

# ACADEMIC TECHNOLOGY SUPPORT



## D2L 10.3: Introduction

*A Guide for Instructors*

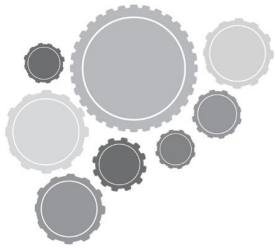


INFORMATION TECHNOLOGY  
SERVICES

EAST TENNESSEE STATE UNIVERSITY

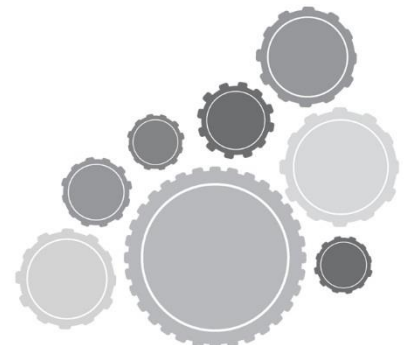
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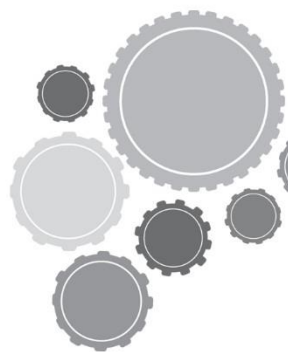
[www.etsu.edu/ats](http://www.etsu.edu/ats)



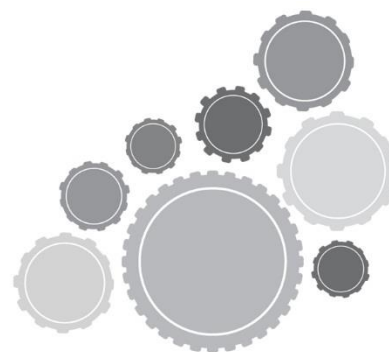
# Table of Contents

<b>Introduction.....</b>	<b>1</b>
Objectives .....	1
<b>Logging In to D2L .....</b>	<b>1</b>
<b>My Home.....</b>	<b>2</b>
The Minibar.....	2
Profile .....	2
<b>Account Settings .....</b>	<b>3</b>
Pager.....	4
Receive a Page.....	4
Send a Page.....	5
News Widget.....	6
ETSU Favorites .....	7
My Courses.....	7
<b>Course Home.....</b>	<b>8</b>
Edit Course.....	9
Site Setup .....	10
FAQ.....	11
Create Categories.....	13
Create Questions and Answers .....	14
Checklist.....	16





Create a New Checklist.....	16
Create Checklist Categories.....	16
Create Checklist Items .....	17
Classlist.....	18
How to email/page Students .....	18
Add Participants through the Classlist .....	19
Calendar .....	20
Manually Adding Course Events .....	20
News.....	21
Add a News Item .....	21
Re-Order News Items .....	21
Delete News Items.....	21
<b>Content .....</b>	<b>22</b>
Adding an Overview .....	22
Adding Modules .....	23
Adding Topics.....	24
Additional Resources .....	27





# Introduction

This workshop is designed to offer an introduction to ETSU's online learning environment, Desire2Learn. Participants will be introduced to the tools and capabilities of the system.

## Objectives

- How to Login to the D2L learning environment
- Personalize settings
- Post a news item within your course
- Email participants using the **Classlist**
- Send and receive messages using the **Pager**
- Begin creating course content

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## Logging In to D2L

You will login to D2L using the same login you use to login to your office computer and check your email at ETSU.

To login to D2L go to the URL address: <https://elearn.etsu.edu> .

The D2L login page contains additional features that will assist you in getting optimal usage from our learning management environment. The Reset your ETSU Password link allows you to reset or unlock your Active Directory account. Keep in mind that resetting your password here will also affect how you login to other ETSU services such as goldlink and email. You can also run a **System Check** to make sure that your computer has all of the necessary components needed to run D2L. The System Check scans your computer's Java version, browser, cookie settings, and display settings to ensure that D2L can run optimally. Faculty and Students can access the ETSU D2L help site via **D2L Support Site** hyperlink. This website provides written help materials as well as video tutorials. Finally, students enrolled in or faculty teaching RODP courses can access the RODP D2L site using the **Log In to RODP Courses** hyperlink.

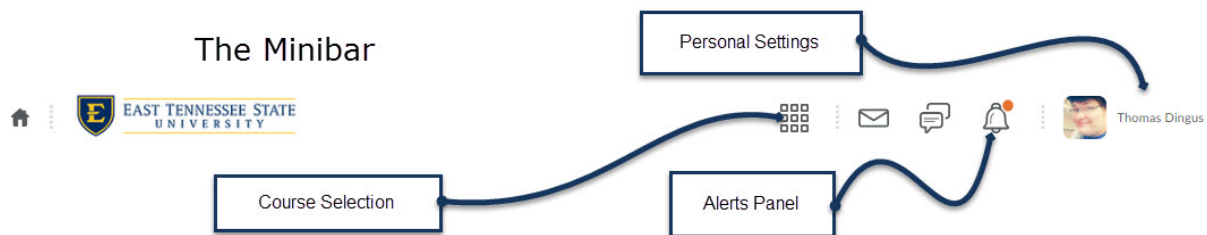
# My Home

Upon entering D2L you will be taken to your **My Home** page in D2L. Each user can have a customized Homepage based on individual settings and class assignments.

From **My Home** you can also access your courses with the **My Courses Widget** and view D2L related announcements in the **News Widget**. Note that the news items featured on the My Home page are system-related, not course specific.

## The Minibar

The new minibar is located at the top of your screen. This new feature allows you to quickly navigate between courses, view messages and alerts at a glance, and access your account settings. The minibar is pinned to the top of the window and is accessible whether you are inside of a course or on the My Home page. The minibar is comprised of three major sections: the Course Selection dropdown menu, the Alerts panel, and your personal settings dropdown menu. The minibar is also not course-specific.



