2014

D2L INSTRUCTOR MANUAL

Prepared by KAMEL SMIDA

Head of E-Learning Unit at the

Applied Medical Sciences College

Majmaah University

6/10/2014

USER MANUAL

9/7/2014

User manual for D2L

Contents

How to access D2L

Browsing the D2L on http://el.mu.edu.sa

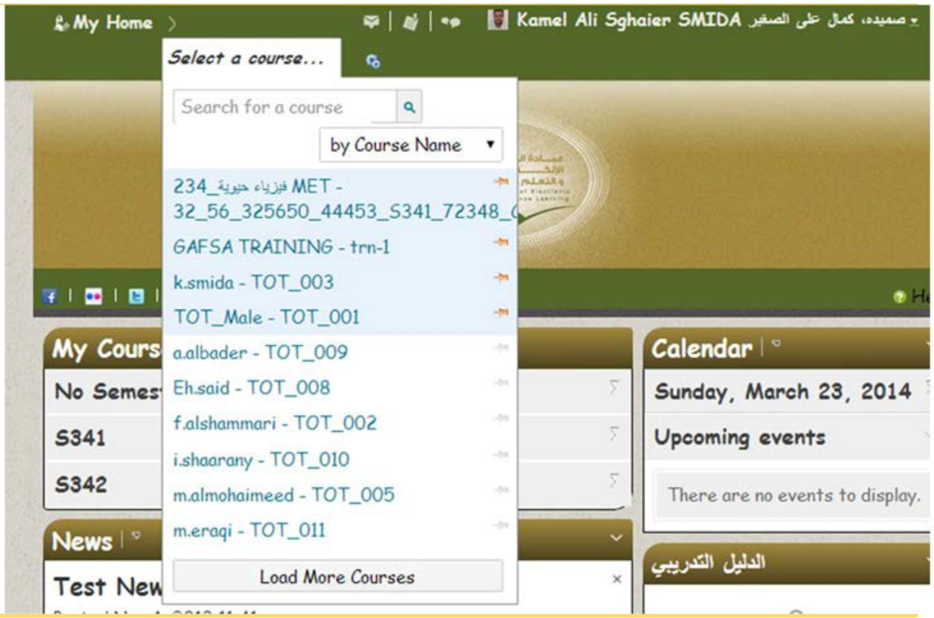
1. Insert username
2. Insert password
3. enter

Homepage and Minibar

After signing into D2L, the homepage will be displayed

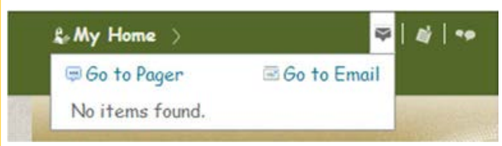
My courses

The top minibar will allow you to access your courses. You can choose to list the top 10 courses by the course name (alphabetical order) or by the courses last accessed. You may also use the search function to find courses or choose "load more courses" that are not being displayed.



Communication tools

1. **You will access the Desire2Learn email through the new top navigation bar. You will also be able to access the "Pager" IM function this way. You may also see unread emails located here.**
2. **The "update alerts" function will provide you as well as the students with updates occurring in any of the courses you are enrolled in.**
3. **The "subscription alerts" function on the Minibar will show you updates for any other alerts you have subscribed**



Account Settings, Profile, Notifications

The "User" dropdown will provide you with access to your personal account information. This is also where you will logout of D2L.
Even, from this dropdown list you can change from the view as instructor to the view as student

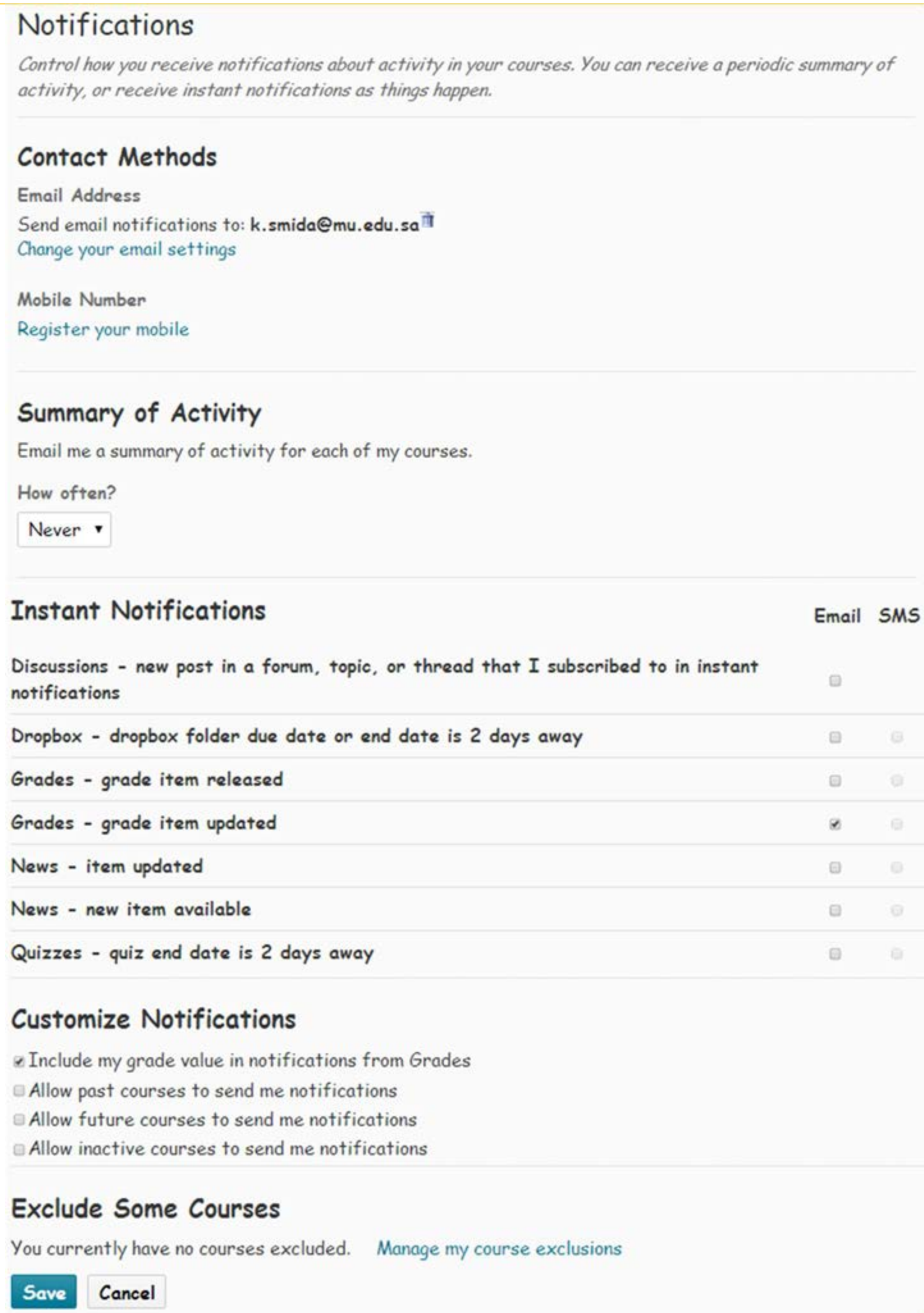
Profile

The "Profile" area will allow you to upload an image to be displayed in the profile, classlist, as well as discussion area.

You may also choose to fill in the other personal information. This information will be displayed to others when they select your profile picture from the classlist option.

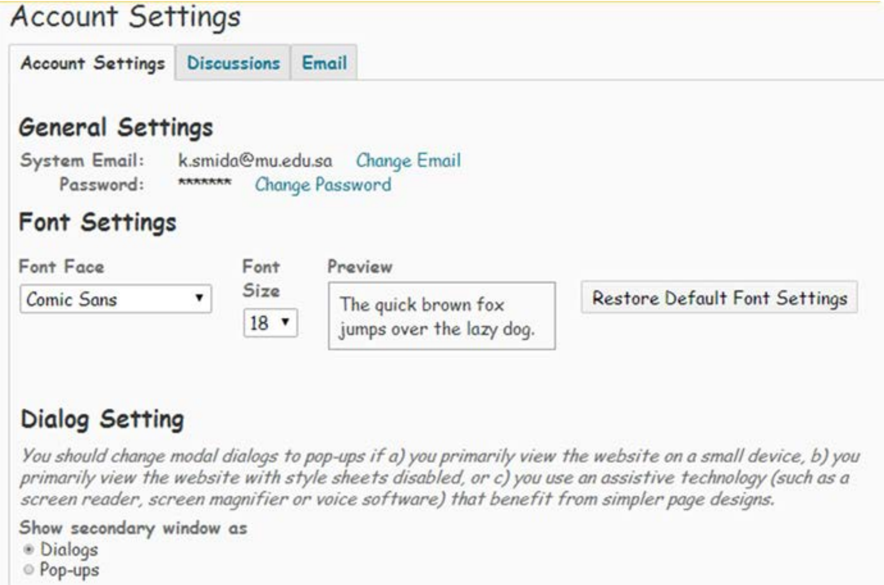
Notifications

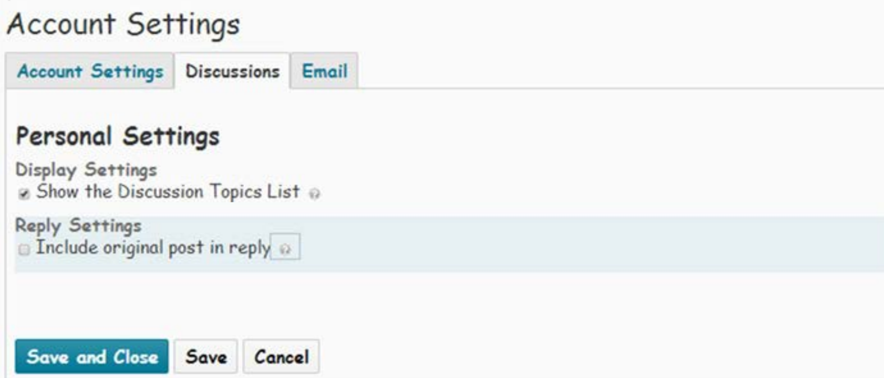
1. **The "Notifications" area allows you to choose an email to send notifications about the course. By default your MU email is displayed. You may change it by selecting "Change your email settings."**
2. **You may also register your mobile number to receive text message updates.**
3. **You may also choose to have a summary of activities for each of your courses sent to an email periodically.**
4. **You will then check which updates you would like to be notified of and if you would like to be notified via email or text (SMS) message**
5. **You may choose further notification options under "customize notifications". This will involve past and future courses.**

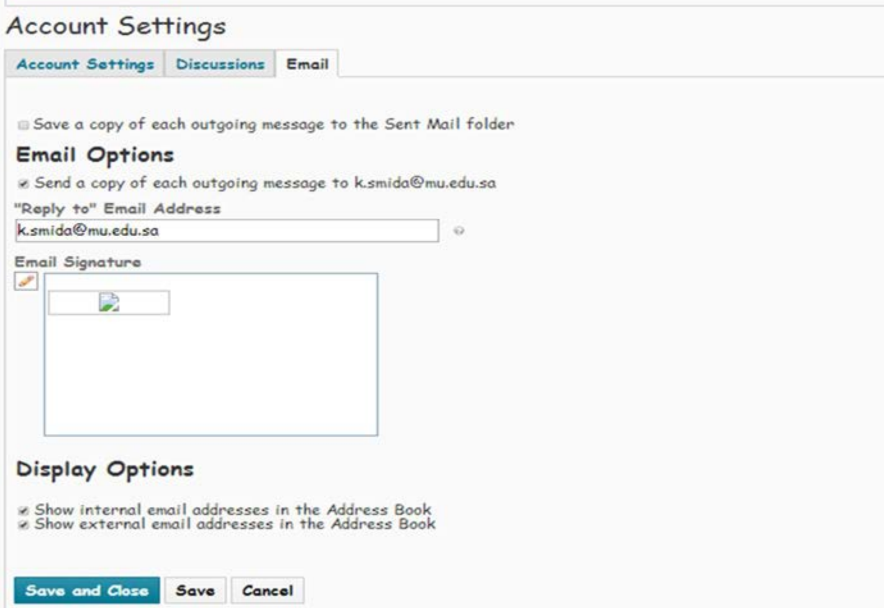


Accounting Settings

1. **In "Account Settings" you may change your password as well as determine the font and size of font you would like for your D2L account.**
2. **You may choose the dialog setting for D2L.**
3. **Under the "Discussions" tab in the "Account Settings" area, You may want to unselect "Include original post in reply." This will avoid duplicate entries of the same post in the discussion area.**
4. **Under the "Email" tab in the "Account Settings" area you can choose the settings for your Desire2Learn email account.**
5. **You may choose to include the original message in email replies.**
6. **You may choose to have a copy of each email sent to your MU email.**
7. **You may also choose to have a copy of every email that you send put in a "sent" folder.**
8. **You may also edit your email signature.**
9. **Display options will allow for the best view of the email message.**



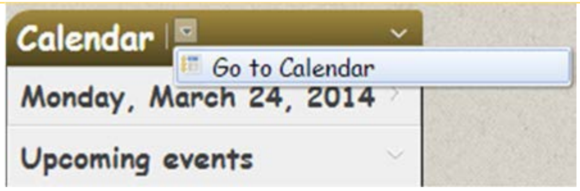


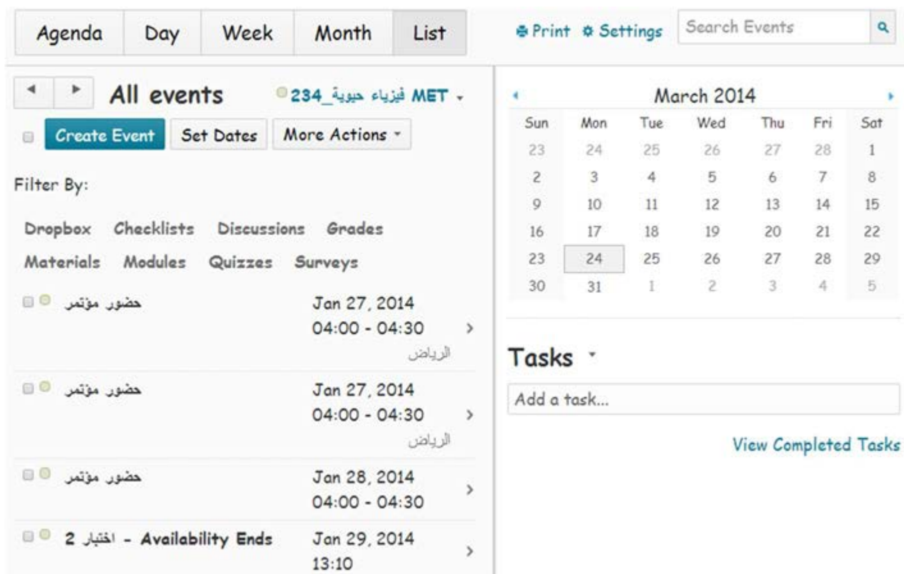


Calendar

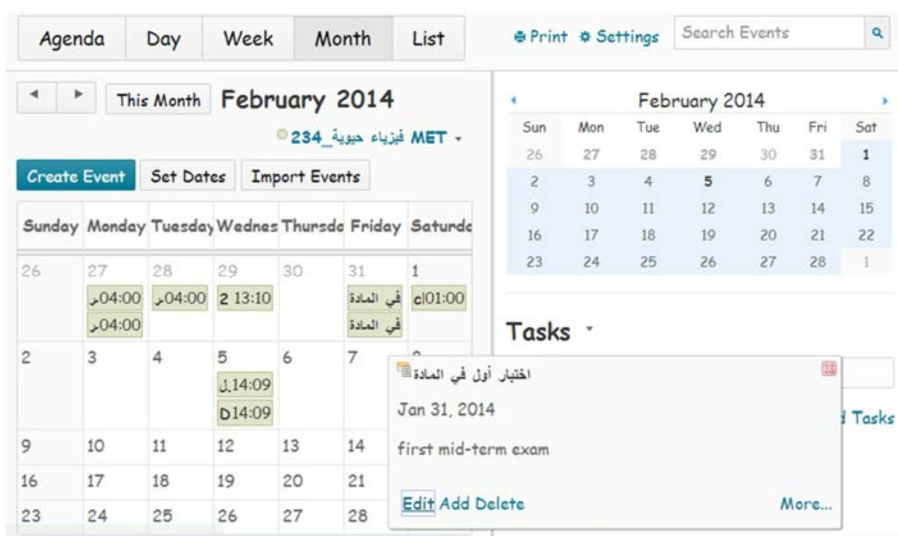
The Calendar tool allows you to arrange and visualize your course events in multiple views and enables integration of course content and your Calendar.

1. **To access the full calendar view, select the dropdown beside "Calendar" on the coursepage. Choose "Go to Calendar"**
2. **You can view the calendar in different formats. You (and the students) can select an event from the calendar by selecting it. (Events are color-coded by class.)**
3. **While students aren't able to add their own events to the calendar, they can make themselves lists of "tasks".**

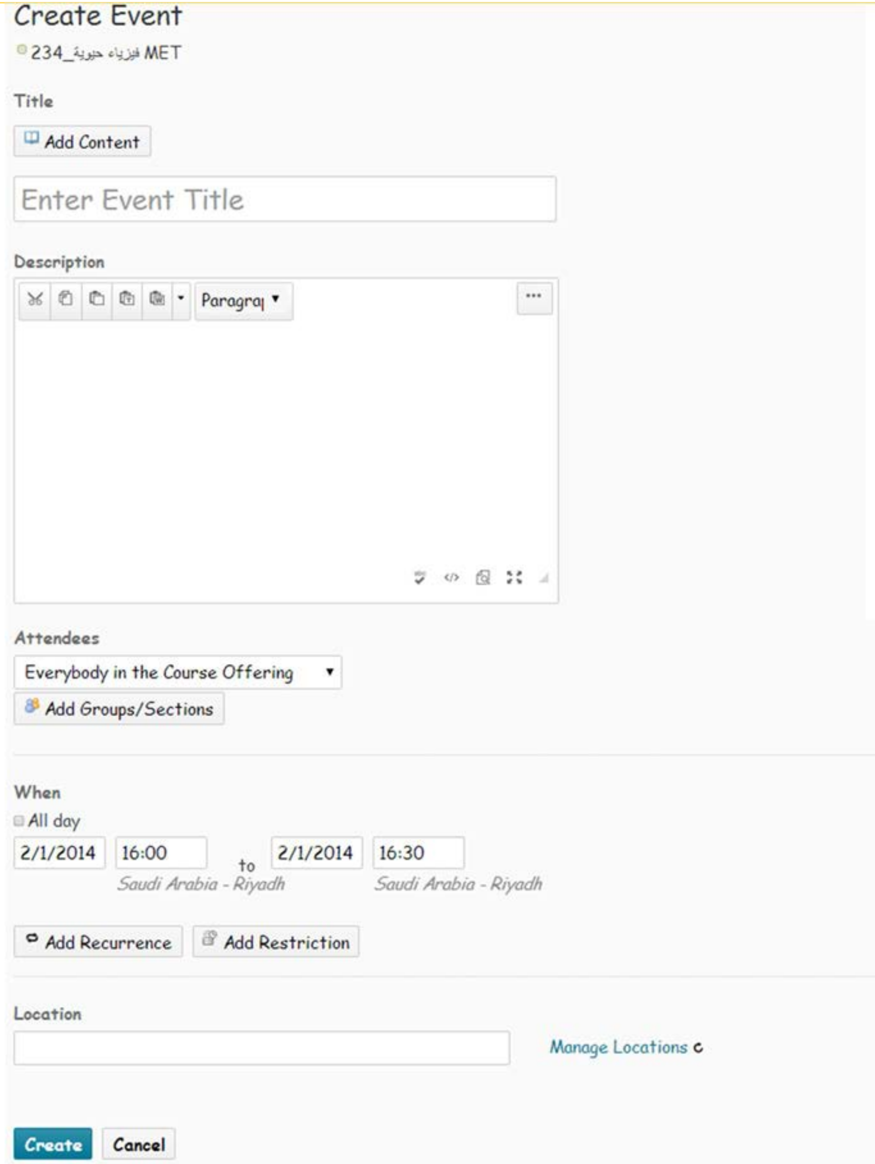




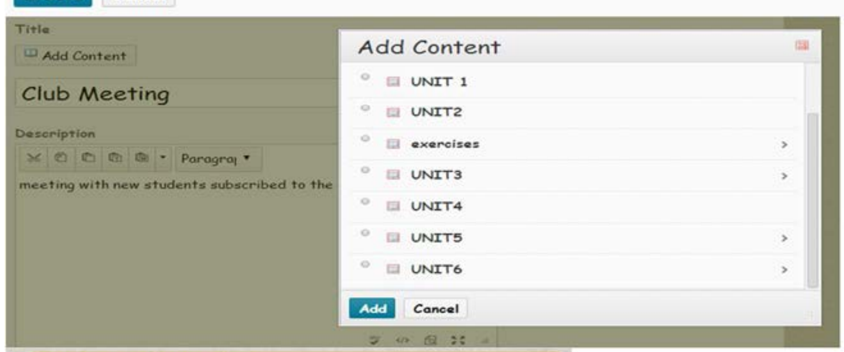
4. **Instructors will be able to edit the actual content by selecting "edit". To access the content (as a student would) choose "more".**



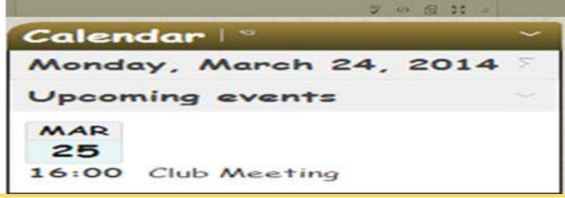
1. Choose “create event” to add a new event to the class’ calendar. Give the event a name and type in any needed information. Then choose the time / date / location of the event



2. You may choose to add content to the event. You can choose “add content” and choose the entire module or just parts of it.



3. The event will appear on the calendar area as well as on the course home.

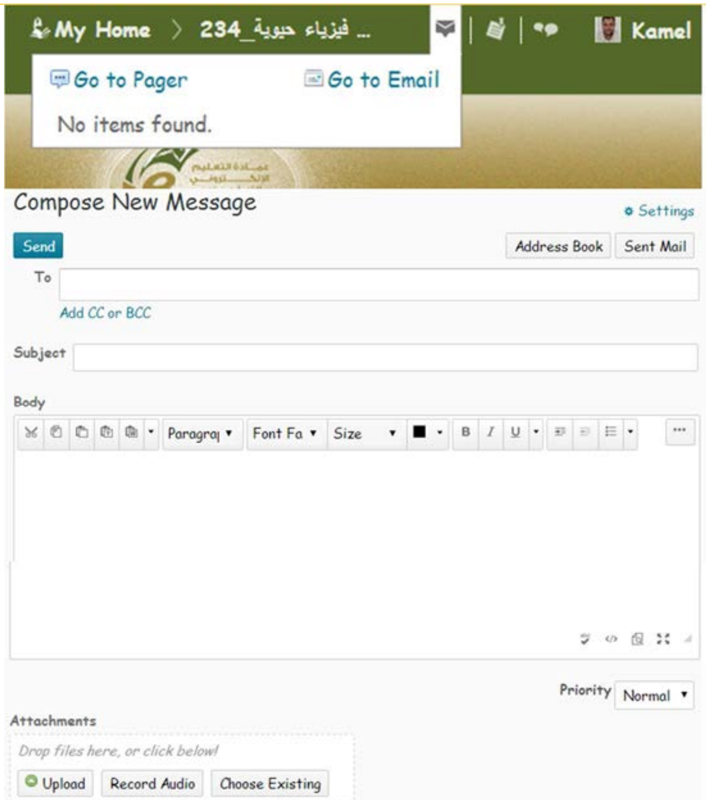


Email

The Email tool allows you to send email from within Learning Environment. You can also organize received mail using folders and store email addresses using the Address Book.

1. **You will access the Desire2Learn email through the mini-bar. You will also be able to access the "Pager" IM function this way. You may also see unread emails located here.**

2. **When composing new message You may choose to record 1 minute of audio to be sent with the email as well as choose a priority message.**



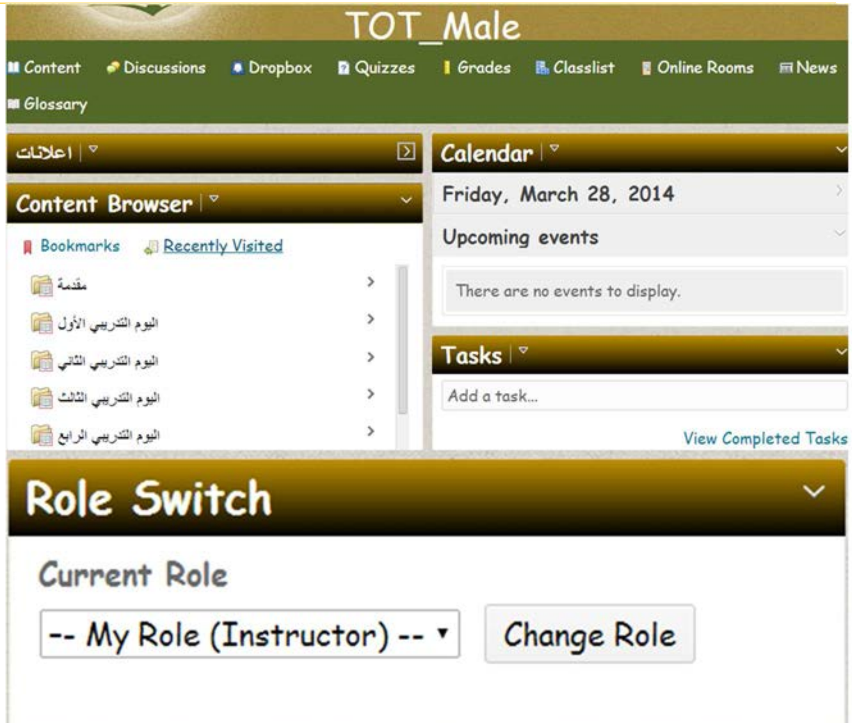
Course Homepage & Navbar

The course homepage is the first page that you see when you enter your course. The typical course homepage is a page comprised of widgets that provide information and links to tools, courses, and personal settings. The navigation bar displays links to the tools available in your course.

1. **After you enter a specific course from the homepage, you will see the course page. It may look similar to the homepage but you will notice the name of the course is located in middle of the navbar**
2. **The "content" is where the students will see the materials uploaded for the class. Students may access discussions, dropbox, quizzes, grades, and chat**

from the respected areas. Students may view grades via the "grades" link. The "edit course" function allows instructors to access course administrative materials.

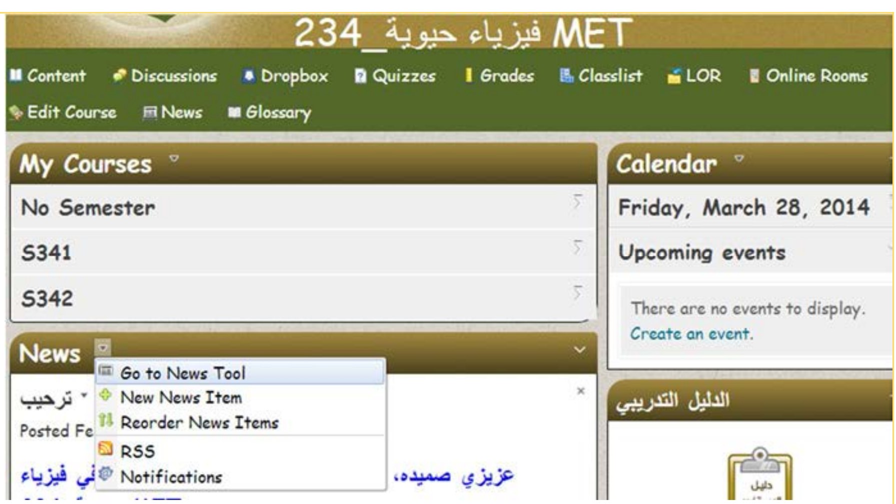
3. The "edit course" link will only appear on instructor accounts.
4. On the course homepage the students will be able to access the content through the content browser. They will click on the folder and then the specific document to open it.
5. The Role Switch widget is located at the bottom of every course homepage. This allows the instructor to switch to a "student" view. This way the instructor can view the course materials as if he/she was a student in the course.



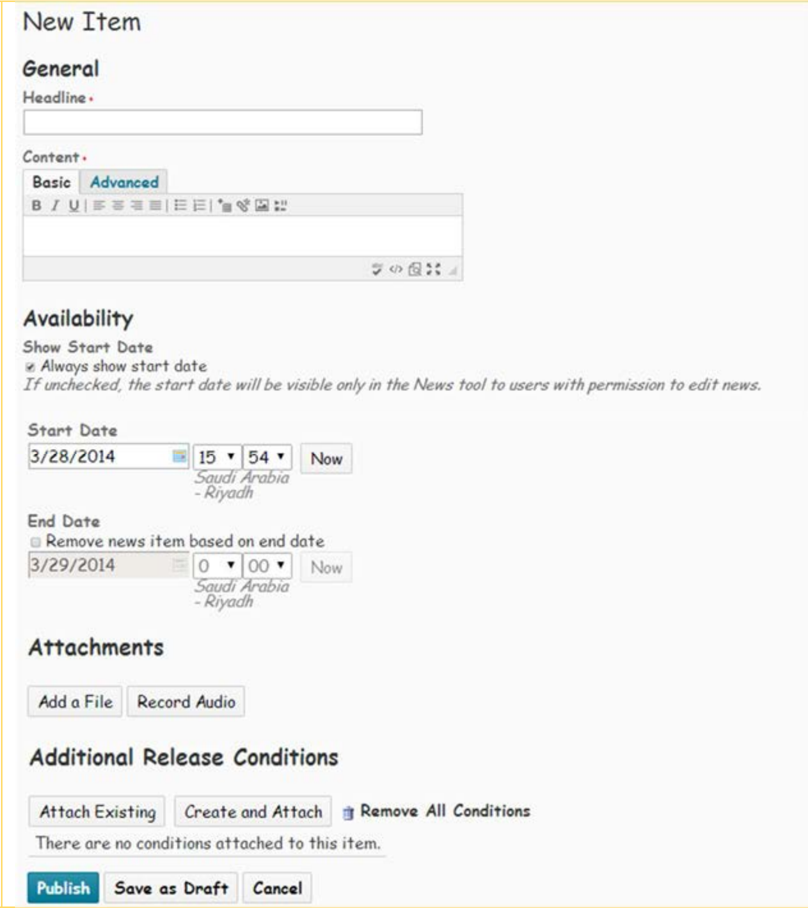
News Tool

The News tool allows you to post notices on the first page of your course. Students will not be able to respond to the message but they will be able to view them.

1. Teachers may leave news items for the students on their course homepage. Choose the dropdown area beside "News" and choose "New News Item"
2. Type in the name of the news item and the information you will like to display. With the html editor you can add images, links, documents, etc.



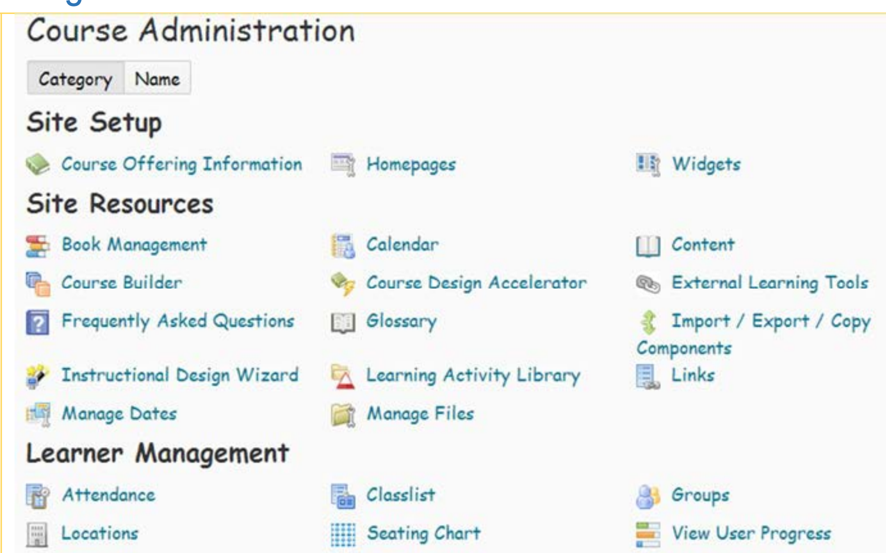
3. You can choose when you want the item to be visible for the students in the display area. You may want it to have an end date so that they don't always see outdated news items.



