. Press **Save & Record** to save and push the score and comments to the feedback area in the dropbox.

7. If you wish to provide more individual feedback about the assignment, use the *Feedback* box on the right side menu. Be sure to save any changes.

**Grading with Rubrics: DISCUSSIONS**

Rubrics can be linked to discussion topics and discussion graded items. However, at this time students cannot see the rubric, rubric grade, or rubric feedback in the discussion topic.

**Grading with Rubrics: QUIZZES**

Rubrics linked to quizzes (usually holistic rubrics) cannot be viewed in the attempt details section. Click on the Overall Grade link at the bottom of the student’s quiz attempt to see the linked Rubric. In Overall Grade, you can see and grade in the rubric and leave comments for the student. Students can see the rubric and rubric feedback in their quiz submission view.