Accessing D2L
- Username and password
  - Username and password for guests
  - Username and password for Millersville faculty or staff members
  - Username and password for Millersville students
  - Username and password for students, faculty, or staff members from other PASSHE schools
- Getting an account
- Supported browsers
  - Required browser settings
  - Testing your web browser
  - Browser looking retro
  - Internet Explorer not supported
- Additional required software
- Mobile devices
- Logging in
- Scheduled maintenance downtime
- Course start and end dates

Getting started
- Video tour
- Missing courses
- Logging out
- Entering a course
- Understanding automatic logout
- Pinning a course
- Subscribing to updates
- Information for Faculty and Staff
  - Workshops and Training
  - D2L Basics Instructor Task List
  - Are you a new faculty member?
  - Using Desire2Learn to replace class LISTSERVs
  - Continuous Delivery
  - Tool and Feature Availability
  - Brightspace Community
  - Usage Statistics

Getting help
- Avoiding browser add-ons

Account Settings
- Accessing account settings
- Setting D2L to use dialogs
- Setting D2L to use pop-up windows

Additional Information
- Blocked file types
- Overview of Policies and Resources
- Real-time connection between Banner and D2L Brightspace
- Understanding mixed content

Announcements
- Accessing announcements
- Restoring dismissed announcements
- Viewing announcements
- Announcements information for Instructors
  - Creating an announcement

Assignments
- Accessing assignments
- Submitting assignments
  - Submitting a Prezi to assignments
  - Submitting from MU Video to assignments
  - Submitting to assignments from a Chromebook
- Viewing assignments submission history
- Viewing assignments submission feedback
- Troubleshooting assignments upload problems
- Assignments size limits
- Turnitin status
- Assignments information for Instructors
  - Assignments dates and Turnitin
• Assignments document rendering slowly
• Assignments file types
• Assignments shows only the first page or pages of longer submission
• Associate an assignment with a grade item
• Create Assignment folders
• Downloading student submissions from assignments
• Grade assignment submissions
• Recording audio feedback for assignments
• Recording video feedback for assignments
• Showing an assignments folder's date in calendar
• Turnitin Feedback Studio mobile app
  • Getting a course link for the Turnitin Feedback Studio mobile app
  • Getting Turnitin Feedback Studio mobile app
  • Supported devices for Turnitin Feedback Studio mobile app

Blog
• Visibility of private blog posts
• Visibility of public blog posts

Calendar
• Enabling calendar subscriptions
• Subscribing to a calendar with Apple Calendar
• Subscribing to a calendar with Google Calendar
• Subscribing to a calendar with Outlook
• Calendar information for Instructors
  • Deleting a content event from calendar
  • Deleting an assignments event from calendar

Checklist
• Accessing checklist
• Checklist information for Instructors
  • Adding a category to a checklist
  • Adding an item to a checklist
  • Checklist Quick Guide
  • Creating a checklist
  • Deleting a checklist
  • Previewing a checklist
  • Reordering checklists
  • Reordering within a checklist

Class Progress and Course Analytics
• System Access

Classlist
• Accessing classlist
• Classlist information for Instructors
  • Adding instructors
  • Adding students
  • Changing a person's role
  • Giving a student access to a past course
  • Removing students
  • Requesting access for a guest
  • Roles
    • Announcer role
    • Ed Support Coach role
    • Guest role
    • Interpreter role
    • Observer role
    • Student (Ext Access) role

Content
• Accessing content
• Opening Microsoft Office documents for editing
• Viewing a content topic
• Content information for Instructors
  • Add links to existing activities at content
  • Content file types
  • Creating modules and topics
  • Embedding an Office 365 document in Content
  • Embedding Flipgrid
  • Embedding Media from MU Video in Content
  • Embed Instruct Information Literacy Learning Objects
  • Showing a content date in calendar
• Printing a content topic
Course Management
- Changing a course banner image
- Changing a course tile
- Changing course start and end dates
- Combining courses
- Copying content from another course
- Emptying a course
- Exporting a course
- Exporting materials from a course
- Intelligent Agents
- Making a course active
- Making a course inactive
- Master courses
- Renaming a course
- Requesting courses
  - Requesting CRN-based courses
  - Requesting space for a group or organization
  - Requesting special, non-CRN courses
- Requesting removal of past courses
- Viewing the copy components history for a course

Discussions
- Accessing discussions
- Discussions size limits
- Including original message in reply
- Switching to grid view
- Switching to reading view
- Discussions information for Instructors
  - Associate discussion topics with grade items
  - Creating course discussion spaces
  - Creating individual discussion spaces
  - Exporting statistics from discussions
  - Grade Discussions
  - Restoring a deleted discussions forum or topic
- Recovering draft discussions posts
- Embed Media from MU Video to a Discussion Post

Email
- Emailing an entire class
- Emailing from the classlist
- Email rate limiting and delays
- Email size limits
- Populating the address book
- Problems with Comcast email accounts
- Problems with email
  - Disabling Outlook's junk email filter
- Receiving copies of email sent

Grades
- Accessing grades
- Grades information for Instructors
  - Associate a course activity to a grade item
  - Changing the grade information students see
  - Clearing all grades for a grade item
  - Creating an extra credit grade item
  - Enter grades and feedback comments at grades
  - Exporting data from grades
  - Exporting grades to Banner
  - Receiving grades from external learning tools
  - Releasing final grades
    - Releasing final adjusted grades
    - Releasing final calculated grades
  - Setting up a points grade system
  - Setting up a weighted grade system
  - Using Grades with Excel
  - Viewing grades of someone who withdrew