## Profile


D2L makes it very easy to control your online persona. You can include any information you would like to put up about yourself but remember that other D2L users (students, faculty, and staff) will be able to view this information. Any information you put under profile will be viewed by anyone who can view your Classlist. Only reveal what information you are comfortable revealing.

Your students can also setup their Online Profiles and this is a great tool to learn a little more about your students before classes even begin.

To access your Profile click the Profile link in the Personal Settings drop-down menu inside the minibar to be taken to the Profile Homepage.

To change your online persona or picture, select the [Change Picture](#) button and select a web friendly graphic on your computer. You can use a jpg, gif, or png. You may fill in any information you want to reveal to other users in D2L.

Thomas Dingus

  Nickname

Hometown

Homepage

**Social Networks**

Facebook  e.g. http://www.facebook.com/myusername

Google  e.g. https://profiles.google.com/myusername

Twitter  e.g. http://twitter.com/87/myusername

LinkedIn  e.g. http://www.linkedin.com/in/myusername

**Contact Information**

Home Phone  Address 2

Business Phone  City

Mobile Phone  State/Province

Fax Number  ZIP/Postal Code

**Annotations:**

- Select a Web-Friendly Picture
- Only publish information you are comfortable revealing.

## Account Settings

Changing your account settings allows you to customize many of your viewing options within D2L. Remember, the preferences you set are personal and will not affect the way your students see your course. Upon selecting *Account Settings* from the *Personal Settings* drop-down menu, located in the minibar, you will be taken to the Account Settings Homepage. Your preferences in D2L are broken up into 3 tabs, simply click the tab for the preferences you want to set.

**Account Settings**

### Account Settings

- **Font Settings** - Change the font settings in D2L to make text more readable for instructions and navigation bars. This will not affect content viewing. Also, if you increase the font size past 18 your navigation bars may disappear.
- **Dialog Settings** – Allows you to set the way secondary windows open in D2L.
- **HTML Editor** – Allows you to turn off the Rich Text Editor and view HTML source code.
- **Locale & Language** – Allows you to set your preferred language and time zone.
- **Signing In** – A green dot will appear next to the name of anyone online in D2L. You can change your online status if you prefer that students not know you are online in D2L. The setting will revert back the next time you login to D2L. Students do not have this option.

## Discussions

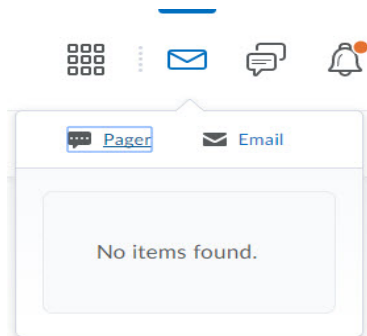
- **Personal Settings** – Change the default view, display settings, list style, and reply settings for Discussion Boards, settings can also be changed in Discussion Tool.

## Email

- **Email Options** – Create reply email address and email signature.

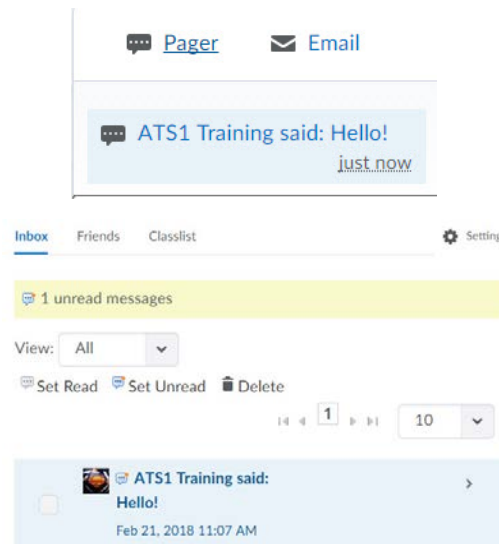
## Pager

The **Pager** is a great tool that allows anyone in D2L to get in touch with anyone else who uses D2L at ETSU in a format more immediate than email. The Pager works almost like an instant message where you can send another user a page and they can respond back to you using the Pager tool. The Pager will also display your online status so other D2L users can know when you're online. To access the Pager tool, click on the left-most icon of the alerts section from within the minibar. The icon looks like an envelope. After the submenu opens, select the *Go To Pager* hyperlink.



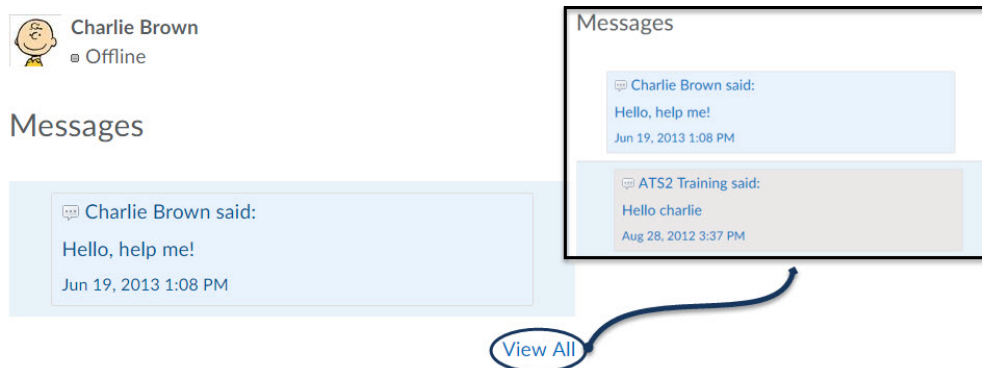
## Receive a Page

Notification of new pages will come in the form of a red dot in the upper right-hand corner of the icon. To open the page, simply click on the icon and then click on the message. This action will open the Pager Inbox.



From within the Pager Inbox, you will be able to send pages as well as view incoming pages. By default, your outgoing pages can only be viewed by expanding the conversation string. To expand the conversation string,

click on a received page and then click the *View All* hyperlink.



