D2L Basics Instructor Task List

Instructors should be familiar with and know how to use each of the tools on this task list BEFORE you need to use them in your course(s) with students. Use your “D2L Practice: your name” course within D2L to create using the D2L tools as you work your way through the task list.

1. Watch the D2L Video Tour and share it with your students.

2. Activate your D2L course.
   A course shell will be created for every scheduled course 6 weeks ahead of the start of a semester. Those shells are “inactive” when created. Students cannot see, or access, a course on their course list until after the course instructor makes it active. Students will be able to enter an “active” course beginning on the start date of that course.

3. 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.

4. Create Course Announcements
   Ask your students to enable notifications so they will receive an email or text when you post an announcement in your course.

5. Email students using the D2L classlist.

6. Create modules and topics
   - Create and share video content
   - Embed media and links
   - Add links to D2L activities at Content
   Discussions, Quizzes and Assignments should be created first and then access to those activities should be added within the appropriate Content module(s).

7. **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.

Build your Grade book in D2L

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

Enter Grades and Feedback Comments at Grades

Grades and Feedback can also be left at discussions and assignments. It is recommended that you associate all Discussion topics and Assignment folders with grade items for efficient evaluation management.

8. Create Forums and Topics
   - Associate a Discussion with a Grade Item
   - Grade Discussions

9. Create Assignment Folders
   - Grade Submissions in Assignments
   - Additional Assignments Information for Instructors

10. Add Questions to Question Library
    - Create a New Quiz
    - Understand Quiz Restrictions

   Availability dates control when a student may click in and begin taking a quiz. The End date will not control when a student must finish a quiz attempt.

   Time limit controls the amount of time a student may remain on a quiz after they have clicked in and begun. Enforcing a time limit will prompt a student to submit quiz once they have reached time, without being allowed to make any edits or additions to additional questions.
Set Submission View to Control What Information Students See When They Complete a Quiz
Set Special Access for Students Who Need Additional Time or Different Restrictions for a Quiz
Associate a Quiz to a Grade Item
Preview a Quiz as a Learner
Manually Grade a Quiz

11. **Create Checklists of course activities**
   You can have multiple checklists in the same course. Create checklists for each course week, for assignments with multiple components or as an overview of all assignments within the course.

12. **Create Rubrics within D2L**
    **Attach a Rubric to an Existing Activity**

    **NOTE:** Rubrics should be attached to Discussion Topics or Assignment folders when those activities are present in the course. Rubrics may also be attached to a Grade Item if that Grade item is not already associated with an activity in the course, a Discussion or Assignment.

    **Attach a Rubric to a Grade Item**

13. **Assign student presentations and speeches to be captured online**

14. **Assign multi-media presentations for submission to D2L**

15. **Use the Zoom online meeting tool for office hours or advising**

16. **Use the Zoom online meeting tool for Synchronous course meetings**

Instructors may also request the **MU Template** be copied into any course in D2L to aid in the creation of a new course or the redesign of an existing course.