Workshops and Training

Workshops and training are available to Millersville University faculty and staff.

Help Topics

Accessing D2L
- Additional required software
- Course start and end dates
- Getting an account
- Logging in
- Mobile devices
- Scheduled maintenance downtime
- Supported browsers
- Username and password

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
- Announcements information for Instructors
- Restoring dismissed announcements
- Viewing announcements

Assignments
- Accessing assignments
- Assignments information for Instructors
- Assignments size limits
- Submitting assignments
- Troubleshooting assignments upload problems
- Turnitin status
- Viewing assignments submission feedback
- Viewing assignments submission history

Blog
- Visibility of private blog posts
- Visibility of public blog posts

Calendar
- Calendar information for Instructors
- Enabling calendar subscriptions
- Subscribing to a calendar with Apple Calendar
- Subscribing to a calendar with Google Calendar
- Subscribing to a calendar with Outlook

Checklist
- Accessing checklist
- Checklist information for Instructors

Classlist
- Accessing classlist
- Classlist information for Instructors

Class Progress and Course Analytics
- System Access

Content
• Accessing content
• Content information for Instructors
• Opening Microsoft Office documents for editing
• Printing a content topic
• Viewing 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 removal of past courses
• Viewing the copy components history for a course

Discussions
• Accessing discussions
• Discussions information for Instructors
• Discussions size limits
• Embed Media from MU Video to a Discussion Post
• Including original message in reply
• Recovering draft discussions posts
• Switching to grid view
• Switching to reading view

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
• Receiving copies of email sent

Getting help
• Avoiding browser add-ons

Getting started
• Entering a course
• Information for Faculty and Staff
• Logging out
• Missing courses
• Pinning a course
• Subscribing to updates
• Understanding automatic logout
• Video tour

Grades
• Accessing grades
• Grades information for Instructors

Groups
• Accessing groups
• Accessing groups shows internal error

Homepages and Widgets
• Homepages and widgets information for Instructors

HTML Editor
• Copying and pasting in the HTML editor
• Disabling the HTML editor
• Editing text
• Embedding items
• Using replace strings
• Using the HTML editor
Instructional & Technology Support Team

Instructure Portfolium
  • Instructure Portfolium information for Instructors

Locker
  • Accessing locker
  • Locker size limits

Microsoft Office 365
  • OneNote Class Notebook

Mobile Apps
  • Mobile app information for Instructors

My Media
  • My Media information for Instructors
  • 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
  • Exporting survey results
  • Printing survey results
  • Quiz stopped saving answers
  • Quizzes, surveys, and self assessments information for Instructors
  • Viewing quiz results
  • Viewing survey results

Rubrics
  • Accessing rubrics
  • Rubrics information for Instructors

Textbook Sources and Publisher Tools
  • Book List
  • Cengage MindLinks
  • InfoSec Learning Virtual Labs
  • McGraw-Hill Connect, Campus
  • NBPTS ATLAS
  • Pearson MyLab and Mastering
  • Reading List
  • SAGE Vantage
  • Sapling Learning
  • Textbook Room
  • W. W. Norton & Company

Video Assignments
  • Submiting video assignments
  • Video Assignments information for Instructors