## Reply to a Page

To reply to a Page, click on the incoming page. At the bottom of the window, a message box will appear. Type your message into the box and then click *Send*.

Send

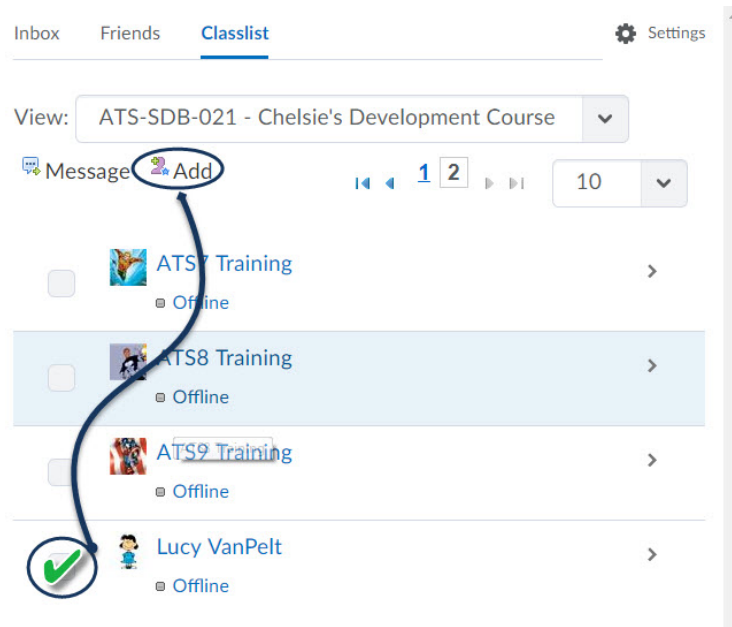
## Send a Page

To send a page, simply click the Pager icon and then click the *Go to Pager* hyperlink. The Pager tool will pop-up in a new window. When sending a message you have the option of selecting **Friends** or **Classlist** to display a list of users.

- **Friends** – The Friends section is a list of all contacts which you have added to your friends list manually. To manually add a contact to your friends list, click the “Add Friends” button on the right side of the window. Search for a username if you know it.
- **Classlist** – Provides a listing of all classmates, divided by course, for you to easily add to your Friends list.

Follow these steps to add a user from a class list:

1. Click the **Classlist** link.
2. Select the appropriate class in the “View” drop-down menu.
3. Select the checkbox to the left of the user you would like to add.
4. Click the “Add” icon.



## News Widget

From **My Home** you will also be able to access the **News Widget**. This Widget is available and viewable by all users in D2L. The Office of eLearning will post D2L related information here from time to time. Server related issues such as outages and upgrades but also important information that may be relevant to all D2L users. You can dismiss news items from within the widget but you cannot dismiss the widget from your home page.

News ▾

### D2L Upgrade is complete. ▾

Posted Feb 21, 2018 11:44 AM

The D2L upgrade is complete. You may click the Help icon above to access help materials. Most tools have the same functionality but look a little different. Instead of multiple buttons, you will now see drop-downs that link to tool options.

News ▾


Go to News Tool
RSS
Notifications

Click the X to dismiss a News Item

X

## ETSU Favorites

From **My Home** you will also be able to access the **ETSU Favorites Widget**. This Widget will contain links to useful ETSU websites. This Widget is created by the D2L administrators and cannot be removed but it can be minimized.

ETSU Favorites 

- [Blog Tool](#)
- [Bookstore](#)
- [Career Center](#)
- [COM Medical Library](#)
- [ETSU Home](#)
- [GoldAlert](#)
- [ETSU Email](#)
- [D2L Resources](#)
- [PlanIt ETSU](#)
- [Sherrod Library](#)
- [Student Complaint Policy](#)
- [Student Services](#)
- [Tutoring](#)

[Collapse this widget](#)

## My Courses

The **My Courses Widget** is where you will be able to enter your courses in D2L. This widget obtains its information from the Banner Student Information System and any courses assigned to you using this system will appear here. Courses are listed by Semesters and then Departments. If you are enrolled in courses by different roles, such as Instructor and Student, your courses may be listed under separate tabs at the top of the widget. Just select the course by clicking its name to enter it.

### My Courses



ADMN-TRNG-002 - ATS 2 Training  
ADMN-TRNG-002

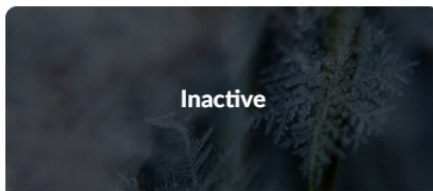
1



ADMN-TRNG-015 - ATS 15 Training  
ADMN-TRNG-015



ADMN-TRNG-001 - ATS 1 Training  
ADMN-TRNG-001

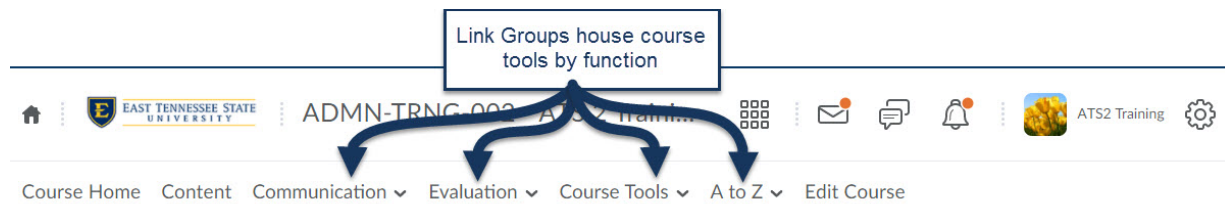


ADMN-0005-304 - QCOM 2015  
ADMN-0005-304

# Course Home

Upon clicking a course from your **My Courses Widget** you will be taken to your Course Home. The Course Homepage is where you will access all the information and content of your course. It contains navigation bars and widgets that you can use to create and edit your course. It will also allow you to determine specific settings for your course using **Edit Course**.

