

D2L Admin Tools

Instructor Guide



Course Administration Tools exist to serve you as an instructor. This workshop will walk you through some of the admin tools available to instructors. After completing this workshop you can be well on your way to making your course content work for you. The tools covered in this workshop include Copy Components, Manage Dates, Course Offering Information, and Intelligent Agents.

Table of Contents

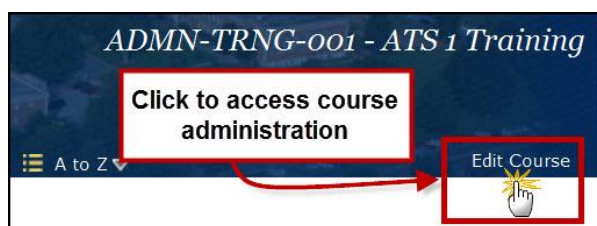
Import/Export/Copy Components.....	3
Accessing Copy Components.....	3
Accessing Intelligent Agents.....	5
A Note about Creating Intelligent Agents.....	5
Create an Agent Agent Details.....	7
Agent Criteria.....	7
Agent Action.....	8
Replacement Strings.....	9
Running an Agent Manually	10

Import/Export/Copy Components

The Import/Export/Copy Components admin tool is used to copy course content and learning activities across course shells. You can use this tool to import course documents, quizzes, discussion board topics and forums, and even your grade book. Using this tool in collaboration with the manage dates tool will save you time when a new semester arrives. Once you have your content, assignments, discussions, etc. set up the way you like, you can copy them to another course or to your empty course shell for the upcoming semester.

Accessing Copy Components

1. Click the **Edit Course** link located in the lower right corner of your navigation bar. This will take you to the tools used to manage your course. This link is not visible to students in your course.



2. Select **Import/Export/Copy Components** from the available choices.



3. Copy Components from Another Org Unit will be pre-selected. Click the **Search for Offering** button to search for and select the course from which you will copy materials.

What would you like to do?

☒ Copy Components from Another Org Unit

Protected Resources: ☒ Include protected resources

Course to Copy:

4. The list of courses to which you have instructor and / or Teaching Assistant access will appear. Select the course containing the materials, or search for the course. Click Add Selected after locating and selecting the Source Course. **You may only copy content from courses in which you are enrolled as a teaching assistant or instructor.**

Select Course Offering

Search For: [Show Search Options](#)


Page: 1 of 3 20 per page

Offering Code ▲	Offering Name	Location	Semester
<input checked="" type="radio"/> 13665.201110	GRAD-7810-001 - Fac Tech Leadership II	Graduate School	Spring 2011
<input type="radio"/> 13279.200910	GRAD-7810-001 - Fac Tech Leadership II	Graduate School	Spring 2009
<input type="radio"/> 13655.201210	GRAD-7810-001 - Fac Tech Leadership II	Graduate School	Spring 2012
<input type="radio"/> 18814.201310	GRAD-7810-001 - Fac Tech Leadership II	Graduate School	Spring 2013

Click to select the course or search

5. After selecting the course offering the page will refresh and the option to **Copy all Components** and **Select All Components** will be active and available.

a. **To copy everything into the source course— Copy All Components.** All of the items will be selected and everything will be copied into the source course. You will immediately see a status bar indicating that the course copy is taking place. When the copy is complete you will see a confirmation message and green circle with a white checkmark.


The copy is queued, please wait for processing...


Copy Completed: 10/14/2013 10:43 AM

b. **To select individual items to copy—** Choose the tool that you wish to copy and then choose **Select individual items to copy**. Click **Next**.

☒ **Discussions (2 item(s))**

☐ Copy all items

☒ **Select individual items to copy**

- Select the individual item that you wish to copy. Click **Next**.

[Expand All](#) [Collapse All](#)

 Folders with No Category

☐ Turnitin

☒ **Weekly Tech Assignments**

☒ TurningPoint

c. **If you are copying only content—** Make sure you select both **Content** and **Course Files**. Your links will be broken if you select Content without Course Files.

