# D2L Start Up!

## Objectives:
- Familiarize yourself with the Main Navigation Bar in D2L.
- Create your profile.
- Create and delete News Items.
- Set up notifications.
- Create modules and sub-modules.
- Upload documents to the content area.
- Delete content.

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Getting Started

I. To log in:
1. Go to http://d2l.mu.edu and use your Checkmarq username and password to log in.
2. Click on the course you wish to edit.
3. These are the top menus you will see when you go into a course:

   Takes you back to your D2L Home Page where you can see all your courses by semester.

   Minibar

   Main Navigation Bar

II. Your Profile:
1. Go to the Minibar on the top right-hand corner of your Course Home Page.
2. Click on Profile from the drop-down menu.
3. Edit your information. You can add a profile picture, contact information, links to your webpage or your social network sites.
4. Click Save and Close to return to the Course Home Page.

   *Note: To view someone’s profile, go to Classlist on the Main Navigation Bar and click on the person’s profile picture.
Course Home: An Overview

I. **Main Navigation Bar:** This is located on the top of the course page. It is visible all the time.

   A. **Course Home:** This is a space to post messages (with the News item) for your students to see when they log in. There are other tools found on this page, such as updates, bookmarks, library help, and calendar.

   B. **Content:** The content page is where the course materials should be posted. You can create Modules, Sub-modules, and Topics to organize your content. Modules are like folders; it is a way to group items together. Topics are your links and files for the course found in a module or sub-module.

   C. **Discussions:** This area is a place to have asynchronous discussions with students. This can be for graded pieces of work, or a space where students can have a group think tank. This area uses Forums and Topics to layout the page. Forums are the folders in this area. There are many uses for the feature beyond just digesting and analyzing or applying course material.

   D. **Dropbox:** Here is a place to create digital folders for students to submit work. This saves your email for more emergent messages from students. The Dropbox allows you to grade items and provide typed or audio feedback. You can also upload the assignments marked up with your comments or corrections. Documents are saved there throughout the semester.

   E. **Quizzes:** This space is for assessing student knowledge of material. These can be high or low stakes quizzes, or a space for students to take practice exams. Both objective and subjective exams can be created in this environment.

   F. **Classist:** Here you can access your student list and select one, several or all the students to email them.

   G. **Grades:** This feature allows you to keep a running grade book throughout the semester that permits the students to see their individual grades.

   H. **More Tools:** Other features such as attendance, chat, competencies, email, links, rubrics, surveys, and ePortfolio are grouped here for those faculty and students who need them.

   I. **Edit Course:** This allows you to go behind the scenes of your course and provides access to some of the tools you already find in the Main Navigation Bar.
II. **News:** News is located under the Main Navigation Bar. Any News Item that you create will be displayed in the Course Home. This space allows you to post important updates without having to go through email. You can attach links and videos to a News Item.

III. **Role Switch:** This option allows you to view your course as a teacher, student or under D2L practice.

IV. **Calendar:** In this area you can add events and view them by date, course, or category (e.g., dropbox assignments, checklists, discussions, etc.). It alerts users to new quizzes, discussion posts, and items in the Dropbox.
Creating and Deleting a News Item

Click on the downward facing arrow next to the word News on the blue header to see all the options under this item.

Go to News Tool: Provides a list of all the News Items that you’ve created. You can create, reorder, and delete News Items under this option.

New News Item: Allows you to create a News Item and edit all its settings.

Reorder News Items: Allows you to move News Items up or down the list. Students will see all the active News Items in the same order that they are in your list.

Notifications: Allows you to control how you receive notifications about activity in your course. Notifications can be received via email or SMS.

I. Creating a News Item
   1. Click on the downward facing arrow next to the word News and click on New News Item. It will look like this:
2. Type a name for your News Item in the Headline box.
3. Type your message in the content box.
4. Use the toolbar above the content box to edit the content.

Your Toolbar:

- **Insert Stuff** button: Allows you to embed videos and media from other sites with their codes, images from Flick, YouTube videos, and upload documents from your courses on D2L and your computer.
- Allows you to **insert an image**.
- Allows you to **insert a link** to a URL and to other content in your course. The arrow next to the insert link option will allow you to **insert symbols** and other letters. You can also insert lines.
- These buttons allow you to **edit the font** and the **paragraph format**.
- Allows you to **insert equations**.
- Allows you to **insert and edit tables**. These buttons allow you to cut, copy, and paste text. You also have the options to undo and redo actions.
5. Once you’re done editing your content, edit the **Availability settings** found below the content box. Options here let you:
   a. Set a start date for the News Item to be visible for students.
   b. Set an end date to remove the post from student view.
   c. Attach a file or record an audio.
   d. Create additional release conditions that hide the News Item from students until they complete something in D2L, such as a quiz or submitting an assignment in the Dropbox.