**Default Course Home Nav Bar** – Give you access to the various tools in D2L. In an effort to streamline the course homepage, we have customized a course home navbar which utilizes link groups that enable you to access course tools easily.



The link groups are organized by function and then alphabetically within each group. An expanded list of all course tools and their link group classification is listed below.

Communication ▾	Evaluation ▾	Course Tools ▾	A to Z ▾
Calendar	Assessments	Checklist	Assessments
Classlist	Discussions	Classlist	Attendance
Discussions	Dropbox	Rubrics	Calendar
Groups	Grades	Surveys	Chat
News		Tegrity	Checklist
		Class Progress	Classlist
			Course Builder
			Discussions
			Dropbox
			Email
			FAQ

**Widgets** – Widgets are other tools that you can set on your Course Homepage. They provide other relevant information for your course such as News, Updates, and Events.



## Edit Course

The link to **Edit Course** can be located on the top navigation bar at the bottom right, beside the link to Logout of D2L. You will use **Edit Course** to make administrative changes to your courses.



**Edit Course** can be organized two ways, by category or alphabetically. Below are some descriptions of commonly used course admin tools. *Note: Most all tools needed to create and maintain a course can now be found within the Default Course Home Navbar, virtually eliminating the need to browse through the edit course page.*

## Site Setup

### Course Offering Information

### Course Offering Information

#### ADMN-TRNG-002 - ATS 2 Training

Course Image

All standard image file types are supported. We recommend course images be 2400 x 960 pixels and that they don't contain different contexts and on different devices.

Homepage Banner

☐ Display the image in a banner on the course homepage

Start Date

☒ Course has start date

*United States - New York*

End Date

☒ Course has end date

*United States - New York*

Active

☒ Course is active

Public in ePortfolio

☐ Enable anyone in the organization to add this course to their ePortfolio sharing groups

Course Offering Path \*

/content/enforced2/5706718-ADMN-TRNG-002/ ⓘ

Dark Color

ⓘ

Light Color

ⓘ

Soft Color

ⓘ

Under Course Offering Information you will be able to edit the course offering name or code, change the colors used for the course, change the location where files are stored, change the start and end date to the course, and set the course to active or inactive.

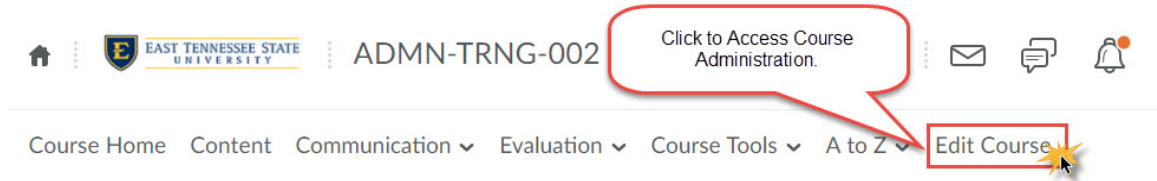
The Availability dates will be pulled from the Banner Student Information System but you may choose to set your own dates. Students will not be able to see the courses before the start date or after the end date that is specified here. You can also set the course to Inactive to not allow students to see the course should you want to make updates to the class in the middle of the semester.

You can also change the highlight colors of widgets and navigation bars by clicking the colored boxes and choosing different colors for Dark, Light, and Soft Colors. To reset to default colors you can select the arrow beside each option should you not like what you have chosen.

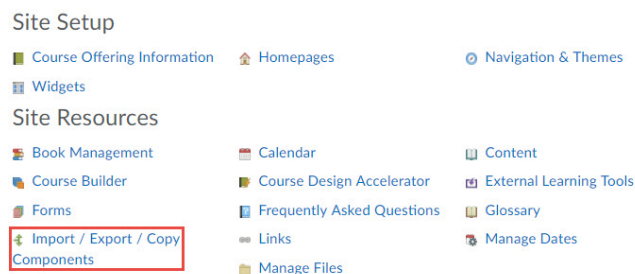
## Import/Export/Copy Components

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.

1. **Login** to D2L.
2. Enter the empty course that you wish to copy other materials into (destination course.)
3. 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.

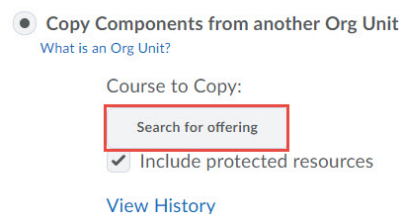


4. Select Import/Export/Copy Components from the available choices.

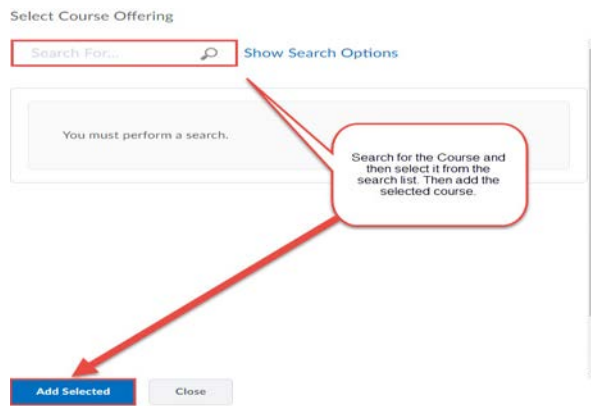


5. Copy Components from Another Org Unit will be pre-selected. Click the Search for Offering button to search for and select the course from which you will copy materials.

What would you like to do?



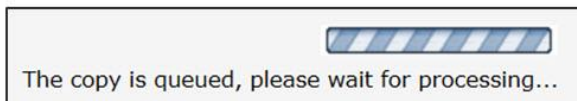
6. The list of courses to which you have instructor and / or Teaching Assistant access will appear. Select the course containing the materials, or search for the course. Click Add Selected after locating and selecting the Source Course. **You may only copy content from courses in which you are enrolled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



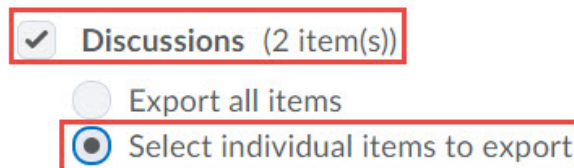
7. After selecting the course offering the page will refresh and the option to **Copy all Components** and **Select All Components** will be active and available.



