

## D2L Beginning of Semester Checklist for Instructors

(Only take note of the checklist items that are applicable to you)

Students will be populated into D2L for courses 25 days before the semester starts. Once you can see them on your class-list, you can contact them with an email with info on what to do and preparation before the class starts.

Course Dates: Check that the proper start and end dates have been assigned to your course. Go to **Edit Course** → **Course Offering Information**. If any dates seem wrong, contact your Dean and the eLearning CMS Administrator to change course offering dates.

Edit/Update Files: If you are modifying a Word or PPT document (something you can't edit on the screen), remember that you have to reload that file into Manage files or Content. Put it in the same folder as the one you want to replace, and remember to keep the file name the same, or your content link won't be right (it will go to the old file).

Copy Course: don't forget to review the instructions for Copying Course Components before moving things. Do not click the copy button twice. Click it once, or you will copy your entire course twice, and then have to do a lot of cleanup/deletions. There's no easy way to fix this; there is no undo button. It is easier to read the instructions first than try to fix a copy problem later.

- Also best to select all course components and copy over to new course and then proceed with any edits or deletions. It works best to edit on the back-end (new course), rather than trying to select the right course files on the front-end (previous course), because you may miss copying over some important course file associations.

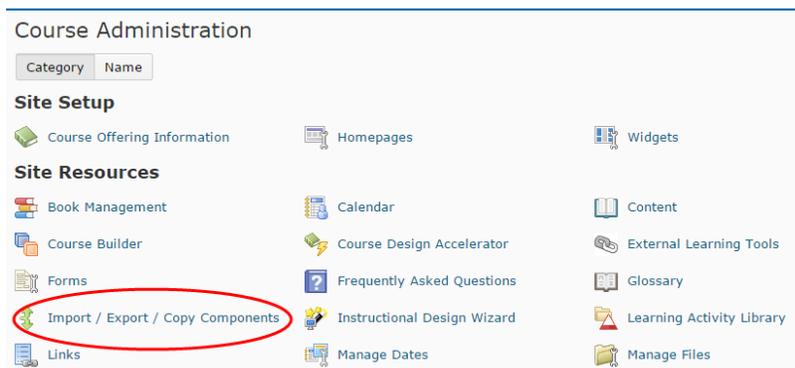
D2L Course Shell: If you cannot find your course shell for any semester, please contact your Dean and their Assistant to make sure that the proper paperwork has been submitted to the official database. The same applies if you do not see yourself listed as the instructor for a specific course. This also needs to come from the Deans office, which then populates the specific D2L course with the official instructor of record. We cannot do this from our D2L support role – it all needs to go through the Dean.

- **Review the content of your new course:**
  - If you want to make use of any content from an existent D2L course, follow this link: ([How to Copy Contents Components](#)).
  - Chose 'Publish mode' for all content that you want your students to see or use 'Draft mode' for contents that you want to hide from your students ([See example](#)).
  - Add or modify content as needed.
  - Update content (modules and course file) restrictions such as start/end dates as needed. ([See example](#))
  - Relink all broken links in the course content syllabus.
- **E-book:**
  - Check that all e-book link(s) are working
  - Ensure both yours and your students' e-book licenses are current and valid.
  - If you are using e-books that are embedded in the publisher's portal such as the case with McGraw Hill, you may need to activate an e-book course depending on the individual publisher's procedure.
- **News:**
  - Post a 'Welcome' message with simple instructions to guide your students to your course.
  - Delete any news items that are outdated or no longer relevant.
  - You can hide news items by using the 'Dismiss' option or use the 'Restore' option to reinstate the item. ([See example](#))
- **D2L Gradebook:**
  - Set up the gradebook if needed.
  - Add or modify grade items as necessary (Use the 'Manage Grade' option)
- **Dropboxes and Quizzes:**
  - Add, delete or modify Dropboxes and Quizzes where necessary.
  - Modify restrictions such as start/end dates to reflect the new semester. ([See examples](#))
- **Discussions:**
  - Add, delete or modify discussion forums and topics as needed.
  - Update all start/end dates to reflect the new semester. ([See example](#))
- **Groups:**
  - Make necessary changes to groups if used in Dropboxes and Discussions
- **Checklists:**
  - Update or create checklists if used for the new semester.
- **Course Overall:**
  - Verify that course start / end dates are set correctly.