HTML Editor & Uploading Content

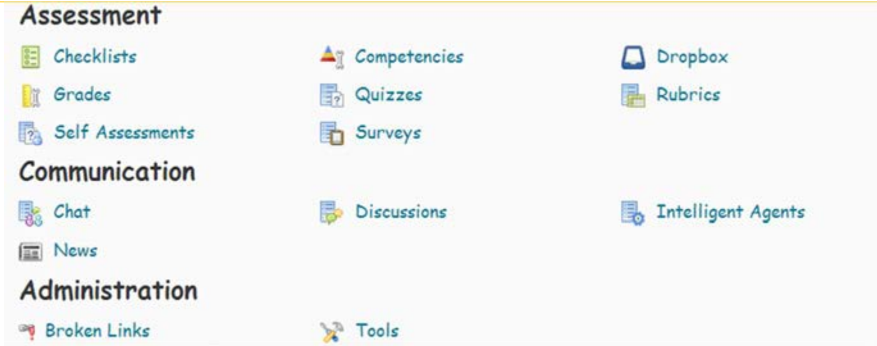
1. The "Edit Course" area provides the instructor with the course administration tools. Common accessible areas may be:

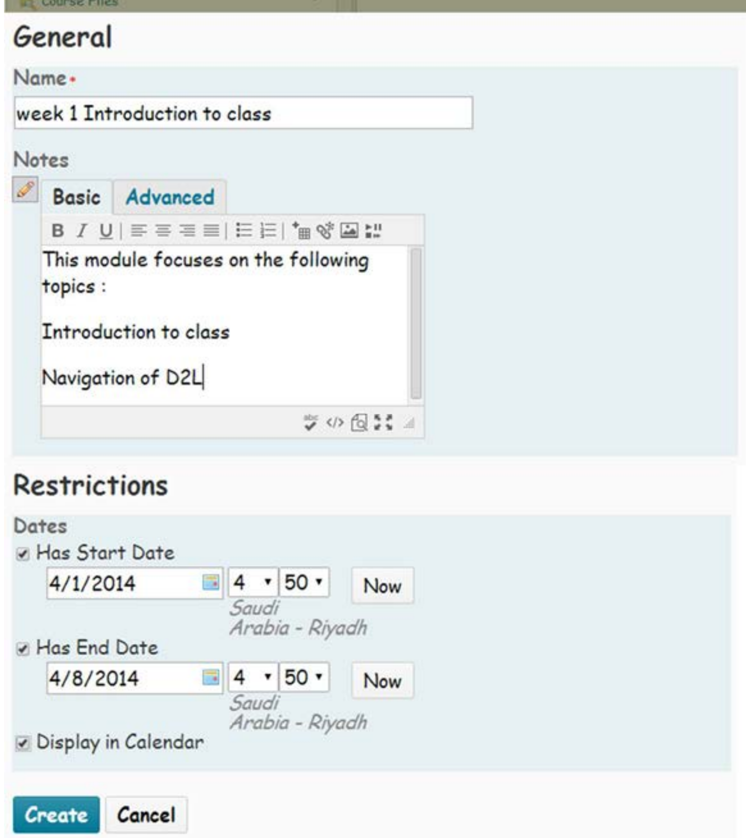
- **Course Builder: Area to upload content into course**
- **Import/Export/Copy Components: Area to copy materials from one course to another**
- **Attendance: Area to set up attendance registers**
- **View User Progress: Area used for tracking what students have done in D2L**



- **Intelligent Agents: Area for instructors to pre-set emails for students**
- **Notice: Many of these links are also accessible via the course navbar.**

2. **The Course Builder is the area where instructors will build content in their courses. You access the course builder by choosing "Edit Course" on the navbar and "Course Builder".**
3. **To build a new module, select the book icon under "Build Outline". Then, select where the module should be within the content outline (as a section under the course title or a subsection of another module)**
4. **You will then name the module and use the html editor to enter any notes about the module (if you like). You may choose to restrict when the students can view this module and information in it. You may choose the date it should appear and disappear from the student view. If you do not select these times/dates, then the module will always be visible to the students. If you select "display in calendar" the dates will be recorded in the D2L calendar. Select create.**

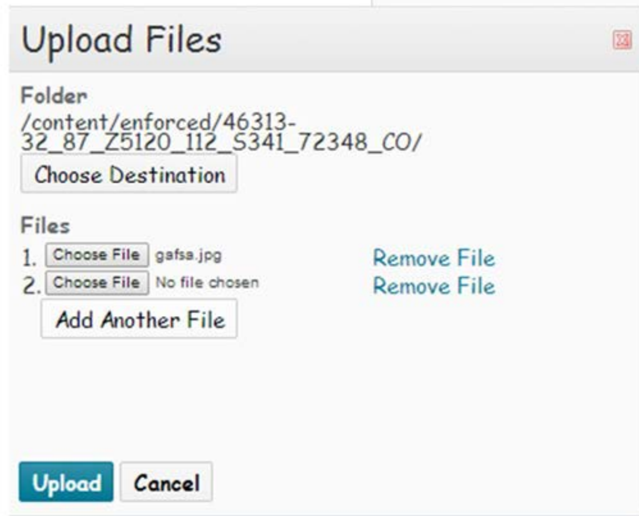




5. **The module will then appear as a tan box with the restriction dates underneath. You may move the module by dragging and dropping it in the content outline. Choose "edit module" on the right side to edit the name, information, or dates of the module.**

6. **To upload files from your computer into the module, select the module and select "upload files".**

7. **You may then select "browse" and find the document on your computer. If you want to add more files select "add another file." When you are finished adding documents, select "upload".**

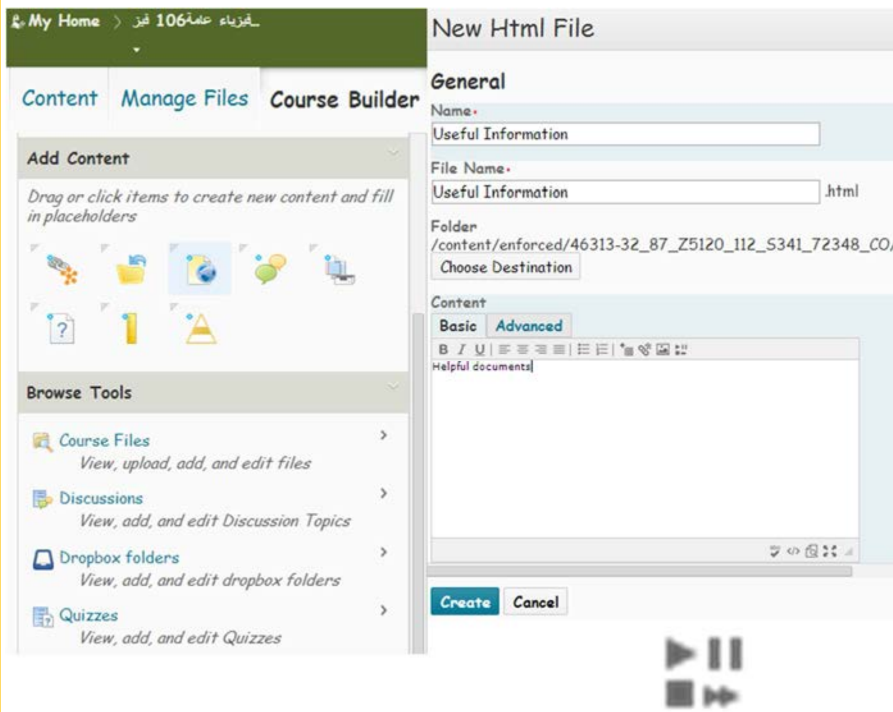


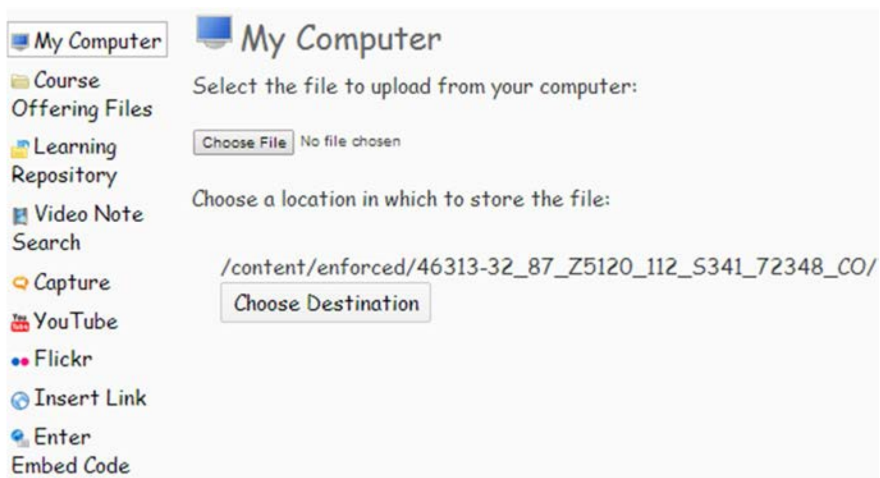
8. **The document will appear in blue underneath the module. You may choose to rename the file or edit it using the right toolbar. You can move the item to another module by dragging and dropping. To remove the file from the module, select the down arrow and "remove". You may "hide" the document from student view by selecting it in the dropdown menu under "published".**

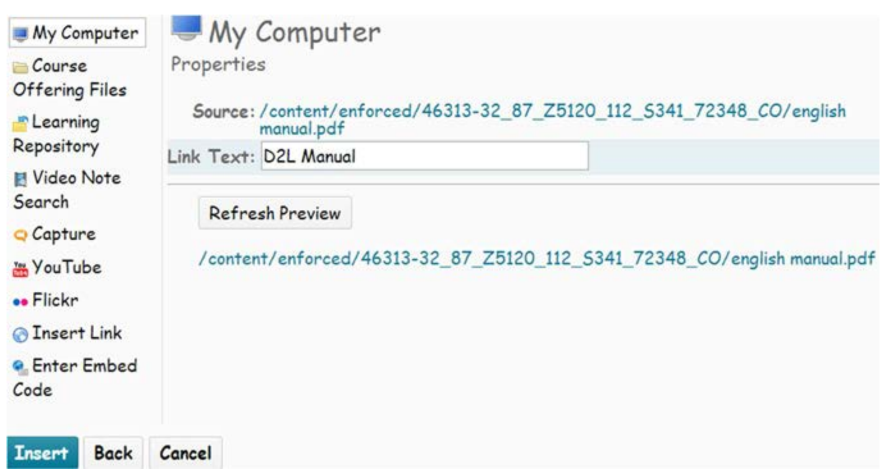
1. You may choose to create or link information together using the HTML editor. Select the 2nd icon from the left under "add content" (Paper with world in front). Name the file and type in the information. To link in a document from your computer, choose the "add stuff" icon on the html editor.

2. Select "My Computer" and Browse the Document. (You may also insert YouTube videos this way).

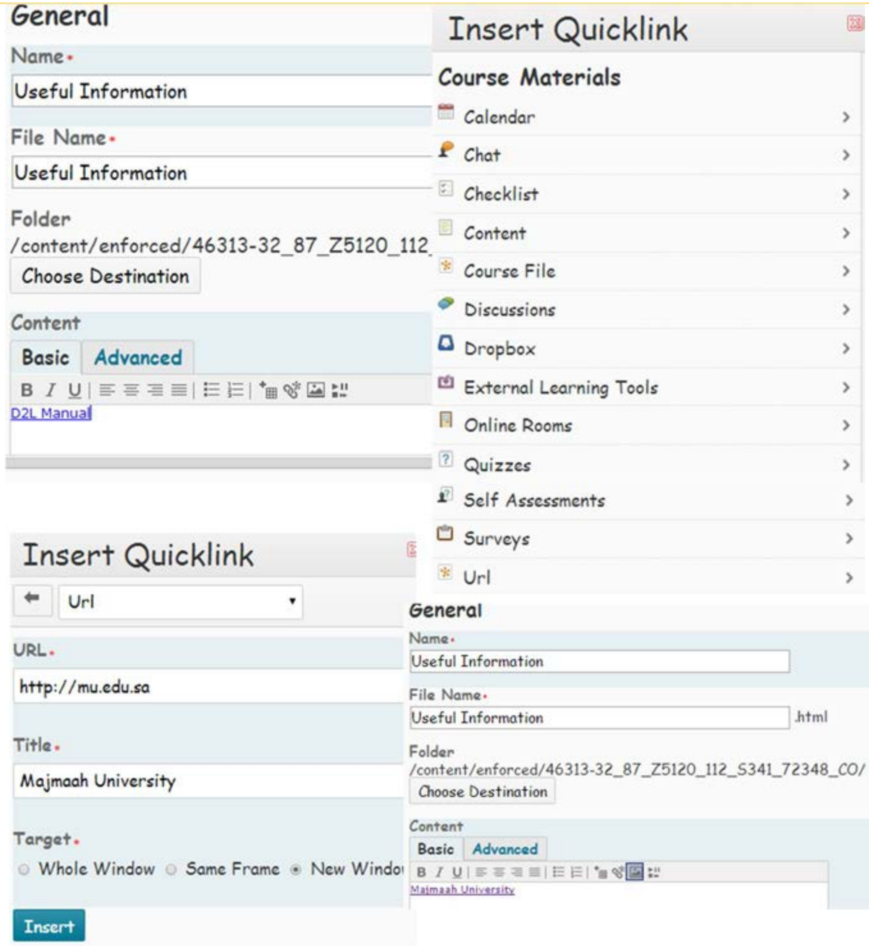
3. Type in the "Link Text" of what the link should say. Press "upload" in the bottom left corner.
4. The link will now appear in the html document.
5. To insert a link to a website, select the link icon from the html toolbar
6. Then select the type of link you would like to put in (you can choose to link in other course files or link in other course items like discussions, dropbox, etc. that you have already created.)
7. After you choose URL, paste in the URL of the website and type in the name you would like to appear as the link. Make sure to select "new window" so that





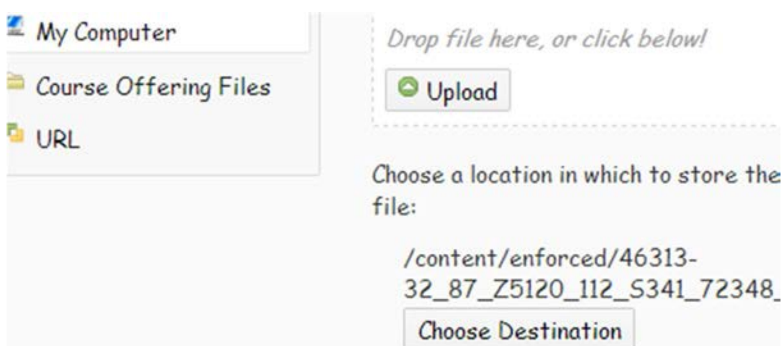


the link will open in a new window. Then “insert”.

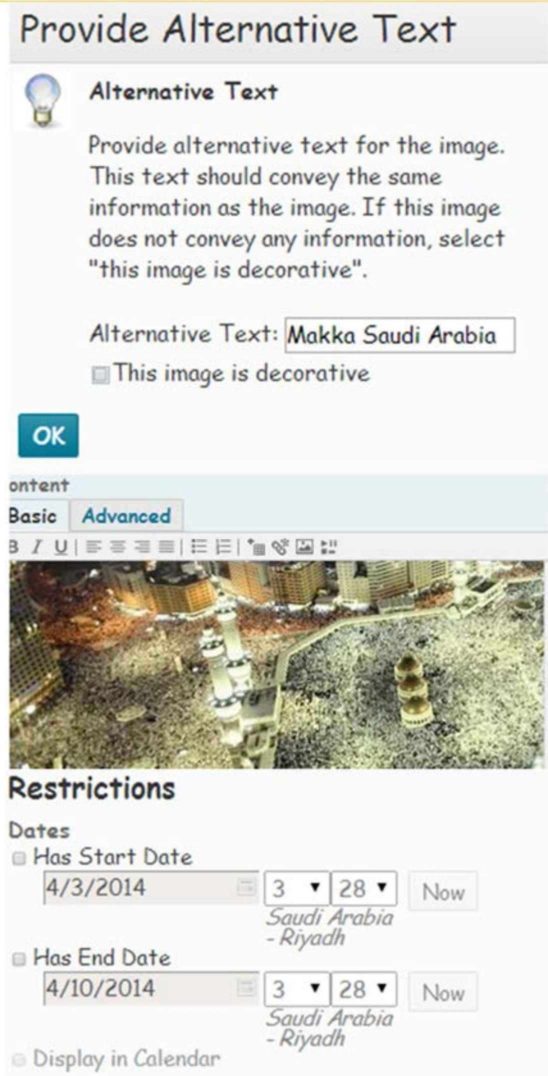


8. **To insert an image into an HTML file, select the image icon from the html toolbar.**

9. **Select “upload” and find the image on your computer.**

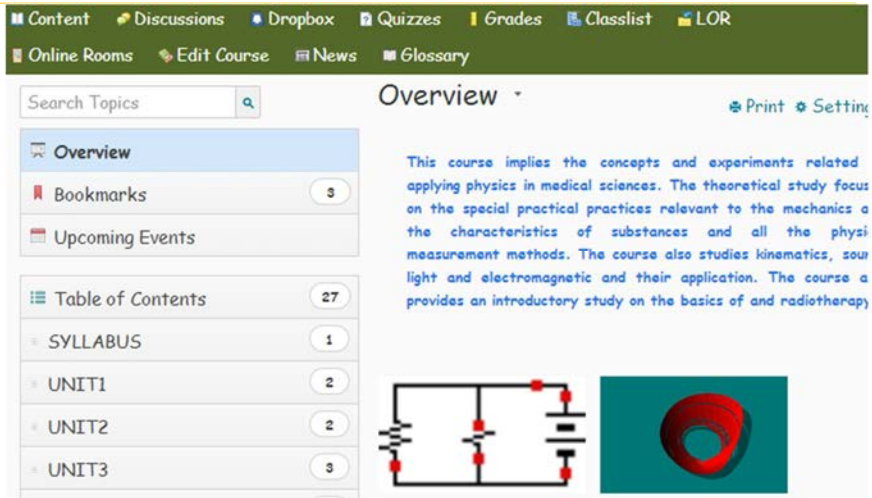


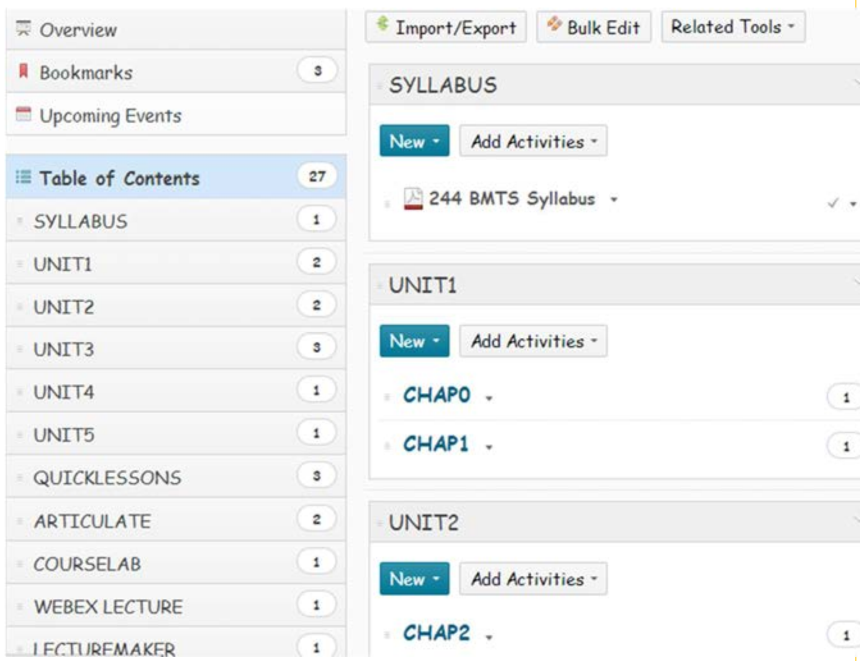
10. **You will be asked to type in an alternative text description of the image (for those who cannot see it).**

11. You may need to resize the image by dragging the corners. You may place date restrictions on this document. Then select "create"	

Content View, Completion Pane, Star Feedback

1. **In the "content" area, the instructor will be able to view materials as the students will view them. The instructor may choose to add an introduction to the course via the "Overview". One attachment can be added to this area.**
2. **The instructor can view and edit course materials through the "content" area as well. Just like the students, the instructor can select the module from the "Table of Contents". Each module and contents will appear on the left side.**
3. **The "Upcoming Events" area will show the tasks with upcoming due dates.**
4. **The instructor can choose if the completion pane should be available for students in each module. This will allow the students to view how much of the module they have completed. The instructor can choose if the content is marked as "completed" as soon as the student opens it (automatic) or if the students will have to manually select that they are finished with the content.**
5. **Student View: The students will see the completion pane at the top of the module in the "content" area. They will**



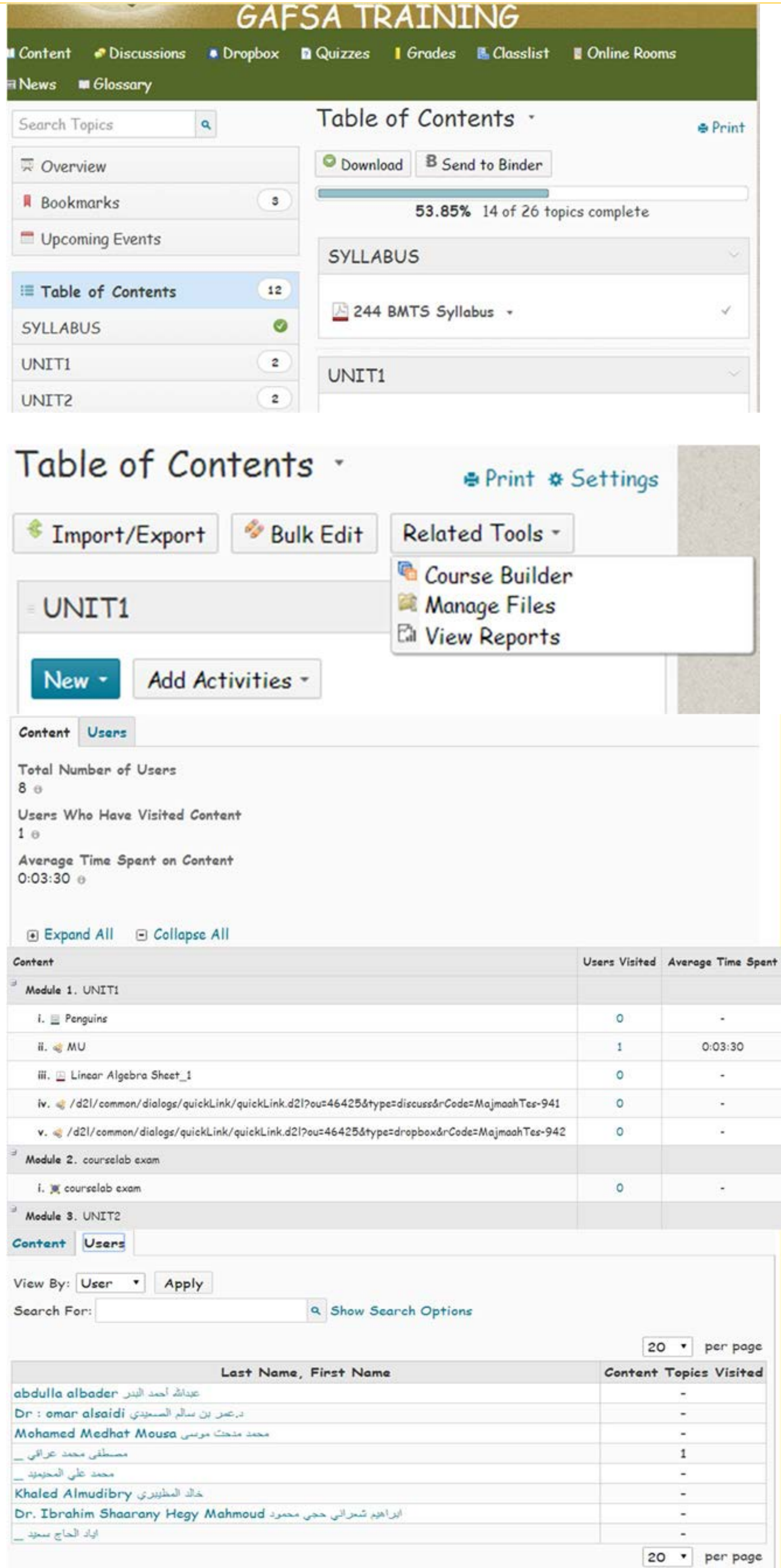


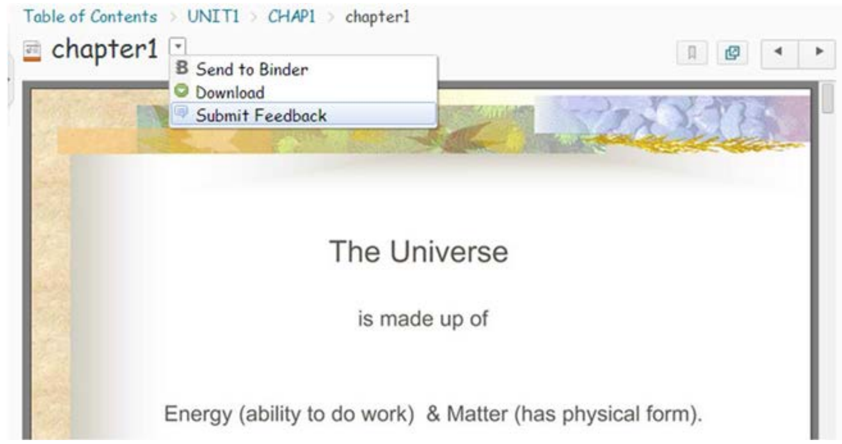
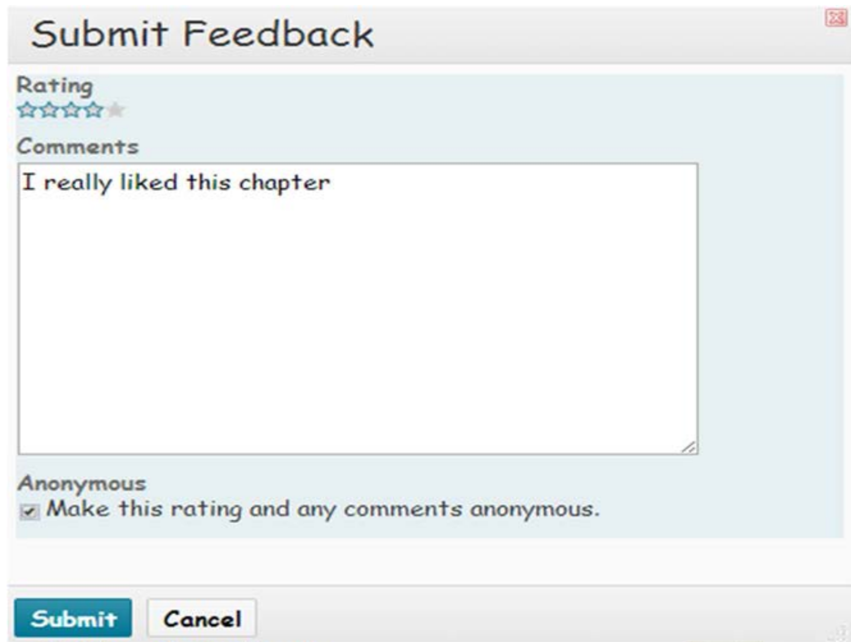
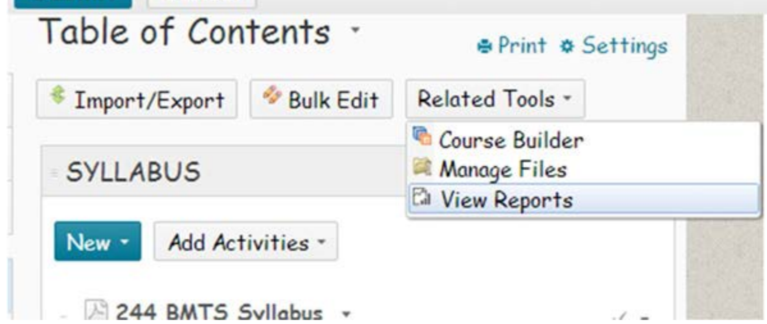
see the check mark beside the content they have completed.

6. **The instructor may view tracking/reports of what content has been viewed through the "content" area by selecting "related tools" and "view reports".**

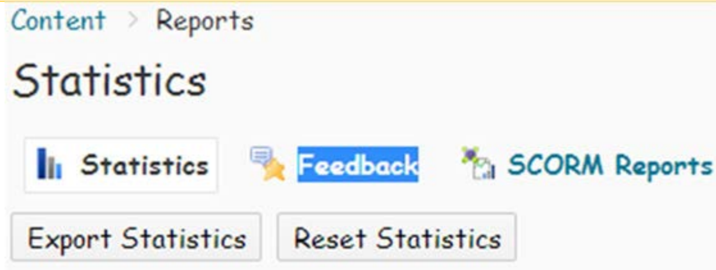
7. **The instructor will be able to see how many students have viewed a piece of content as well as the average time spent viewing the item. If the instructor selects the number under "users visited" he/she will be able to see which students visited that topic.**

8. **The instructor is able to see which students visited that piece of content, how many times they visited that content, when was the last time they visited the content, as well as how long they spent looking at the content**

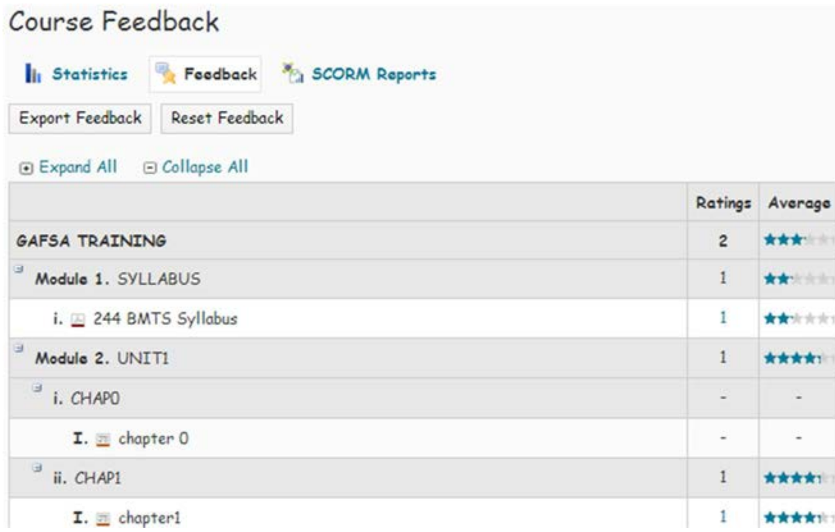


9. **Student View: Students can submit feedback using a star rating for each piece of content. The student will select the dropdown arrow from any piece of content and choose "submit feedback".**	
10. **The student can then provide a star rating as well as type specific feedback. The student can choose to make this information anonymous.**	
11. **The instructor will be able to view this feedback by going to the "content" area and selecting "related tools" and "view reports".**	

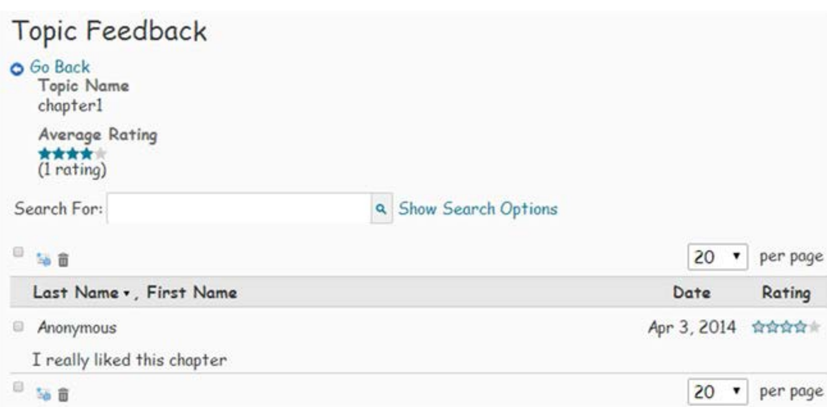
12. The instructor will then select “feedback”



13. A list of the content will be provided with star ratings on the left side. It will provide the number of student who gave typed feedback.



14. By selecting the number of students who gave feedback, the instructor will be able to view the specific feedback.



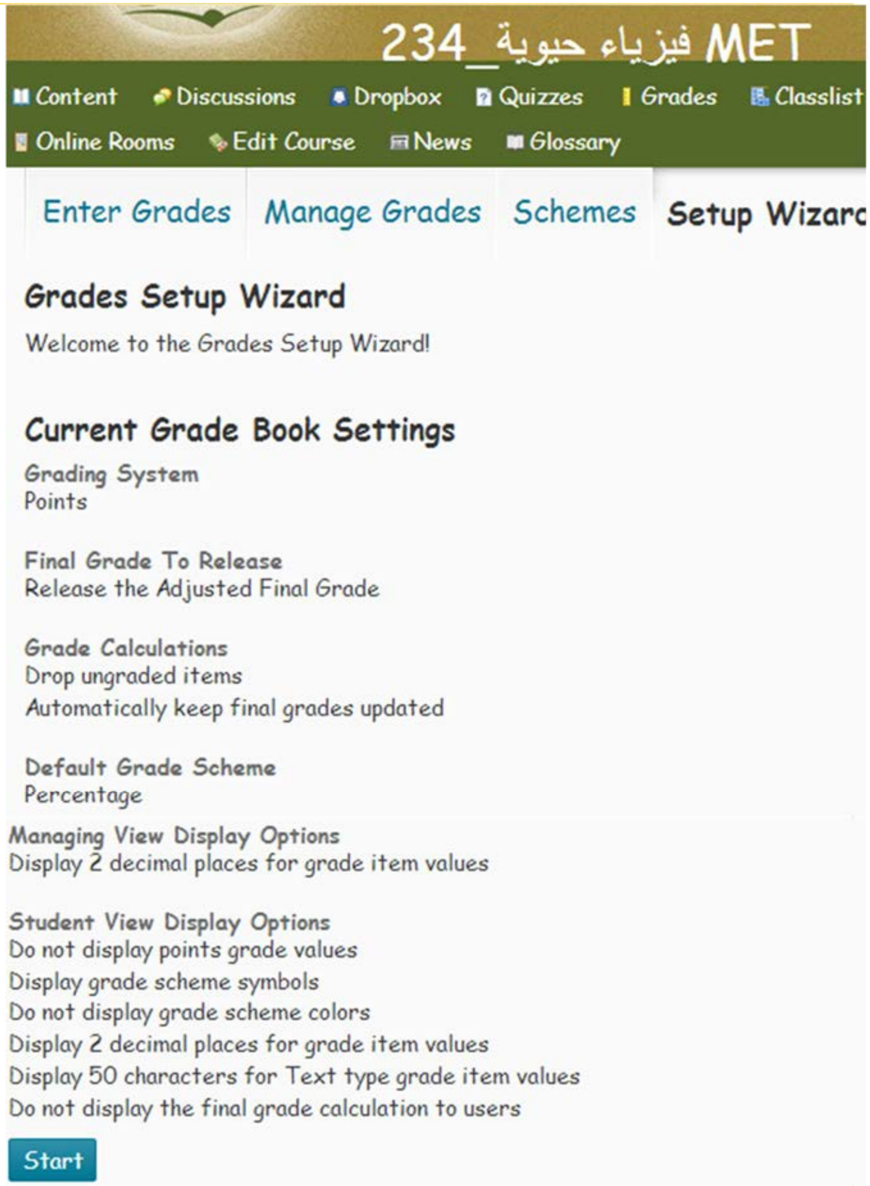
Gradebook

The Grades section is one of the most important and confusing parts of Desire2Learn. Grades have the ability to be integrated into almost all features of Desire2Learn. The Grades tool allows for you to structure the value put on different assignments and evaluations throughout the semester.

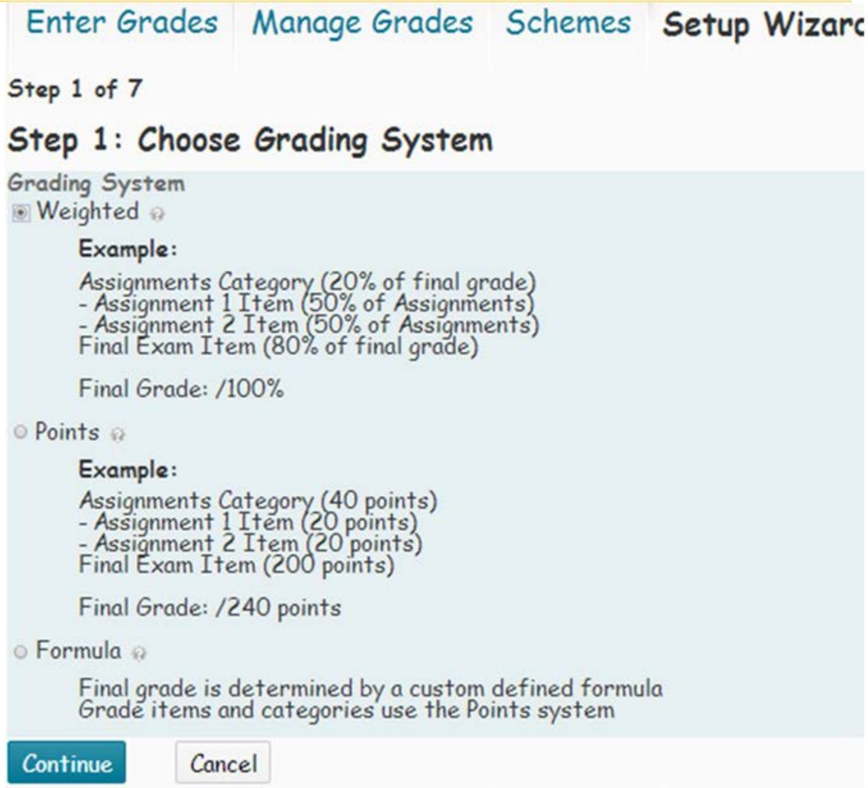
You will need to setup the gradebook before you enter grade items or begin to put grades in the gradebook in D2L. To do so, choose "Grades" from the navbar and choose "Setup Wizard" and "Start". The "Setup Wizard" is a series of steps that helps D2L design and calculate your grades when you enter them.

