

Basic Course Set Up in Desire2Learn

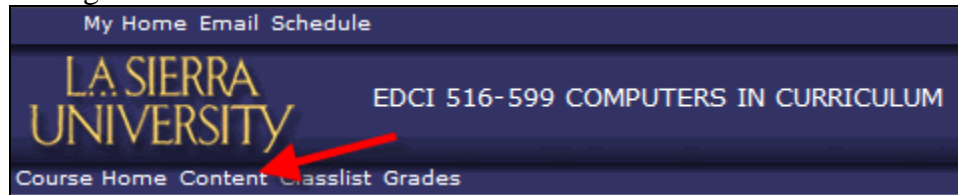
Instructor Levels 1-3

Although there are many wonderful tools and features in Desire2Learn (D2L), you do not need to use them all to get your course set up. This handout will guide you on how to use a few basic tools including **Content**, **News**, and **Events** to support your students' learning.

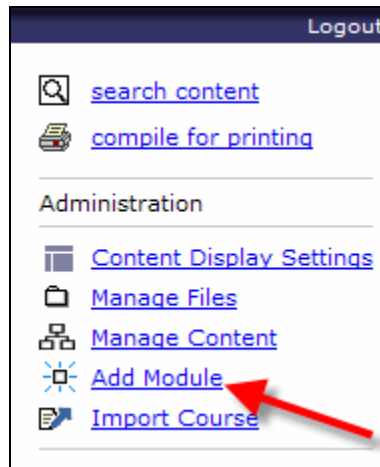
Content

Post your syllabus, handouts, articles, and any other content items in the Content area.

1. Start by clicking on **Content** in the course menu bar.

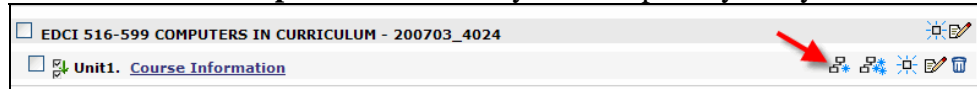


2. Click on **Add Module** on the right side of the screen. This will set up a category or folder for you to post files.

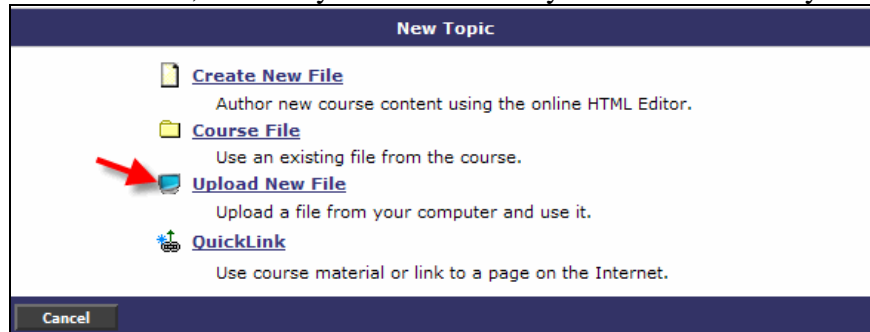


3. Define the module by filling in the **Title** and **Short Title**, and then click **Save**.

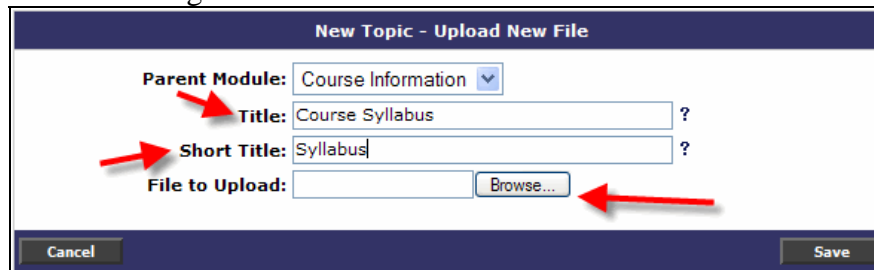
4. Click on the icon for **Add Topic**. This is where you will upload your syllabus.