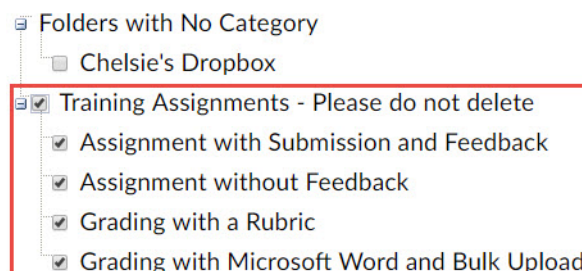
- a. **To copy everything into the source course— Copy All Components.** All of the items will be selected and everything will be copied into the source course. You will immediately see a status bar indicating that the course copy is taking place. When the copy is complete you will see a confirmation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



- 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**.



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



- 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

8. The Confirm Components to Copy screen will appear. Click **Next** when you are sure everything looks okay.
9. The Copy Summary page will show the progress of the copy. Click **Done** when the copy has completed.

## FAQ

The FAQ (Frequently Asked Questions) tool allows you to list answers to questions commonly asked about the course in an easy place for students to find. Questions will be grouped into categories to help organize the FAQ. The FAQ is listed in the [A to Z](#) link group on the Default Course Home Navbar.

### Create Categories

You will have to create categories in order to add questions and answers.

1. Select **FAQ** from the A to Z link group.
2. Click **New Category**. A category is a title that will be used to manage the FAQ questions. *You must create a category in order to create questions.*

Manage FAQ

New Category New Question More Actions ▼

Category

View All Categories ▼ Apply

3. Add Category **name** and optional **description** which will appear below the category name on the main FAQ page and at the top of the category's page.
4. Click **Save** once you are finished creating your category.

## New FAQ Category

Name \*

Course content

Description

Questions about Course content

## Create Questions and Answers

Once you have created your Categories you will be able to add questions and answers.

1. Click **New Question**

## Manage FAQ

Category

2. Select the **Category** you want the question and answer to be listed under.
3. Enter your **Question** and **Answer** in the dialog boxes provided.

## New Question

Category \*

FNP Student Question

Question \*

Where is the Course Content

Answer \*

Choose Content from the [Navbar](#).

4. Click **Save** once you are finished to add the Q/A to your FAQ.

This is how your students will view the FAQ:

# Frequently Asked Questions

Categories

FNP Student Question

Category

View All Categories

FNP Student Question

What's the snow policy?

We rarely miss for weather-related conditions.

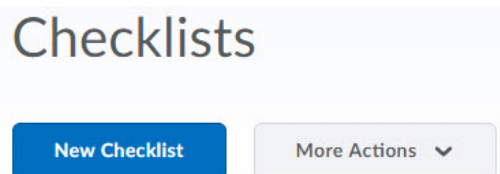
# Checklist

The Checklist allows you to create checklists that you can use to highlight important aspects of your course and make students accountable for completing certain tasks. You can setup multiple checklists with many different categories and items.

## Create a New Checklist

You may choose to make multiple Checklists for your course and you can create as many as you feel you need.

1. Select **Checklist** from **Course Tools** link group in the Default Course navbar.
2. Select **New** to create a new Checklist



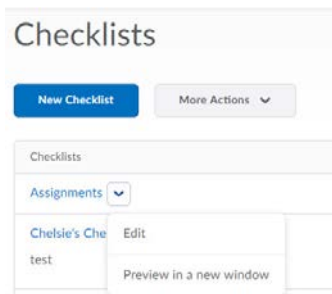
3. Enter a **Title** and **Description** for your Checklist. You can also choose to have the Checklist open in a new window by checking the box at the bottom of the dialog window.

A screenshot of the 'New Checklist' dialog form. The form has a title 'New Checklist' at the top. Below the title, there is a 'Name' field with an asterisk and a text input box. Underneath is a 'Description' field with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, list, link, font family, size, background color, and a 'More' menu. Below the description field, there is a 'New Window' section with a checkbox and the text 'Open this checklist in a new window when viewed.' At the bottom of the form are 'Save' and 'Cancel' buttons.

4. When finished, select **Save** to create the Checklist.

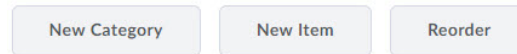
## Create Checklist Categories

After you create your Checklist you will need to create categories that you will assign your Checklist Items too.



1. Click the downward facing arrow to the right of the Checklist you want to edit and click *Edit*
2. Click the **New Category** button

## Categories and Items



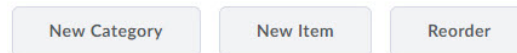
3. Enter a Category Name and optional Description. When you are finished, click **Save**.
  - a. You may re-order or delete categories

## Create Checklist Items

After you create your Checklist Categories you will be able to add your individual Checklist Items.