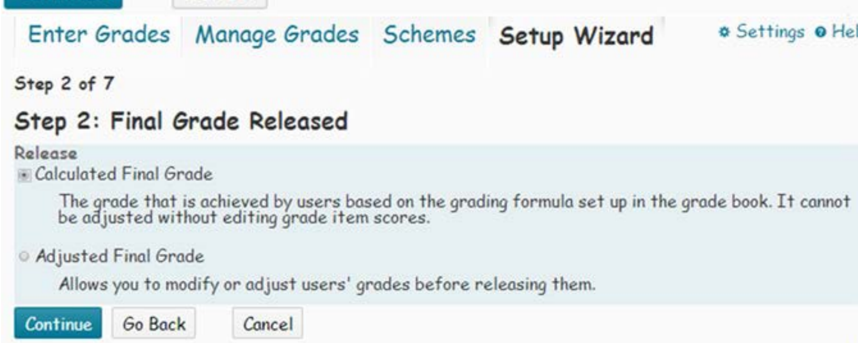
1. **Choose whether you use a "weighted" or "points" system. If at any point you use a percentage in your grade scheme (ie- Quizzes are worth 40% of the final grade), then you are using a weighted system. If you do not assign weights and students simply attain points that eventually add up to their final score, you use a points system.**

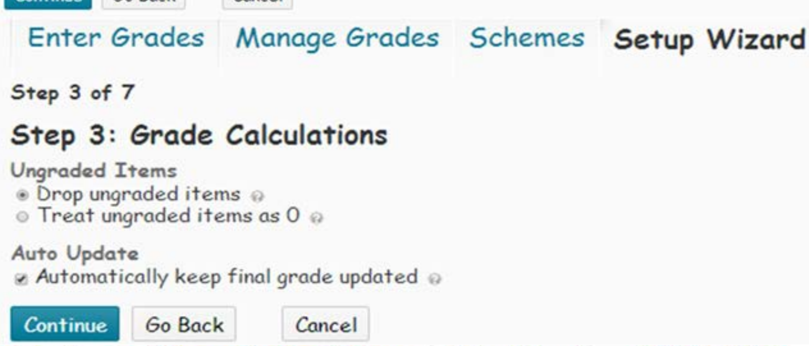
2. **You may choose a "calculated final grade" for D2L to calculate the student's final/current grade based upon your input. You may choose "adjusted final grade" to be able to determine your own calculations.**



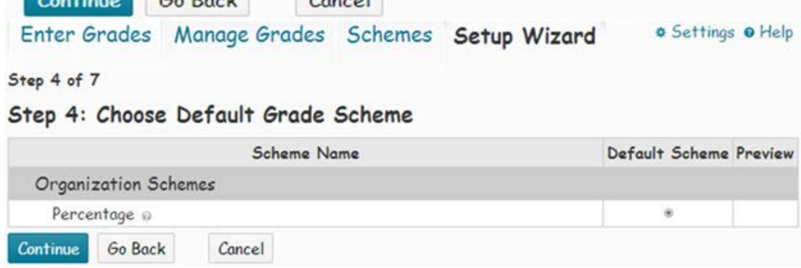
3. **"Drop Ungraded Items" means that items not graded will be omitted from the final/current average. This will allow students to see their current average at any time. "Treat Ungraded Items as 0" will put a 0 in the gradebook for items that are not graded. You will want to check "automatically keep final grade updated" so that D2L will calculate the current average when new grades are added into the gradebook.**
4. **You may choose to add a new grade scheme, but for the most part, the "percentage" default grade scheme will be applicable.**





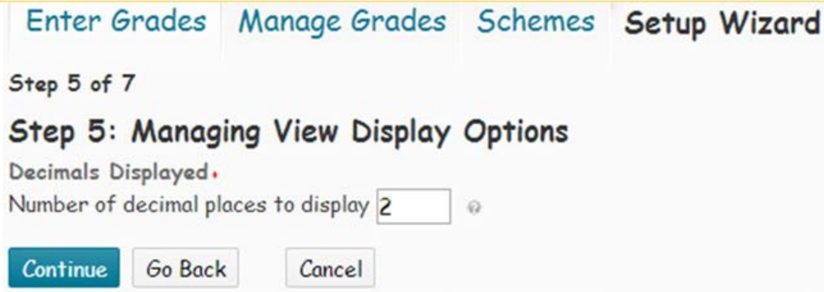


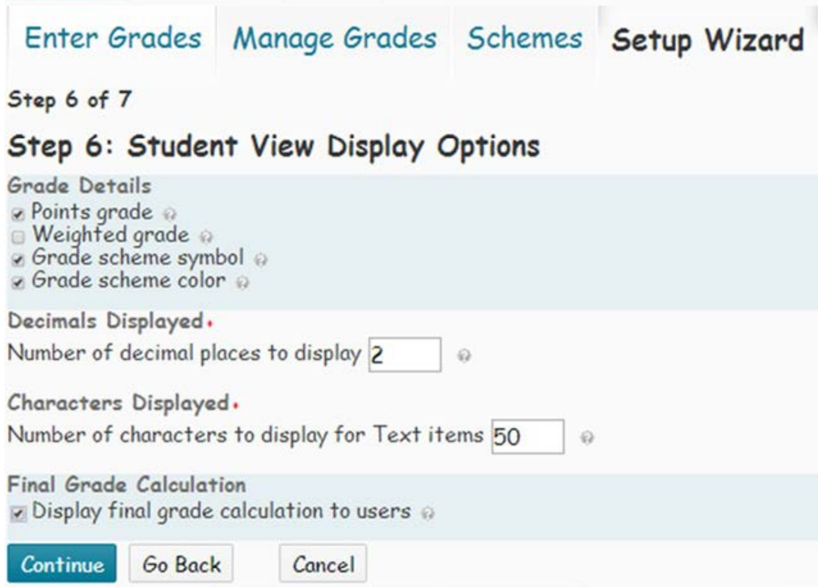
5. **Choose how many decimal places you would like for your students to see on each grade item.**
6. **Choose how the student will view their grade in the gradebook. It is**



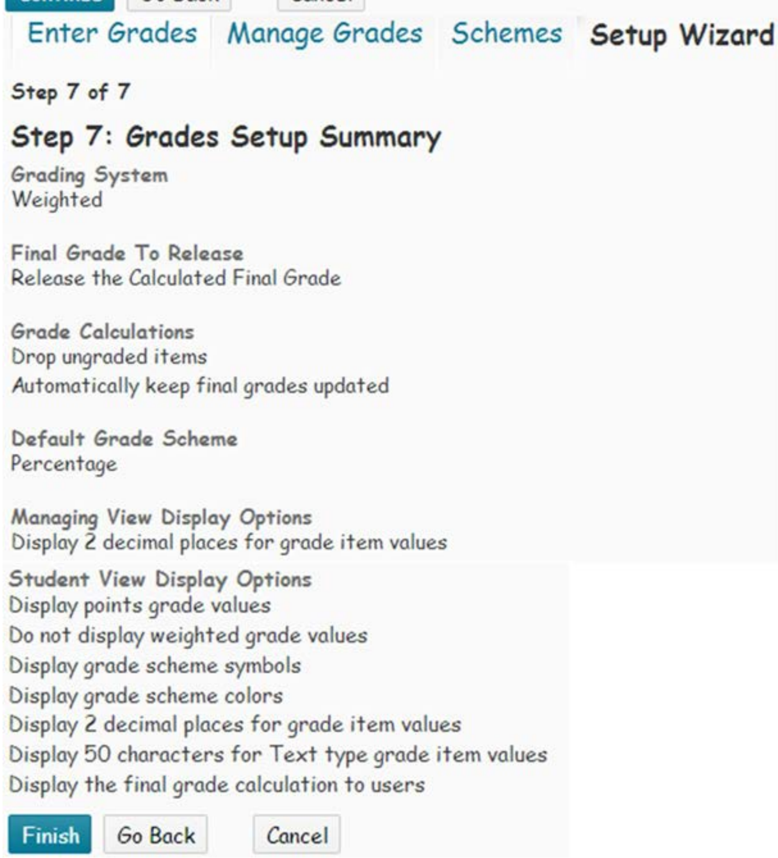
suggested to check all but "weighted grade"- which can be confusing to students.

You also want to check "display final grade calculation to users" for students to be able to see their current grade.



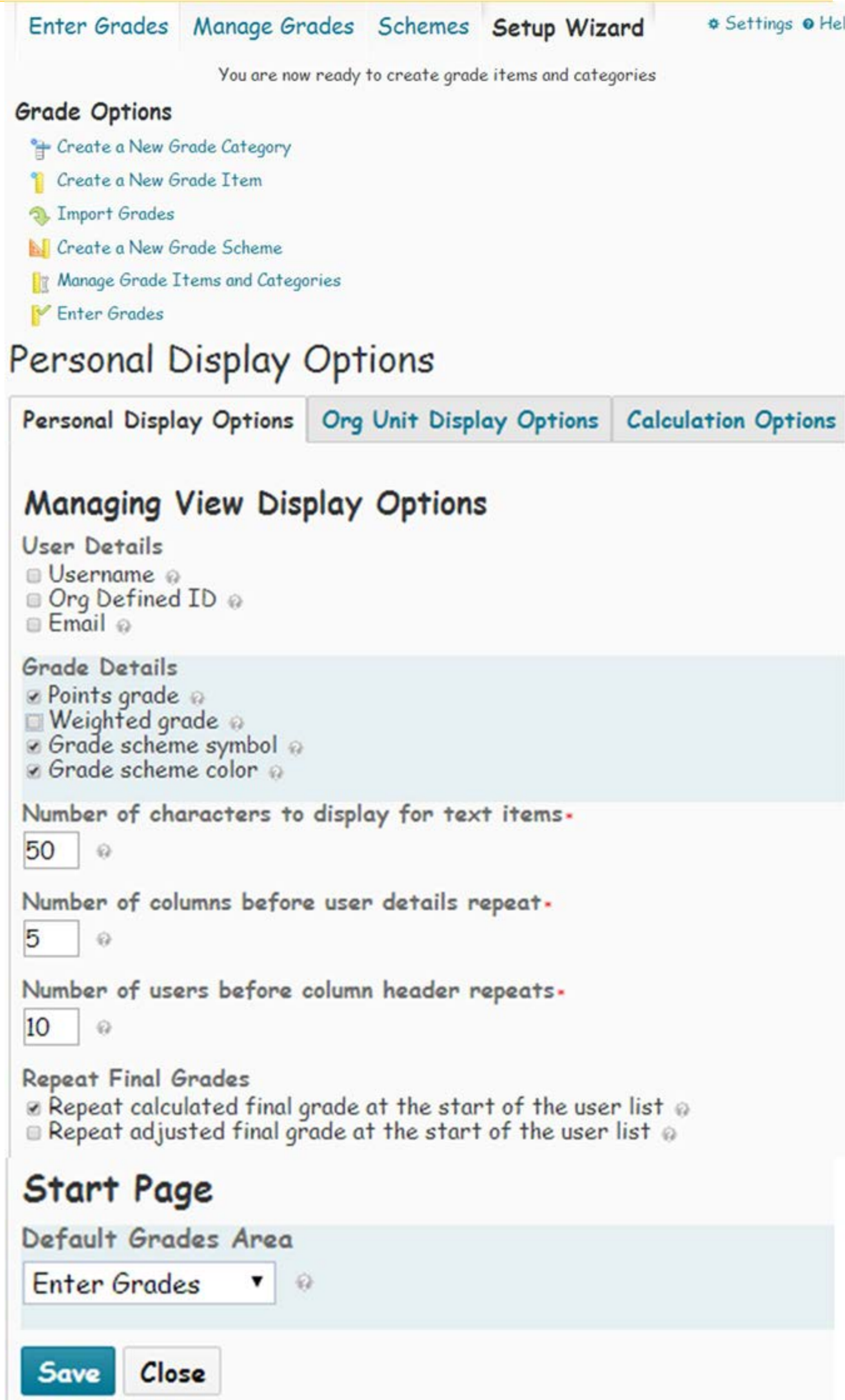


7. **When you finish the setup wizard, make sure to "finish" so that all the changes are saved. If you make changes to the setup during the class, makes sure to continue through to the last step and press "finish" for any changes to be saved.**

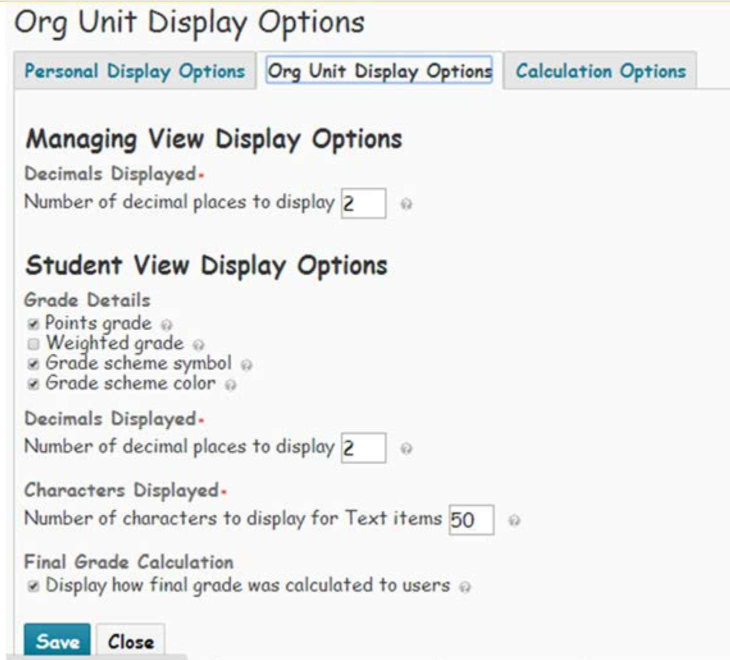


After completing the "Setup Wizard" you will be able to add in your grade categories (only for weighted schemes) and your grade items.
You may want to check your grade "settings" first.

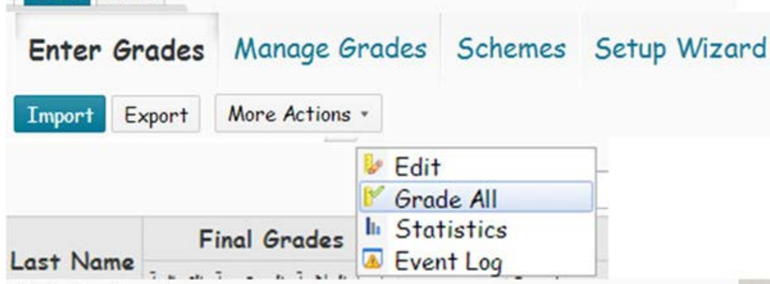
From the settings, choose "Personal Display Options"- this will determine how you see the grade items. Make sure you choose all but the "weighted grade" option.

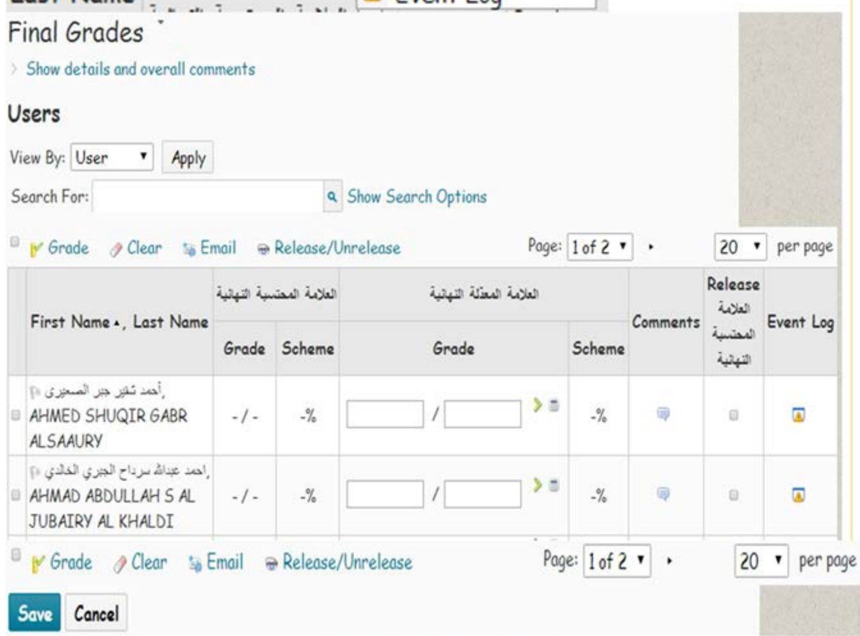


Then choose "Org Unit Display Options"- this will determine what the students see for each grade item. Make sure to choose all but "weighted grade".



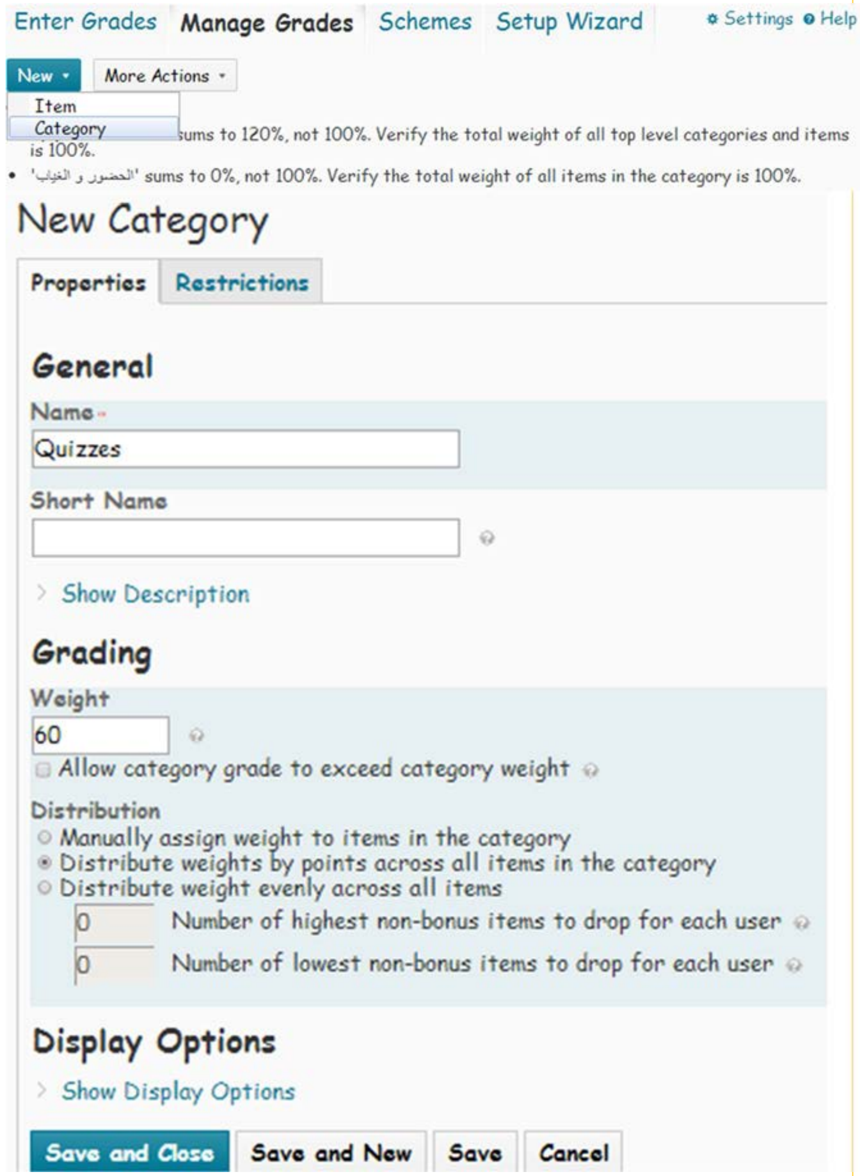
In order for the student to see their current/final average in the class, you will need to release it to them. From the navbar choose "grades" and then "enter grades".
Scroll over until you see the "final calculated grade" section. From the dropdown arrow choose "grade all".
In the final grades area, choose "release/unrelease". The "release final calculated grade" areas will be checked for each student. Then "save".





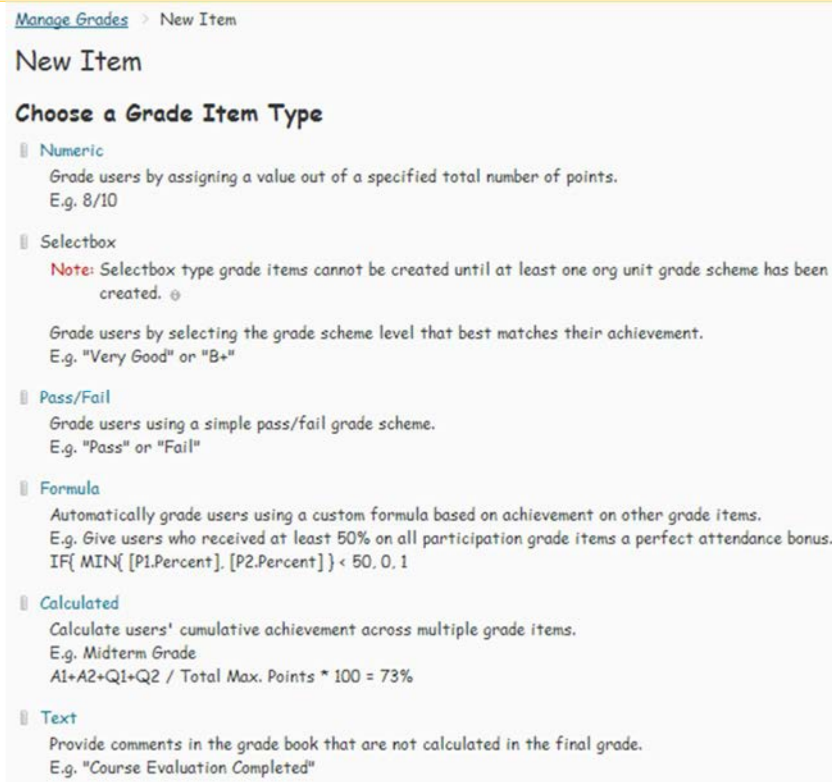
Now, back in "Enter Grades" scroll over to the "final calculated grade area". Notice there is an eye symbol beside each grade. This means that the students are able to see that current/final grade.

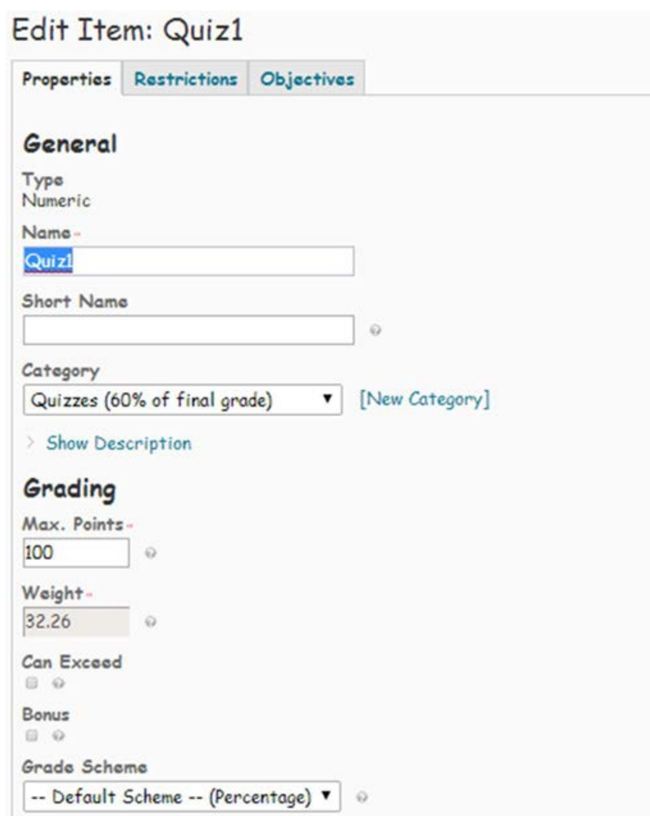
1. **To add in your grade items, choose "grades" from the navbar and choose "manage grades." Now, choose "New". If you use a weighted system you will need to add "categories" first. If you use a points system you don't need to add categories and can simply add the items.**
2. **In adding a new category- give it a name (ie- quizzes, discussions, assignments, participation, etc.) Then choose what percentage it is of the final grade. (Ie- if the "Quizzes" category was 60% of the final grade, I would put "60" in the weight area.) Choose how you want the weight distributed to the grade items. If some grade items are going to weigh more than others (ie- Quiz 1 should weigh more than Quiz 2, then choose "Manually assign weight to items in the category). If all items should have the same weight, choose "Distribute weight by points across all items in category." The third option can be selected if an item in the category should be dropped (ie- dropping the lowest test grade) however that**

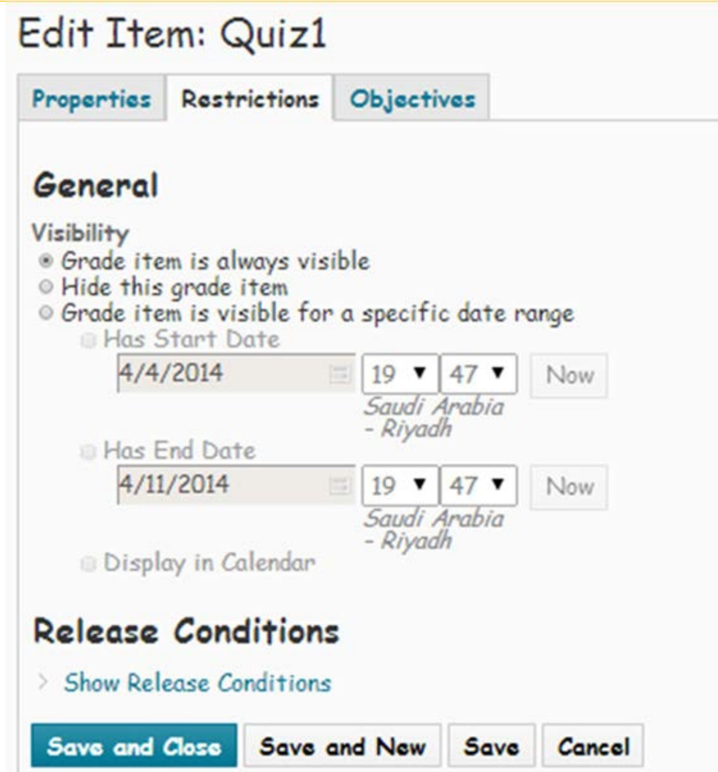


should be done after all the grade items in that category are in the gradebook. You may "save and new" to continue creating your grade categories.

3. Next, add in your items for each category. From "grades" choose "mange grades" and "new" then "item". Most will use "numeric".



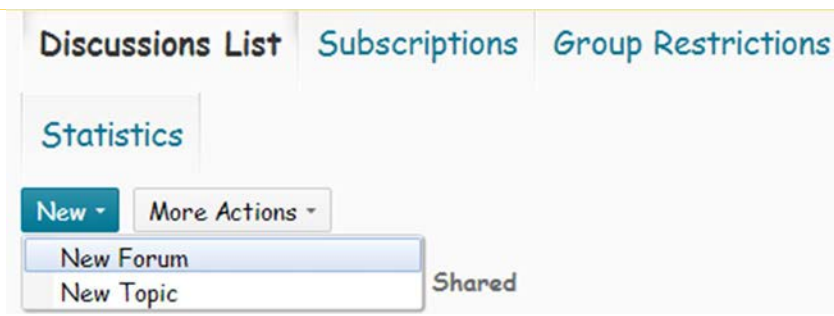




Discussions

The Discussions tool is a collaboration area where you can post, read and reply to messages on different topics, share thoughts about course materials, ask questions, share files, or where students can work with peers on assignments and homework.

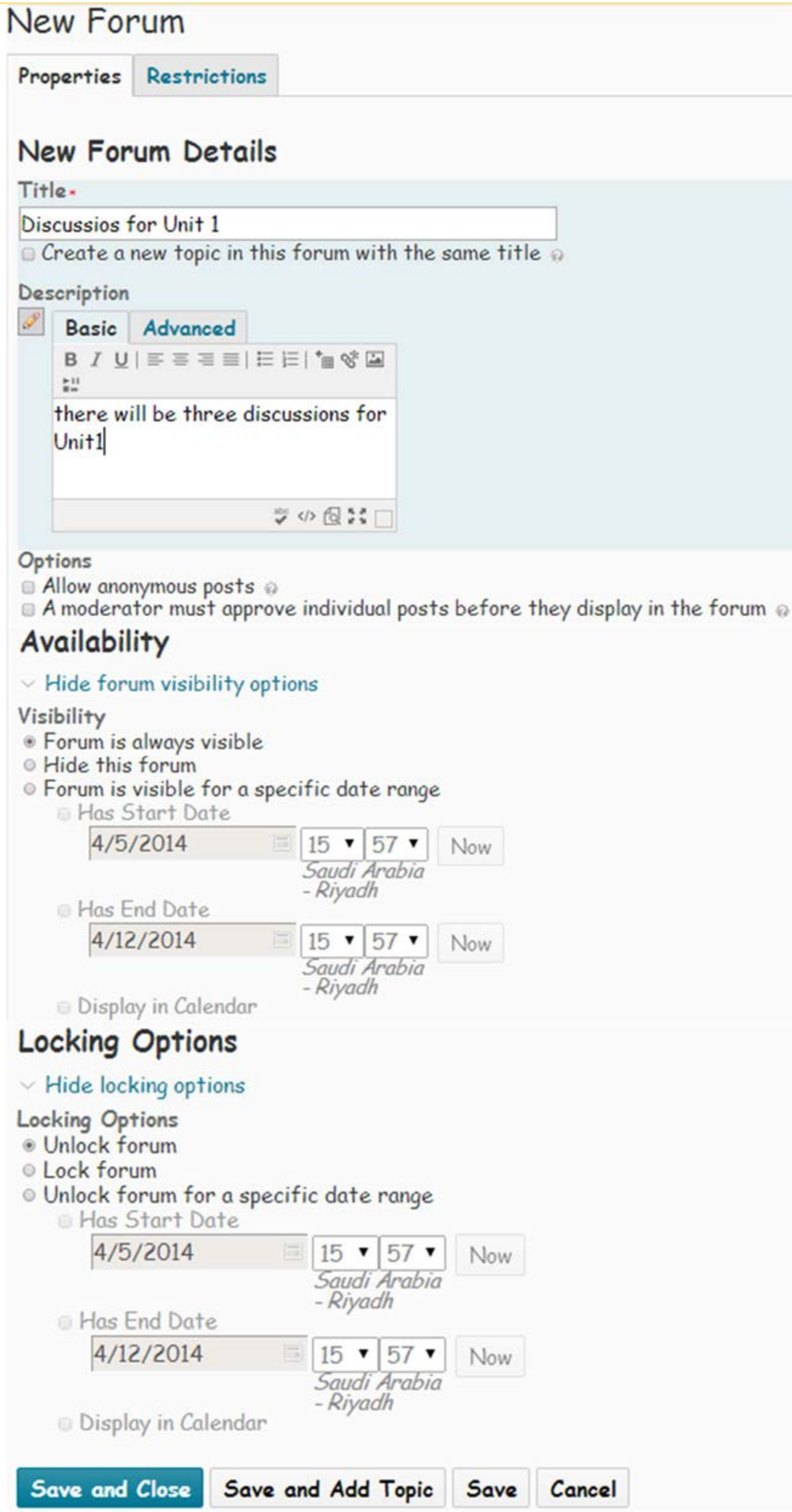
1. **To make a discussion- choose "discussions" from navbar. Choose "new" and choose "new forum".**



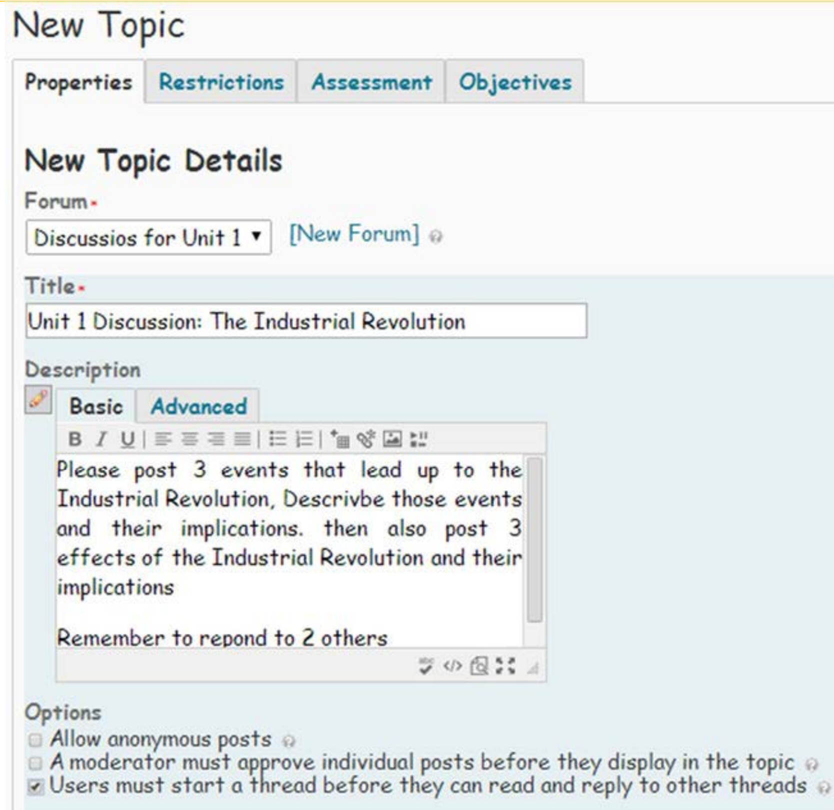
2. **Give your forum a name and possibly add a description. You may choose to allow for anonymous posts OR you can choose to approve the messages as an instructor before they are posted.**

3. **You can choose the availability and locking options for the discussion forum as well as for specific discussions. Availably deals when the discussion forum or topic is visible to the students. Locking does not affect if it is visible- but it gives the students access to post in it. (So you may choose to make the discussion visible but locked- that way they can see it but not post anything else after a certain data)**

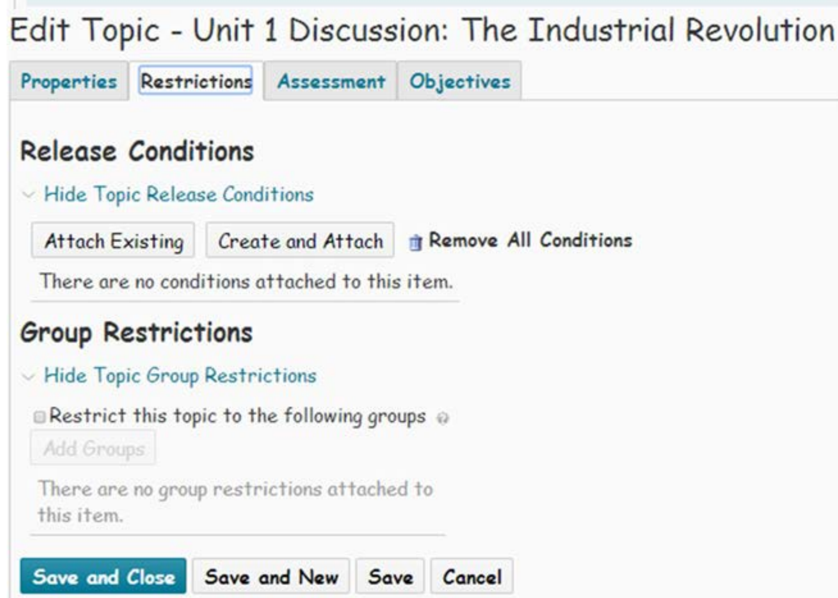
4. **Make sure to “save and add a topic”**



5. **After creating the forum, you can create the topics that go within them. You can have more than one topic in a forum.**
   Choose the forum the topic should be listed in. Give the topic a name and write the instructions for the topic.
   You can choose to force the student to post an original message before they can read and/or reply to others in the discussion.



