

# D2L QUICK GUIDE FOR INSTRUCTORS

**Login URL:** <https://sjsu.desire2learn.com>

**Username:** firstname.lastname

**Password:** 9-digit faculty ID#


## LEARNING TO USE D2L

- ➔ On the D2L entry page, under “My Courses,” click **Student** tab.
- ➔ **eCampus – Desire2Learn Help – ECAM0007** or **eCampus – Desire2Learn Short Courses – ECAM0008**.
- ➔ **Content** in the course navigation bar.


## MY SETTINGS

**My Settings** widget is located on the left of the D2L Homepage.


### FORWARD EMAIL

- ➔  **Preferences.**
- ➔ **Email** tab.
- ➔ Scroll down to “Forwarding Options.” Select **Forward incoming messages to an alternate email account.**
- ➔ Fill in “Email Address” field with your forward email address.
- ➔ Select desired handling options for your D2L email.
- ➔ **Save.**

### CHANGE PASSWORD

- ➔  **Change Password.**
- ➔ Fill in “Old Password” field.
- ➔ Fill in “New Password” and “Confirm New Password” fields.
- ➔ **Save.**

### SET UP D2L PROFILE

- ➔  **Profile.**
- ➔ Fill in fields as desired.
- ➔ **Save.**


Note: Profile information can be seen by all D2L users in your courses.

## CLASSLIST

**Classlist** is located in the course navigation bar.

### SEND EMAIL


#### Specific student(s)

- ➔ Select the names of the students you want to email.
- ➔  **Email** at the top or bottom of the Classlist.
- ➔ A new window will pop up with the selected usernames in the “To” field. Fill in the “Subject” and “Message” fields.
- ➔ **Send.**


#### Entire Class

- ➔ **Email Everyone on This Tab** in the gray navigation bar.
- ➔ A new window will pop up with the selected usernames in “To” field. Fill in “Subject” and “Message” fields.
- ➔ **Send.**

### ADD PARTICIPANTS TO CLASS

- ➔  **Add Participants** on top of the Classlist page.
- ➔ **Add an Existing User.**
- ➔ Fill in “Search for” field with a name or 9-digit SJSU ID. **Search.**
- ➔ Select the name of the person you want to add.
- ➔ Select **Role.** (Note that all but Student role gives access to grades.)
- ➔ If shown, under “Section,” select the desired section.
- ➔ **Enroll Selected Users.**


## VIEW STUDENTS' PROGRESS

- ➔  **View Progress** (under “Actions” after the student’s name).
- ➔ **Change** on the “Tool” line in “Progress Selection.”
- ➔ Select the specific activity or tool you want to see in the dropdown menu.
- ➔ **Apply.**



## NEWS

This widget is in the center of your course homepage.

### CREATE A NEWS ITEM

- ➔  **Add.**
- ➔ Fill in “Headline” and “Content” fields.
- ➔ To set the start and/or end date of your News Item, “Select start date/time” and “Remove news item based on the end date” to “Select end date/time.”
- ➔ To attach a file to the news item, **Add File** in the “Attachments” section. “Submit a File” window will pop up.
- ➔ Select your file. **Upload.**
- ➔ **Save** or **Save and New** to save and create another news item.

### ADD (EMBED) VIDEO TO NEWS ITEM

- ➔ Go to the page of the video you want to add, and copy the embed code. E.g., YouTube: ➔ **Share** (below the video) ➔ **Embed** ➔ **Copy**
- ➔  **Edit** the News Item you wish to embed the video in.
- ➔ In the “Content” textbox,  **Insert stuff.**
- ➔ **Enter Embed Code** by pasting the code in the box.
- ➔ **Next** (a preview of how the video is embedded in you news item).
- ➔ **Insert.**
- ➔ **Save.**



## DROPBOX

**Dropbox** is located in the course navigation bar.

### CREATE A DROPBOX FOLDER

- ➔ **New Folder.** Name the folder.
- ➔ Additional options:
  - “Enable Plagiarism Detection.”
  - Select the folder type (individual/group submission).
  - Assign or create a category for the dropbox folder.
  - Link the dropbox to an item in the Grades or create a new grade item.
  - Set number of points in “Out Of” box.
  - Write custom instructions, and/or add an attachment.
  - Set restrictions of start and/or end date, and/or special access.
- ➔ **Save.**

### DOWNLOAD FILES FROM DROPBOX

- ➔ Click on folder name.
- ➔ Users tab: Dropdown menu for “Submissions” ➔ “Users with submissions”
- ➔ **Search** to see the file links for users.
- ➔ Click on file links to download individual files, or  for multiple files.
- ➔ Files tab: Select multiple files and click  to download submissions.