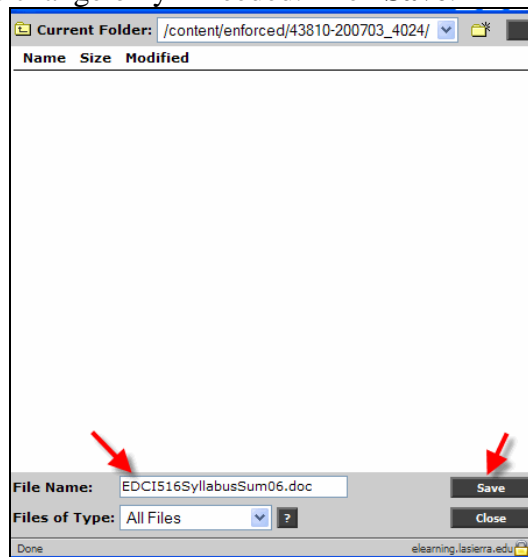
5. Click on **Upload New File**, because you don't have any files in the course yet.



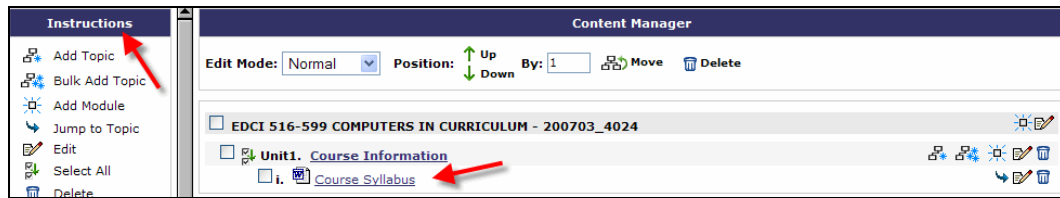
6. Fill in the **Title** and **Short Title** for the document you are uploading. In this case, it is a course syllabus. Then click on **Browse** to navigate your documents to find your file. It is a similar process as attaching a document to email. Then **Save**.



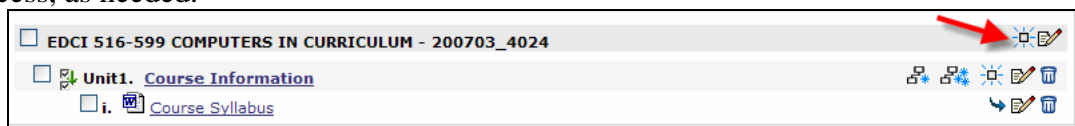
7. Check the **File Name** and change only if needed. Then **Save**.



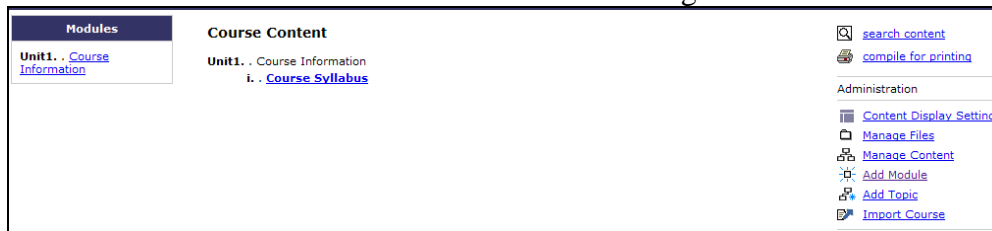
- Explore the **Content Manager** view. Instructions and icon definitions are on the left, if you need them. You can see that the syllabus file is a Word file, because of the familiar Word icon.



- Click on the **Add Topic** icon again (see above) if you want to post another file under the same module, and repeat the process.
- Click on **Add Module** to start a new category or folder, and then repeat the **Add Topic** process, as needed.



- Click on **Content** in the course navigation bar to see how the modules and topics look. Students will not see the **Administration Tools** on the right.

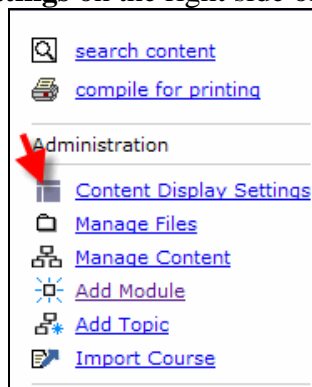


- Click on **Add Module** to add another category of course files, and repeat the above process to post new files (**Add Topic**).