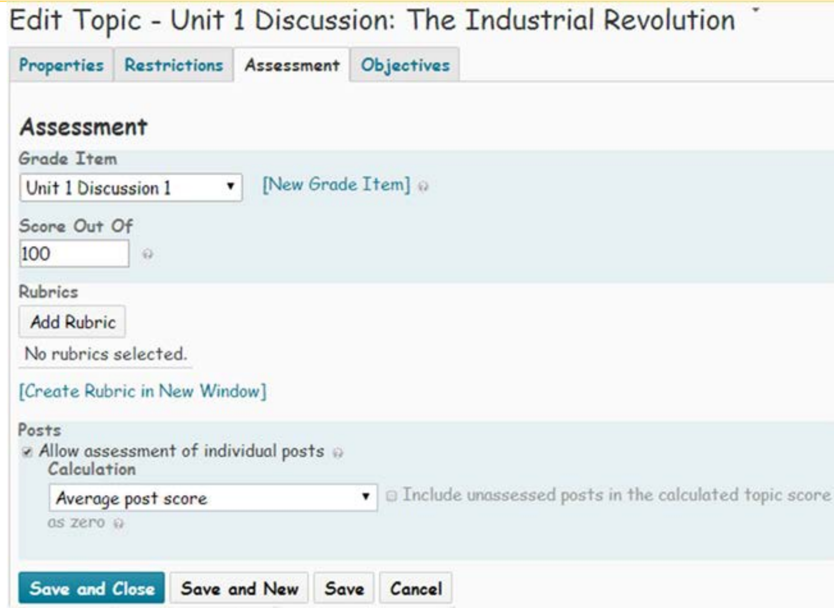
6. **Under the Restrictions tab choose if you would like to attach Release Conditions.**



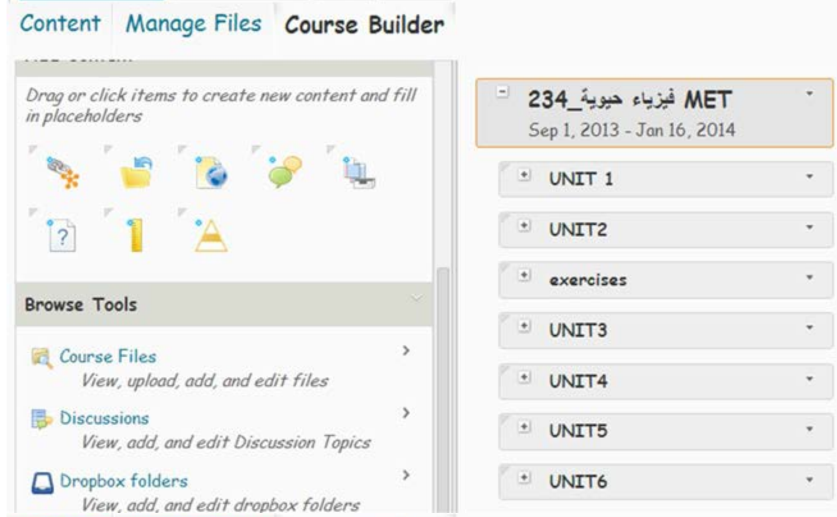
7. **Under the "assessment" tab, you will link the grade item to the discussion. In the dropdown, choose the grade item you have already created.**

   In "score out of" provide the highest score the student is able to make.

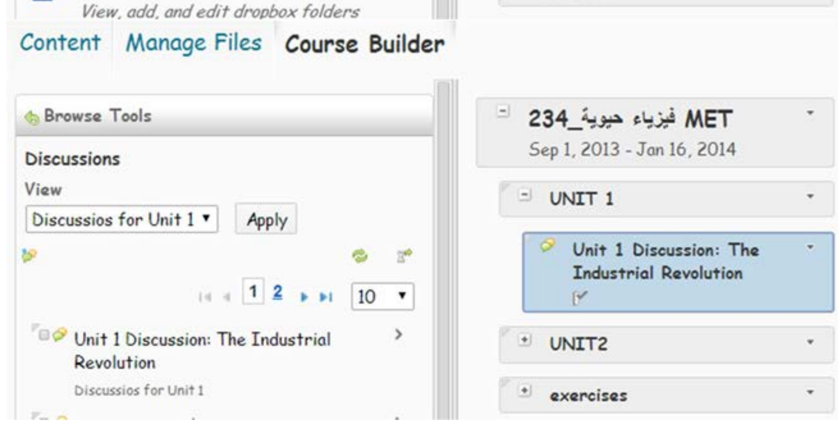
   You may choose to grade each post a student makes individually and take the average of them for the actual score.



8. **You will need to link the discussion to the content area for the students to be able to access the discussion from the course outline. To do so, go to "edit course"-"course builder". Choose "discussions" from "Browse Tools"**

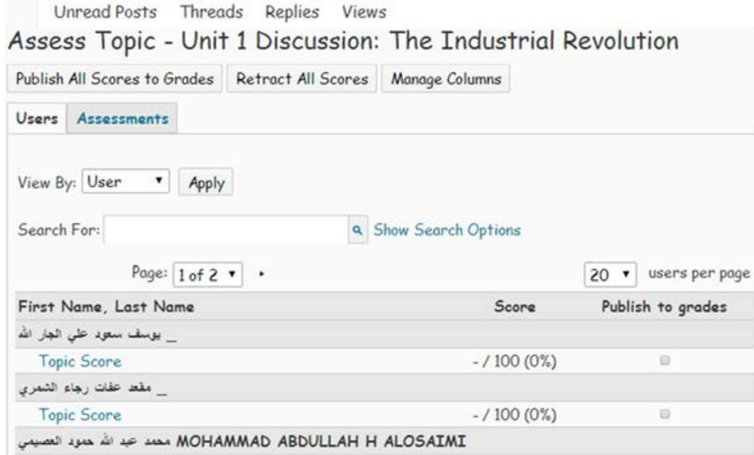


   Drag and drop the discussion into the module it belongs in. It will appear as a blue box underneath the grey module box.



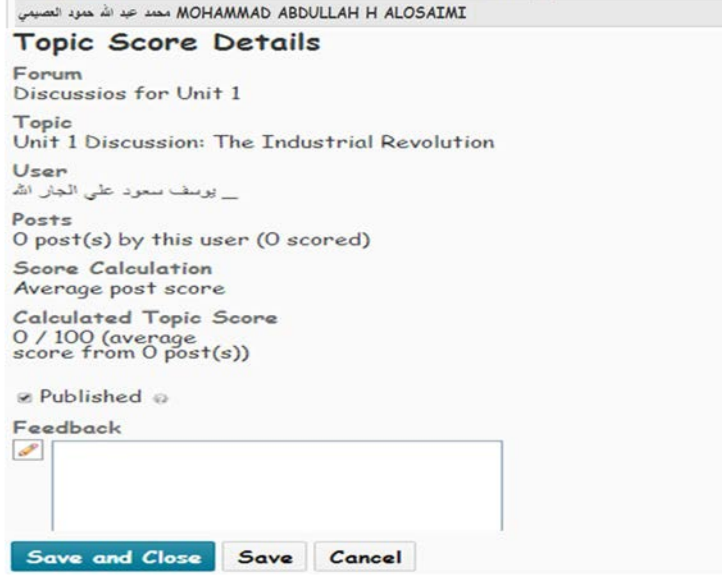
9. You can edit the discussion by using the right hand tools.

10. To grade a discussion, you will want to make sure that it is associated with a grade item. Then navigate to the "discussion" area and select the dropdown beside the name of the discussion. Choose "assess topic". (You may also edit the topic or view the statistics of that discussion.)



11. From the list of students, select "Topic Score" for the student you would like to grade.

Provide the score in "topic score" and leave individual comments. The points and percentage grade will appear beside the student's name in the score area.



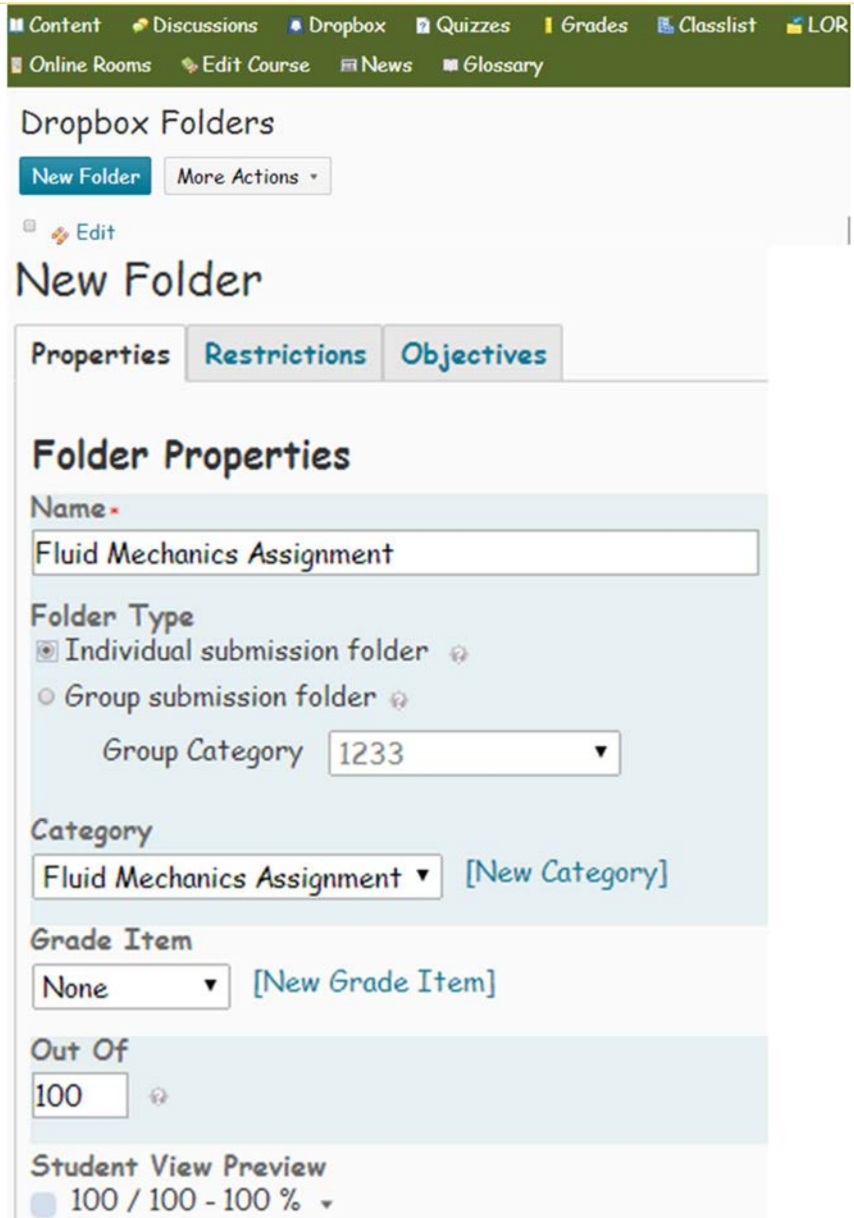
Dropbox

The dropbox is a D2L tool that allows students to submit assignments electronically. Assignments are stored in D2L for you to view at your convenience without filling your email inbox. You can link a grade item to your dropbox so you can grade submissions from the dropbox rather than in the gradebook. You can also download multiple dropbox submissions at once, save them in a convenient location, and then review them later outside of D2L.

1. **Students may submit assignments via the dropbox area. To create a dropbox for an assignment, choose "dropbox" from the navbar. Then choose "New Folder".**

2. **Name the assignment. You can choose to make an individual or group folder (if you use groups and only want 1 paper per group).**

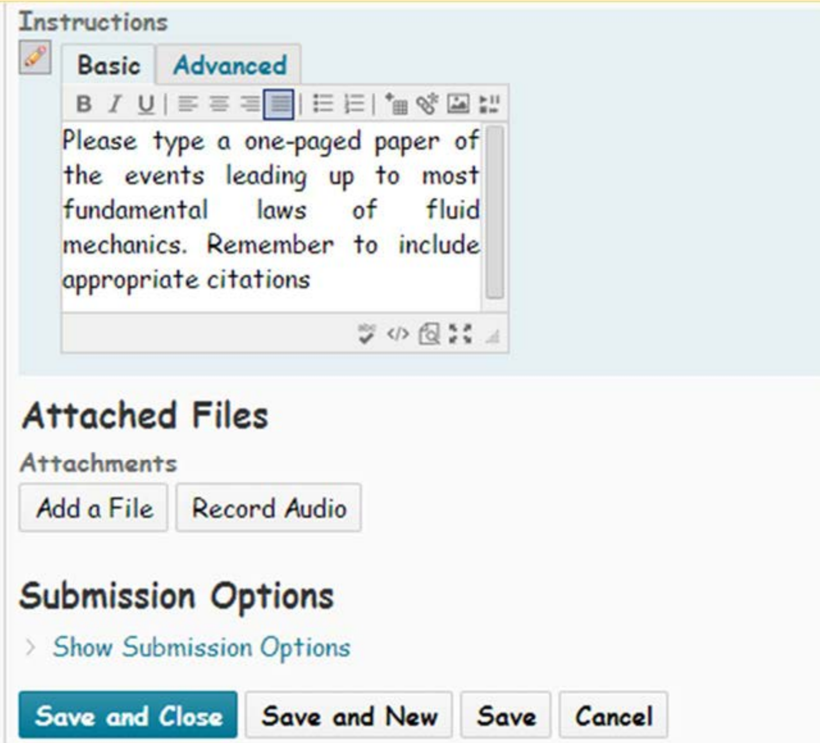
   You need to choose the grade item that matches your assignment. If you have already made the grade item then you can just select it from the dropdown.

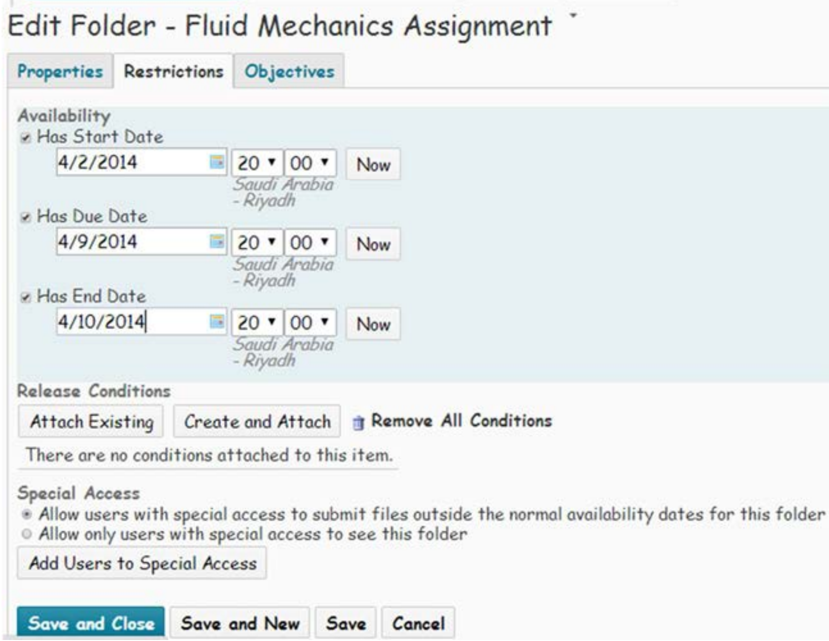


3. **Type the instructions for the assignment. You may add images in here as well. If you have your instructions already in some type of document, you can choose to upload that document as a file**

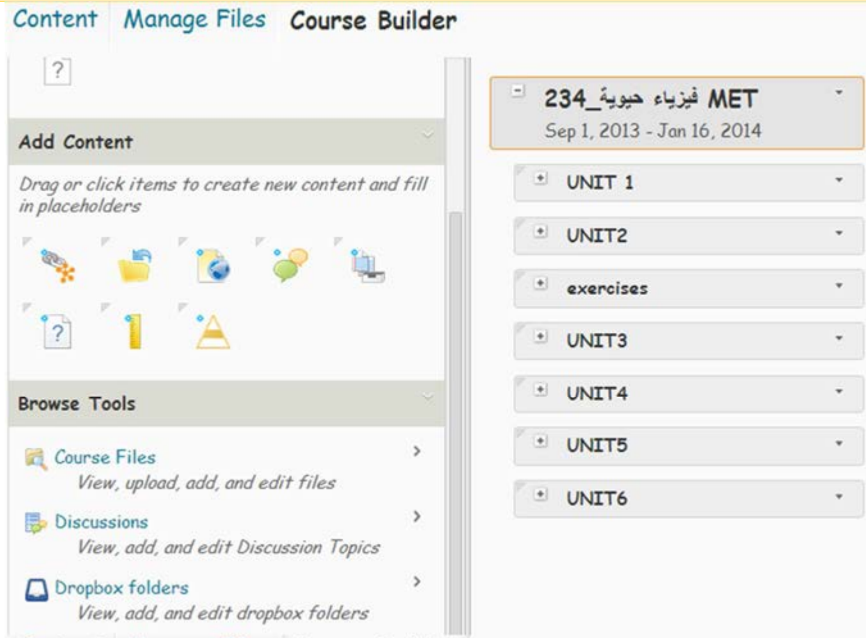
4. **To place restrictions on when the document can be submitted, choose the "restrictions" tab. Choose the "start date" for when students can begin submitting the document. Choose a "due date" for when it is due. Choose and "end date" for when the dropbox will not allow the student to submit documents after that point.**

You may choose to make your due date and end date the same. If you make the different, D2L will let you know how "late" the student's submission is if they submit after the due date.

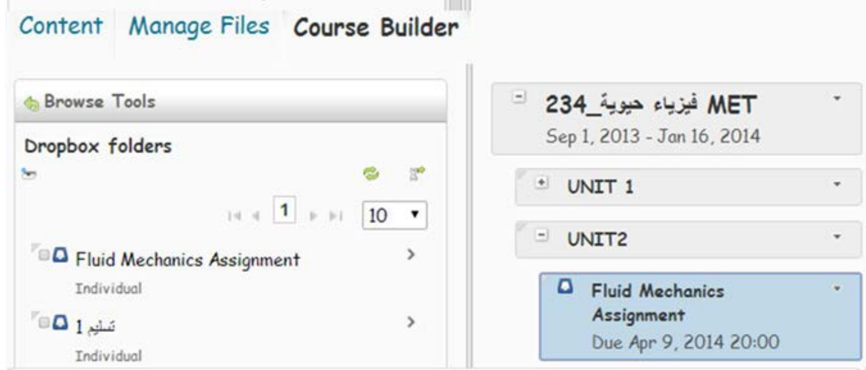




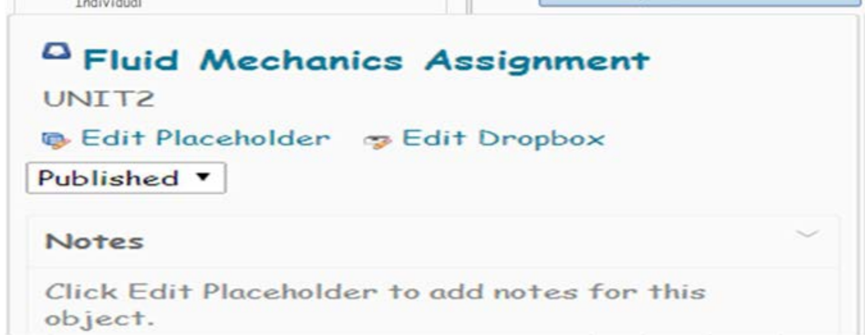
5. **You will need to link the dropbox to the course content. To do so, go to "edit course" on the navbar and choose "course builder". From the "Browse Tools" area choose "Dropbox Folders".**



6. **Drag and drop the dropbox to the associated module. It will become a blue box in the course outline.**



7. **To edit, click on the dropbox in the outline and use the tools on the right hand side to make changes to that specific dropbox.**



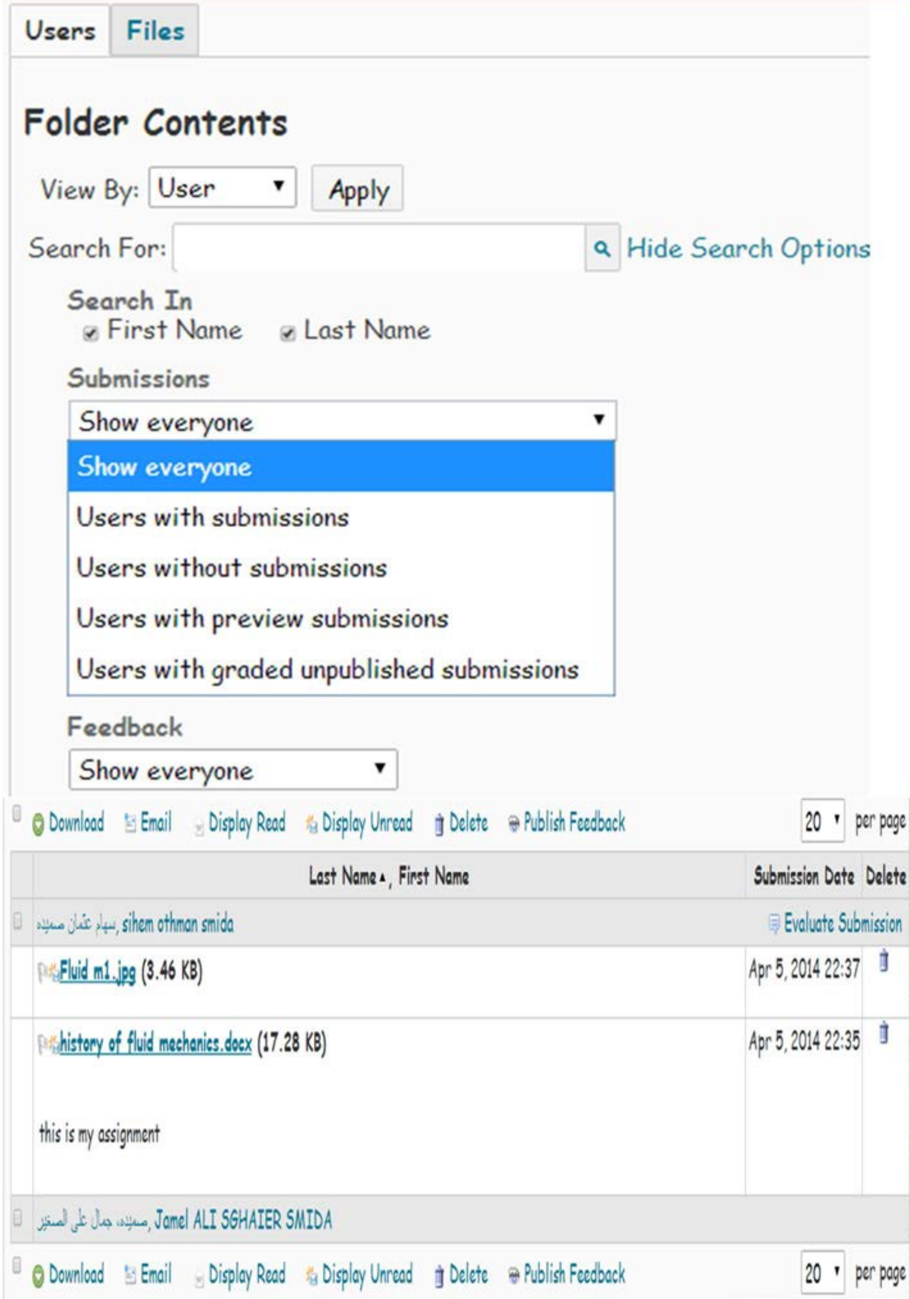
8. **To grade a dropbox, you will want to make sure that it is first associated with a grade item.**

Then, navigate to the "dropbox" area. You will be able to see how many students have submited a document. Select the name of the dropbox to grade it.

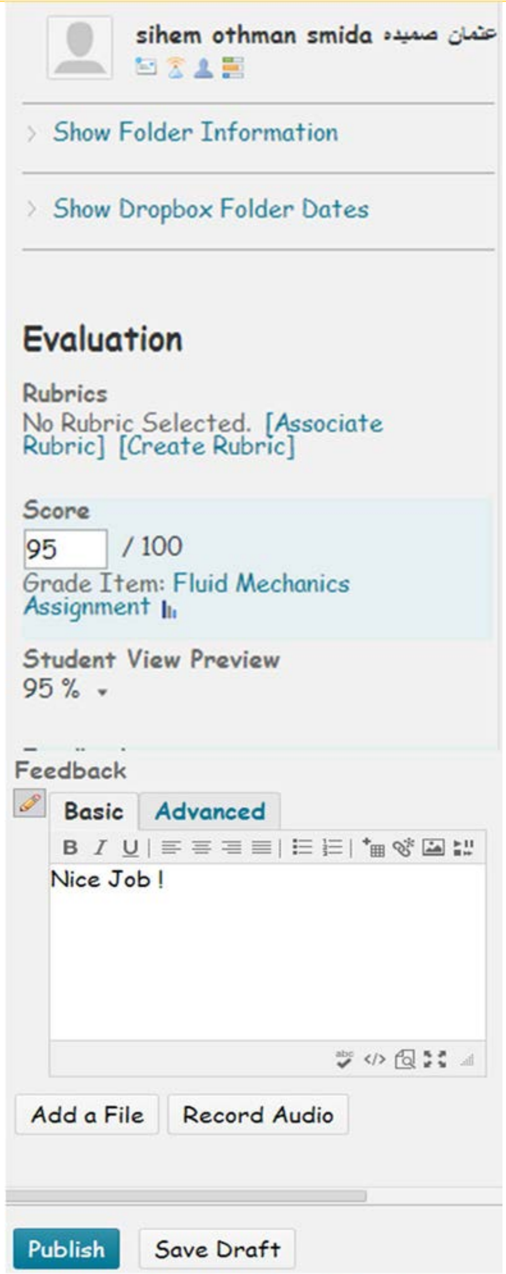
You can filter by those who have submitted a document, those who have not, etc.

You will see the documents submitted under each student's name. Select the document to open it. To provide a grade/feedback, choose "Evaluate Submission" on the left side.

You may choose to provide feedback for each student and "save as a draft". Then, you may select the students' names and "publish feedback". This will make the feedback available to all students at the same time.



9. On the left side, provide the score for the dropbox. Then you may type in individual feedback or attach a file with feedback. You may choose to “publish” that specific student’s feedback (so he/she can see it) or you may choose to “save as a draft” and then publish all of the feedback for the class at the same time.



10. You will be able to see if you have given feedback as well as if you have save the feedback as a draft or published the feedback for each student.

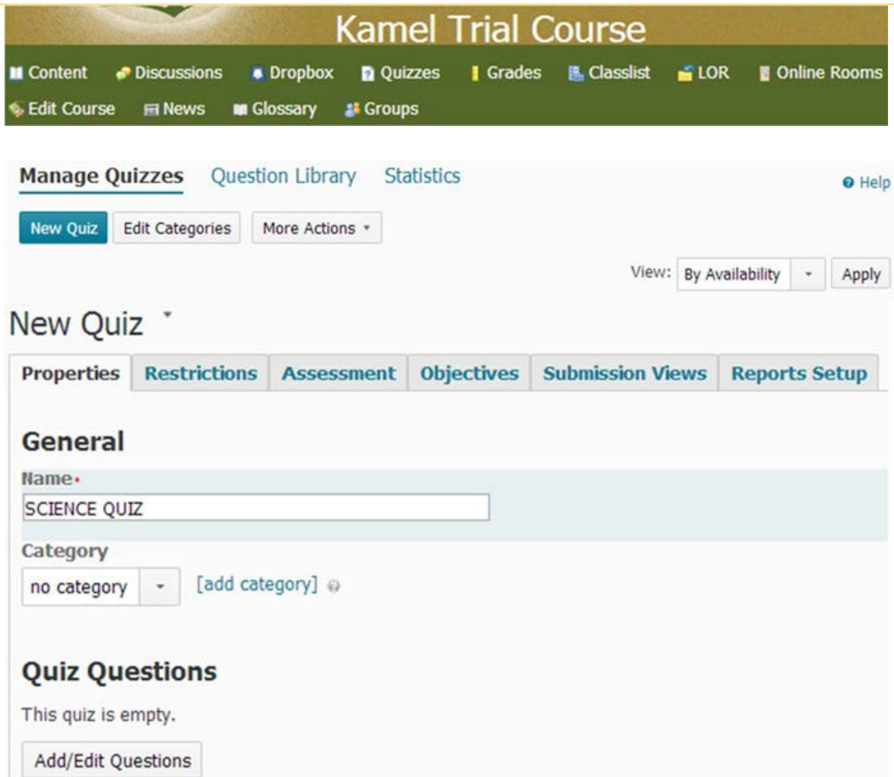
Quizzes

Use the Quizzes tool to manage quizzes that you have created, copied, or imported; manage questions using the question library; preview, organize, and grade your quizzes; view quizzes by category or availability; view current, future, and past quizzes; view course and quiz statistics; create categories and place your quizzes in them. The Quizzes tool can be used to create the following types of questions: multiple-choice, true/false, arithmetic (including specifying ranges of numbers with significant figures), fill-in-the-blank, multi-select, matching, ordering, and long and short answers. Many of these questions can be graded automatically and then automatically entered into the Grades tool. Quizzes can be released conditionally based on date and time.

1. **In D2L, from your course navigation bar, click on the Quizzes icon to open Manage Quizzes, and click New Quiz to begin creating a new quiz.**

2. **You will see a number of Tabs beginning with properties, that will allow you to customize your quiz. In properties Tab, give your quiz a name and if you have categories set up in your grade book, you can put your quiz into a category from the category drop-down menu or create a new one by clicking on the "add category" link.**

   You can add or edit questions for your quiz from this Tab



Options in the "Properties Tab" also allow you to add introduction and description text : (the text typed in the description area will display to students before the quiz becomes available, while the text typed in the introduction area will be displayed when students begin a quiz)	
Also you can add a header or a footer to your quiz	

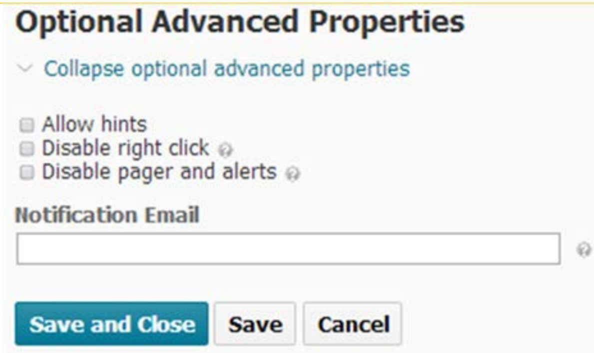
For the optional advanced properties section you may choose to :

Allow for hints.

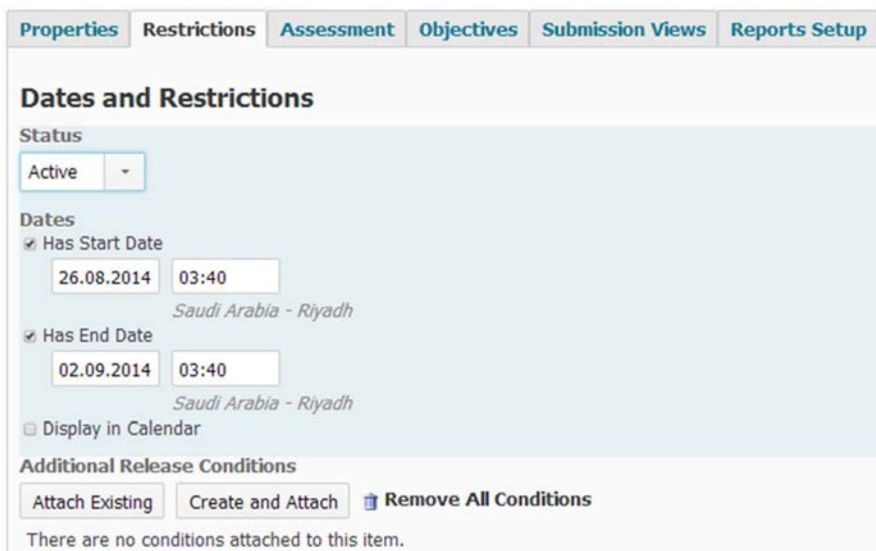
Disable right click mouse feature for the duration of the quiz.

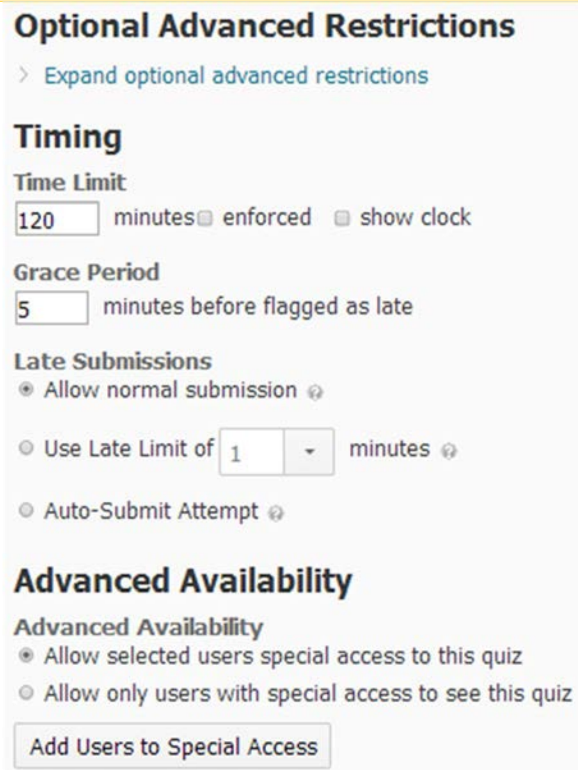
Disable the chat feature of D2L for the duration of the quiz.

