

## Content

### Create a Module

1. Go to Content.
2. Choose the New Module.

### Create a Topic from an existing course file

1. Go to Content.
2. Choose New Topic.
3. Choose Course File as your topic type.
4. Choose the Parent Module where the topic will show up.
5. Name the Content link.
6. Browse for the Course File you previously uploaded.
7. Click Save, bottom right.

### Create a Topic by editing online

1. Go to Content.
2. Choose New Topic.
3. Choose Create New File as your topic type.
4. Enter a topic title for your content.
5. Name the Content link.
6. Add/Edit the content, as you would in a word processing program.
7. Click Save, bottom right.

### Create multiple Topics at once from existing files

1. Go to Content.
2. Choose Add Multiple Topics.
3. Check the box next to each file you would like to add to your content links.
4. Use the Title textbox to add or change the name that will be displayed for each content item.
5. Click the Add button, bottom right.

### Re-order Modules and Topics

1. Go to Content.
2. Click Re-Order.
3. Use the drop downs on the right to choose the Sort Order.

\*\*\*You may have to choose *Expand All* to see all of your content links. You can re-order the modules or the topics inside each module.

### Delete multiple Topics

1. Go to Content.
2. Check the box next to the items you would like to delete.
3. Click on the Trashcan icon at the top of the page.
4. Choose the first option to just delete the link from Content  
Choose the second option to delete the link and file itself.

### Hide (or unhide) a Topic or Module

1. Go to Content.
2. Click the Pencil Icon next to the link or module you want to change.
3. Choose the Restrictions tab at the top.
4. Change the checkbox next to Hidden.
5. Click the Save button, bottom right.

## Dropbox

### Create a Dropbox

1. Go to Dropbox.
2. Click New Folder.
3. Name it.
4. Add Dropbox Category, if desired. (i.e. homework, papers, etc)
5. Link to a Grade Item using the pull down, or create a new Grade Item, if desired.
6. Click on the Restrictions tab.
7. Set restrictions for when a student can submit the item (begin and/or end date).

### Download all new files in a Dropbox

1. Go to Dropbox
2. Click the Name of the Dropbox.
3. Choose the Files tab.

4. Check the box in the top left. All items are selected.
5. Click the Download button—the green circle with the upside-down white triangle.
6. Save the file to your desktop or a share drive.

### Email Students without a Dropbox Submission

1. Go to Dropbox.
2. Click the name of the Dropbox folder.
3. On the top of the page, click Email All Unsubmitted Students

### Enter Grades & Feedback for Dropbox items

1. Go to Dropbox
2. Click the name of the Dropbox folder.
3. Click the Leave Feedback link to the right of the name of the student you are leaving feedback for.
4. Enter the Point Grade, enter Gradebook comments, and enter Dropbox feedback. Click Submit.

## Upload Course Files

### Upload a Single File

1. Go to Edit Course -> Files.
2. Click the Upload icon in the top right hand corner. A box will pop up.
3. Click Browse to find the file you would like to upload, and click Upload.

### Upload Multiple Files at Once

1. On your computer, select all the files/folders you want to upload.
2. Right click and choose Send to -> Compressed (zip) Folder
3. Upload the files (see directions above)
4. In the file manager, find the .zip file you just uploaded.
5. Click on the zip icon to the right of the filename, and say okay to the dialog box that pops up. Your files will be unzipped in the current directory.

## Grades

### Setup your Grading System

1. Go to Grades -> Setup Wizard.

### Create a new grade category (tests, quizzes, etc)

1. Grades -> Manage Grades -> New Category.

### Create a new grade item

1. Go to Grades -> Manage Grades -> New Item.
2. Choose the type.
3. Name the Grade Item and specify how it is to be calculated.

### Edit a single grade item

1. Go to Grades -> Manage Grades.
2. Click on the item name.

### Edit multiple grade items

1. Go to Grades -> Manage Grades.
2. Select the checkbox next to the grades you want to edit.
3. Click on the Double Pencil Icon.

\*\*\*This is particularly useful for renaming items, changing point values, or categorizing grade items. Not all options are seen in this view – if you don't see what you need, edit a single grade item as described above.

### Create a bonus item

1. Go to Grades -> Manage Grades.
2. Create a new grade item, or click the name of an existing item.
3. Under Grading, next to Bonus, check "This item is a bonus item".

### Drop the lowest grade(s) in a category

1. Go to Grades -> Manage Grades -> New Category OR click the name of an existing category to edit.
2. Check the box next to Distribute Points Across All Items.
3. Set number of points per item in the category.
4. Enter the Number of lowest or highest non-bonus grade values to drop.

### Re-Order Grade items

1. Go to Grades -> Manage Grades -> Re-Order.
2. Use the drop downs to choose the Sort Order.

### View only certain groups or sections in the Grades

1. Go to Grades
2. In the pull down labeled View By: select Users, Groups, or Sections.

### View (or don't view) Points or Percentages for all Grade items

1. Go to Grades  Grades Settings.
2. Check or uncheck items for Points Grade and Grade Scheme Symbol.

### View Scores as Letter Grades or Pass Fail

1. Go to Grades -> Grade Schemes.
2. Click on New.
3. Name it. Enter a Symbol for each possible grade, and a Start %.
  - Symbol = letter (A,B,C,D,F) or value (Pass, Fail).
  - Start % = lowest percentage that equals the value or letter grade.\*\*\*Click on Add Ranges if necessary.
4. Apply the Grade Scheme.
  - For a single grade item, go to Grades, Click on the item name and change the Grade Scheme to what you just created
  - For all grade items, go to Grades -> Grade Schemes, set the Course Scheme to be your new scheme.