☒ **Content** (57 item(s))

☒ Copy all items

☐ Select individual items to copy

☐ **Content Display Settings**

☒ Copy all items

☒ **Course Files** (53 item(s))

☒ Copy all items

☐ Select individual items to copy

6. The Confirm Components to Copy screen will appear. Click **Next** when you are sure everything looks okay.

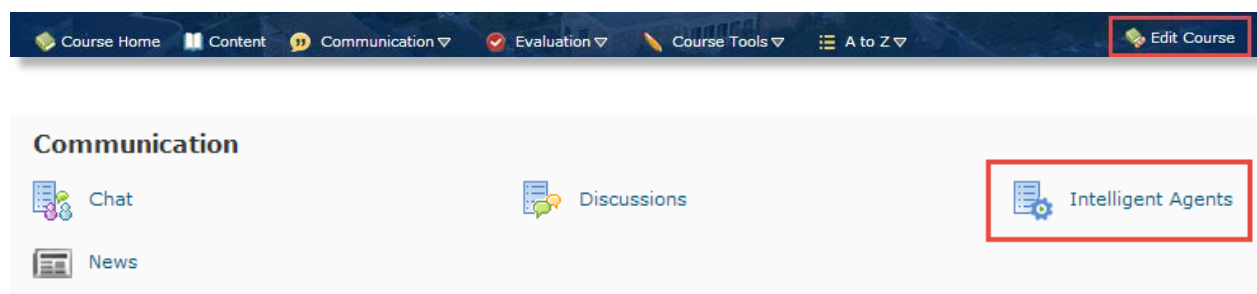
7. The Copy Summary page will show the progress of the copy. Click **Done** when the copy has completed.

Manage Dates

The Manage Dates tool is located in the Course Administration menu. Navigate to this menu by clicking the **Edit Course** link on the default course nav bar. The Manage Dates tool is located in the *Communication* category.

Accessing Intelligent Agents

The Intelligent Agents tool is located in the Course Administration menu. Navigate to this menu by clicking the **Edit Course** link on the default course nav bar. The Intelligent Agents tool is located in the *Communication* category.



A Note about Creating Intelligent Agents

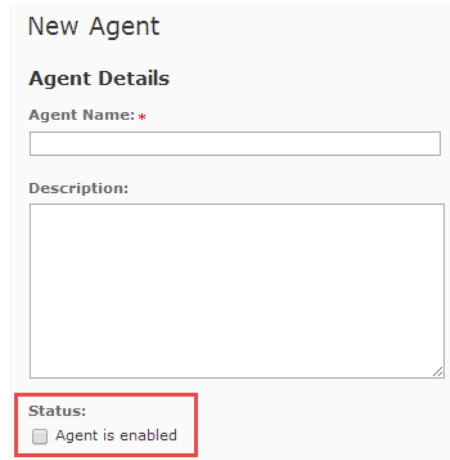
You can create, delete, and edit preexisting intelligent agents from the Agent List page. When creating an agent you must consider the following:

- What criteria must the student meet in order to trigger an email?
- What will the content of the email message include?
- How often should D2L “run” these agent checks?

Once you’ve answered these three questions, creating the intelligent agent will flow smoothly.

Create an Agent

Agent Details

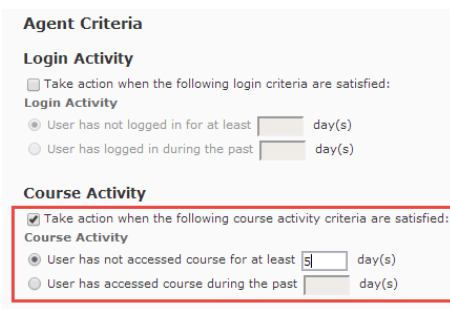


The image shows a 'New Agent' form. Under the 'Agent Details' section, there is a label 'Agent Name: *' followed by a text input field. Below that is a label 'Description:' followed by a larger text area. At the bottom of this section is a label 'Status:' followed by a checkbox labeled 'Agent is enabled'. This checkbox and its label are highlighted with a red rectangular box.