Precise you notification email



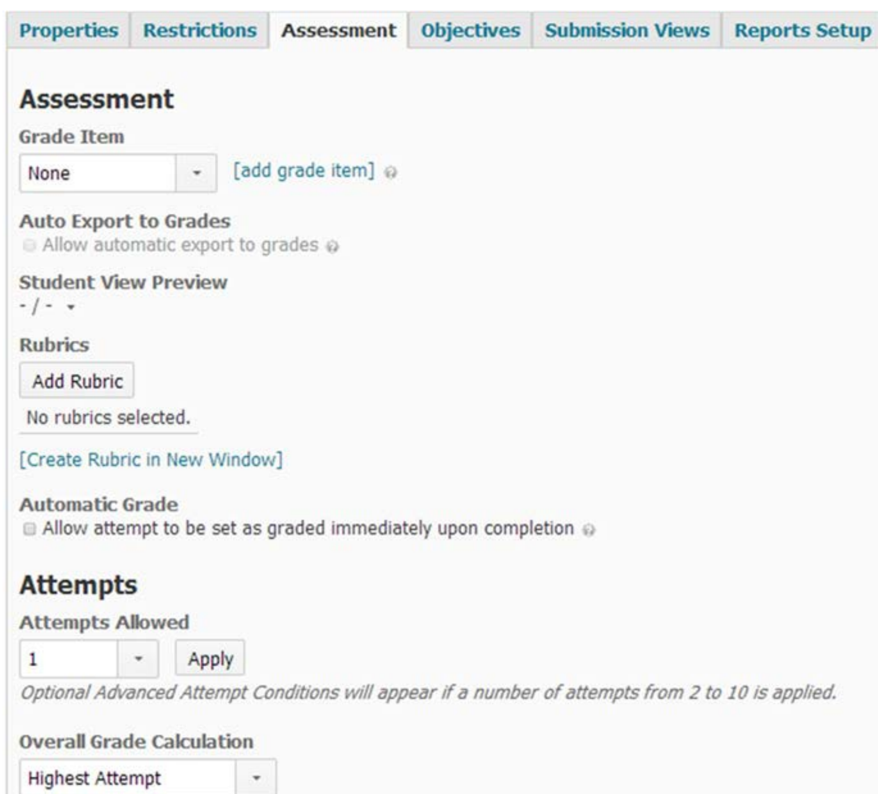
3. The "Restrictions Tab" allow you to set start and end dates and timing options: set a time limit and control what happens if a student goes over the time limit
   Also be sure to set your quiz as active





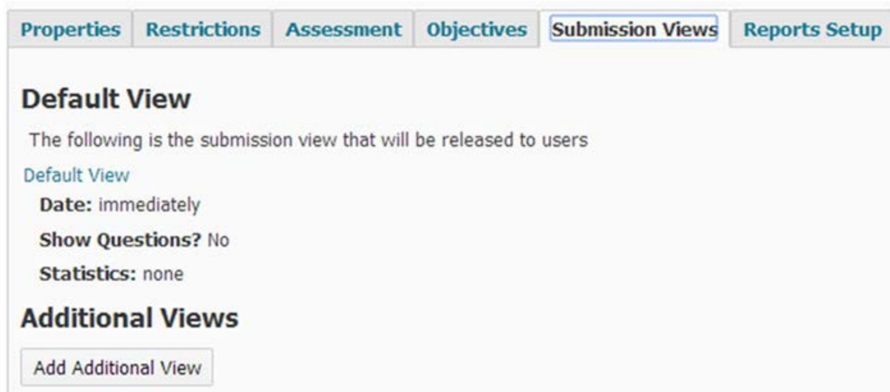
4. **All information related to quiz assessment such as associated Grade Items, Rubrics and attempts are combined into the "Assessment Tab": Consider adding a grade Item so the quiz results will be linked automatically to the "Grades" tool.**
   You can add a pre-existing Rubric to your quiz or create a new one.

   In the Attempts area, select how many attempts you will allow for the quiz and how it will be graded.

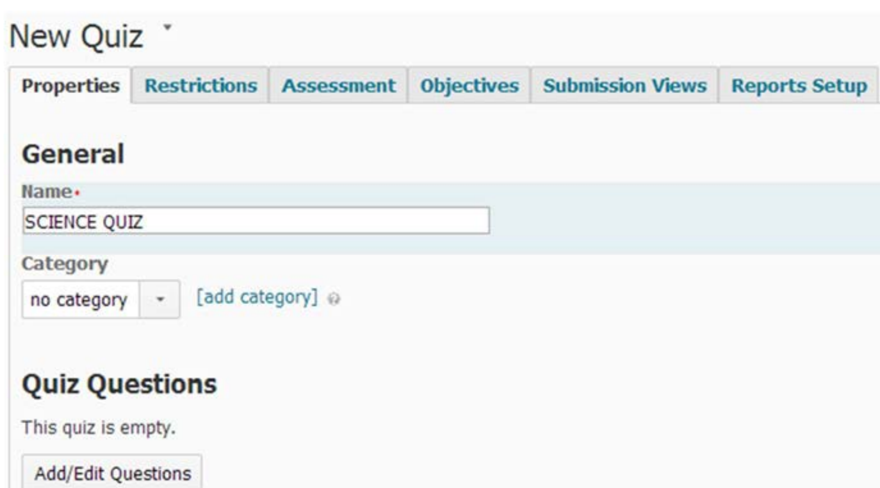


5. **If you have created learning objectives, the "Learning Objectives Tab" will allow you to associate those objectives with the quiz**

6. **Under the "submission views Tab" click on the "Default View" link if you want to make changes to what students will see once they have submitted any quiz in your course.**
   Or change what students see for this quiz only by clicking on the "Add Additional View" button.

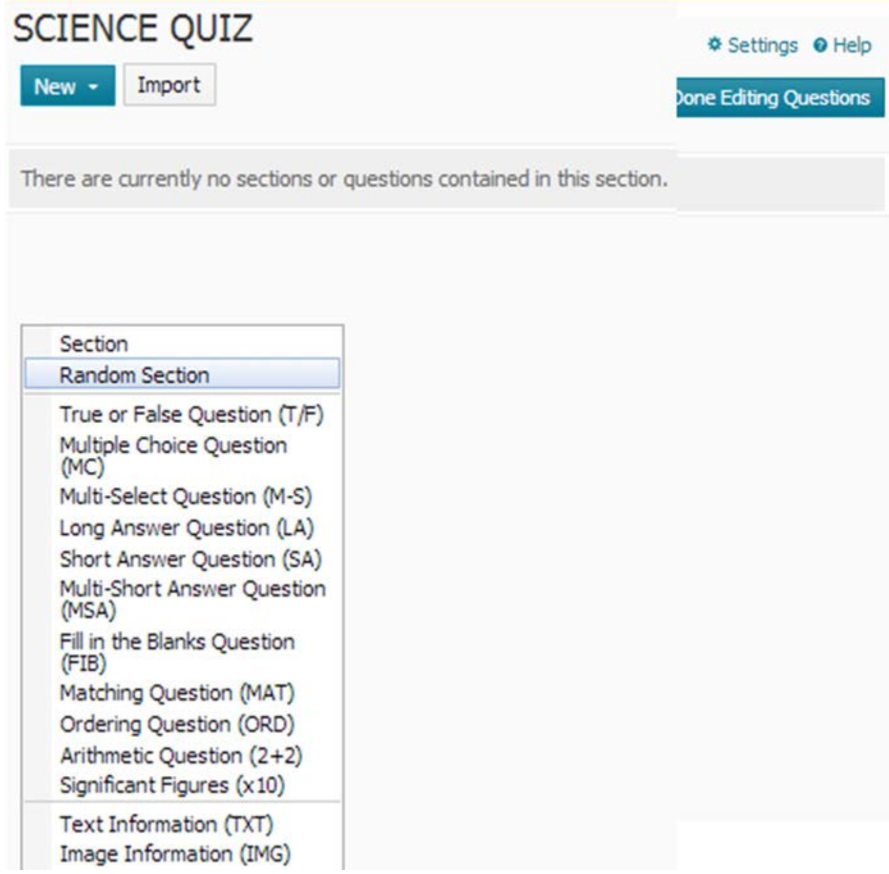


7. **The "reports Setup Tab" will allow you to collect printable information about how students performed on a quiz**

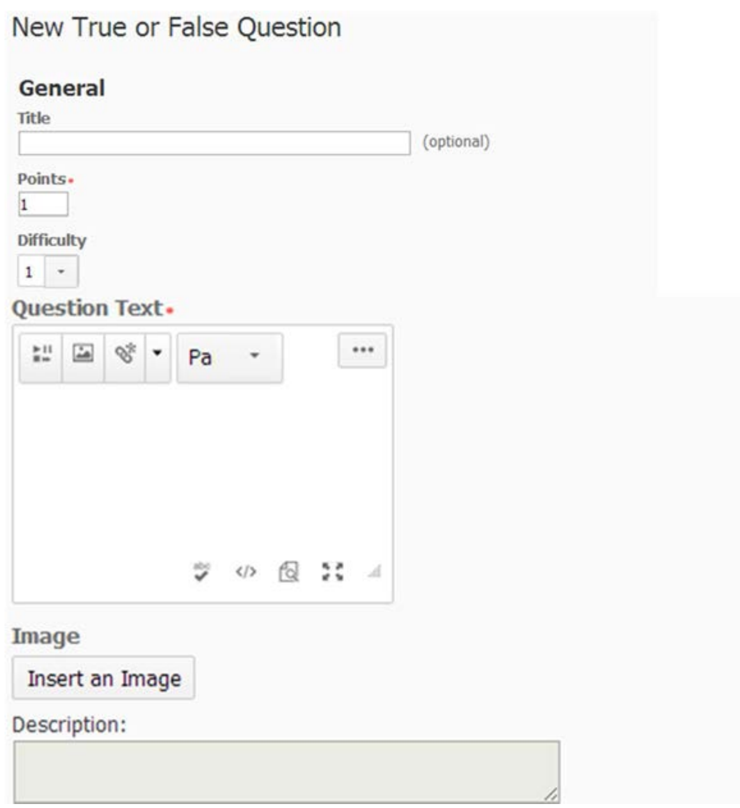


8. **Clicking the "Add/Edit questions" button will take you the question library,**

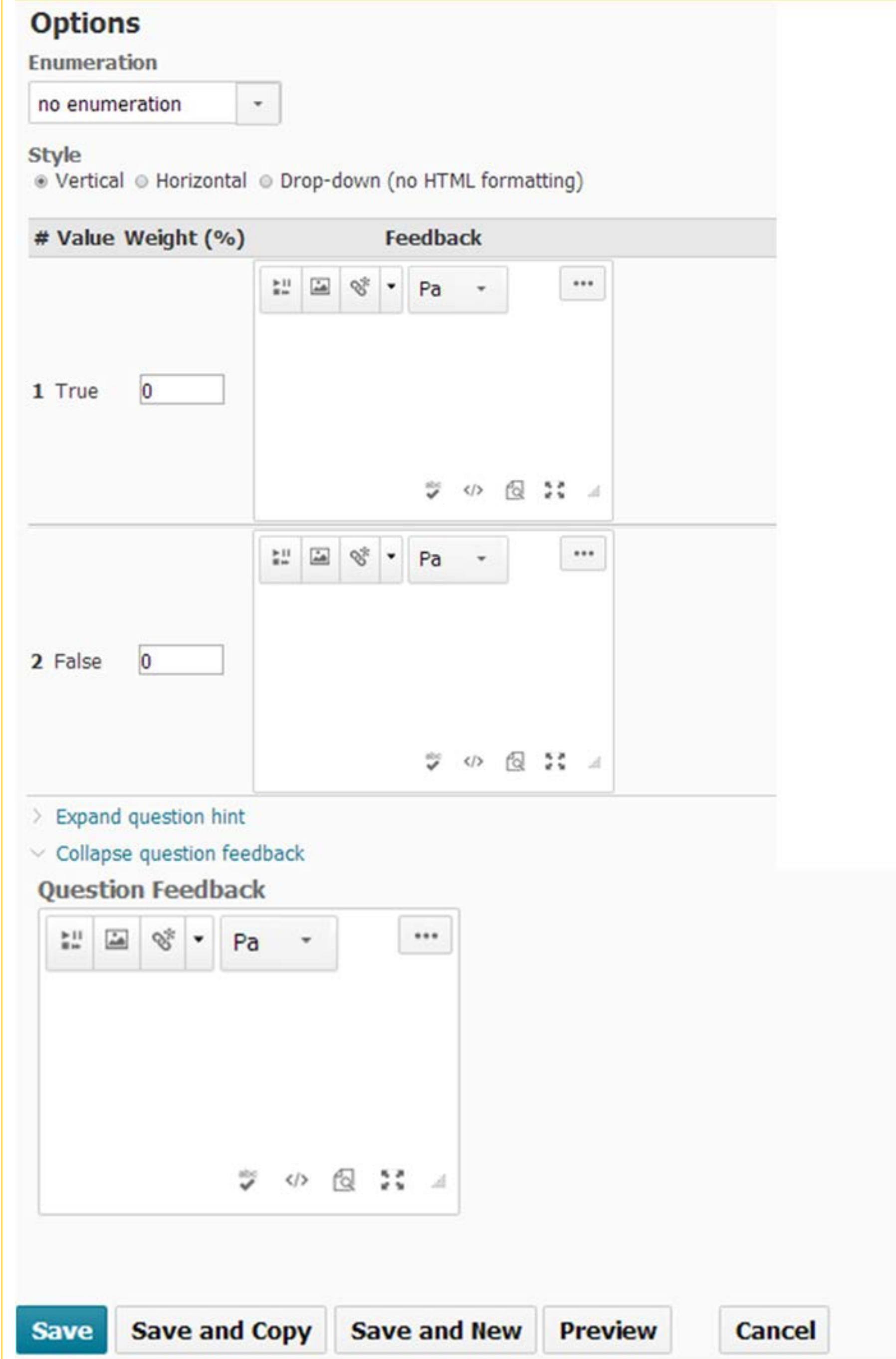
9. In the question library, select the type of question you want to add from the drop-down menu and click on the “create new” button

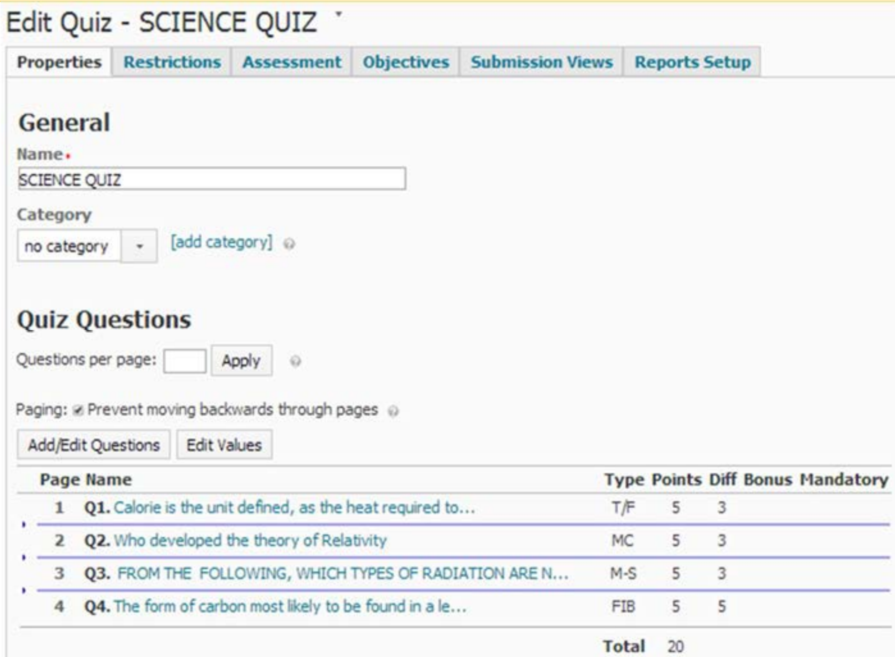


10. Add your questions and answers then click “save” to save and return to the question library, or click “save and new” to save your question and create another question of the same type.



11. **When you have added all of your questions, fill in the the "questions per page" field then click "Apply"**




Edit Quiz - SCIENCE QUIZ
Properties
Restrictions
Assessment
Objectives
Submission Views
Reports Setup
General
Name
SCIENCE QUIZ
Category
no category
[add category]
Quiz Questions
Questions per page:
Apply
Paging: Prevent moving backwards through pages
Add/Edit Questions
Edit Values
Page Name Type Points Diff Bonus Mandatory
1 Q1. Calorie is the unit defined, as the heat required to... T/F 5 3
2 Q2. Who developed the theory of Relativity MC 5 3
3 Q3. FROM THE FOLLOWING, WHICH TYPES OF RADIATION ARE N... M-S 5 3
4 Q4. The form of carbon most likely to be found in a le... FIB 5 5
Total 20

User Progress

The User Progress tool helps track student progress in a course by measuring their completion of 9 different progress indicators. Instructors can use User Progress to track their students' overall progress and prepare progress reports, while students can use User Progress to keep track of all of their course-specific assignments and feedback. Progress reports are available for the following progress indicators:

Grades

Objectives

Content

Discussions

Dropbox Folders

Quizzes

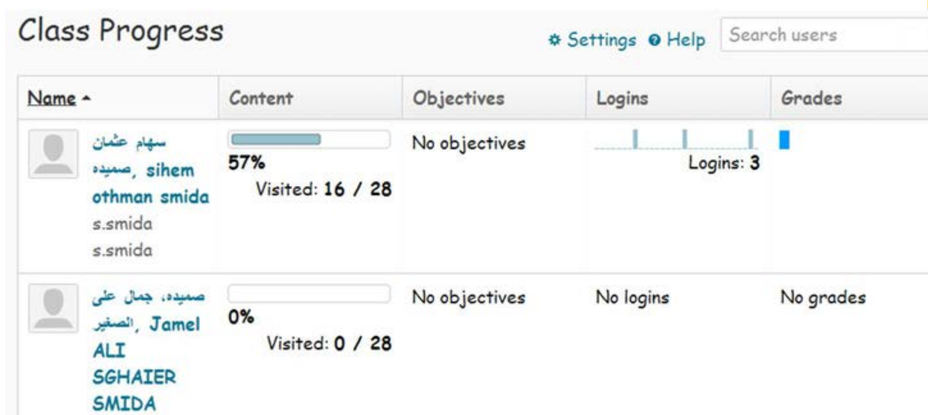
Checklist

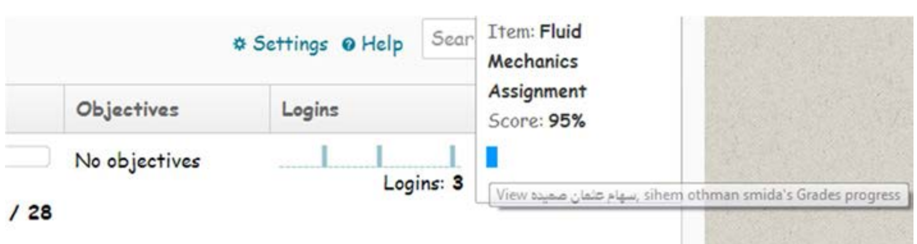
Surveys

Login History

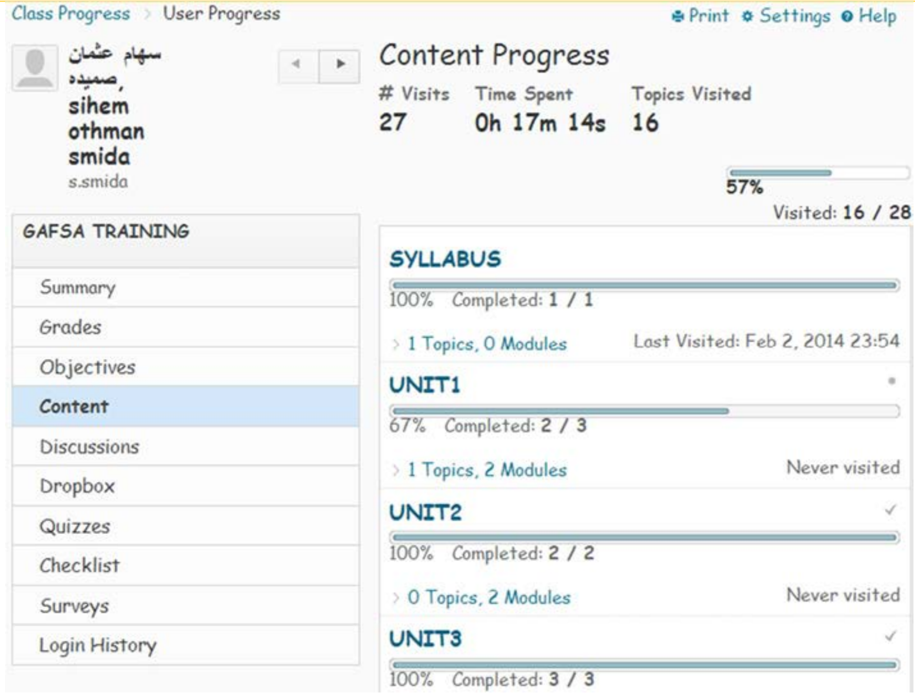
1. **You may view/track a student's progress through D2L in several ways. You may choose "edit course" and "View User Progress."**
2. **You will be able to see the % of the course he/she has visited as well as his/her logins. You will be able to see the overall average. By selecting the bar items you can see individual grades.**

***Note: A student's login history is based only on logging into D2L- it is not tracked by individual course.**

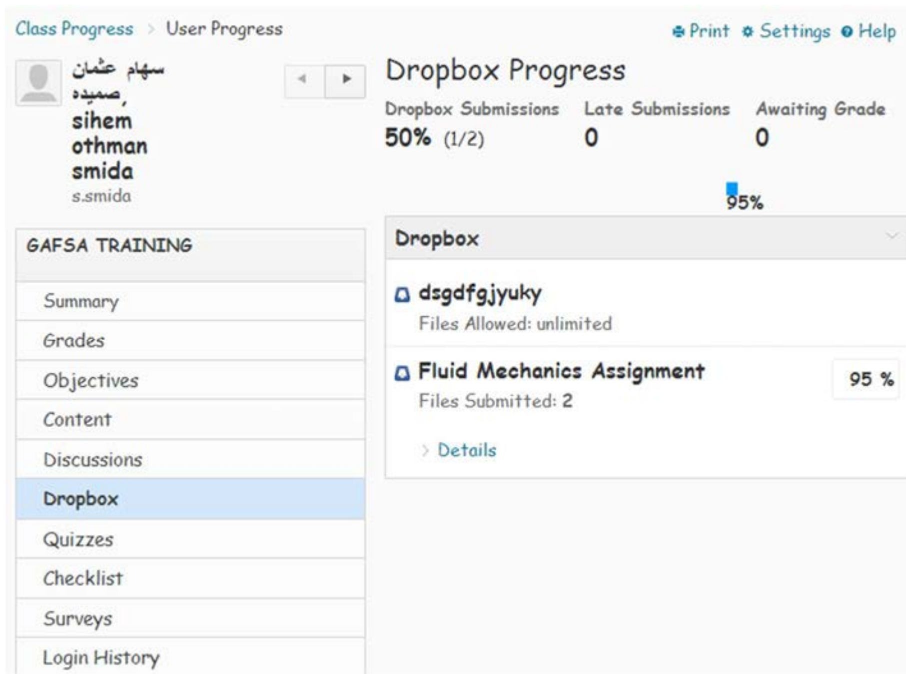




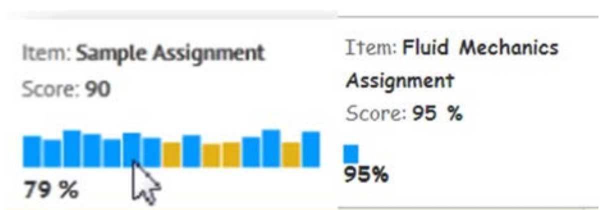
3. **By selecting "content" in the "view user progress" area, you are given more specifics of what he/she accessed and completed. You may choose to look at specific pieces of content by choosing from the left toolbar.**



4. **Clicking an indicator allows instructors to drill into the details of tool progress for the user in the course, and is an entry point into User Progress where they can look at summaries and details of tools, navigating between users and courses if they have permission.**



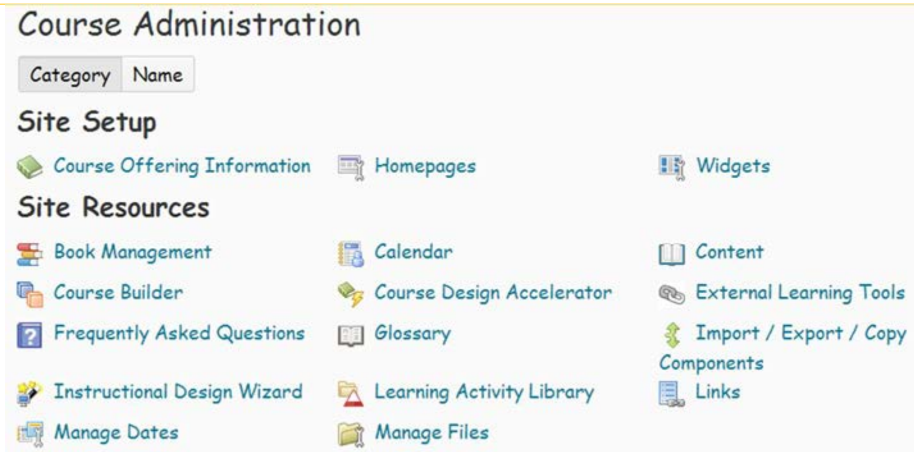
5. **For example the Dropbox indicator presents the current average on all folder submissions as well as a visualization of the scores of the last 15 items. Hovering over each bar provide details of each column, including the Dropbox name and score.**



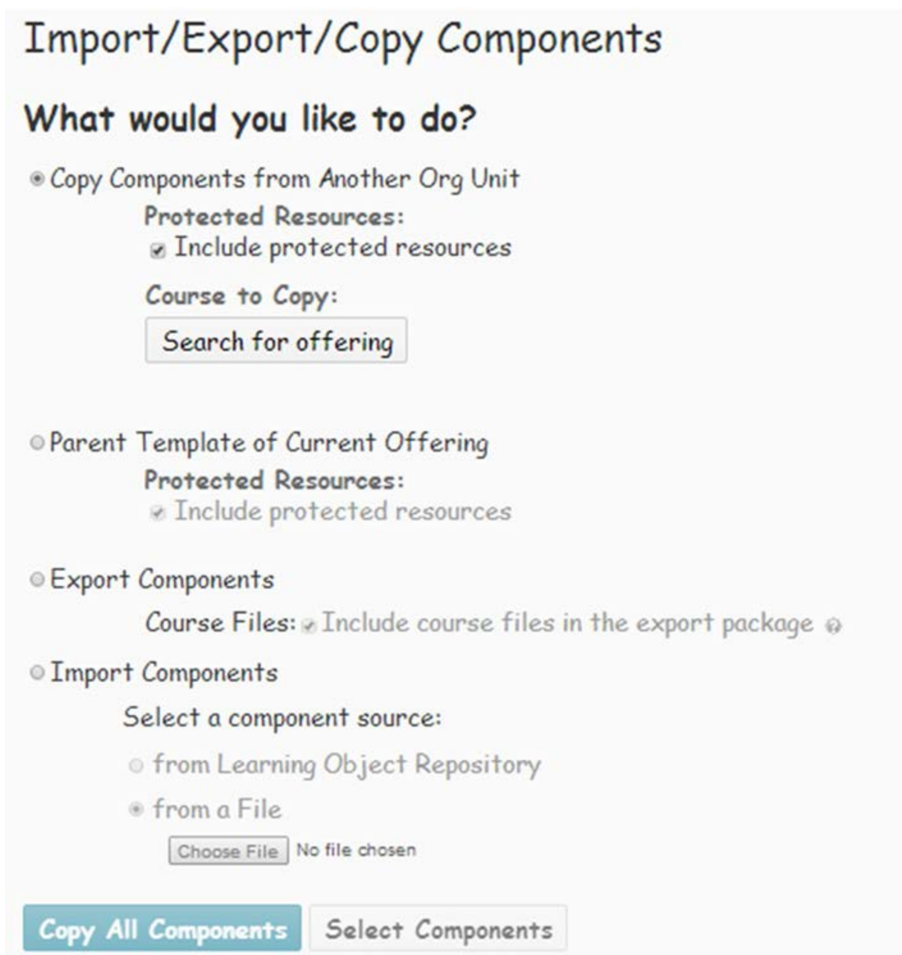
Copy Content from other Courses

Desire2Learn allows for instructors to copy content between courses, including, but not limited to Quizzes, Dropbox folders, and Widgets. This is a very useful tool for instructors who offer similar courses simultaneously or during separate semesters.

1. **Make sure you are in the course you want to put new content in. Choose "Edit Course" from the navbar. Choose "Import/Export/Copy Components" from "Site Resources."**

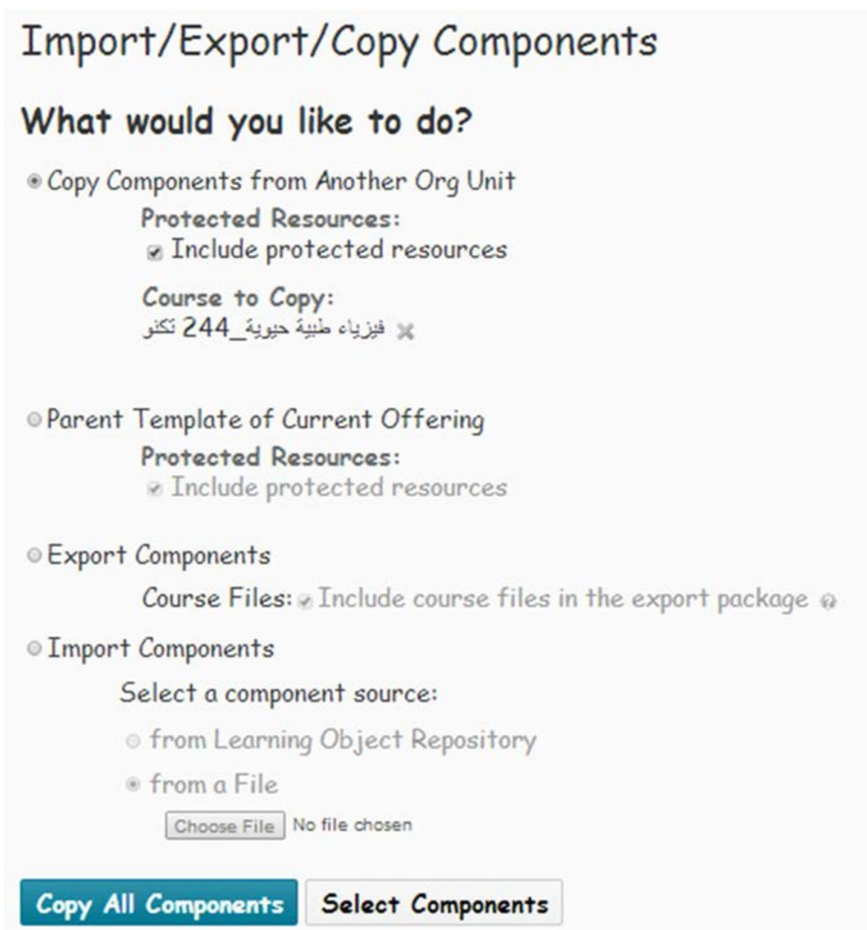


2. **Choose "Copy Components from Another Org Unit" and "Search for Offering"**

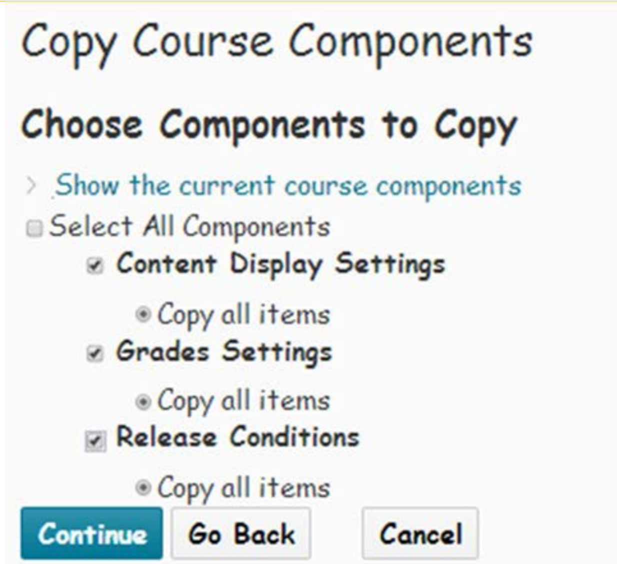


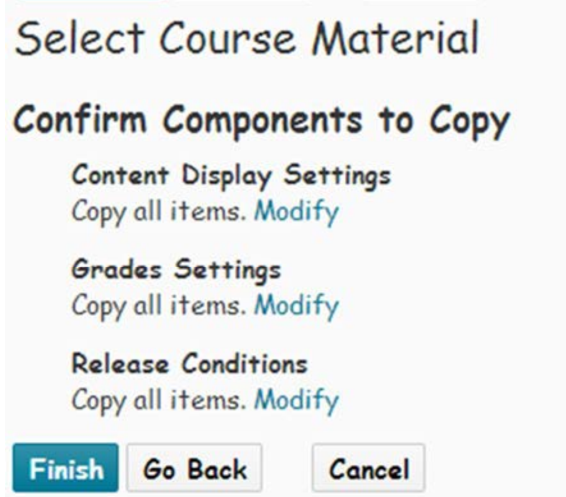
3. **In the popup, choose the course you would like to retrieve content from. Choose "Add Selected"**

4. **If you want to copy the entire course choose "Copy all Components." If you want to copy only certain parts of the course, choose "Select Components".**

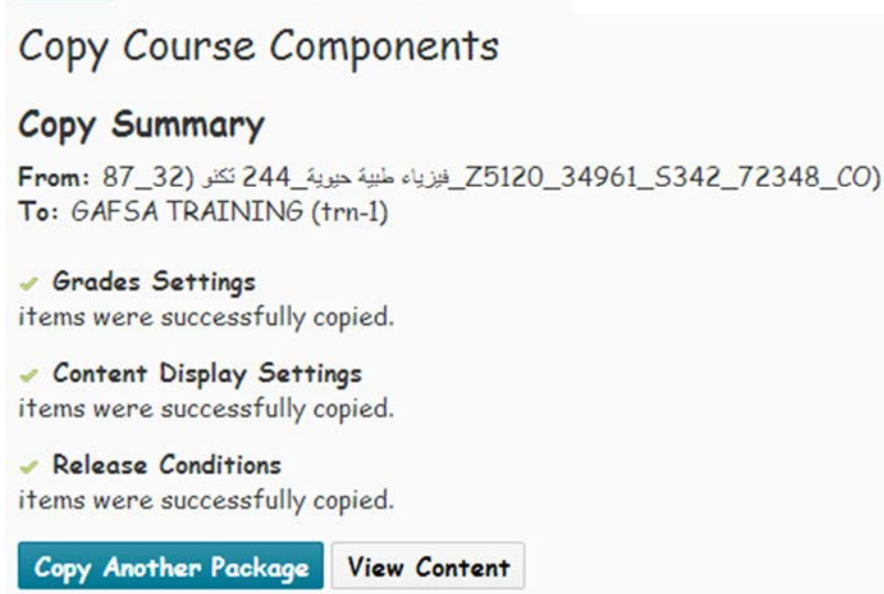


5. **Choose the components you want to copy and choose "continue" and then "finish".**





6. **When each area has a green check mark then the import has completed.**



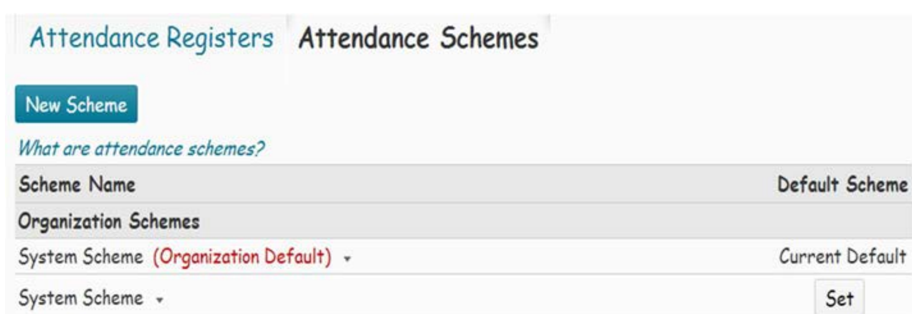
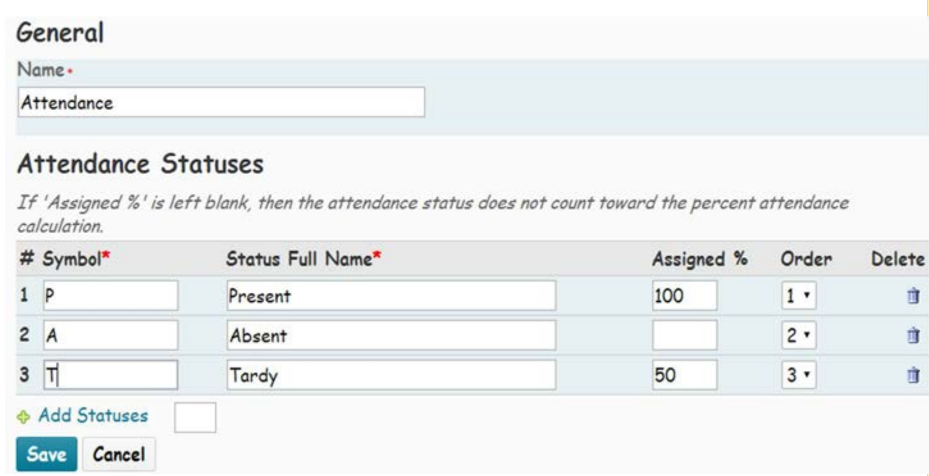
Attendance Tool

The Attendance tool enables you to create registers that track attendance for activities within your organization or course. You can track attendance for any number of activities and customize your registers to suit your needs.