Groups
- Accessing groups
- Accessing groups shows internal error

Homepages and Widgets
- Homepages and widgets information for Instructors
  - Adding a widget to a homepage
  - Adjusting the width of columns in a homepage
• Changing the active homepage
• Creating a copy of a homepage
• Creating a custom widget
• Creating a Twitter search widget
• Renaming a homepage

**HTML Editor**
• Copying and pasting in the HTML editor
• Disabling the HTML editor
• Editing text
• Embedding items
  • Embedding a Kanopy video
• Using replace strings
• Using the HTML editor

**Instructure Portfolium**
• Instructure Portfolium information for Instructors
  • Creating a Portfolium assignment

**Locker**
• Accessing locker
• Locker size limits

**Microsoft Office 365**
• OneNote Class Notebook
  • Logging in to OneNote Class Notebook

**Mobile Apps**
• Mobile app information for Instructors
  • Comparing Assignment Grader and the Turnitin Feedback Studio mobile app

**My Media**
• My Media information for Instructors
  • Adding a course playlist
  • Recording and including webcam videos

**Notifications**
• Disabling all notification messages
• Enabling notification messages
• Excluding select courses from notification messages
• Including grade values in notification messages
• Instant notification types

**Profile**
• Changing your profile picture
• Removing your profile picture
• Visibility of profile information

**Pulse**
• Getting Pulse
• Supported devices for Pulse

**Quizzes, Surveys, and Self Assessments**
• Accessing quizzes
• Best practices for taking quizzes
• Examity
  • Examity information for Instructors
    • Adding the Examity widget
    • Communicating with Students
    • Creating a Practice Quiz
    • Flag Breakdown on Exams
    • Requesting Examity
    • Requirements for a Proctored Exam/Quiz in D2L for Examity
    • Training Resources
    • Viewing Exam Results
  • Examity information for Students
    • Automated Proctoring Test-taker Guide
    • Completing a Systems Check
    • Examity Student Resource Center
    • Guide to Online Proctoring for Students
    • Student Automated Proctoring Experience Video
- Exporting survey results
- Printing survey results
- Quiz stopped saving answers
- Quizzes, surveys, and self assessments information for Instructors
  - Associate a quiz with a grade item
  - Clearing a quiz attempt
  - Create quizzes or exams in D2L
  - Creating a report for a quiz
  - Creating a report for a survey
  - Creating numeric answer questions
  - Exporting from Pearson TestGen for D2L
  - Exporting quiz results
  - Grade a written response type question
  - Locate a quiz attempt still in progress
  - Manually grade a quiz
  - Preview a Quiz as a learner
  - Resending quiz grades to grades
  - Respondus
    - Downloading Respondus
    - Exporting from Respondus for upload
    - Obtaining the Respondus password
    - Respondus CSV format
    - Respondus file types
    - Respondus overview
    - Respondus Standard Format
    - Using Respondus
  - Set Accommodations or Special Access Conditions for a Quiz
  - Sharing Quiz Attempt Information With Students
  - Update a quiz question with an error
  - Viewing a quiz attempt log
- Viewing quiz results
- Viewing survey results

Rubrics
- Accessing rubrics
- Rubrics information for Instructors
  - Assess grade items with an attached rubric
  - Attach a Rubric to a grade item
  - Attach a Rubric to an existing activity
  - Create a rubric

Textbook Sources and Publisher Tools
- Book List
- Cengage MindLinks
  - Cengage MindLinks information for Instructors
    - Connecting a course with Cengage MindLinks
  - Cengage MindLinks status
- InfoSec Learning Virtual Labs
  - InfoSec Learning Virtual Labs information for Instructors
    - Connecting a course with Infosec Learning Virtual Labs
- Macmillan Course Tools
  - Macmillan Course Tools information for Instructors
    - Adding Macmillan Course Tools to a course
  - Macmillan Course Tools status
- McGraw-Hill Connect, Campus
  - McGraw-Hill Connect, Campus status
  - McGraw-Hill Connect information for Instructors
    - Adding McGraw-Hill Connect or Campus to a course
    - Comparing McGraw-Hill integrations
    - Deploying McGraw-Hill Connect assignments to D2L content
    - Pairing a course with McGraw-Hill
      - Pairing a course with McGraw-Hill Campus
      - Pairing a course with McGraw-Hill Connect
- NBPTS ATLAS
  - Allowing cookies from ATLAS
  - NBPTS ATLAS information for Instructors
    - Adding an ATLAS case in content
    - Creating a case group in ATLAS
    - Logging in to ATLAS
- Pearson MyLab and Mastering
  - Pearson MyLab and Mastering information for Instructors
    - Adding Pearson MyLab and Mastering to a course
  - Pearson MyLab and Mastering status
- Reading List
  - Reading list information for Instructors
    - Adding an item to a reading list
    - Adding a reading list link as a content topic
    - Adding a reading list link within a content topic
• Adding a web page to a reading list
• Adding notes to a reading list
• Arranging items in a reading list
• Making a shared reading list private
• Removing an item from a LibrarySearch reading list
• Sharing a reading list

✦ SAGE Vantage
✦ Sapling Learning
  • Sapling Learning information for Instructors
  • Connecting a course with Sapling Learning
  • Sapling Learning status
✦ Textbook Room
  • Accessing the Textbook Room
✦ W. W. Norton & Company
  • W. W. Norton & Company information for Instructors
  • Connecting a course with W. W. Norton & Company
  • W. W. Norton & Company status

Video Assignments
• Submitting video assignments
• Video Assignments information for Instructors
  • Video Assignments Feature Availability

Instructional & Technology Support Team