1. From within the same **Edit Checklist** window, click the **New Item** button.

## Categories and Items

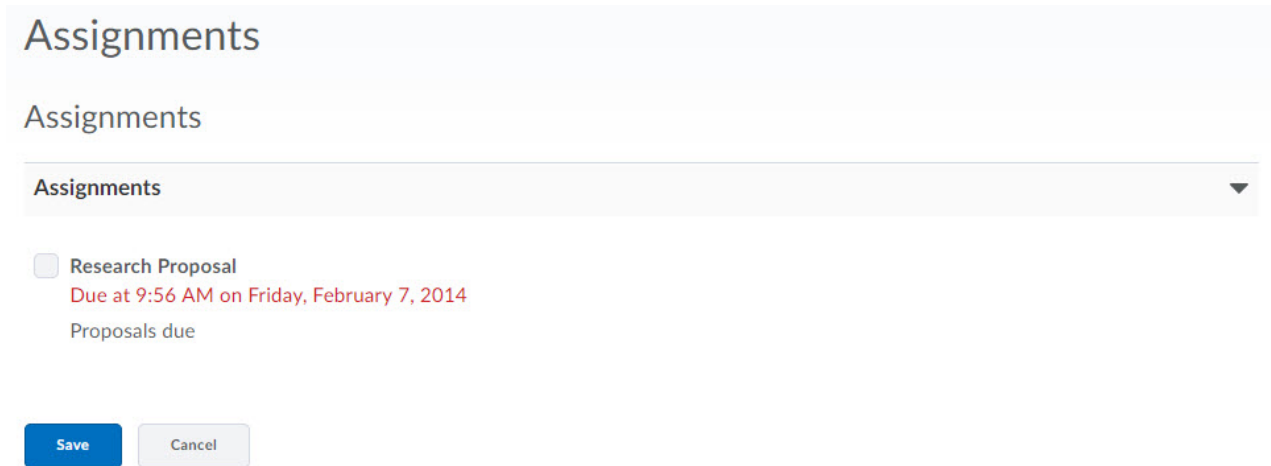


2. Select **Category** the Checklist Item.

3. Provide **Name** and optional **description**.
4. Set Due Date and Calendar display options

5. Be sure to **Save** when finished

Your Checklist will appear to students like the image below:



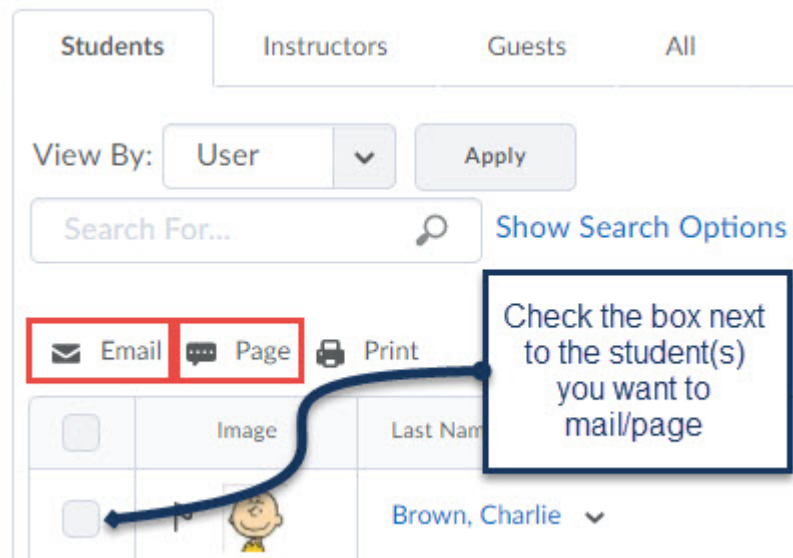
The screenshot shows a web interface for managing assignments. At the top, the word "Assignments" is displayed in a large, bold font. Below it, a section titled "Assignments" contains a dropdown menu with "Assignments" selected. Under the dropdown, there is a checklist item: a checkbox followed by "Research Proposal". Below this, the due date "Due at 9:56 AM on Friday, February 7, 2014" is shown in red text. Further down, the text "Proposals due" is visible. At the bottom of the interface, there are two buttons: a blue "Save" button and a grey "Cancel" button.

## Classlist

The Classlist is the best place for keeping track of your students. You can view their profiles, course progress, print a classlist, add participants to your course, and email your students. You can access your classlist via the **Communication, Course Tools, or A to Z** link groups on the *Default Course navbar*.

### How to email/page Students

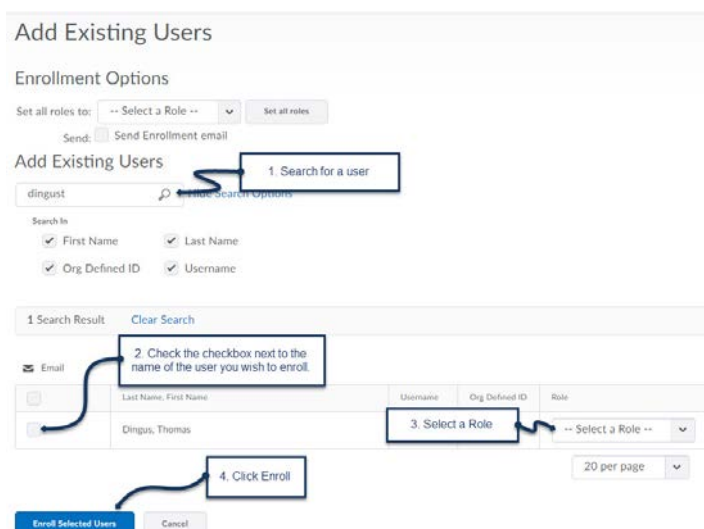
1. Upon clicking the Classlist you will be given a list of all the students currently enrolled in your course.
2. Check the box next to the names of the students you wish to email or page
3. Click the Mail or Page button located above the names list
4. This will open a new window with either the new message pane or the pager tool
5. Any message you send from the Classlist will also send a copy to your ETSU email account by default



## Add Participants through the Classlist

Students who are registered for your course through the Banner Student Information System will be automatically added to your classlist but you may choose to add another instructor, a teaching assistant, grader, or even another student to your course. **Note: We do not suggest manually enrolling students in D2L.**

1. Click the **Add Participant** button and click *Add Existing User*.
2. Type any part of the name or username in the **search** field and Click **Search**.
3. **Check the box** next to the user you want to add to your course.
4. Choose the **role** from the drop down list.
5. Click the **Enroll Selected Users** button.



You will not be able to remove an instructor from your course or change the role of any user once you have set their role, so please choose carefully. You may contact the Office of eLearning if you need to change a role or remove another manually added Instructor.