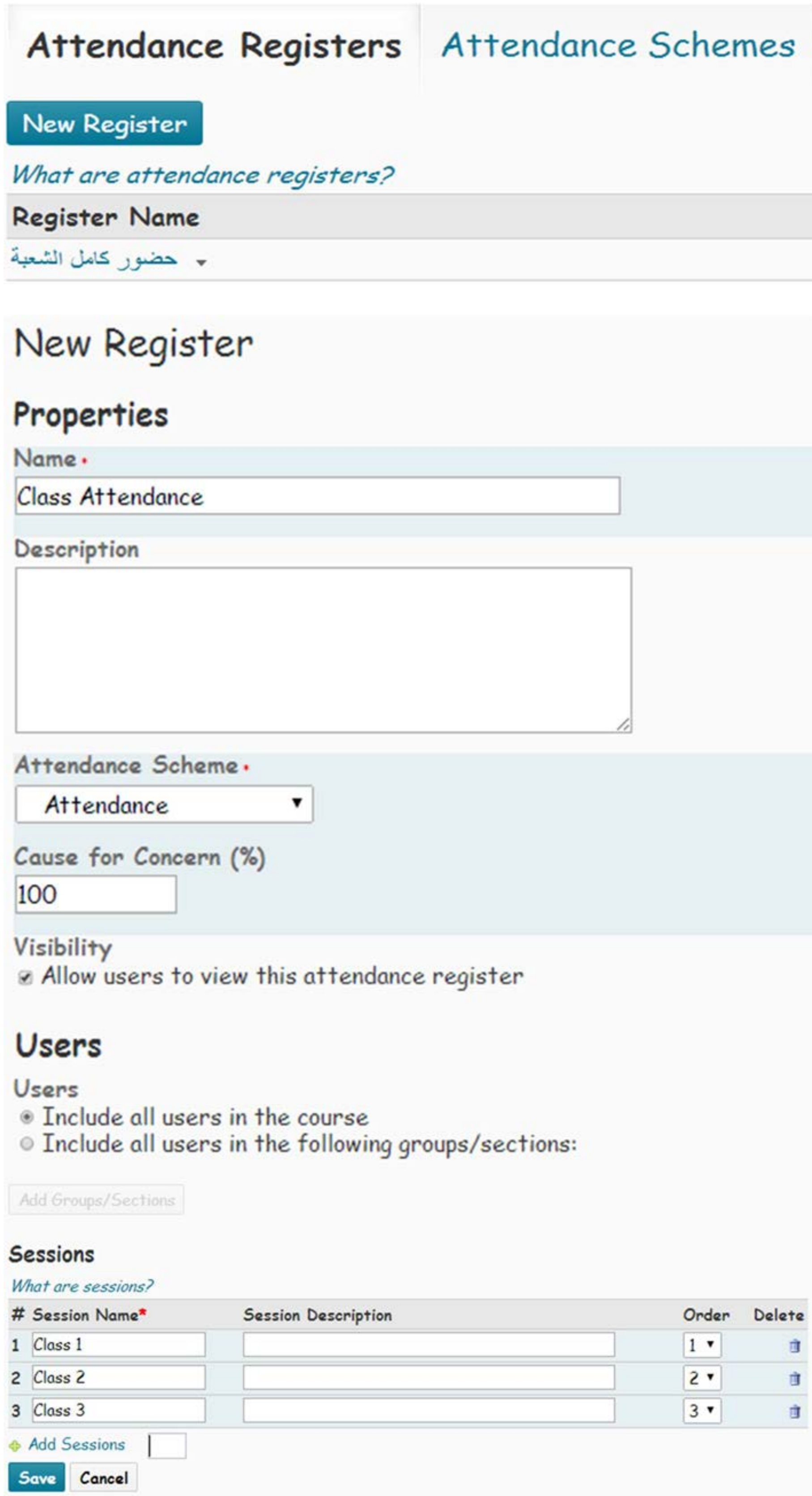
The Attendance tool is flexible and convenient. You define the sessions, attendance thresholds, and applicable users for each register. You can view a summary of the results from one convenient location.

Use the Attendance tool to:

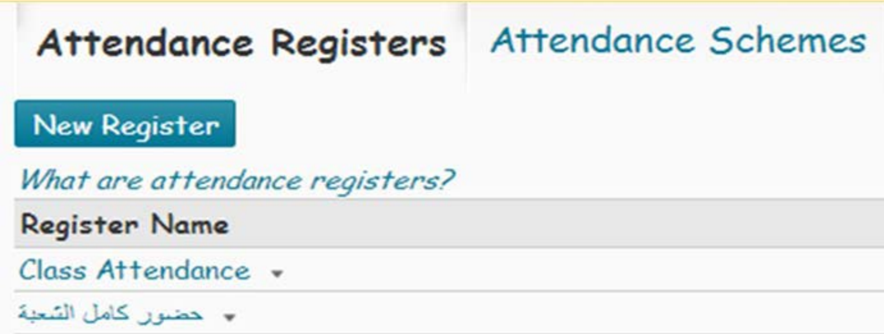
- Create sessions to track attendance.
- Define attendance statuses for your activities.
- Grade user attendance.
- View attendance results.
- Track users that have poor attendance.

1. Choose "edit course" from the navbar and then choose "attendance" from "Learner Management" area.	
2. Choose the "attendance schemes" and "new scheme".	
3. Choose your symbols and names of the choices for attendance. Choose what percentage each is worth (if applicable).	

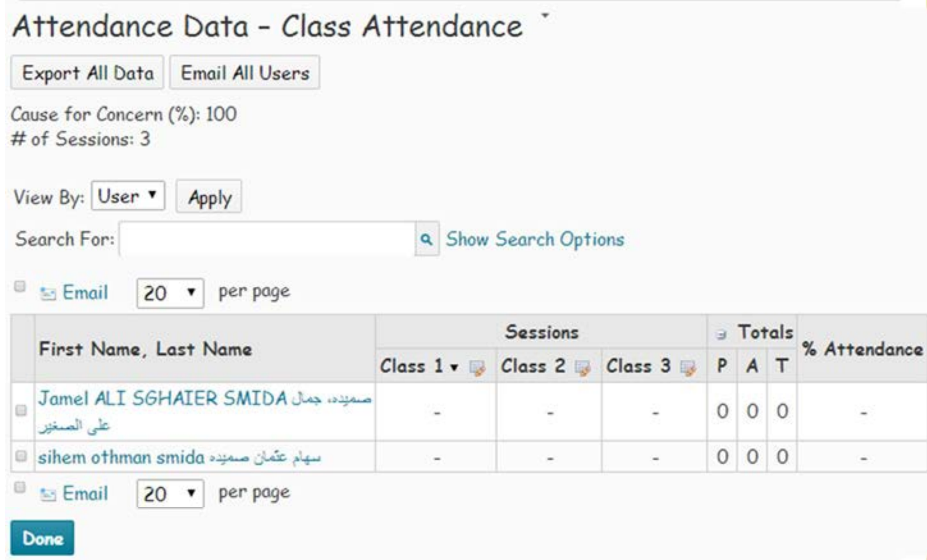
4. Choose "attendance registers" from the tab and then "new register."
5. Choose the name of your register (usually class name).
6. Choose the attendance scheme that fits. Choose a cause for concern (if applicable).
7. Provide the name of each session you would like to take attendance for. You may "add sessions" as well.



8. **To take attendance. Choose "attendance register" tab and then choose the appropriate class.**

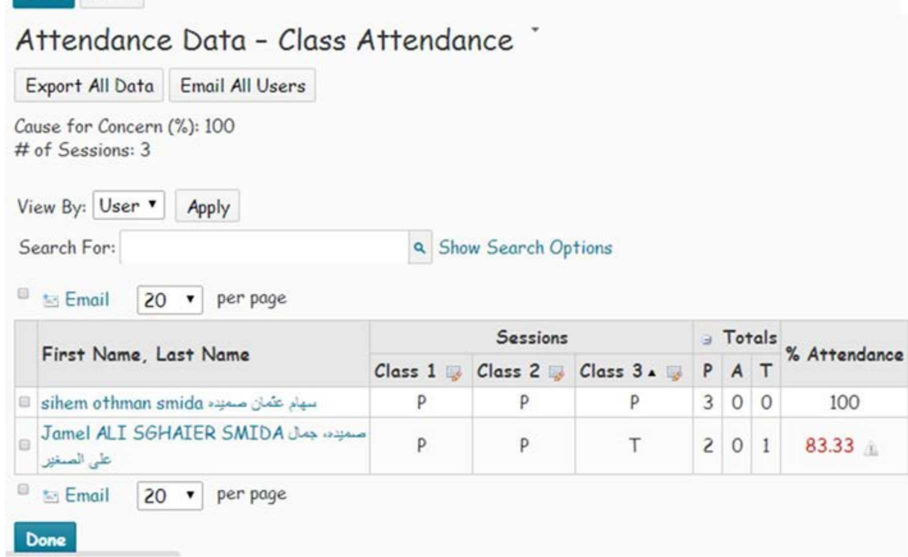


9. **Choose the session you would like to take attendance for by clicking on the icon beside the name.**



10. **From the dropdown, choose the appropriate attendance for each student. Then choose "save."**

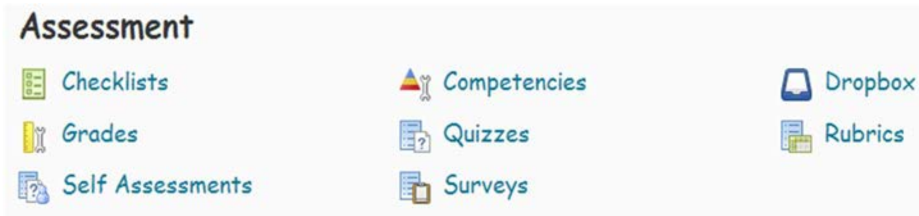
11. **Now you will see the symbol as well as a total for each student's attendance.**



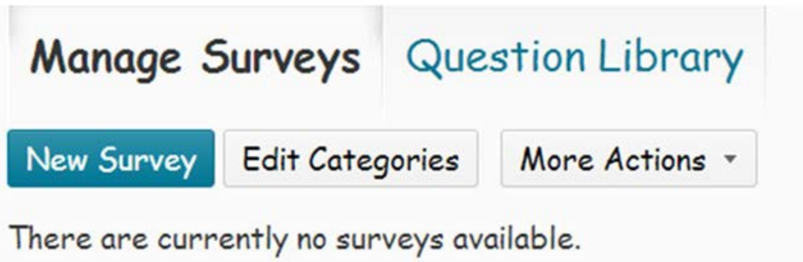
Surveys

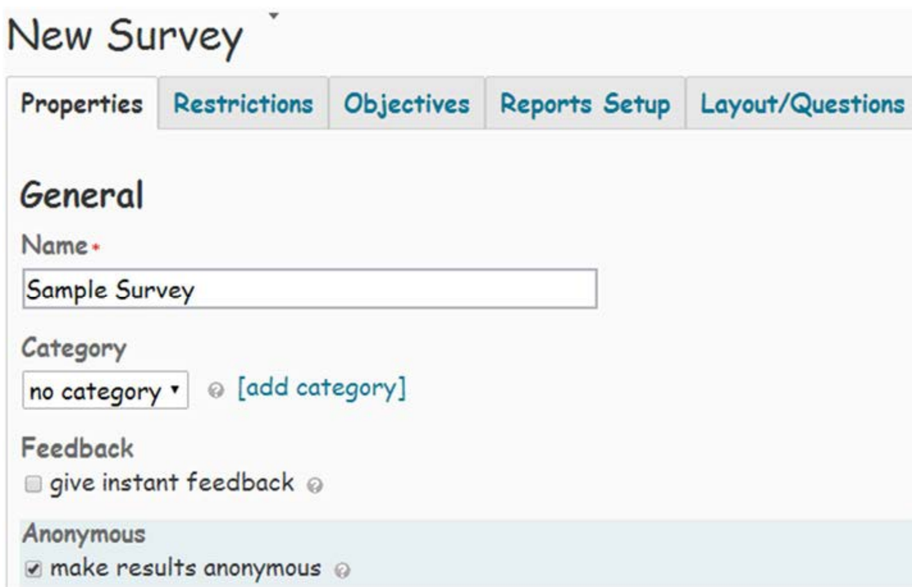
The Survey tool is very useful for getting feedback about your course. This information can be used to help improve your course.

1. **Choose "edit course" from navbar and choose "surveys" from "assessment area".**

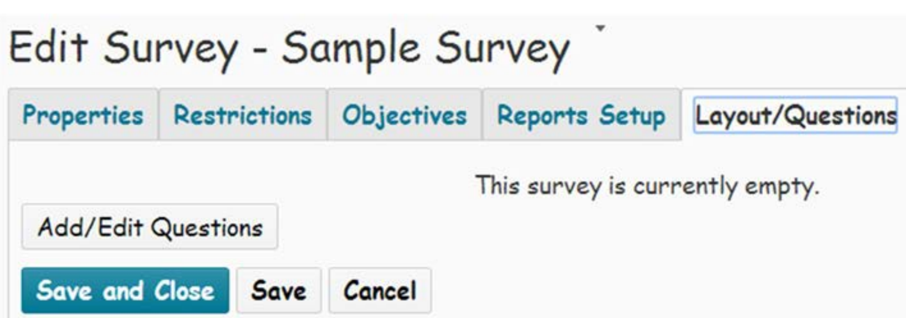


2. **Choose "New Survey". Give the survey a name and determine if you would like for it to be anonymous.**

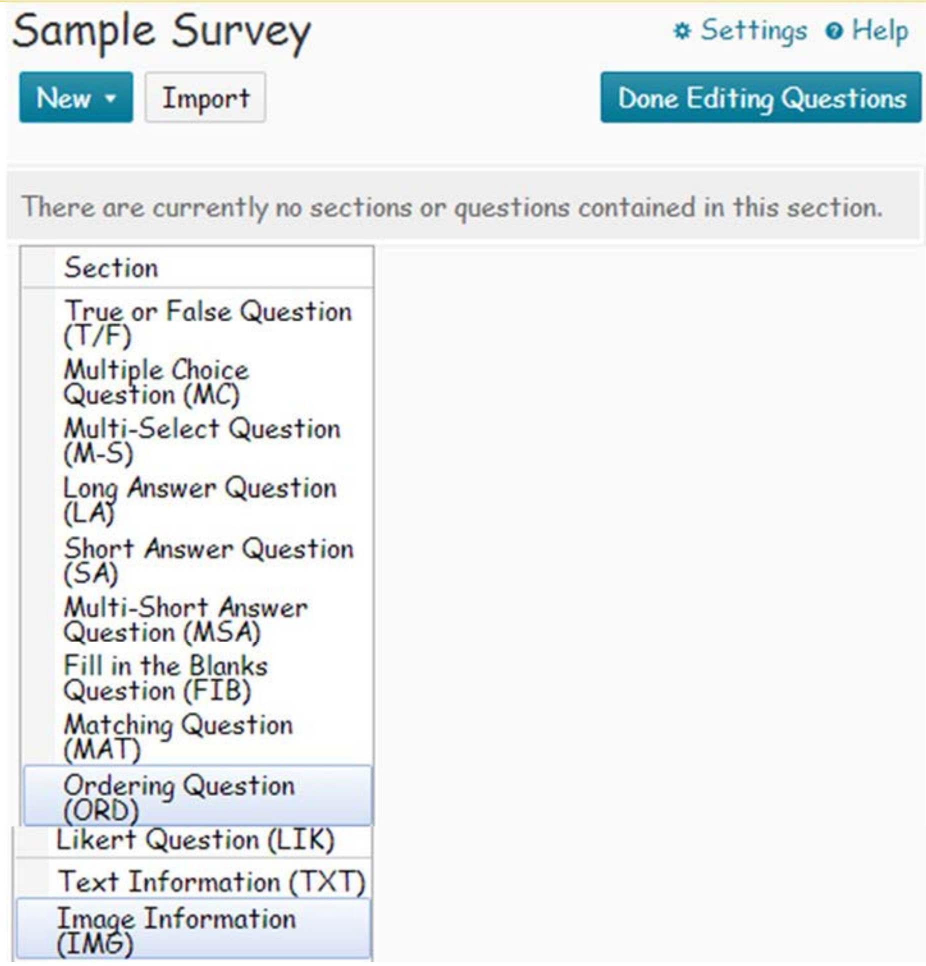




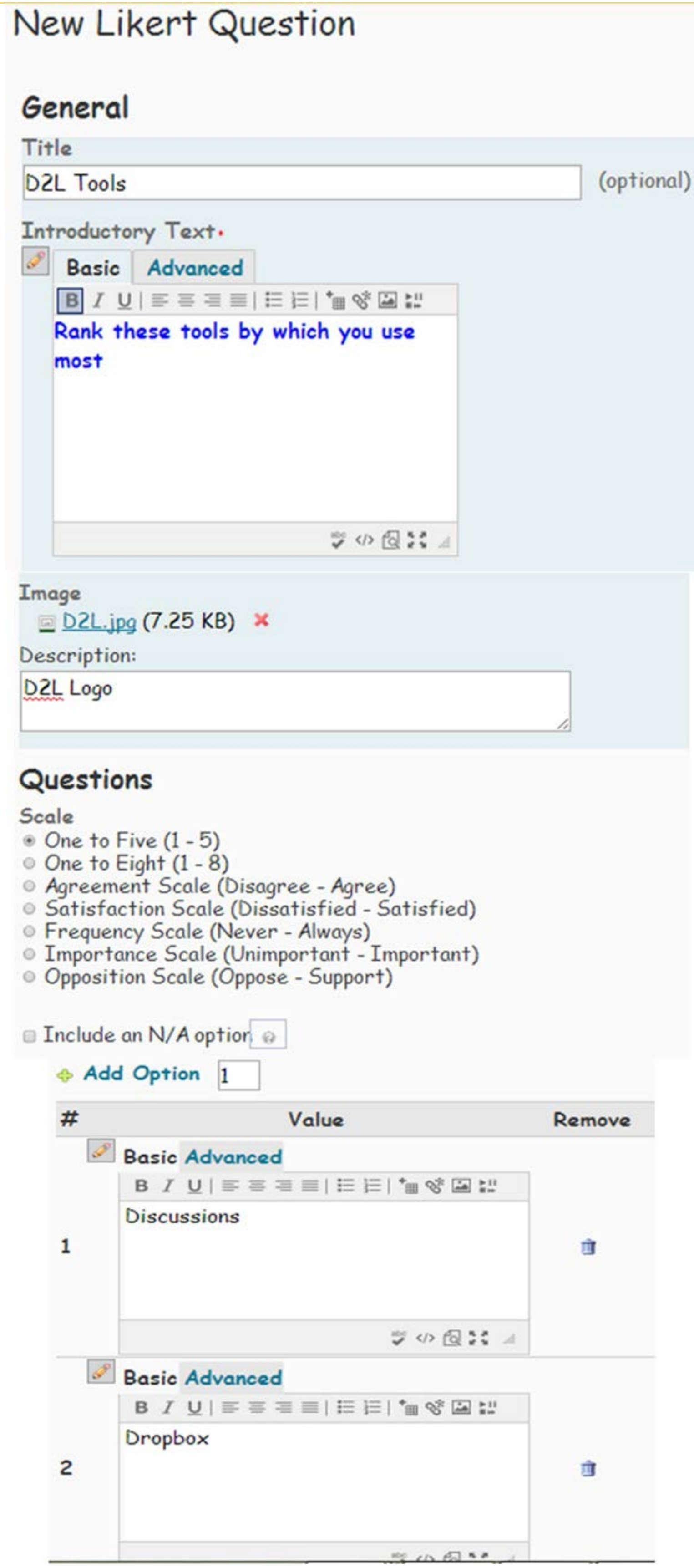
3. **Choose "add/edit questions"**



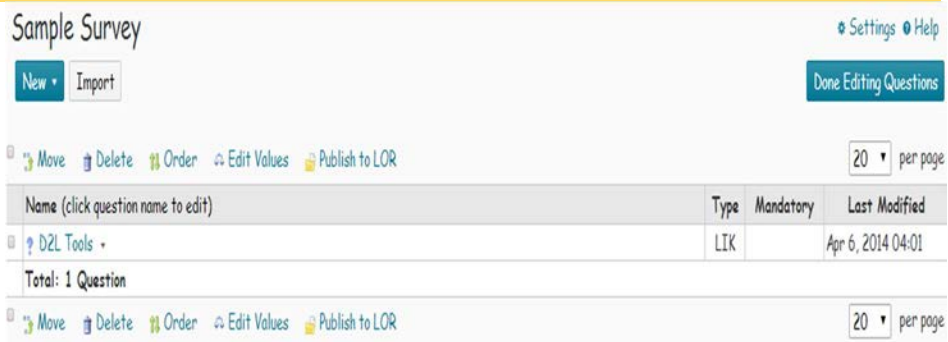
4. **From "new" choose the type of question you would like to add to the survey.(Likert question for example)**

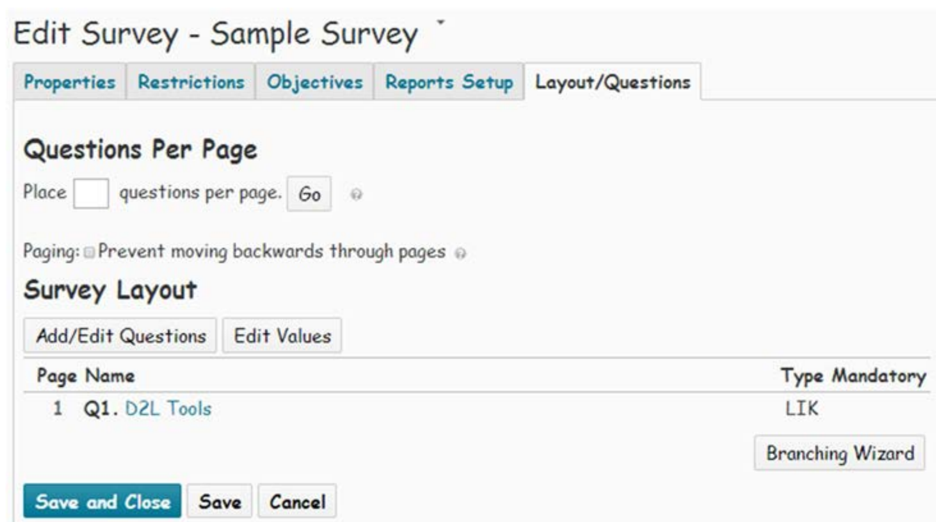


5. **Provide the text/question and responses. You may choose to add more options if need be.**

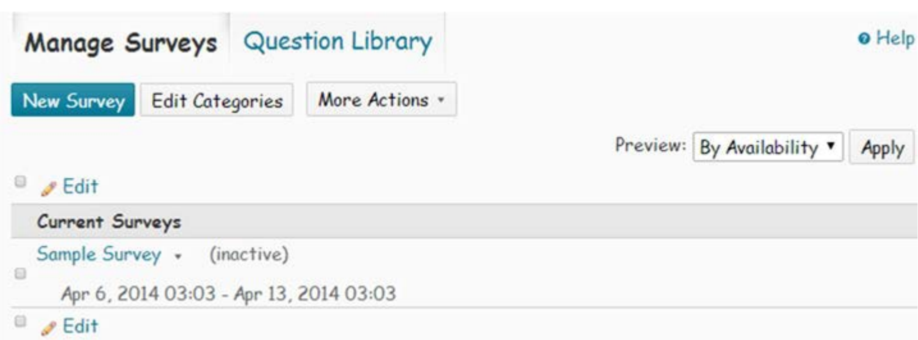


6. **After you have completed adding questions, choose "Done Editing Questions" and "Save and Close".**

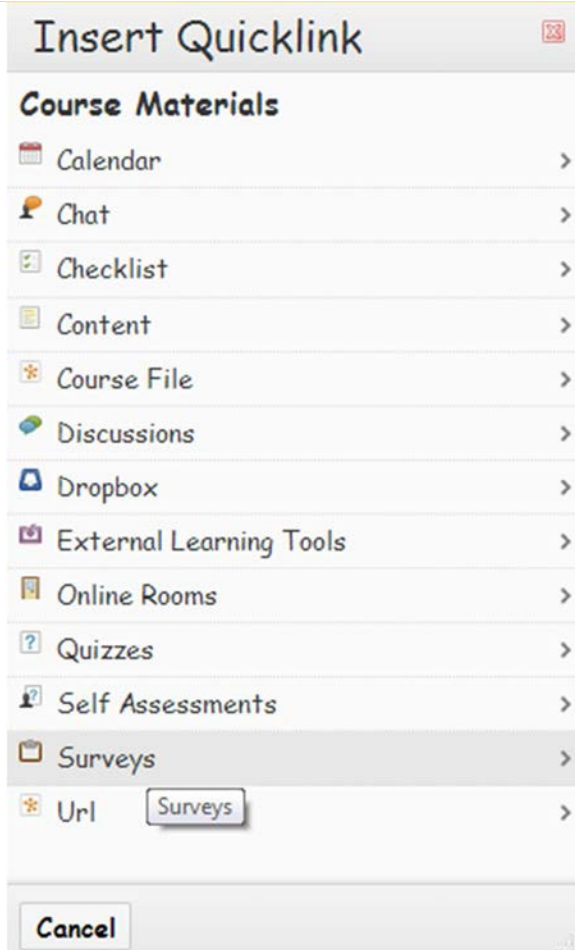


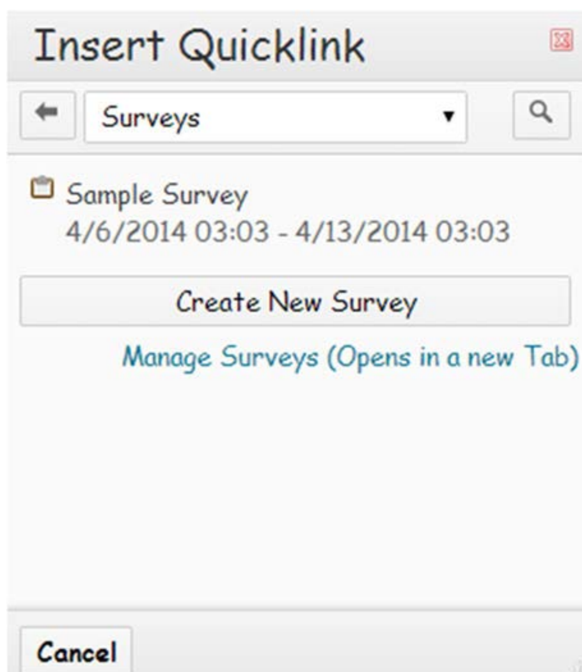


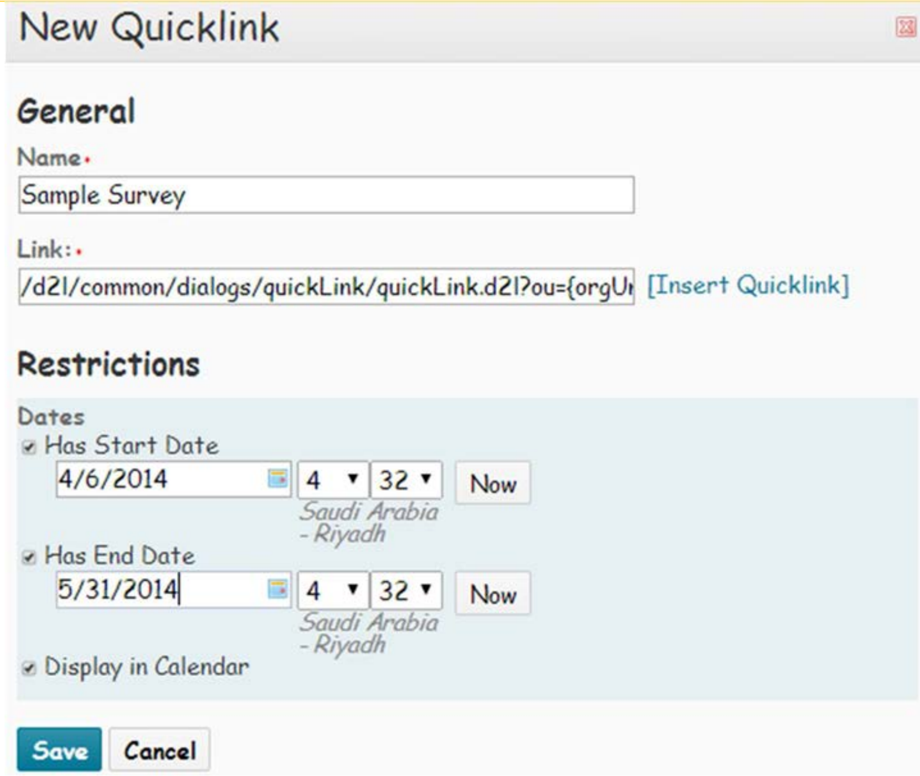
7. **You will then need to link the survey to the course content. To do so, go to "edit course" and "course builder". Choose the colored link icon from "add content". The select "surveys" from the list.**



8. Choose the actual survey you would like to add to the list. It will be added.



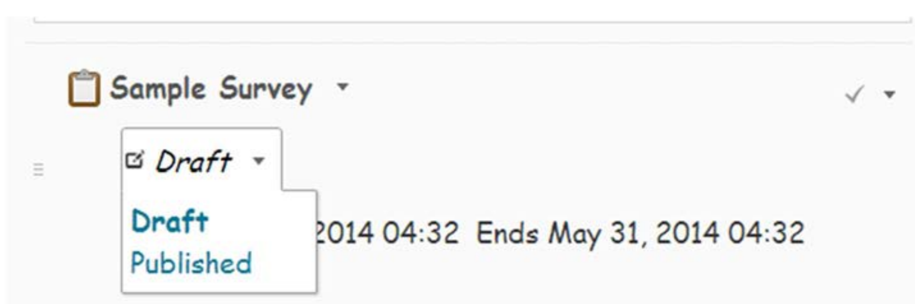




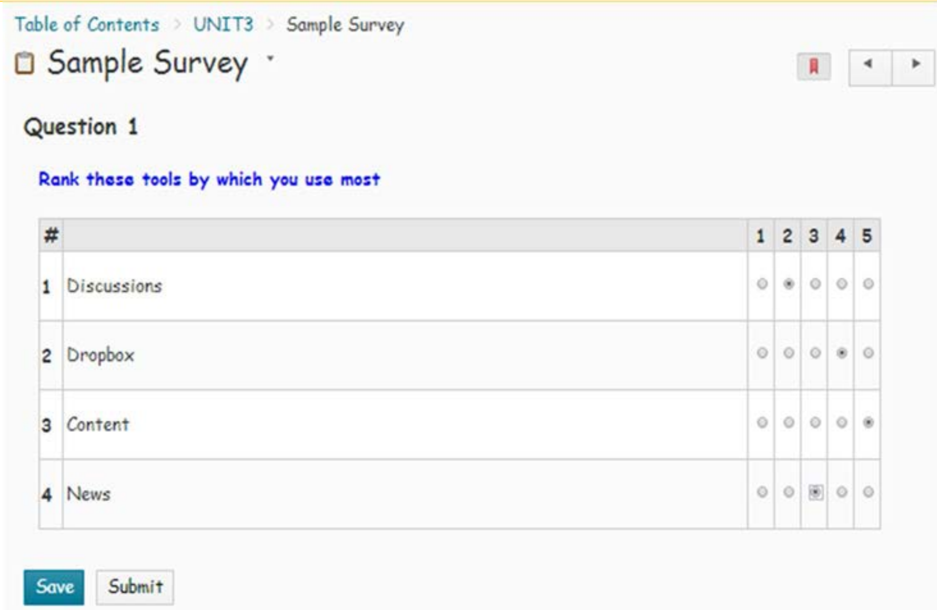
9. **You may also provide a start/end date for when the survey can be viewed by students.**