## Copying Course Components

The following YouTube video will demonstrate the steps of copying course contents from an existent course to your new D2L course. Take notice that the video is from another institution and some looks and steps in the beginning are different from our D2L platform. To start the copying process, follow these steps:

1. After you have signed onto D2L, navigate to your new course.
2. Click “Course Tools” from the top menu and choose “Edit Course”.
3. Click the “Import / Export / Copy Components” option under the **Site Resources** section. See below:



4. Select Search for Offering
5. Search for course
6. Select Add Selected
7. Select Copy All Components
8. Select Copy All Components or Select Components (individually select items)
9. Click to view the video. (Video Reference:

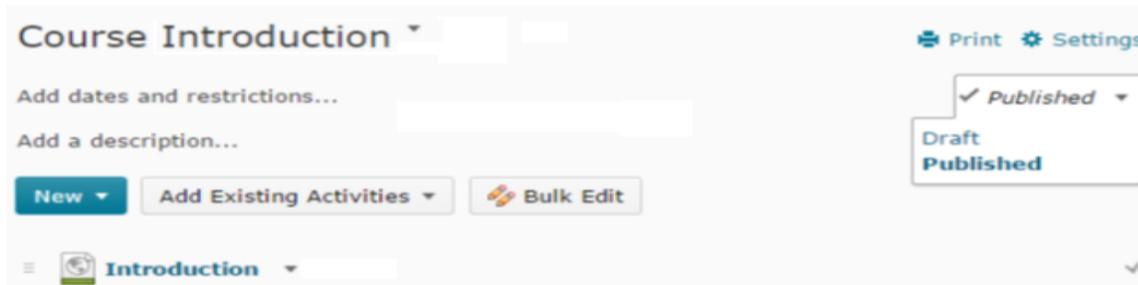
<https://www.youtube.com/watch?v=yRLLu20753M> by COBA)

[<Back>](#)

## Publish / Draft mode

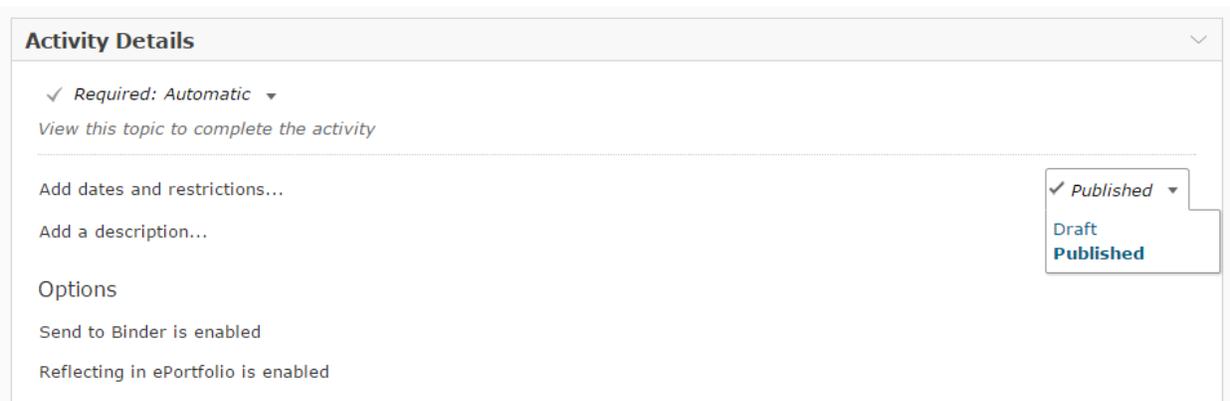
For a module:

You can choose the **Publish** or **Draft** mode from the Content area. For example, for the module entitled “Course Introduction”, see the image below:



For a Course file:

Click on a course file (e.g., Introduction), the Publish and Draft mode can be found in the “Activity Details section”. (See below)

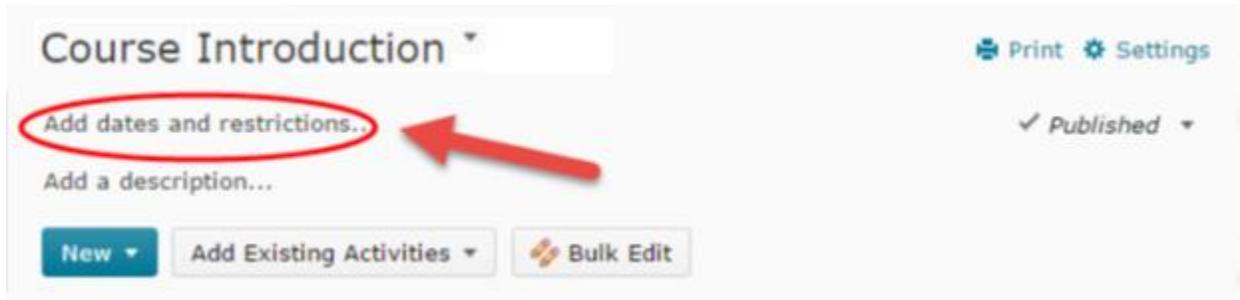


[<Back>](#)

## Update Restrictions for Modules and Course Files

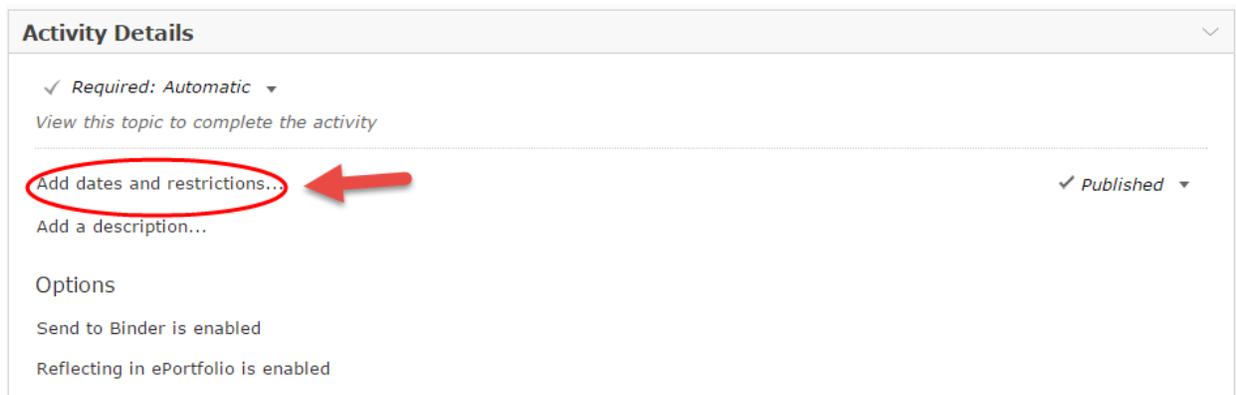
For a Module:

Go to the Content area and select the module that you want to change the Start/End dates and other restrictions. See the image below:



For a Course file:

From the Content area, click on the course file that you to update. The “Add dates and restrictions” option can be found in the “Activity Details section”. (See below)

