Using D2L as a hub for course activity and communication

1. **Activate your D2L course.**
   Students cannot see, or access, a course on their course list until after the course instructor makes it active.

2. **Understand the D2L HTML editor.**
   The "HTML editor" is used to enter text, images and embedded content in Announcements, Content, Discussions, and all D2L description and feedback fields.

3. **Email students using the D2L classlist.**

4. **Share resources using D2L content.**

5. **Share grades confidentially in D2L.**

6. **Set up a weighted grade system.**

7. **Set up a points grade system.**

8. **FERPA Reminder**
   
   **FERPA regulations** prohibit any type of "posting" of student grades where others have access to them. This applies even if a unique, non-identifying number is used to "mask" each student. Also, grades should never be posted on a non-University approved source such as Google Docs or sent within a list of grades via a mass email. If you have any questions regarding the FERPA requirements, please contact Registrar Alison Hutchinson.

   • Set up a weighted grade system.
   • Set up a points grade system.