## Groups

### Create Groups you assign

1. Click on Edit Course -> Groups.
2. Click on New Category.
3. Name the Group.
4. Choose "# of Groups – No Auto Enrollment".
5. For Enrollment Quantity, enter the value that "#" should represent.

### Create randomly generated groups

1. Click on Edit Course -> Groups.
2. Click on New Category.
3. Name the Group.
4. Choose "Groups of #" (each group has at most x people) or "# of Groups" (there are x groups)
5. For Enrollment Quantity, enter the value that "#" should represent.

### Create Groups the students join themselves

1. Click on Edit Course -> Groups.
2. Click on New Category.
3. Name the Group.
4. Choose "# of Groups - Self Enrollment" or "Groups of # - Self Enrollment"
5. For Enrollment Quantity, enter the value that "x" should represent.

### Create Discussion Topics restricted to specific groups

1. Create the Forums in Discussions first.
2. Choose one of the Group setup options above and follow the steps to set it up.
3. Before clicking create, check the box next to Setup Discussion Areas.
4. Click Create.
5. Select a Forum for the Discussion Topics.
6. Click Create and Next or click Add Another to create Group Discussion Topics for another Forum.

## Discussions

### Create a Forum

1. Go to Discussions.
  2. Click on New Forum.
  3. Set the Forum Title. Also set availability dates.
  4. Click Save, bottom right.
- \*\*\*Click Save & Add Topic to immediately create a Topic.

### Create a Topic

1. Go to Discussions.
  2. Click on New Topic
  3. Choose the Parent Forum
  4. Click Save, bottom right.
- \*\*\*Click Save and New to immediately create a new Topic.

### View Participation (items authored and read) for any individual

1. Go to Discussions -> Statistics

## Quizzes

### Create a New Quiz

1. Go to Quizzes -> New Quiz
2. Name the Quiz.
3. Use the Pull down next to Grade item to choose where this score should be recorded in the gradebook. \*\*\* *Check Auto Export to Grades for this to be done automatically.*

### Edit a Quiz

1. Go to Quizzes.
2. Click on the Quiz Name.

### Set Timed Length & Date Restrictions

1. Go to Quizzes -> Click on the Quiz Name.
2. Go to the Restrictions tab.
3. Set Start Date and End Date
4. Set Time Limit, in minutes, to complete the quiz, and Grace Period.

### Create a new Quiz Question

\*\*\* *What options you need may differ based on the question type.*

1. Go to Quizzes -> Question Library
2. To the right of Create New, select the type of question, and click Go.
3. Enter your question in the Question Text box.
4. For Image, upload any illustrations that go with the question.
5. Enter your possible answer choices. Use the plus button to add space for additional answer choices. Use the minus button to get rid of unneeded options.
6. Set the Weight of the correct answer to 100% (the answer is 100% right), check the box to indicate the answer is correct, and/or select whether all possible answers should be equally weighted, All or nothing, Right minus wrong.
7. Click Preview to view your question, Save to save your answer, or Save & New to save this question and enter another.

### Add Existing Questions to a Quiz

1. Go to Quizzes.
2. Click on the Quiz name, and go to the Layout/Questions tab.
3. Click on the Add/Edit Questions button.
4. Click on Import. Choose: Source - Existing Collection; Collection - Question Library; Source Section – Quiz where existing questions are located.
5. Check the box next to the question library OR specific questions.
6. Set Point Value, and Save.

### Edit Point Values for Questions on a Quiz

1. Go to Quizzes.
2. Click on the Quiz name, and go to the Layout/Questions tab.
3. Click Edit Values. Enter new point values in the Points column next to each question. Click Save.

### Reset a Quiz to allow a second attempt

1. Go to Quizzes.
2. Click on the Ruler to the right of the quiz name.
3. Click on the Display Options link.
4. Check the box next to Allow Reset and click Save
5. Find the students name. Next to the attempt, click the select box.
6. Click the trash can at the top of the list of students.

### View a Students Answers to a Quiz, & Provide Feedback

1. Go to Quizzes
2. Click on the Ruler tool next to the quiz name
3. Find the students name, and click on the link that says attempt
4. Scroll down to view their answers. You can also provide feedback for the entire quiz by using Attempt Comments, or for each section or question, by using Add Feedback

### Set Practice Quiz Settings

1. Go to Quizzes.
  2. Click on the Quiz Name.
  3. On the Attempts tab, you can allow multiple attempts.
  4. On the Submission Views tab, set show questions to Yes, so students can get feedback on their Quiz Questions & the hints to study with.
- \* You must enter hints with your questions for there to be something to show and check "Allow Hints" on the Properties tab.

## For D2L Assistance

### On the Web

[www.msubillings.edu/elearning](http://www.msubillings.edu/elearning)

### E-Learning Operations

COE 328

657-2191

[msonline@msubillings.edu](mailto:msonline@msubillings.edu)