10. **Drag and drop the survey into the module it belongs in. It will appear as a blue box underneath the grey module box.**

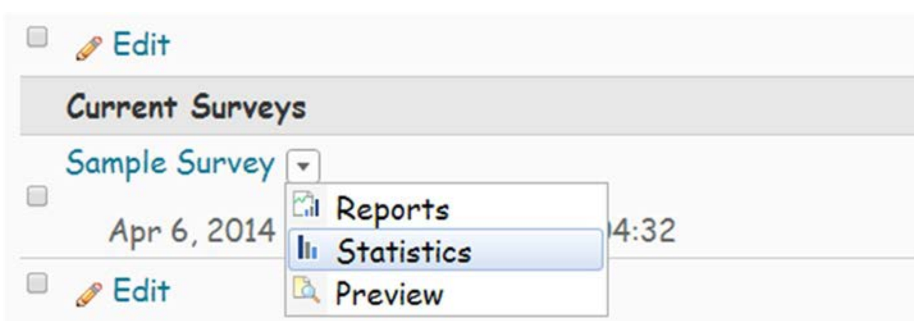
11. **In order to allow students viewing the survey, it must be published.**



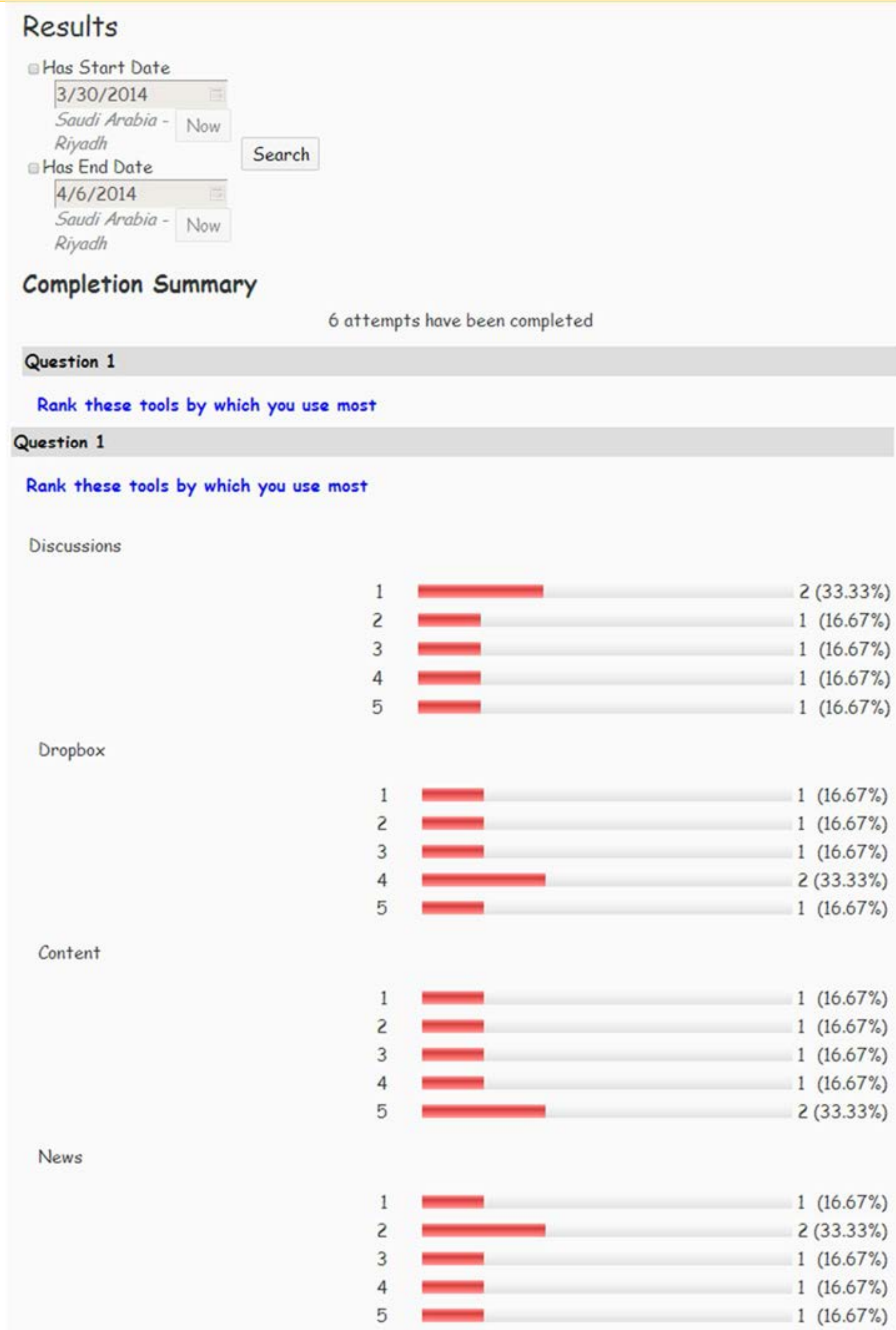
12. Student feature of the survey



13. After students take the survey, you may view the results by selecting "edit course", "surveys", and choose the dropdown menu beside the survey. Choose "statistics".



14. With these results we can generate either CSV or HTML report.

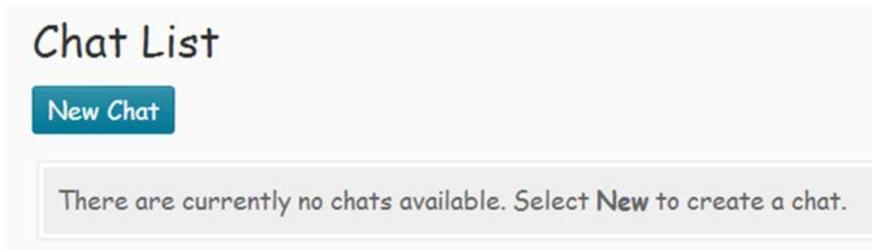


Surveys tool is similar to the Quizzes tool, but you cannot connect a Survey to the Grades tool and it has less question response tracking capabilities than Quizzes. If you need that kind of information you must use the Quiz tool. Simply name the Quiz as a Survey. The Survey tool allows you to create assessment items such as multiple-choice, true/false, arithmetic, fill-in-the-blank, multi-select, matching, ordering, and long and short answers. The Survey tool allows you to keep a record of the student's response or makes the survey anonymous.

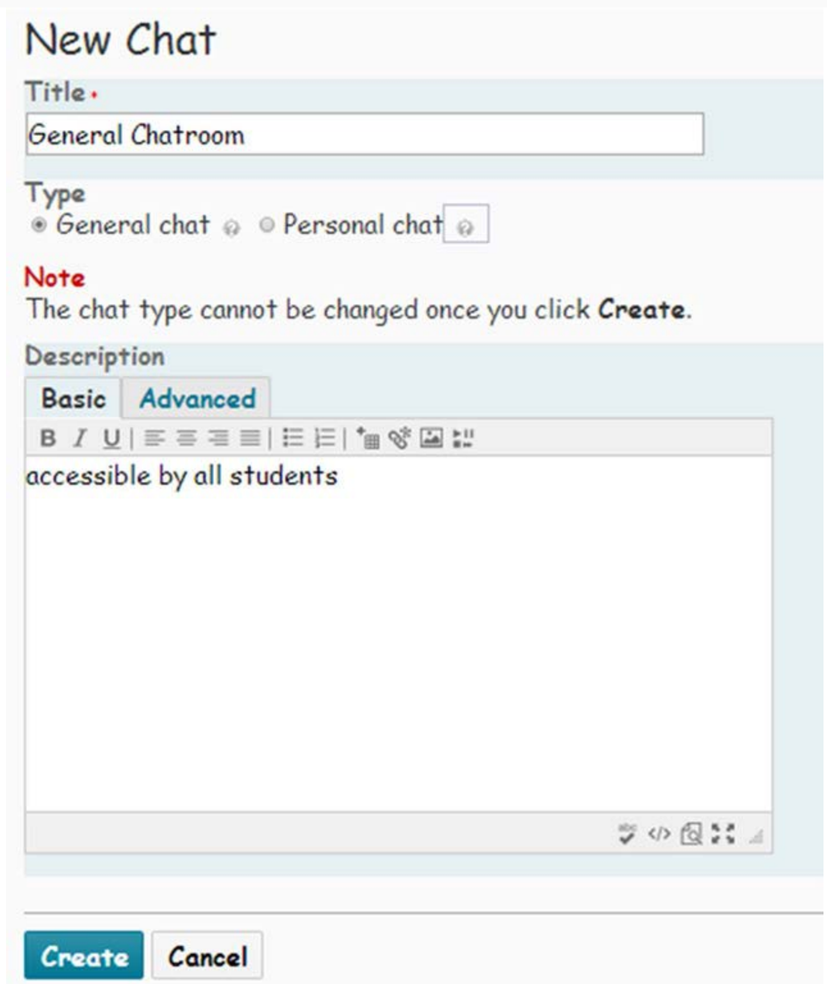
Chat Tool

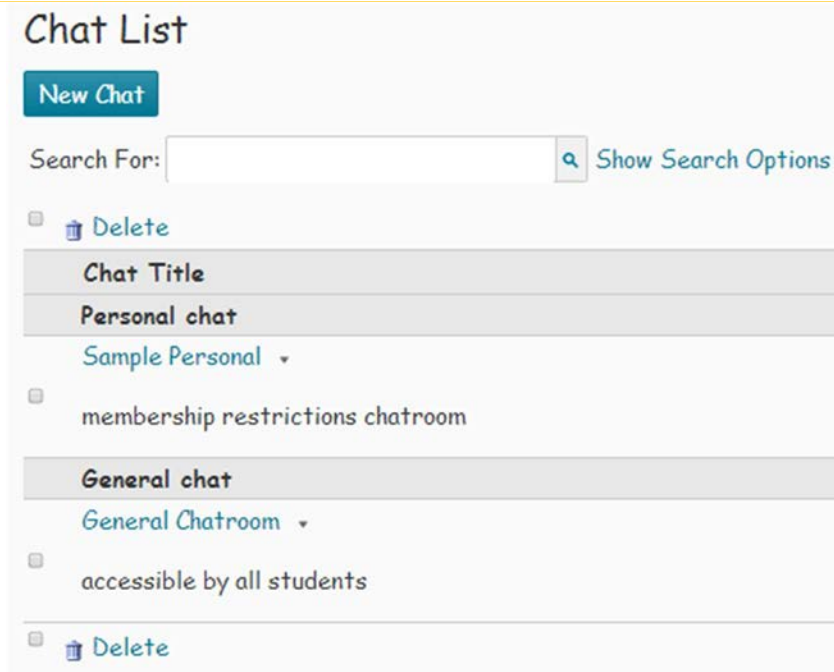
Chat tools allow you and your students to communicate via text while online at the same time. Using the D2L Chat tool, students can hold private chats with other students in the course or communicate on group projects. You can also use the Chat to hold online office hours.

1. **Choose "edit course" from navbar and choose "Chat" from Communication area".**

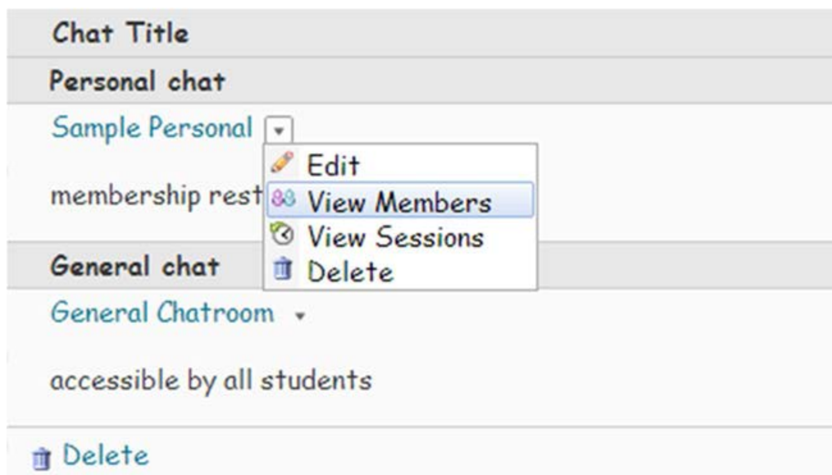


2. **You may make a general chat that all students can access or a personal chat, where you choose the members that are able to access it.**

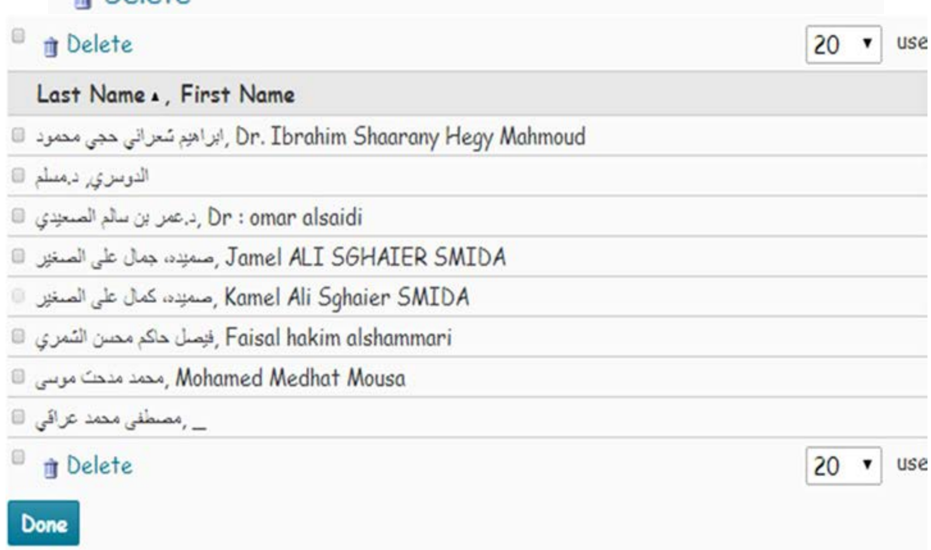




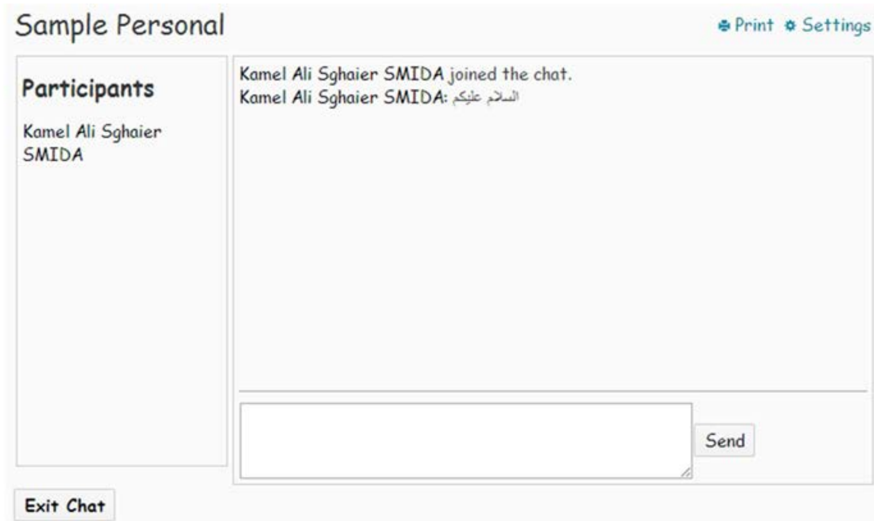
3. **For a personal chat, click on the arrow beside the name of the chat and choose "view members".**



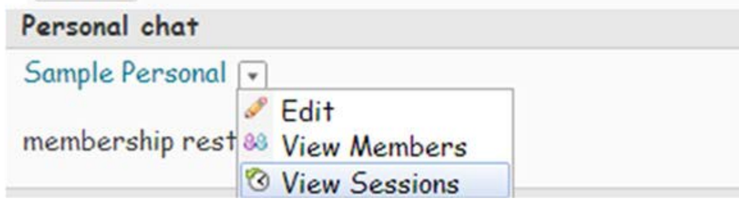
4. **You may then "add members" to access the chat.**



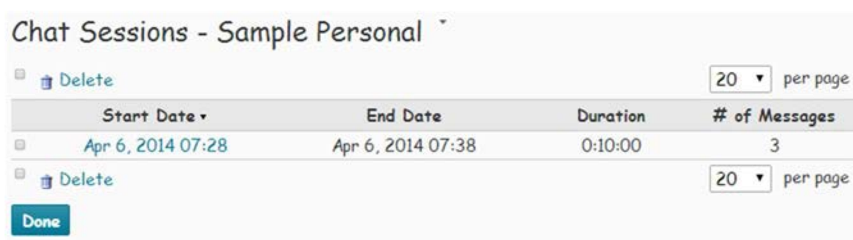
5. **Click on the name of the chat to open it. You will see those in the chat on the left hand side. You may type in the chat on the bottom right. The conversation will appear in the upper right.**

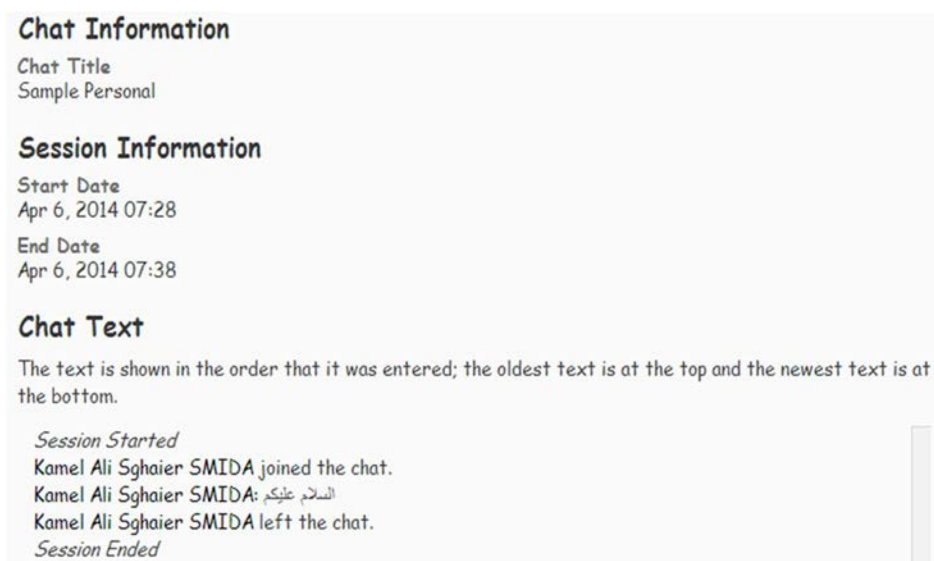


6. **You may also view what was said in each session. Choose the dropdown arrow beside the chatroom and "view sessions".**



7. **Click on the date you would like to view the transcript for. You will then see the chat text**





Creating Groups

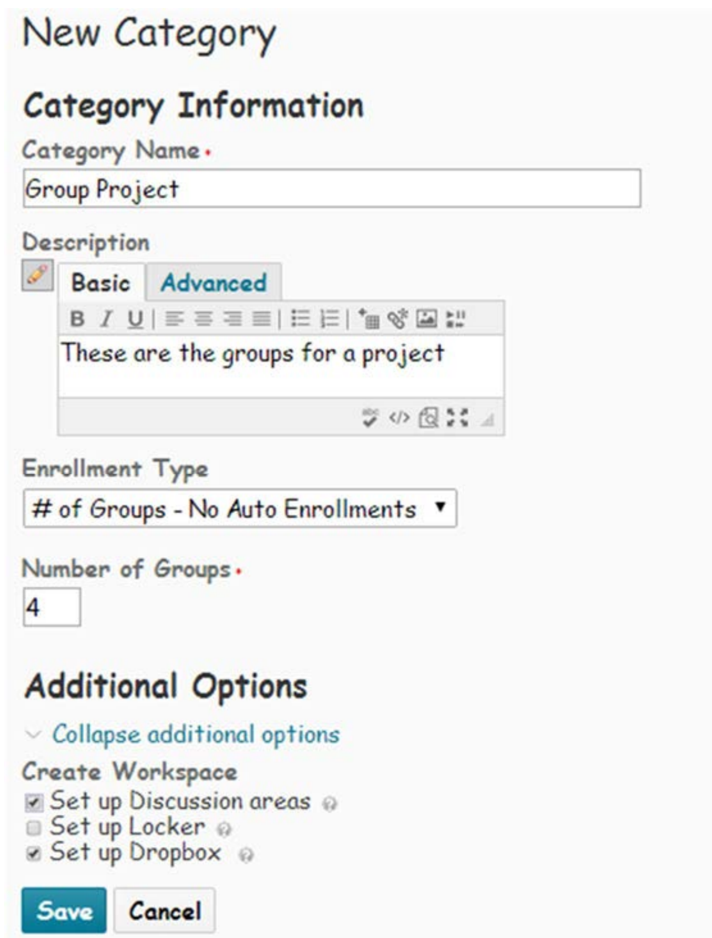
Creating groups in Desire2Learn can be quite useful for instructors. If group projects are a part of a course, Desire2Learn's Group tool is a great resource to set up areas for groups to submit assignments and have discussion areas specifically for members of these Groups. The following goes through the process of creating Groups within D2L.

1. **Choose "edit course" from the navbar and then choose "Groups" from Learner Management" area.**

2. **For the Category Information sections enter:**

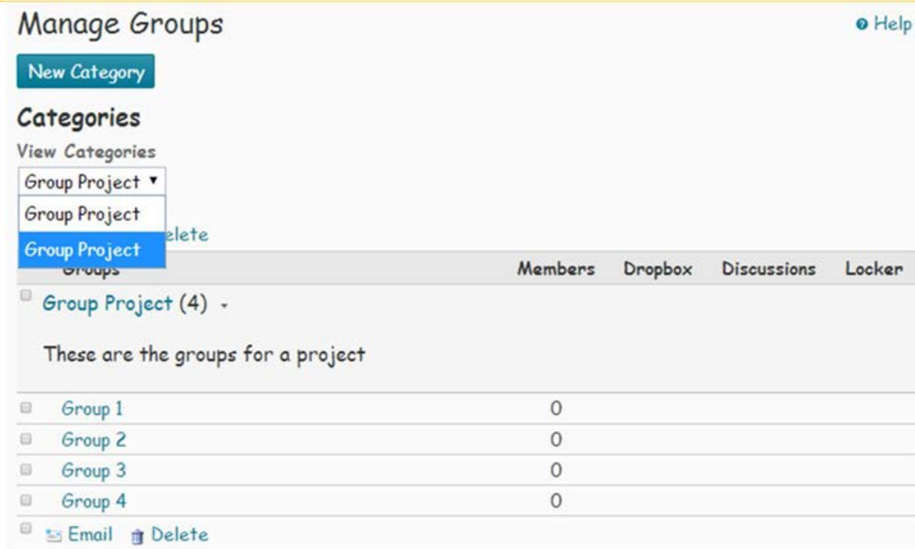
- **A Category Name**
- **A description of the category/group project**
- **An Enrollment Type (it will be explained in next pages)**
- **The Number of Groups or Number of Users desired**

3. **Under the Advanced Options section define if you would like a Discussion area, Locker, or a Dropbox for the Groups.**
   It is generally good practice to have a Discussion area for a group so they have a common place to communicate. Click Save.
   Note: If you have set up your groups for Auto Enrollment, or Student Self Enrollment then you are finished. If you

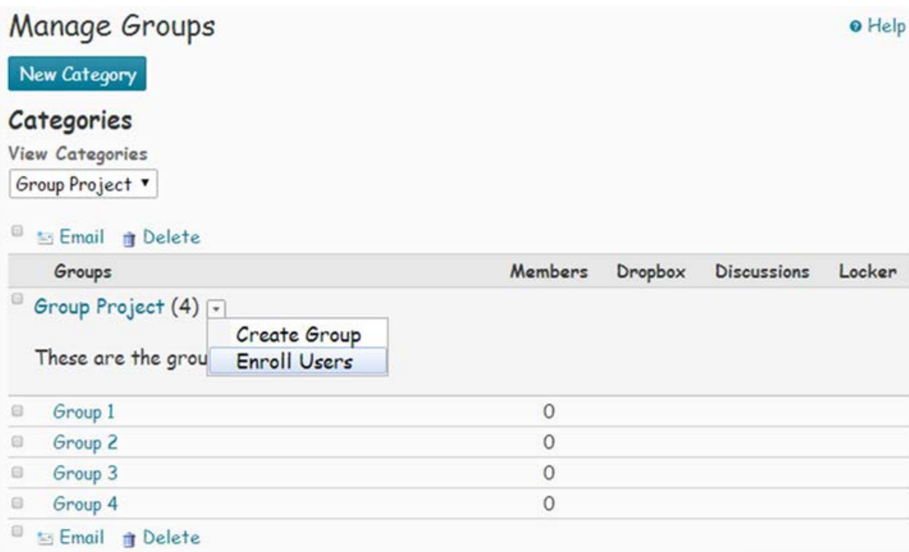


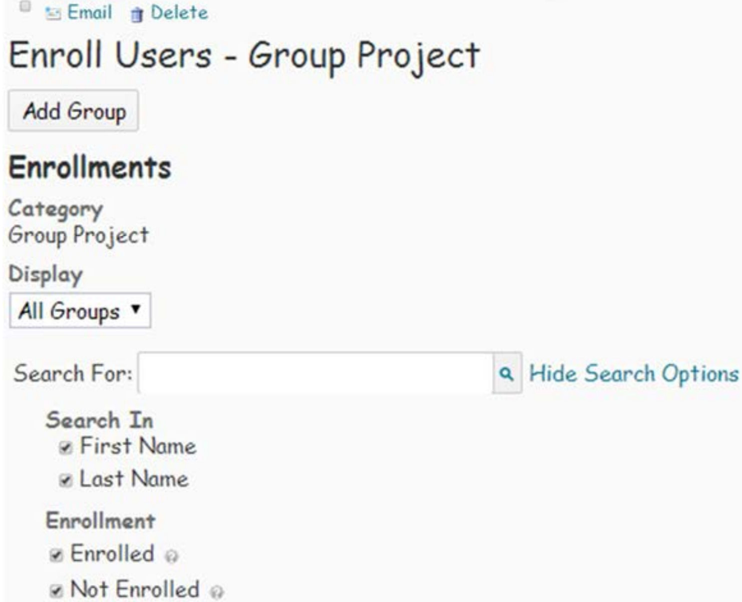
need to enroll students manually continue to next step.

4. Under Manage Groups make sure that the group you want is selected from the View Categories drop-down menu.

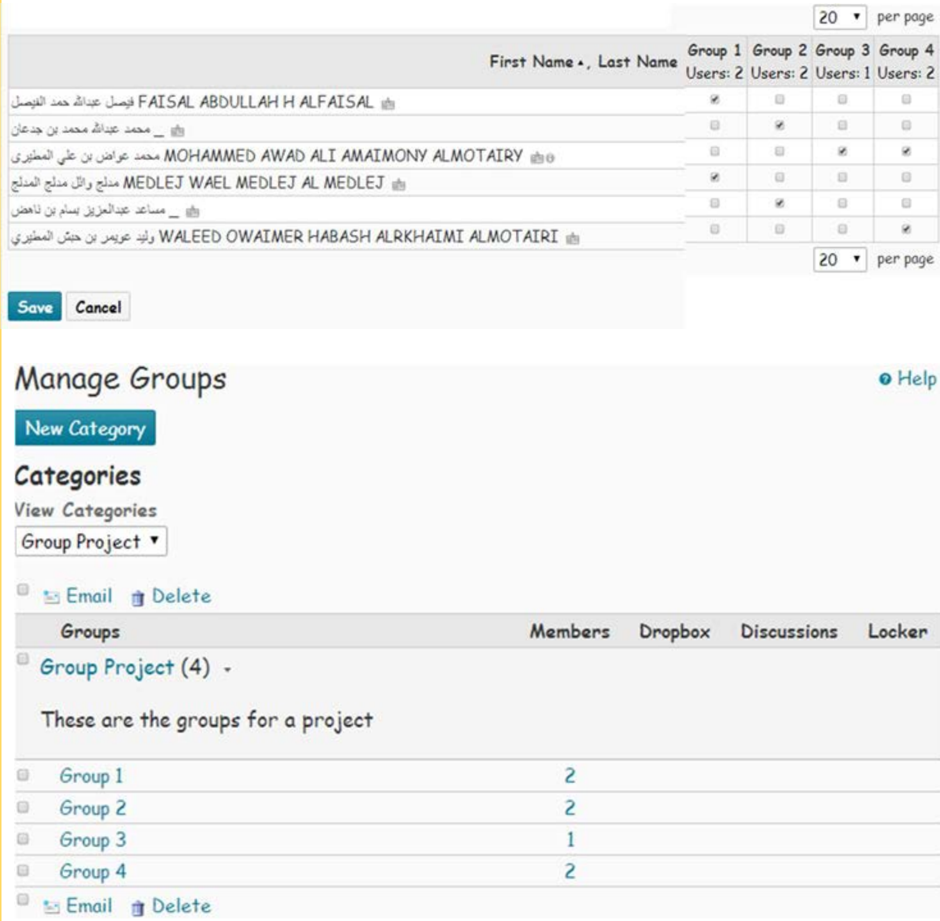


5. In the drop-down menu to the right of your selected group select Enroll Users. Click this option to place students into groups.





6. **Click the checkbox in the Group you would like the students to be in. When finished putting users into groups click Save.**



Understanding how groups are set up

Before setting up groups you should know how you want them to be organized. A number of things can affect how users are enrolled in groups:

- Were groups set up before or after you enrolled users?
- Are users auto-enrolled in groups?
- Are course participants placed in groups randomly?
- Can users self-enroll in groups?
- What Enrollment Type did you choose?

Tip: In most cases it is better to set up groups after the majority of users are enrolled in your course. This gives you a better idea of how many users you are organizing and how many groups you need. Setting up groups after enrollment can also ensure better distribution of users between groups.

Important: In order for users to be enrolled in groups automatically the "Can be auto-enrolled" option must be enabled. Contact Technical support of E-learning and Distant Learning Deanship at MAJMAAH UNIVERSITY.

The following descriptions explain the options available when creating new groups and provide conceptual information on when they should be used.

Enrollment types

of Groups – No Auto Enrollments

A specified number of groups are created, which you can add any number of users to through the Enroll Users page.

Use this enrollment type when you know how many groups you want to create and which users you want in each group. This option could be used when you have a teaching model that divides course participants into specific learning levels or when you want to divide users by skill or interests.

of Groups

A specified number of groups are created.

- If "Can be auto-enrolled" is turned on, they are added using a brick laying algorithm, regardless of whether they enrolled before or after the groups were created. For example, if a class has 23 users and 5 groups, the first user is added to Group 1, the second to Group 2, etc. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2, and 3 have 5 users and Groups 4 and 5 have 4 users. If a new user enrolls later, they are put in Group 4.

- If "Can be auto-enrolled" is turned off, the specified number of groups are created with no users enrolled in them. You can enroll users using the Enroll Users page.

Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you. This option could be used when you want group membership to be indiscriminate, or when classroom, resource, or teaching assistant availability restricts the number of groups you can have.

Groups of

The minimum number of groups needed to place users in groups of a specified maximum size is created. More groups are created when they are needed to accommodate users.

- If users are enrolled before groups are set up and "Can be auto-enrolled" is turned on, users are added using a brick laying algorithm. For example, if a maximum group size of 5 users is chosen for a class of 23, than 5 groups are created. The first user is added to Group 1, the second to Group 2, etc. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2 and 3 have 5 users and Groups 4 and 5 have 4 users. If a new user enrolls later, they are put in Group 4.

- **Note**: If you have Auto Enroll New Users selected and all of the existing groups have reached their maximum size, new users are added to a new group. Because there is no way to know how many new users will join, all new users are added to the same group until it is full. This is called a bucket-filling algorithm because the limits of one group must be met before another group is started.

• If users are enrolled after groups are set up, users are added to groups using a bucket-filling algorithm because there is no way for the system to determine how many groups in total are needed. For example, if a maximum group size of 5 users is chosen for a class in which 23 users eventually enroll, the first five users are added to Group 1, the sixth through tenth user to Group 2, etc. After 23 users are enrolled, groups 1-4 have 5 users and Group 5 has 3 users.

• If 'Can be auto-enrolled' is turned off, the minimum number of groups needed to create groups under the specified size are created with no users enrolled in them. If no users are enrolled in the course, one group is created. You can enroll users using the Enroll Users page.

Use this enrollment type when you know how many users you want in each group. This option could be used when you have assignments that require work to be divided between a specific numbers of users, or when you can only accommodate a set number of users in a lab or work area at one time.

Groups of # – Self Enrollment

The minimum number of groups needed to accommodate users in groups of a specified maximum size is created automatically. Users choose the group they want to enroll in from their My Groups page, accessible from the classlist.

Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups. This option could be used when you want users to choose their groups based on friendship, learning style, schedules, or geographic location.

Note: If users are not already enrolled in your course, then only one group is initially created. You can use the Edit Category page to add additional groups. You might want to add additional groups even if users are already enrolled to ensure all users have options when forming groups

of Groups – Self Enrollment

A specified number of groups are created, which users enroll in from their My Groups page, accessible from the classlist

Use this enrollment type when you want to make a specific number of groups available for users to join. This option could be used for organizing groups on specific topics, which users could join based on interest, or for creating groups that are responsible for specific aspects of a larger project, which users could join based on knowledge or task preferences.

of Groups of # - Self Enrollment

A specified number of groups are created with a specified number of users, which users enroll in from their My Groups page, accessible from the classlist.

Use this enrollment type when you know the exact number of groups and users per group needed, but would like for students to self-enroll in a group.

Manage Dates

Six tools have the ability to program actions based on start and/or end dates. At the beginning of a new term you can use the Manage Dates tool to change all the dates for these tools with a few simple steps. Dates can be changed individually, or all at once, by rolling them forward a specified number of days; D2L will make the calculation for you.

You will be changing your dates from those that came over when you rolled over your course in preparation for term start. Until you change them, the dates in your new delivery instance will be identical to those in the course you copied.

Your last term's dates become your current term's dates – until you change them.

Prior to starting you should have an idea of where the dates are used (either start dates or end dates, or both) for the following tools:

1. News
2. Discussions
3. Quizzes
4. Dropbox (assignements)
5. Content
6. Grades

You should also be ready to make a decision as to how you will rollover the dates. You have two options:

1. Change each date individually

Use this method if you are making changes to dates in relation to each other. For example: you want to change some assignment due dates from Friday last term to Monday this term, to give students more time to complete the assignment.