### ENTER GRADES & FEEDBACK FOR DROPBOX ITEMS

- ➔ Click on folder name.
- ➔ If you enabled plagiarism detection, click on percentage bar to open the student paper in Turnitin.com.
- ➔ **Leave Feedback** to the right of the student’s name to enter overall feedback in the “Feedback” box and/or enter student’s grade. (Note: If the grade item is used, Gradebook is automatically updated.)
- ➔ **Save.**



## CONTENT

**Content** is located in the course navigation bar.


### CREATE A NEW MODULE (FILE CATEGORY)

- ➔  **New Module.**
- ➔ Fill in “Title” field.
- ➔ **Save.**



### UPLOAD FILE FROM COMPUTER (CONTENT AND MANAGE FILES)

- ➔  **New Topic.**
- ➔  **Upload New File.**
- ➔ Select a “Parent Module” from the dropdown menu.
- ➔ Fill in “Title” field.
- ➔ **Choose File** under **Content** to find the file you want to upload.
- ➔ **Save.**



### UPLOAD MULTIPLE FILES AT ONCE (MANAGE FILES ONLY)

- ➔ **Edit Course** in the navigation bar.
- ➔ **Manage Files** under “Tools”.
- ➔  **Upload.**
- ➔ **Choose File** to select the file you want to upload.
- ➔ **Add** to upload more files at the same time.
- ➔ **Upload.**



### UPLOAD FILES BY BATCH (SAVED IN MANAGE FILES ONLY)

- ➔ On your computer, select the files and/or folders you want to upload.  
Compress the selected files by the zip-file or archive utility of your OS.
- ➔ In your D2L course shell, click **Edit Course** in the navigation bar.
- ➔ **Manage Files** (under “Tools”).
- ➔  **Upload.**
- ➔ **Choose File** to select the compressed (zipped) file you want to upload.
- ➔ **Add** to upload more files at the same time.
- ➔ **Upload.**
- ➔ Move your cursor on top of the compressed file and click .
- ➔ **Unzip**, and the files will be extracted into a new folder of the same name.

### CREATE A LINK TO AN EXISTING FILE

- ➔  **New Topic.**
- ➔  **Course File.**
- ➔ Select a “Parent Module” from the dropdown menu. Fill in “Title” field.
- ➔ **Browse** in the “Content” section.
- ➔ Choose the file from the “Select a File” window that opens.
- ➔ **Select File.**
- ➔ **Save.**


### CREATE A LINK TO A WEBSITE OR A LOCATION IN COURSE SHELL

- ➔  **New Topic.**
- ➔  **Quicklink.**
- ➔ Select “Parent Module” from the dropdown menu.
- ➔ Fill in “Title” field.
- ➔ In the **Content** section, you have two options:
  - **Link to an external website:** Fill in “URL” field with link.
  - **Link to a file in your course shell:** ➔ **Quicklink.** ➔ “Insert a Quicklink” window will pop up. Select the “Category” you want to link from. In “Link Details,” use the dropdown menu to select the specific item. ➔ **Insert.**
- ➔ Select **Open in a New Window** if this is an option you want.
- ➔ **Save.**


### PREVIEW CONTENT (STUDENT VIEW)

- ➔ **View Content** in the “Content Areas” section on the left.

### MOVE CONTENT

- ➔ **Manage Content.**
- ➔ Check the content items you wish to move.
- ➔  **Move selected items.**
- ➔ Select “Parent Module” in “New Parent Module” dropdown menu.
- ➔ **Move.**

### DELETE CONTENT

- ➔  **Delete Selected Items.**
- ➔ **Delete selected items from content only** to keep a copy in “Manage Files” or **Delete items from content and delete all associated files from the course files** to completely remove from D2L.

## GRADES

**Grades** is located in the course navigation bar.

### SET YOUR GRADING SYSTEM

Go through **Setup Wizard** or use **Grades Settings** (3 tabs: “Personal Display Options” (for instructor), “Org Unit Display Options” (for students), and “Calculation Options”).

### CREATE A NEW GRADE CATEGORY

- ➔ **Manage Grades.**
- ➔ **New Category.**

### CREATE A NEW GRADE ITEM

- ➔ **Manage Grades.**
- ➔ **New Item.**
- ➔ Choose the grade item type. Name the item, select the category (optional), and set the number of points and/or weight in “Max Points” field.
- ➔ **Save.**


### EDIT A SINGLE GRADE ITEM

- ➔ **Manage Grades.**
- ➔ Click on the item name.

### CREATE A BONUS ITEM

- ➔ **Manage Grades.**
- ➔ Create a new grade item or click the name of an existing item.
- ➔ Under “Properties,” next to “Bonus,” check **This is a bonus item.**

### RE-ORDER GRADEBOOK ITEMS




- ➔ **Manage Grades.**
- ➔  **Re-Order.**
- ➔ Change the order number of the category for the desired order.
- ➔ Click the + sign on the left of the category to expand it.
- ➔ Re-order number of the items within the category.
- ➔ **Save.**

### CREATE A NEW GRADING SCHEME

- ➔ **Grades Schemes** in the left column.
- ➔ **New.**

### RELEASE FINAL GRADES

Required even if **Display final grade calculation to users** is checked in “Org Unit Display Options.”

- ➔ **Grades Settings.**
- ➔  **Calculation Options.**
- ➔ Choose to release **Calculated Final Grade** or **Adjusted Final Grade.**
- ➔ Check **Automatically keep final grades updated.**
- ➔ **Save.**
- ➔ **Enter Grades.**
- ➔  next to the “Final Grades.”
- ➔  **Release All.**
- ➔ **Save.**