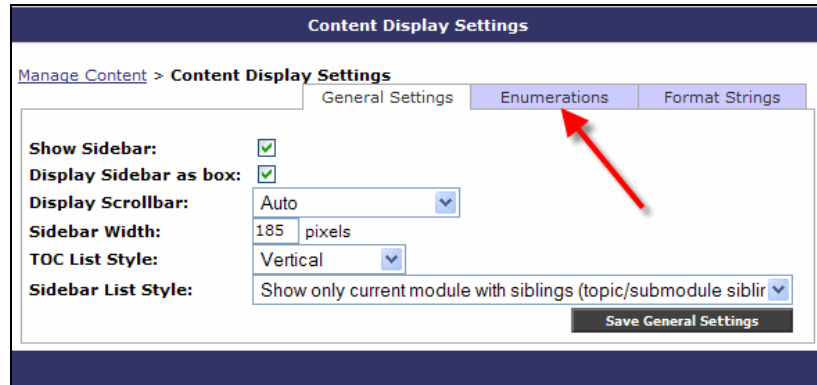
Optional: Content Display Settings

The D2L default is for each module to be labeled as a **Unit**, and this begins with the very first module, which frequently is course information and not a true unit. If you want to change this label or enumeration, follow these steps in **Content**. You will only have to do this one time.

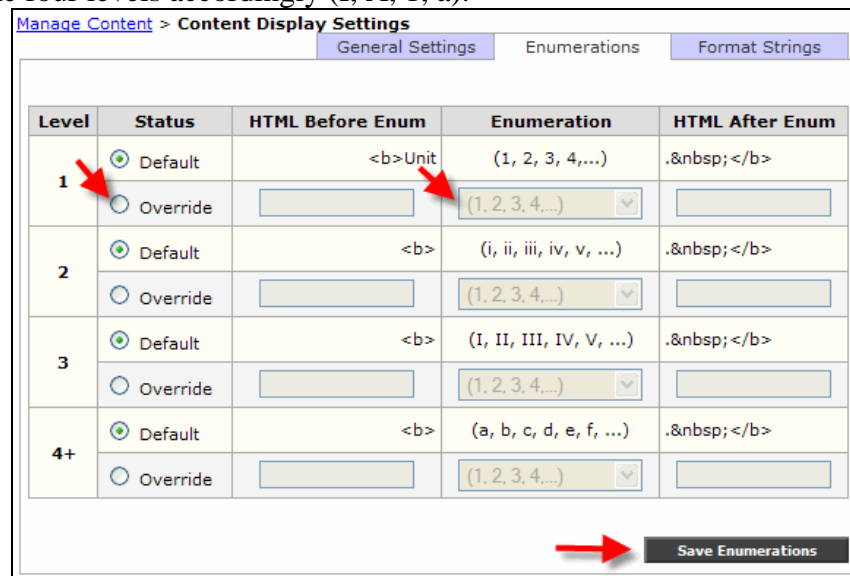
- Click on **Content Display Settings** on the right side of the screen.



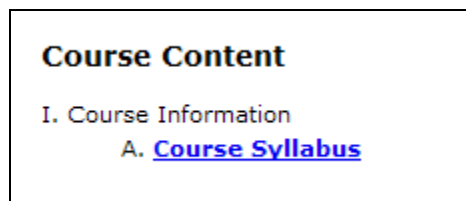
2. Click on **Enumerations**.



3. Click on Level 1's **Override** button. Then click on the activated **Enumerations** pull-down menu to select the desired style. Be sure to **Save Enumerations**. Repeat this process for the second level as well. If you want more complicated systems, such as four-point outlines, set up each of the four levels accordingly (I, A, 1, a).



4. Click on **Content** to see if the item enumeration is the way you want it. Make any desired adjustments to the enumeration system by going back into the **Course Display Settings** and repeating the above steps.