# Calendar

Instructors can use the calendar to post important course related events, such as assignment due dates, exams, or virtual classroom meetings. The dates and events that appear on the Course Calendar are visible to all students registered in the course. Users may also post events to their own personal calendar, which only they can view. *Note: When you change an activity's attributes, a due date for example, that attribute will update through the entire learning environment. This updating service applies to all course tools and activities. Changing the due date of a quiz from inside the content tool will automatically update the quiz's due date in the Course Calendar as well as in the Quizzes tool.*

## Manually Adding Course Events


Course Events can be viewed by all class participants. Personal events may only be viewed by the individual that created the event.

1. Access the Calendar by clicking *Communication* link group on the default Course Home navbar and selecting **Calendar**.
2. Click the **Create Event** Button
3. Enter a Title for the Event , optional Description, and Location
4. Choose the date and time information for the Event
5. The Event Access information is where you will set the access to the Event. You can set it as a personal event and it will only appear on your Calendar or set as a Class Event so all Classlist users will have the Event added to their Calendar
6. When finished be sure to **Save**

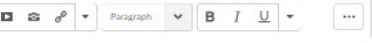
### Create Event

ADMN-TRNG-001 - ATS 1 Training


Title


 Add Content

Description



Attendees

Everybody in the Course Offering 



 Add Groups/Sections

When

☐ All day

to

United States - New York United States - New York

 Add Recurrence  Add Restriction

Location

# News

The News Widget is located on the top-left of your Course Home. This is the best place to post reminders, announcements, and updates. The html editor allows you to draw attention to a news item or post images. The five most current news items will appear in the News Widget unless you change the display options.

## Add a News Item

1. Click the \ / to right of the News Widget title, select **New News Item**.
2. Add a **Headline** for your News Post
3. Add **Content** to your post. You can also use the HTML editor to add backgrounds, images, ect...
4. Set the **Availability** by setting a Start and End Date
5. Add **Attachment**. You can attach images here to have them show up in the News Post
6. Add **Release Condition** if you would like the News Post to show up after some other condition is met you can set a Release Condition
7. Click **Publish** to post immediately, click **Save as Draft** to publish later.

New Item

General

Headline \*

Content \*

Availability

Show Start Date

☒ Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

2/22/2018 2:38 PM Now

United States - New York

End Date

☐ Remove news item based on end date

2/23/2018 12:00 AM Now

United States - New York

Attachments

Add a File

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Publish Save as Draft Cancel

## Re-Order News Items

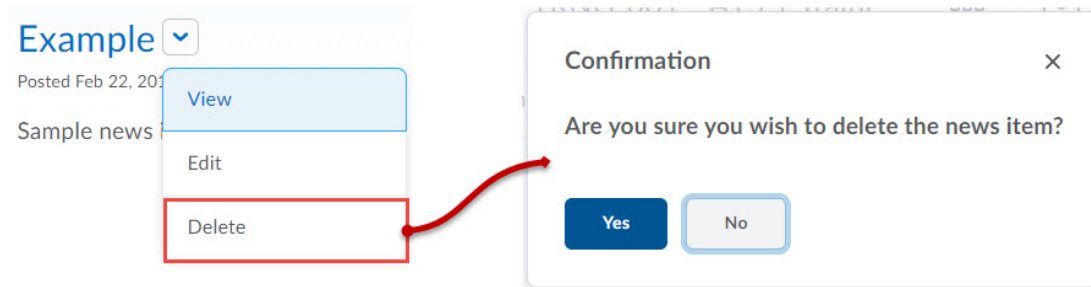
You can re-order your News Items if you would like to bring something back to the front that has fallen below the 5 newest news posts.

1. Click the **Re-Order** button from the More Actions button menu
2. The Sort Order is shown in the far right column
  - The Sort Order will start with 1 and go to the number of posts you have, simply change the sort order through the drop down menus

You can also Delete News Items should you choose you no longer want to display that particular post. There are two ways to delete a news item:

Method 1:

1. Select Delete from the context menu directly from Course Home
2. A pop-up will ask you to confirm the News Item Deletion



Method 2:

1. From within the Edit News widget, select the checkbox next to the item you wish to delete
2. Click the delete button. A pop-up will ask you to confirm the News Item Deletion

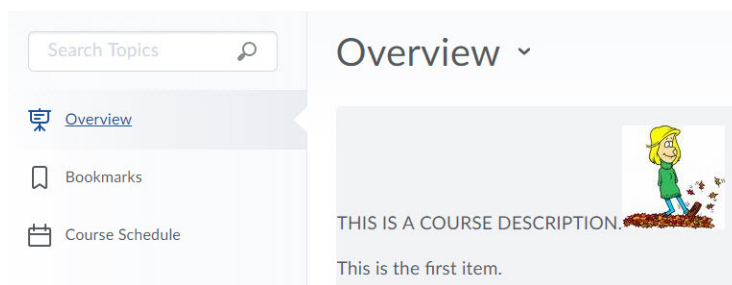
## Content

Content is where you will store all the course documents for your course such as your assignments and syllabus. You can upload various file types to content: HTML, .doc, .ppt, .pdf, ect. It is important to note that even though you can upload these file types to D2L your students will need to software to open them if they choose to download the documents. Either make sure you list links to free software packages for the file types you upload or use HTML, which is the most commonly used file type of the web. Regardless, choose what is appropriate for your material.

The Content section is arranged into Modules, which act as larger subject headings that you can list your course documents within. You will list your course documents as topics which are contained within each Module. Below is a diagram of the content tool at a glance.

All content uploaded to D2L is kept in the File Manager. Whether you create topics within content or upload files from your computer when creating topics, those files will be stored in the File Manager. You may also upload files directly to the File Manager and then link them to the topics as you create the course content. The File Manager is an essential part of D2L and is covered in more detail in the Managing Content Workshop.