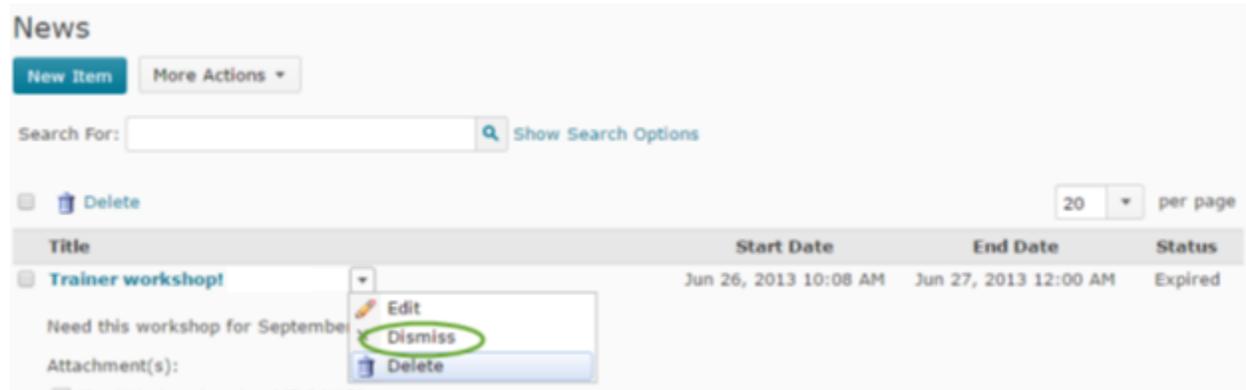


[<Back>](#)

## Managing News Items:

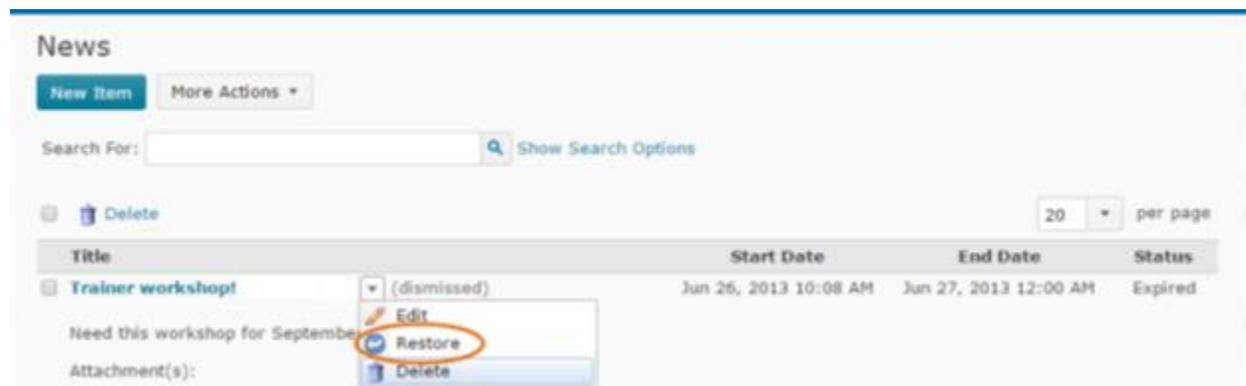
### Dismiss a News Item:

If you want to hide a news item from your students, you can use the 'Dismiss' option from the "News widget". Click the News widget and select the drop-down icon beside the news item that you want to hide. See image below:



### Restore a News Item:

You can restore a news item that has been dismissed using the 'Restore' option. See image below:



[<Back>](#)

Modify Restrictions:

DropBoxes:

- On the menu bar near the top of any D2L page, click **Assessments** and choose **Dropbox**. The “Dropbox Folders” page will open.
- Beside the Dropbox that you want to modify, click the drop-down menu icon and select “Edit Folder”.
- From the Folder Properties page, click the ‘Restrictions’ option and the Restrictions dialog page opens. You can change the different dates, release conditions, and Special Access from there. (see below):

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### Edit Folder - Assignment 1 ▾

**Properties** Restrictions Objectives

**Availability**

Has Start Date  
2/23/2015 1:27 PM

Has Due Date  
3/2/2015 1:27 PM

Has End Date  
2/10/2018 10:28 AM

**Release Conditions**

Attach Existing Create and Attach  Remove All Conditions

There are no conditions attached to this item.