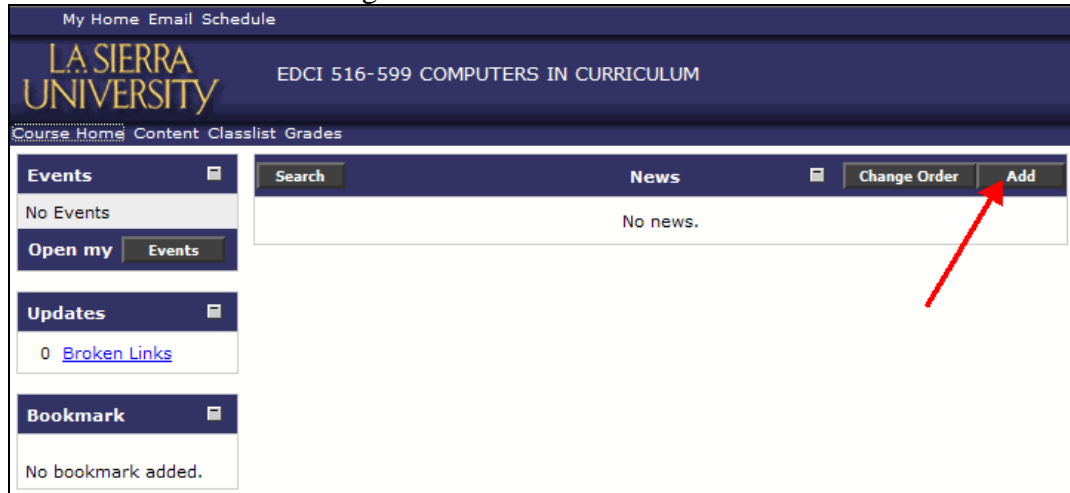
Content Tips:

- Terminology: **Modules** are category/folder names or parent items; **Topics** are the labels and links for your posted files and are child items.
- Arrange the course materials by setting up modules for class sessions, chapters, units, or any other way your class is normally organized. Then post the files that go with each of the modules (use **Add Topic**).
- You can post *any* type of file (Word, PowerPoint, Excel, etc.), but the program that made the file must be installed on the computer when the student opens the file. Most students have access to Microsoft Office, so posting these files will not be a problem.
- You can post media files and large files; they will just take awhile to upload and process, so be patient.
- Files can be modified by the students either accidentally or otherwise once they are downloaded; however, students *cannot* change files that are posted in your D2L course.
- If you want to post protected files and don't care too much about the formatting, do a **Save As** and select **Web Page Filtered** on the **Save as Type** pull-down menu.
- If you want to post protected files with *all* of your formatting, you can convert to PDF files in several ways:
 - Convert files with Adobe Acrobat Professional (must purchase).
 - Convert files to PDF with **PDF Online** (*free*): <http://www.pdfonline.com/> This option requires that you be on the Internet with a web browser.
 - Just print to PDF, if you have a Mac! It's already there.