## Adding an Overview



Overview is the first section of the content map. This space is an opportunity to provide a welcome message, a course description, or instructor contact information. If you do not post anything in the Overview, when a student clicks on the Content tool, he or she will be directed to the first module. To add an interview, click on the text *Add a welcome message, overview, or description...*

**Overview** - A good home for instructor contact info and a welcome message.

**Table of Contents** - A View of all modules and topics

Import Course ▾ Bulk Edit ▾ Related Tools ▾ Expand All | Collapse All

**Bulk Edit** - Expand editable regions of a module: title, restrictions, and descriptions.

**Collapse All** - View Module titles only

**New** - Add a topic to a module

**Add Existing Activity** - Add a link to a pre-existing quiz, discussion, etc.

**Completion Tracking**

**Easily add a module**

Course Information 8

Course Information 7

Draft Module 1

Add a module...

instructions, a short message, etc

**New** ▾ Add Existing Activities ▾

ETSU\_1020\_Syllabus\_SP17 ▾ PDF document

New Name ▾ Image

Google ▾ Link

## Adding Modules

Modules will act as course headers for each section of your D2L course. You must create Modules in order to add topics inside them.

**Example** ▾

Add dates and restrictions... **Add dates, restrictions, descriptions to module.**

Add a description...

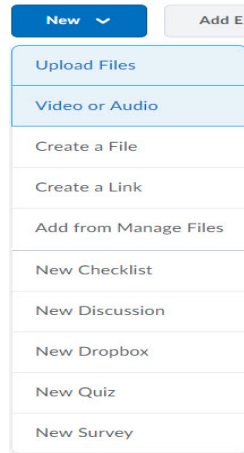
**Published** ▾ **Visibility**

**New** ▾ Add Existing Activities ▾ Bulk Edit

1. From the Content page, scroll to the bottom of the Table of Contents and click *Add a Module...*
2. Type your module's name into the textbox and press <Enter>.
3. The new Module will display at the bottom of the content map and will also be open for further modification.
4. When finished be sure to Save

## Adding Topics

Topics are contained within your course Modules. Topics can be created using D2L's HTML editor, from a file you upload from your computer to the D2L File Manager, as a link to another place within your course, or on the web.



Clicking the New button will give you a drop-down menu asking what type of topic you would like to create. The image to the right displays the New Topic types.

### *Create a topic using the HTML editor*

1. From within a module, Click **New**
2. Choose “**Create New File**”
3. Enter content in the HTML editor
4. Click “**Publish**”
  - a. Selecting “*Save as Draft*” publishes the topic but only the creator can view it.

### *Create a topic using a file previously uploaded to the File Manager*

1. From within a module, Click **New**
2. Choose “**Add from Manage Files**”
3. Select the appropriate parent module from the drop down menu of Modules
4. Check the checkbox to the left of the file you would like to add.
5. Click “**Add**”

### *Create a topic from a file on your computer*

1. From within a module, Click **New**
2. Choose “**Upload New File**”
3. Browse your computer for the file you want to upload
4. Click “**Add**”

## Editing a Topic

Once you have created a Topic you may need to go back and change some of the settings you set when you originally created the Topic.

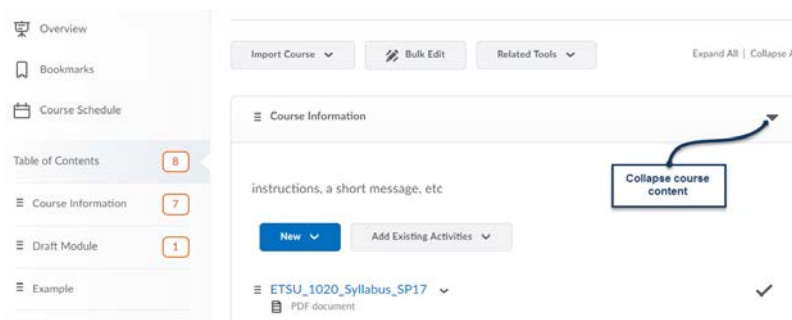
1. Find the module which houses Topic you wish to edit in the Table of Contents content map and click on it. The topic will open to the right.
2. Click on the \ / arrow to the right of the title and select “**Edit Properties in Place**”
3. This selection will expand the properties for this topic. From here you can edit the title, add dates and restrictions, and change the visibility options.
4. Be sure to click **Update** once you have finished editing the Topic

## **Collapsing Content**

After you have setup your Content you may wish to view your Content only by the section you are currently working on. This feature will allow you to view more or less of your materials as you prefer. This feature is especially useful for courses that contain complicated content structure trees or any course that contains numerous Modules.

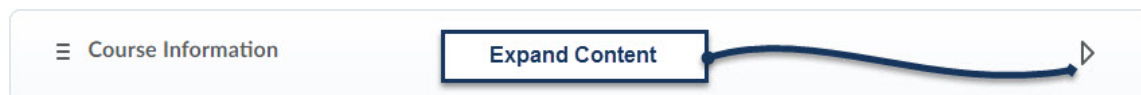
### ***To Collapse Content***

1. Locate the Module you wish to collapse
2. Click the “\ /” sign to the right of the Module Title



### ***To Expand Content***

1. Locate the Module you wish to expand
2. Click the “>” sign to the right of the Module Title



## **Content Features**

You also have the ability to move, rename, copy, and delete content from within the Content tool.

### **To Reorder Content**

1. Hover your cursor over the icon to the left of the module or topic; your cursor will change to crosshairs.
2. Click, hold, and drag the module or content to its new desired location
3. Release the mouse. **To Delete Content**
1. Find the module you wish to delete in the Table of Contents content map and click on it. The module will open to the right.

2. Click on the \ / arrow to the right of the module title and select Delete Module”
3. A confirmation pop-up window appears and prompts you to select to delete the module only, or the module and its associated files. Make a selection.
4. Click “**Delete**”

## Additional Resources

- Office of eLearning Help Page can be located at:  
<http://www.etsu.edu/d2l/>
- Desire2Learn Community website:  
<http://community.desire2learn.com/>
- Call the Office of eLearning at: 423-439-8611
- Contact D2L Help at: [d2lhelp@etsu.edu](mailto:d2lhelp@etsu.edu)