**Special Access**

Allow users with special access to submit files outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

You can also use “**Bulk Edit**” to modify the Start/End dates of multiple Dropboxes at one time.

1. On the menu bar near the top of any D2L page, click **Assessments** and choose **Dropbox**. The “Dropbox Folders” page will open.
2. On the “Dropbox Folders” page, check all the Dropboxes that you want to modify. Click the “Bulk Edit” icon at the bottom. The “Edit Multiple Folders” page will open. (See image below)
3. When the modifications are completed, click ‘save’.

### Edit Multiple Folders

| # | * Folder Name              | Dropbox Category | Date Availability  |  |
|---|----------------------------|------------------|--|--|
| 1 | Assignment 1               | No Category      | <input type="checkbox"/> Has Start Date<br>2/23/2015 1:58 PM           | <input type="checkbox"/> Has Due Date<br>2/23/2015 1:58 PM |
|   |                            |                  | <input checked="" type="checkbox"/> Has End Date<br>2/10/2015 10:28 AM |  |
| 2 | Assignment X               | No Category      | <input type="checkbox"/> Has Start Date<br>2/23/2015 1:58 PM           | <input type="checkbox"/> Has Due Date<br>2/23/2015 1:58 PM |
|   |                            |                  | <input type="checkbox"/> Has End Date<br>2/23/2015 1:58 PM             |  |
| 3 | SD1570S13-S1 Group Project | No Category      | <input type="checkbox"/> Has Start Date<br>2/23/2015 1:58 PM           | <input type="checkbox"/> Has Due Date<br>2/23/2015 1:58 PM |
|   |                            |                  | <input type="checkbox"/> Has End Date<br>2/23/2015 1:58 PM             |  |

[<Back>](#)

Quizzes:

1. On the menu bar near the top of any D2L page, click **Assessments** and choose **Quizzes**. The “Manage Quizzes” page will open.
2. Click on the quiz that you want and the “Edit Quiz – Quiz name” page will open.
3. Select the ‘Restrictions’ option from the menu bar at the top.
4. From the “Dates and Restrictions” page, you can change the dates, security options and other items. (See image below).
5. When you have completed your changes, click save.

**Edit Quiz - Trivia**

**Properties** Restrictions **Assessment** Objectives Submission

### Dates and Restrictions

Status  
Active

Dates

Has Start Date  
2/23/2015 2:05 PM

Has End Date  
3/2/2015 2:05 PM

Display in Calendar

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

### Security Options

Respondus LockDown Browser

Required to take this quiz

Required to view quiz feedback and results

### Optional Advanced Restrictions

> Expand optional advanced restrictions

### Timing

Time Limit  
120 minutes  enforced  show clock

Grace Period  
5 minutes before flagged as late

Save and Close Save Cancel

[<Back>](#)

Discussions:

1. On the menu bar near the top of any D2L page, click **Communication** and choose **Discussions**. The “Discussions List” page will open.
2. From the topic that you want to modify, click the topic drop-down menu icon. Choose ‘Edit’. (See image below):

Discussions List    Group and Section Restrictions    Statistics    Settings    Help

New    More Actions

Filter by:    Unread    Unapproved    Hide All Topics

**Roman Empire**    Hide Topics for Roman Empire

| Topic  | Threads | Posts | Last Post |
|--|---------|-------|-----------|
| <b>Legions</b> View Topic<br>Edit Topic<br>View Topic Statistics<br>Delete | 0       | 0     |           |

3. The “Edit Topic” page will open. From the “Locking Options” near the bottom of the page, choose “Unlock topic for a specific data range” option to specify a **new start and / or end date**. (See image below :)
4. When finish, click on “Save and Close”.

### Locking Options

Hide locking options

Locking Options

Unlock topic

Lock topic

Unlock topic for a specific date range

Has Start Date

2/23/2015    2:41 PM

Has End Date

3/2/2015    2:41 PM

Display in Calendar

Save and Close    Save and New    Save    Cancel

[<Back>](#)