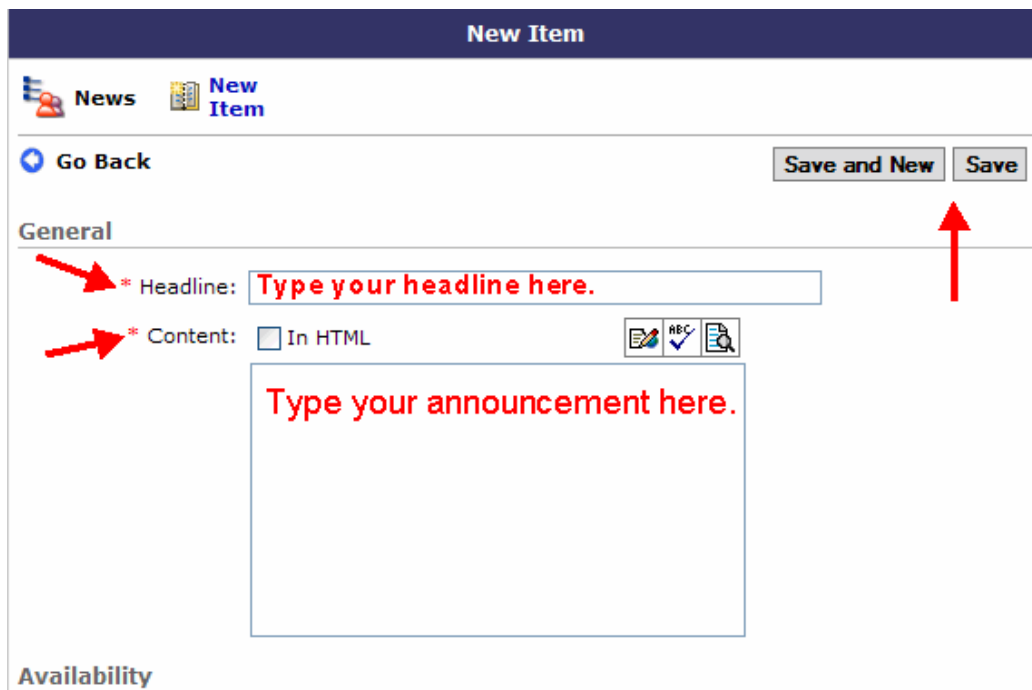
News Item

Every class in D2L should at least have one News Item such as a welcome message. However, this D2L tool can be used for posting all your important class announcements. Your class could have lots of files in the **Content** area, but when students first come into the class and don't see a **News** note on the **Course Home** page, it will feel like walking into an empty room!

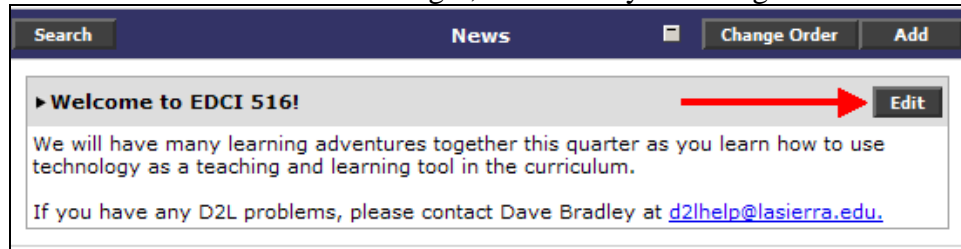
1. Click on the **Add** button to the right of **News**.



2. Type your headline in the **Headline** textbox. Then type your message in the **Content** textbox. Click **Save**.

A screenshot of the 'New Item' form. The form has a dark blue header with the title 'New Item'. Below the header, there are navigation links: 'News' and 'New Item'. There are two buttons: 'Go Back' and 'Save and New'. The 'General' section contains a 'Headline' field with a red arrow pointing to it and a 'Content' field with a red arrow pointing to it. The 'Content' field has a checkbox for 'In HTML' and a rich text editor toolbar. The 'Content' field contains the text 'Type your announcement here.' There are also 'Save and New' and 'Save' buttons at the top right of the form.

3. Click on **Course Home** in the course navigation menu to read over your **News** item. If you need to change it, click on the **Edit** button on the right, then make your changes and **Save**.

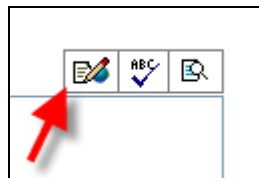


News Item Tips

- Any field with a red asterisk *MUST* be filled in...don't forget!
- You can have as many **News** items as you want to keep your course current. Post class announcements here to make sure that your absent students can keep up.
- Up to three **News** items will be displayed on the **Course Home** page at one time; but, if you have more, there will be buttons for students to access previous items at the bottom of the list:



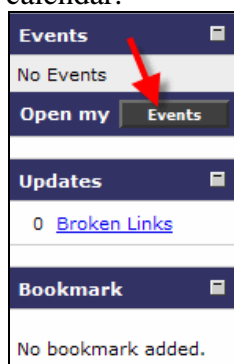
- You can add word-processing types of formatting with the **HTML Editor** as well as add graphics to make your announcements more visually pleasing.



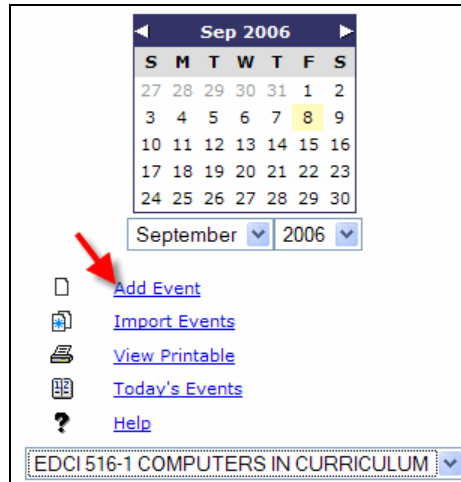
Event Items

Post your course dates in the **Events** (Calendar) to help keep students on track. They will also be able to see other courses' **Events** items integrated with yours, if they select **Show All Events**.