1. Click **Edit Course** from the default course nav bar.
2. Click **Intelligent Agents** under the *Communication* category.
3. From the Agent List page, click the **New** button.
4. Enter an agent **name** (required) and a **description** (optional).
5. Select **Agent is Enabled** to activate the agent immediately after you create it. The setting is necessary if you plan to schedule your agents.

Agent Criteria

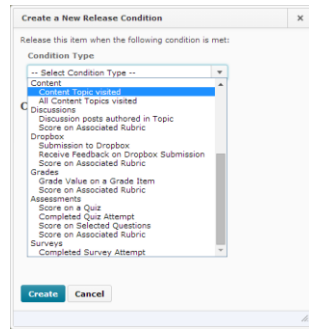
Login Activity / Course Activity / Release Conditions



The image shows the 'Agent Criteria' form. It has two main sections: 'Login Activity' and 'Course Activity'. The 'Login Activity' section has a checkbox 'Take action when the following login criteria are satisfied:' followed by two radio button options: 'User has not logged in for at least ___ day(s)' and 'User has logged in during the past ___ day(s)'. The 'Course Activity' section has a checkbox 'Take action when the following course activity criteria are satisfied:' followed by two radio button options: 'User has not accessed course for at least 5 day(s)' and 'User has accessed course during the past ___ day(s)'. The 'Course Activity' section and its options are highlighted with a red rectangular box.

6. Establish the criteria the agent will use:
 - Select the **Take action when the following course activities criteria are satisfied** checkbox if you want the agent to send an email to a student who has not accessed your course recently.
 - Select the “**User has not accessed the course at least __ days**” radio button and enter the number of days in the associate textbox.

- If you prefer the agent send an email once a student performs a particular action within the course you must create and attach a *release condition*. Click the **Create and Attach** button to create a release condition.

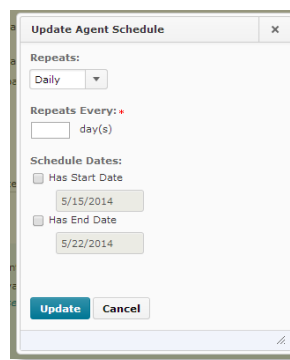


- o Release Conditions are positive attribute-related, meaning, you cannot create a release condition to identify a student who **has not** performed an action inside of the course. (i.e. quiz not attempted)

Agent Action

Action Repetition / Schedule

- Choose one of the two options in the Action Repetition section to determine if you prefer the agent to run repeatedly.
 - **Take action only the first time the agent's criteria are satisfied for a user** will allow the agent to run only once.
 - **Take action every time the agent is evaluated and the agent's criteria are satisfied for a user** will allow the agent to run any time the conditions are met.
 - If you want the agent to run automatically, select the **Use Schedule** checkbox, and then click the **Update Schedule** button.
 - o Set the frequency and dates in the fields provided in the **Update Agent Schedule** window and click **Update**



Constructing the Email

8. Enter the appropriate **replace string** in the TO, CC, BCC fields.
 - Information regarding replacement strings are located at the end of this document.
 - Use the **{InitiatingUser}** replacement string in the TO/CC/BCC field.
9. Enter a **subject** line – a replace string can be used here too
10. Compose your email body in the Message field.
11. Click **Save and Close**

Replacement Strings

Replacement strings are lines of code that you can enter in automated emails that retrieve user and course-specific information. For example, using a replacement string in place of the TO: field of an email triggers D2L to automatically replace that code with the email address of the student who has met the specific agent criteria. Refer to the table below for a list of replacement strings you can use in the subject line and body of an email message.

Replacement String	Resulting Information
{OrgUnitCode}	your class number (e.g., ENG_000_101_0920)
{OrgUnitName}	the name of your class
{InitiatingUserFirstName}	the student's first name
{InitiatingUserLastName}	the student's last name
{InitiatingUserUserName}	ETSU username
{InitiatingUserOrgDefinedId}	the student's E-number
{LoginPath}	the web address for D2L

Running an Agent Manually

If you did not set up a schedule for your intelligent agent, follow these steps to run the agent manually:

1. From the *Agent List* page, click the drop-down arrow next to the agent you wish to run.
2. Select **Run Now** from the menu.
3. Click **Run** once the confirmation box appears.