



# D2L Quick Start

*Get started with your ETSU Learning Management System*



Here's a quick and easy way to convert your course's delivery style from traditional to online delivery.

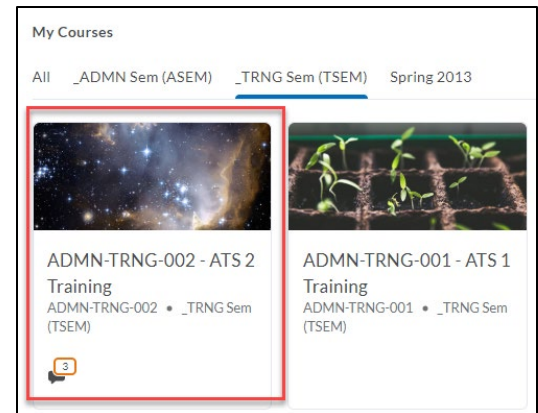
Please note: In addition to the information offered in this guide, we offer a variety of instructional aids aimed to improve the instructional design of your course. Visit our [Faculty D2L Resource Website](#) for an intensive list of all written documentation and instructional videos.

## Locating Your Course

Navigate to <http://elearn.etsu.edu> and log in to the site using your ETSU credentials (username + password). Locate your course within the My Courses widget. Be sure that the current semester is selected. You may also access your course from the Select a Course menu icon



, located at the top-center of the screen. To open a course, click on the course title.



## Communicating with Your Students

Communicate with your students frequently regarding class information and required assignments. There are two ways to communicate with your class list: posting a news announcement or emailing your classlist. The News Tool is located on the Course Home page. The Classlist tool is located within the Communication link group in the course navigation bar.

### Posting News Announcements

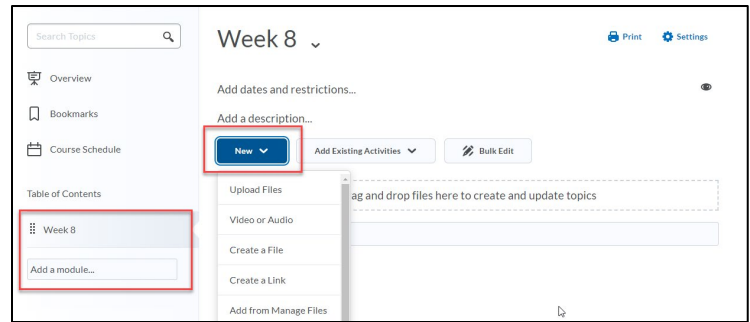
To post a News announcement, click on the context menu within the News widget and select **“New News Item.”** On the screen that follows, enter a headline and content. When finished, click **Publish**. More information on using the news tool can be found on this website: [D2L News](#)

### Emailing the Classlist

You can access your classlist via the Communication link group on the Default Course navigation bar. Once on the Classlist page, click the Email Classlist button. On the page that follows, scroll to the bottom of the page to locate and click the blue Send Email button. This action will open a new window where you can compose your email in the body text box. Note that your students will populate as recipients into the email automatically. You will also receive a copy of this correspondence. To send your email, click the blue send button located on the upper-lefthand side of your screen. Learn more about the Classlist tool [here](#).

## Posting Instructional Content

Post your syllabus and other instructional content in the Content tool. Click Content from within the course navigation bar. Before you can begin adding content, you must first create a module. Click on the Add a module text on the left-hand side of the screen. A textbox will appear. Enter a module name (Week 8, for example) and then press enter on your keyboard. From here, you may add and upload the content of your choice using the blue New button. To learn more about adding content, visit the ETSU [D2L Content](#) page or the [ETSU D2L Content Video Playlist](#).



## Posting Assignments

You have three options for creating assignments and activities for your students: discussion board forums, written assignments (Dropbox), and quizzes. Each of these tools can be accessed via the Evaluation link group located within the course navigation bar.

Discussions in D2L - When creating discussions in D2L, you must create a Forum and then create a Topic. All discussion activities will take place in the Topic area. To learn more about creating discussions in D2L, please visit the ETSU [D2L Discussion](#) page or the [ETSU D2L Discussion Video Playlist](#)

Written Assignments (Dropbox) in D2L - Use D2L to collect written work from your students using the D2L Dropbox tool. To create an assignment folder, simply click the blue New Folder button on the Dropbox Folders Page. Give the folder a name and then click the blue Save and Close button at the bottom of the page. To learn more about creating assignment dropbox folders in D2L, please visit the ETSU [D2L Dropbox](#) page or the [ETSU D2L Dropbox Video Playlist](#).

Quizzes in D2L - Use the quiz tool in D2L to facilitate a variety of different quiz experiences. The tool features 11 different question types as well as the ability to create randomized quizzes and quizzes from large question pools. To learn more about creating assignment dropbox folders in D2L, please visit the ETSU [D2L Quiz](#) page or the [ETSU D2L Quiz Video Playlist](#).

## Posting Grades and Feedback

Access the **Grades** tool by clicking the **Evaluation** link group on the default Course Home navbar and selecting **Grades**.

The [Enter Grades](#) screen presents your course gradebook in a spreadsheet layout. This page supports two different views: The Standard View, which requires you to open a grade item before you are able to enter grades, and the Spreadsheet View, which presents all grade columns as open textboxes so that you can enter student grades directly on the spreadsheet. Toggle between these two views by using the View button located on the far right of your screen.

### Creating Grade Items in your D2L Gradebook

You must create grade items before being able to enter grades and feedback for your students. From the **Manage Grades** page, click the blue New button and choose Item from the dropdown menu. Choose Numeric from the Grade Item Type list. Enter a Name and Max Point Value for the assignment. Then, click the blue Save and Close button. Repeat this workflow for all graded items/assignments in your course. To learn more about building out your gradebook in D2L, please visit the [ETSU D2L Grades page](#) or the [ETSU D2L Grades Video Playlist](#).