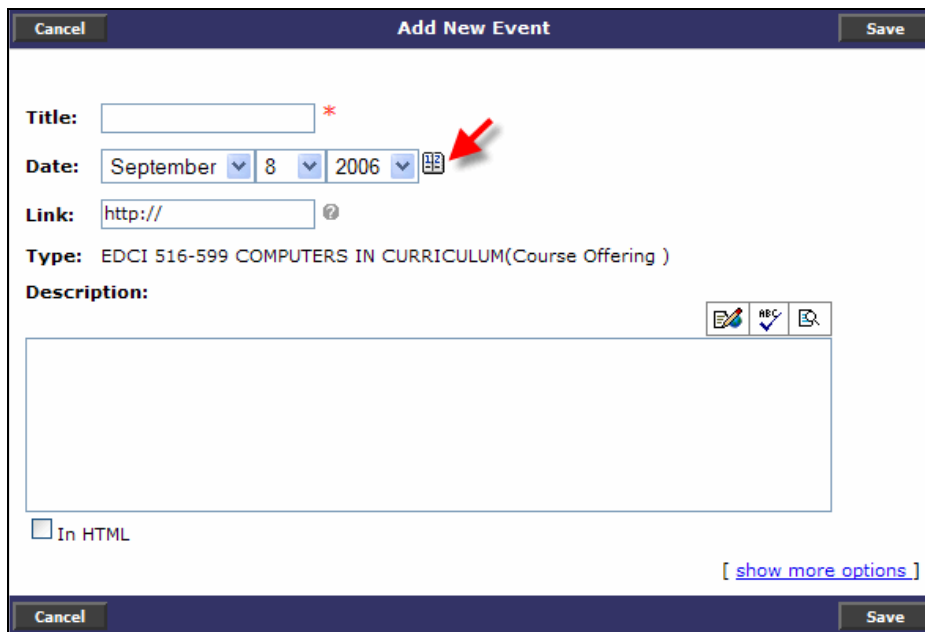
1. Click on **Events** to access the course calendar.



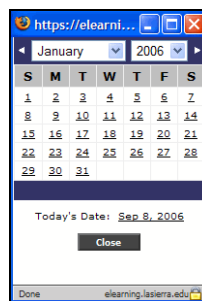
2. Click on **Add Event**.



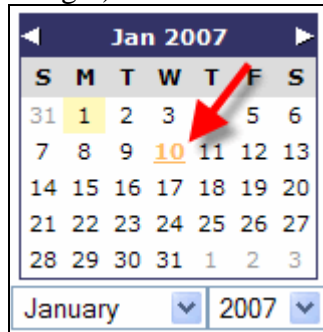
3. Type in your title in the **Title** textbox. Click on the pull-down menus to select the date. Click on **Save**.



3. **Or** click on the little calendar icon to the right (note above arrow) to see the full calendar (just like selecting dates when ordering airline tickets online - see example below). Just click on the desired date.

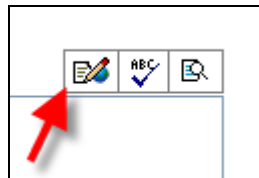


4. Yellow underlined dates have **Event** items (below left) or they can be viewed by the tabs (below right).



Events Tips

- All fields marked with a red asterisk *must* be filled.
- Keep it simple as you are just starting out by adding only key dates such as midterms, project due dates, and final.
- Optional: add descriptions for each calendar item, if desired.
- Optional: add formatting, links, and graphics wherever you see the **HTML Editor** icon.



Grades

Keeping your grades in D2L means that your students will be able to see what they have earned on each assignment, quiz, test, etc. There is a separate handout for this process.

Grades Tips:

Doing the **Grades Set Up** is critically important! The handout by Rico Mundy, PUC, will explain step-by-step how to set up a successful gradebook. It is posted at the faculty D2L help site:

<http://www.lasierra.edu/~meggers/d2lfaculty/>