6. Click Publish, Save as draft (News Item isn’t visible for students), or Cancel at the bottom of the page.

II. **Deleting a News Item**

1. Click on the drop-down menu next to the name of the News Item you want to delete.

2. Select **Delete**.

   *Note:* Clicking on the X next to the news item will dismiss it from the Course Home page, but will not erase it.
Notifications

Notifications allows you to control how you receive notifications about activity in your course. You can choose to receive instant notification via your preferred method (email or SMS) or you can choose to receive a summary of activity daily for each of your courses through email. Students can also set up their accounts to receive notifications.

Access the Notifications feature through:

a. The News item:

![Image of News menu with Notifications highlighted]

b. The personal menu on the Minibar:

![Image of Minibar with Notifications highlighted]

I. Setting Up Email Notifications:

1. Click on Notifications from your personal menu on the Minibar or from the News item.
2. Under the Email Address section, click on Change your email settings.
3. Select the Use system email OR the Use custom email based on your personal preference.
4. Click Save.

II. Setting Up SMS Notifications:

1. Click on Notifications from your personal menu on the Minibar or from the News item.
2. Under the Mobile Number section, click on Register your mobile.
3. Enter all the required information (country, mobile carrier, and number)
4. Click **Save**.

5. After you receive a registration confirmation code on your mobile device, click **Confirm your mobile number** and enter the code in the **Confirmation Code** field.
6. Click **Confirm**.
7. Select the **Instant Notifications** you wish to receive via text message by checking the box next to the options.

8. Click **Save**.

**III. Excluding Courses from Notifications:**

1. Click **Notifications** from your personal menu on the Minibar or the News item.

2. Click **Manage my course exclusions** in the Exclude Some Courses section at the bottom of the page.
3. Click the X (#2) beside each course you want to exclude, OR click Exclude All Courses (#1) to stop all course notifications. You can also use the Search field (#3) to find the course you want to exclude.

4. Click Close

5. Click Save.
Adding Content

I. Creating a Module

Modules are like folders into which you can upload or create topics including files, videos, and other D2L content such as checklists, quizzes, and discussions. Topics are items in your module.

1. Click on the Content button in the Main Navigation Bar.

2. Click on the box below the table of contents that says Add a Module. It shows up in two places.

3. Type the name of your module and hit Enter. *Remember this is like a folder for the students, so the name should be representative of what is in the folder (e.g., Course Documents, Course Information, Readings, etc.).
4. To the right you will now see the module where you can add a short description for students and control when the module is visible by adding dates and restrictions. You can also create release conditions where students have to complete something in D2L to have access to this module. This area is where you will add content.

II. Creating a Sub-module

1. In the Content area, click on the module where you wish to create the sub-module.
2. Scroll down (as much as needed – this depends on the amount of content you already have added) and find the Add a sub-module and click on it.
3. Type the name of your sub-module and hit Enter.

III. Uploading Documents to a Module or Sub-Module

To upload your document you can do one of two things:

a. Drag a file from your computer to the space that says *Drag and drop files here and update topics*. Your file will now be on D2L.

*Note: Drag and drop functionality to add new files in the Content area does not work in Internet Explorer 9 or 10 and Safari 5. Drag and drop functionality to add new files in the Content area does work in the newest versions of Firefox and Chrome. Please use one of these browsers if you would like to use this function.*
b. Upload a file by clicking on the button that says New. Select Upload Files. Again you can drag the file here or click Upload to search your computer or course for the module.

IV. Deleting Modules, Sub-Modules, and Topics

Important Note: In this section of the manual, “name of content item” can refer to module, sub-module or topic, depending on what you’re deleting.

1. Go to the module.
2. Click on the downward facing arrow next to the name of the content you want to delete.
3. Click on Delete “name of content item”.
4. When you click on Delete, a dialogue box will open up with two options:
   a. **Remove the “name of content item” from Content but keep the associated file or activity in the course.** This will keep your file on the “back scene” of your course, but it won’t be visible in the content area.
   
   b. **Permanently delete both the “name of content item” from Content and the associated file or activity from the course.** This will erase the file in the content area and from the “back scene” of your course.