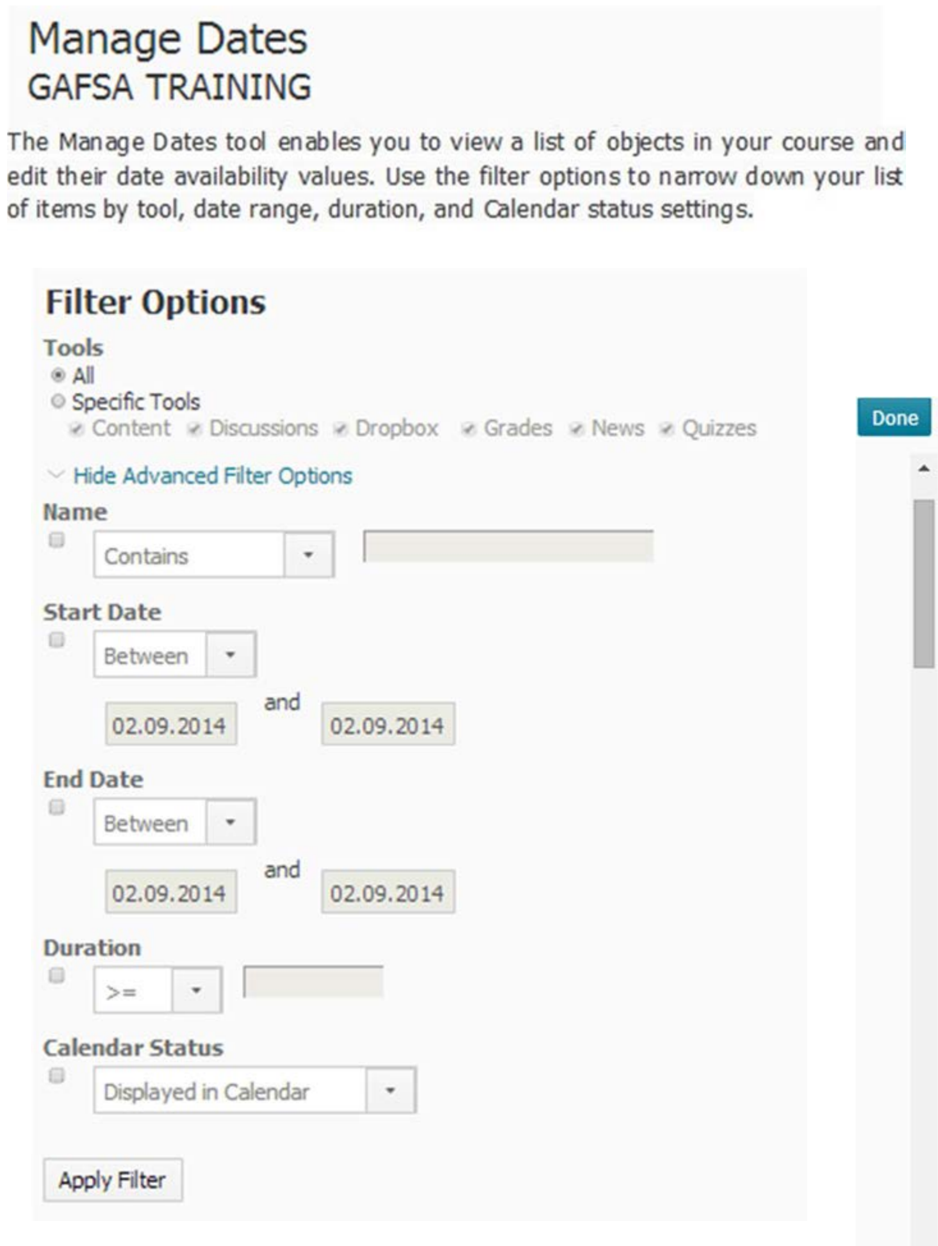
2. Change all the dates at once automatically

Use this method if the dates will be staying the same in relation to each other. For example: every Monday last term stays every Monday this term.

1. **To access the Manage Dates tool, click the Edit Course link in the course navigation bar, then click Manage Dates under site resources**
2. **Within the Manage Dates tool you have the option to filter which tools, items and activities appear. If you would like to limit what is displayed you**

may filter by the following options:

- **Tools: By default all tools are displayed. To filter by tool type place the bullet next to Specific Tools and uncheck the boxes next to any tools you do not want to display.**
- **Name: To filter what is displayed by the name of the item or activity check the box under Name. Next, select where to search for the name using the options available in the drop down menu. Finally, enter the name in the text field at right.**
- **Start Date & End Date: To filter by date, check the box(es) next to Start Date and/or End Date. Next, select how to filter the dates from the options available in the drop down menu. Finally, enter the date(s) you are filtering by.**
- **Duration: To filter by the number of days the item or activity is available place a check mark under the Duration section, select the appropriate option from the drop down menu and enter the number of days in the text field.**
- **Calendar Status: If you would like to filter by whether the item or**



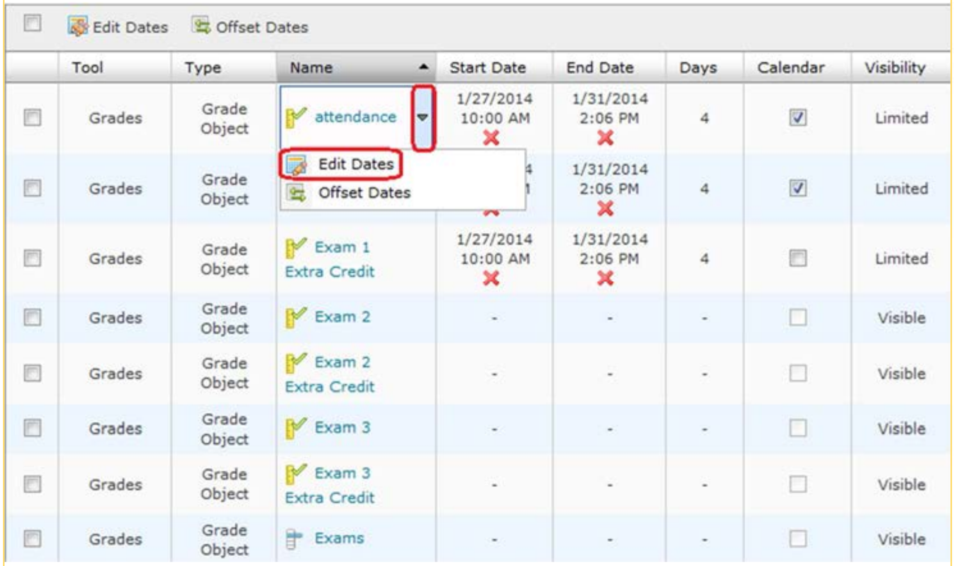
activity is displayed in the calendar check the box under Calendar Status and select from the drop down menu as desired.

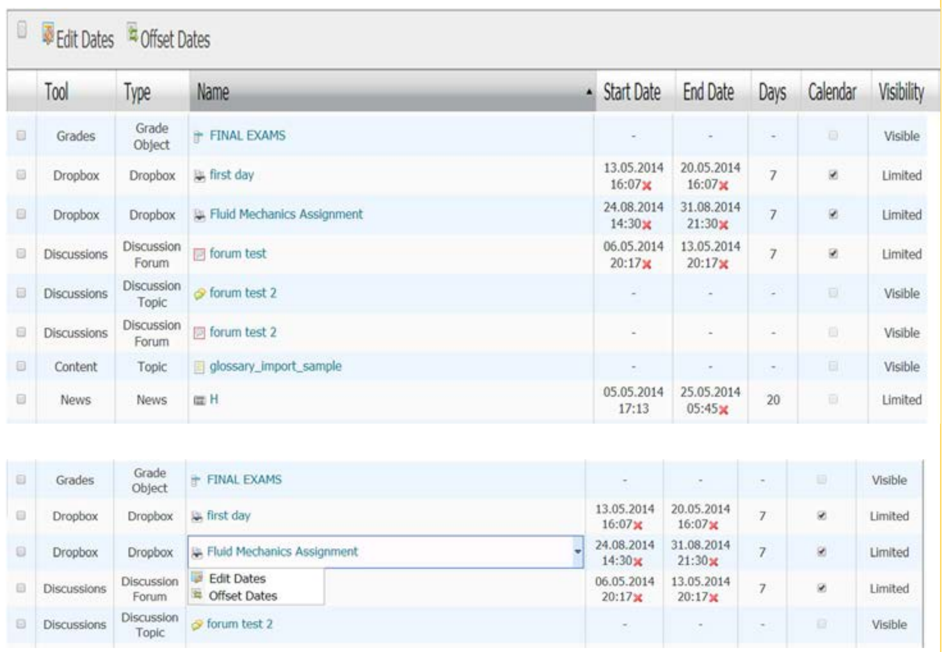
- **Apply Filter: Once you have set your filter(s) from the above choices click the Apply Filter button.**

3. The manage dates tool allows you the option of adding, editing and removing dates one by one or in bulk.

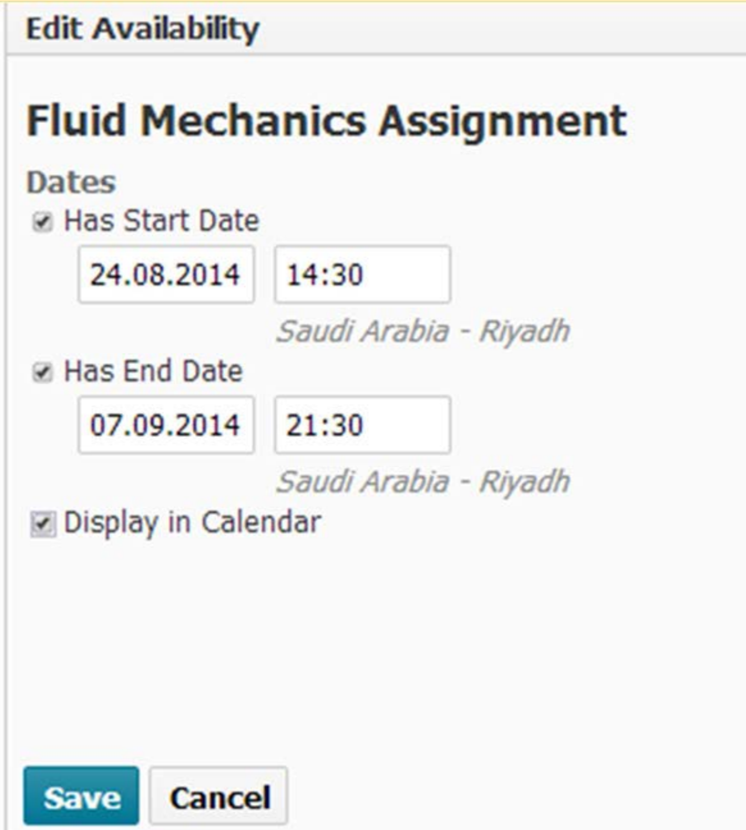
To add/edit a date to an individual item or activity, do the following:

- **Hover over the item for which you want to add or edit a date until a drop down arrow appears at the right side of it.**
- **Click the drop down arrow and select Edit Dates from the menu.**
- **Place a check mark next to Has Start Date and/or Has End Date depending on the type of date restrictions you want set.**
- **Set the date(s) as needed.**





- If you would like the Start and/or End date to appear in the Calendar and the students Events area check the Display in Calendar option.
- When finished, click the Save button.

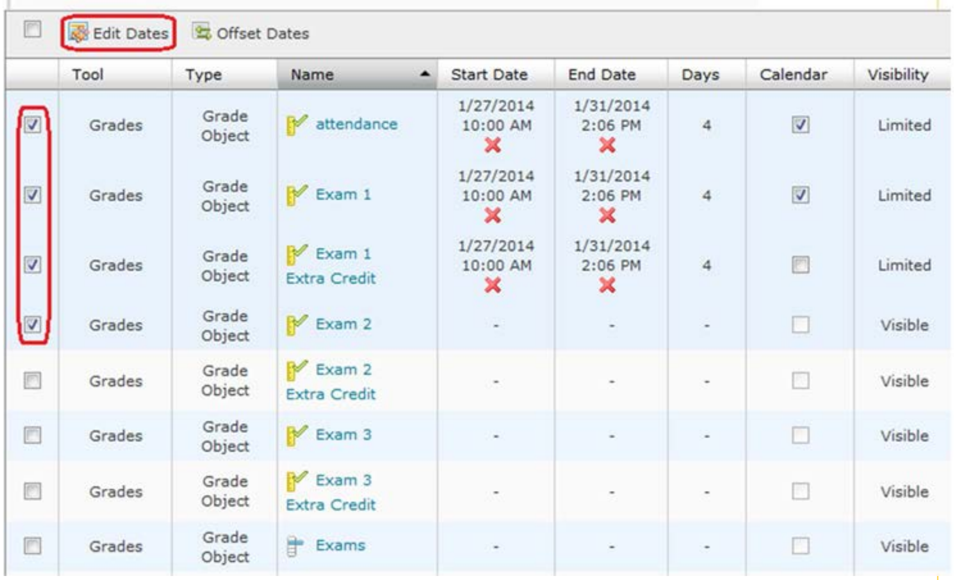


4. To add/edit a date to multiple items and/or activities, do the following:

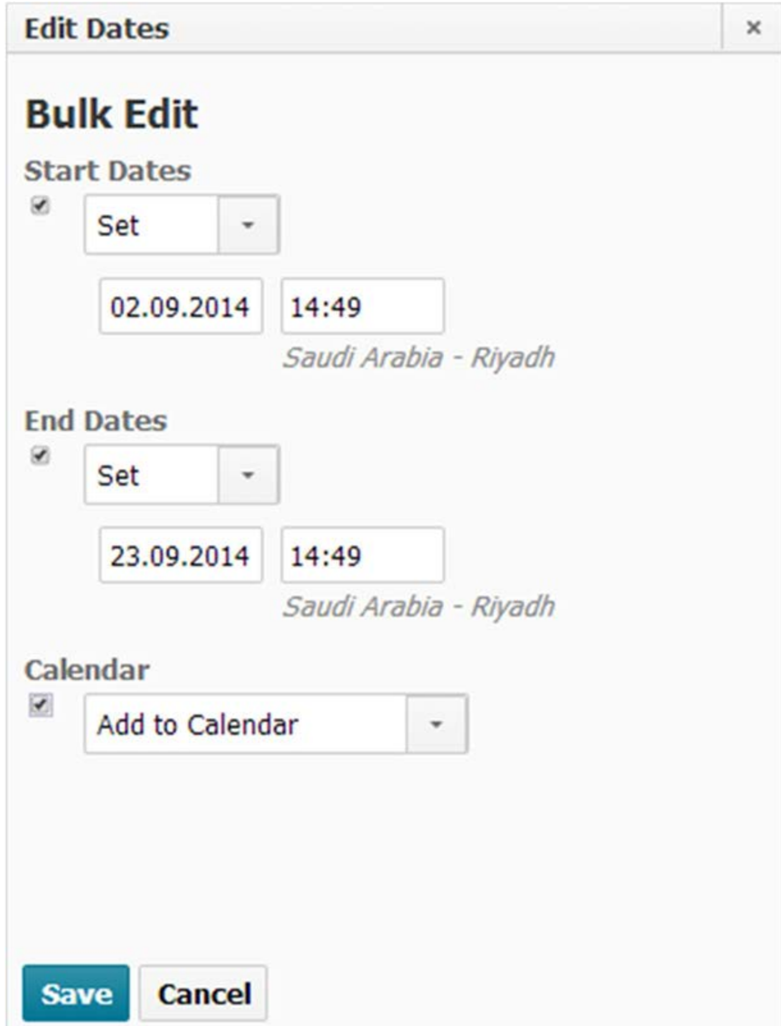
- Check the boxes to the left of every item and/or activity that you would like to add or edit dates for.

  Tip: You should only select items and/or activities that need to have the same date, as all selected items will be assigned a single Start and/or End date as you specify.

- Click the Edit Dates link at the top of the page

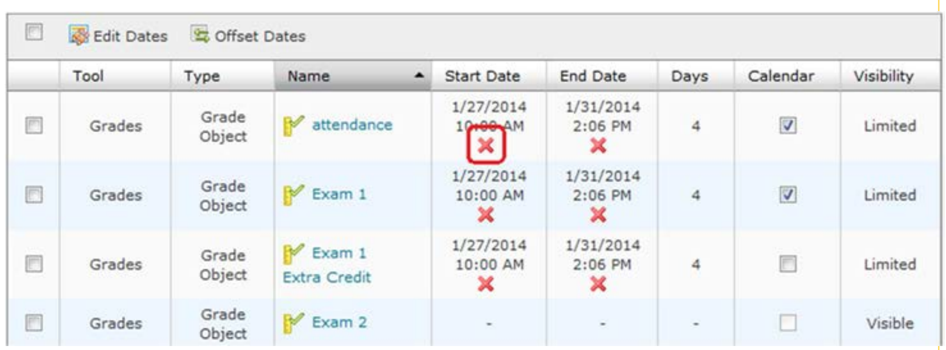


- Place a check mark next to Has Start Date and/or Has End Date depending on the type of date restrictions you want set.
- Set the date(s) as needed.
- If you would like the Start and/or End date to appear in the Calendar and the students Events area check the Display in Calendar option.
- When finished, click the Save button.



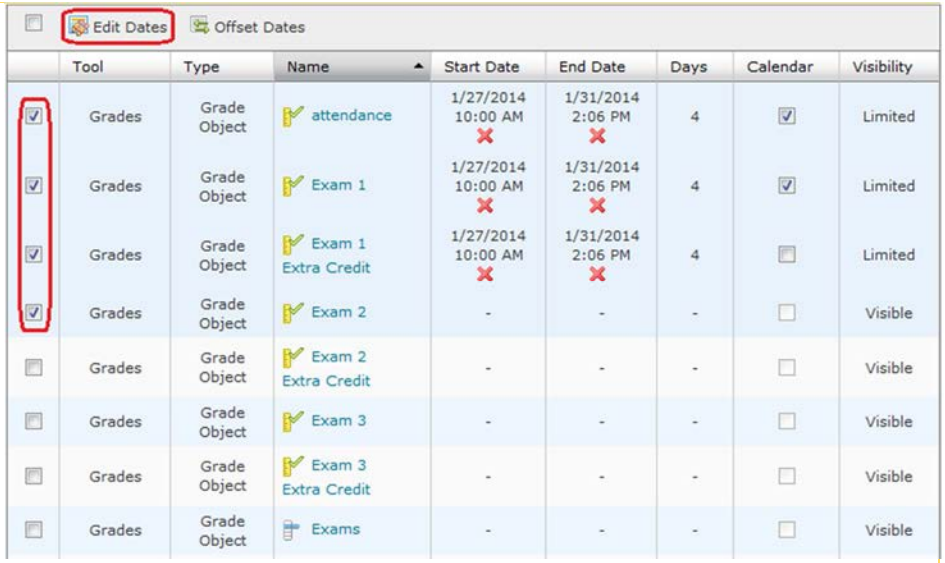
5. To remove a date from an individual item or activity, do the following:

- Locate the item you want to remove the Start Date and/or End Date for.
- Click the red x next to the date you would like to remove. Repeat as necessary.

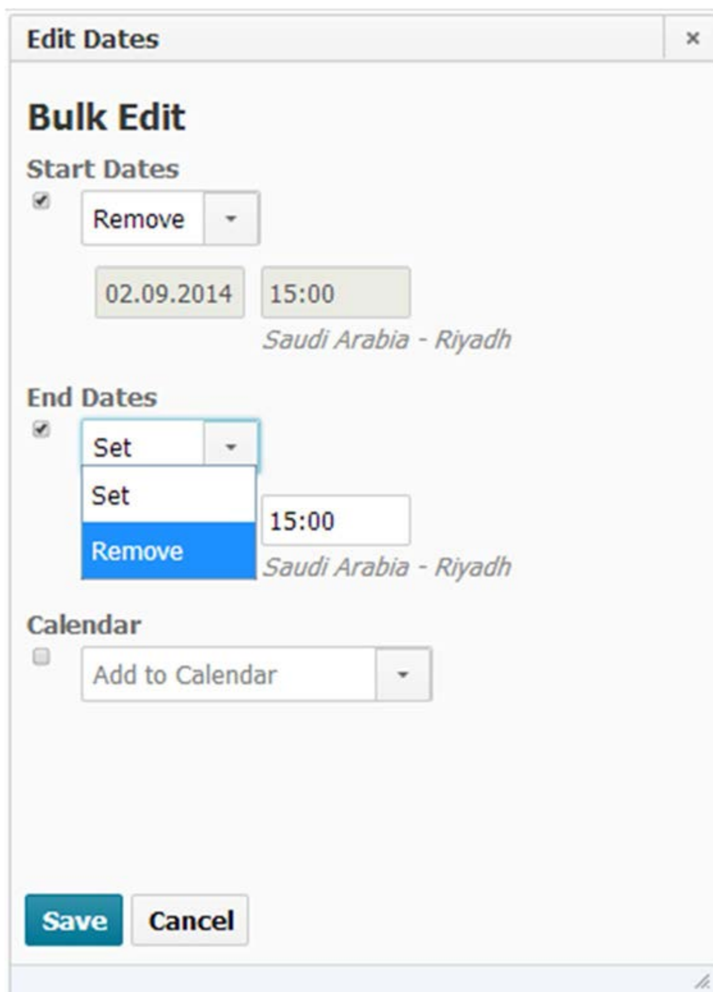


6. **To remove dates from multiple items and/or activities, do the following:**

- **Check the boxes to the left of every item and/or activity that you would like to remove dates from.**
- **Click the Edit Dates link at the top of the page**



- **Check the box next to Has Start Date and/or Has End Date, depending on the dates you want to remove.**
- **Select Remove from the drop down menu.**
- **Click the Save button.**



7. **The Offset Dates function allows you to offset some or all of the Start and/or End dates in your D2L course site by a specified number of days.**

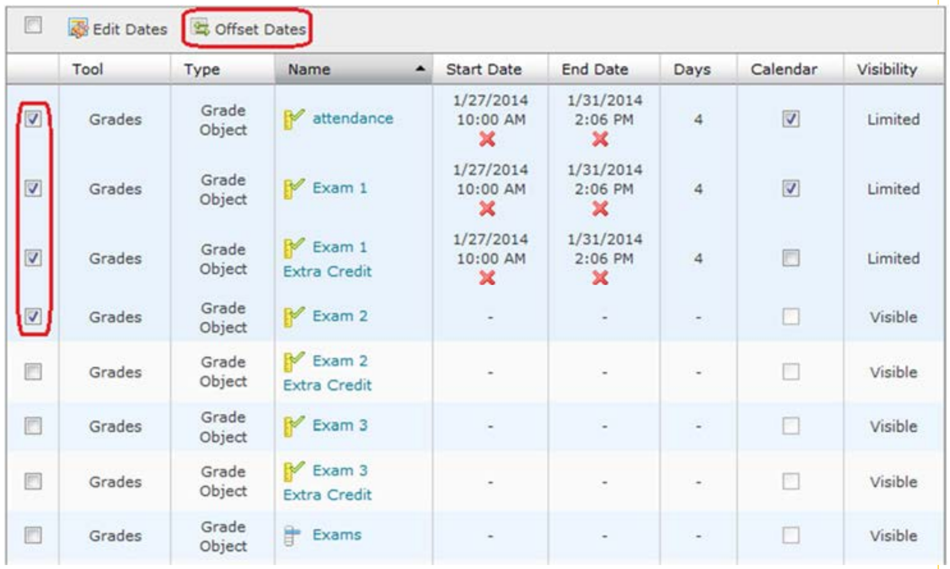
This is especially helpful if you are want to reuse your First semester course material in the second semester, as you can choose to offset all start and/or end dates by the number of days between when the first assignment is due in the first semester and when the same assignment is due in the second semester.

Example:

The first assignment for the first semester has a Start Date of Wednesday, August 27th, 2014. The same assignment in the second semester has a Start Date of Wednesday, January 14th, 2015. The difference between these two dates is 140 days. Setting all assignments and materials to move their Start and End Dates forward 140 days would mean that every Start and End date would maintain the equivalent placement throughout the second semester, since they both started on a Wednesday.

8. To offset dates for one or more item do the following:

- Check the box next to each item and/or activity containing a date you would like to offset
- Click the Offset Dates button

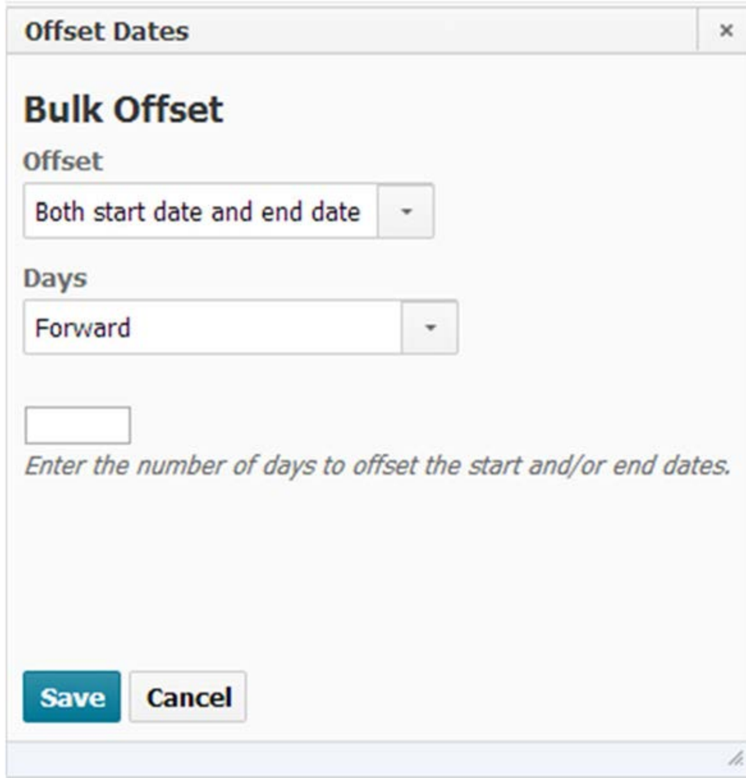


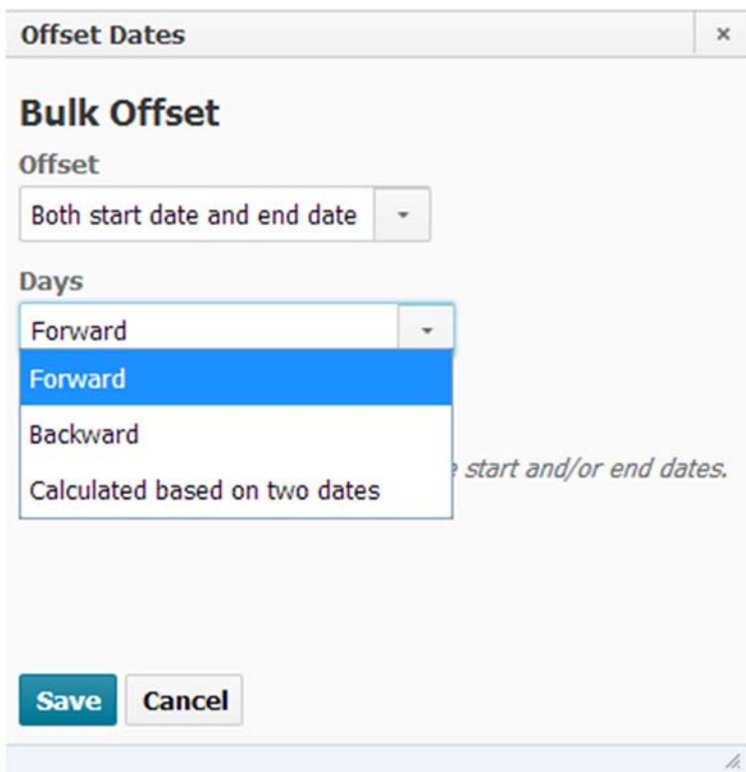
	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
☑	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☐	Limited
☑	Grades	Grade Object	Exam 2	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exams	-	-	-	☐	Visible

- You will be taken to an Offset Dates prompt. Continue as directed in front, depending on the option that works best for you.

- Offset: Choose whether to offset the Start Date, the End Date, or Both Start and End Date

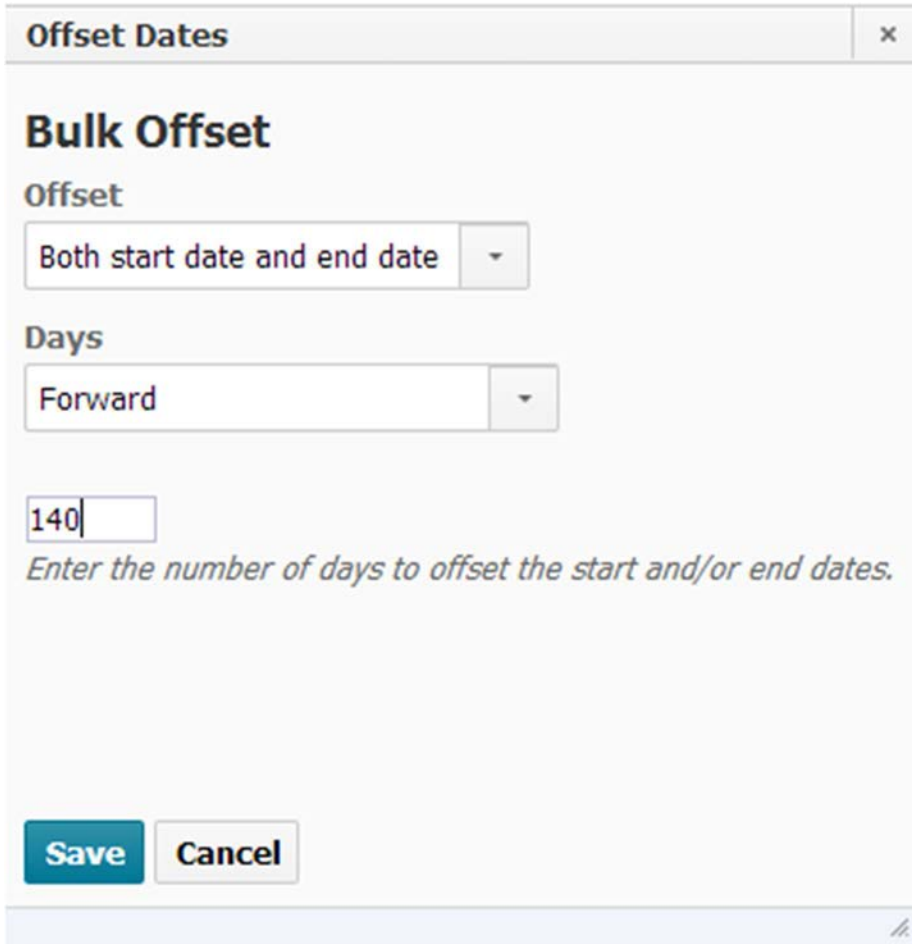
- Days: Choose whether to move the dates Forward or Backward by specified number of days, or alternately, select Calculated based on two dates to have D2L calculate the number of days you would like to move the assignment date forward or backward based on two specified dates.





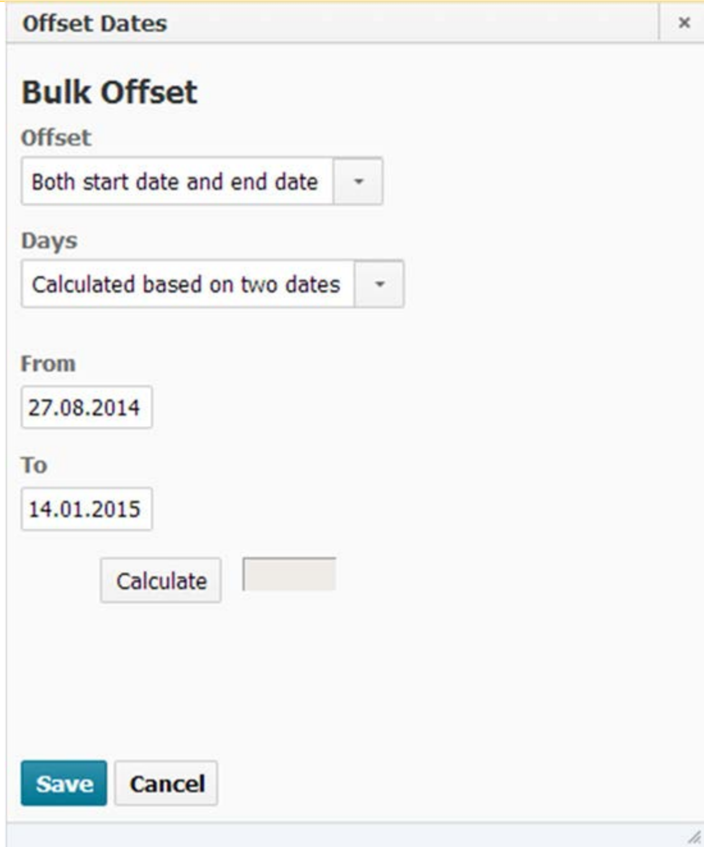
9. Offset Dates By a Specified Number of Days :

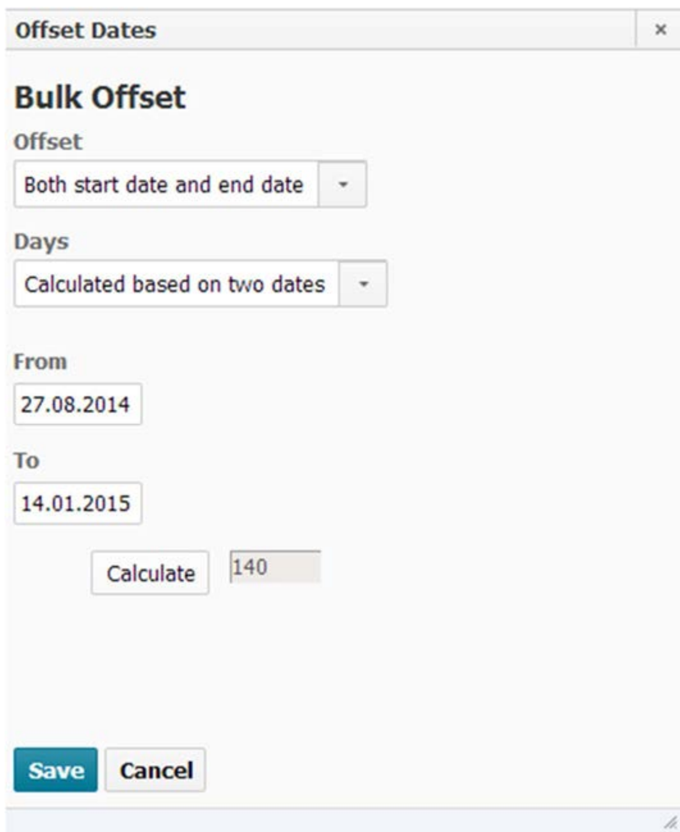
- **Enter the number of days you would like to move the date forward or backward (depending on your selection) in the field indicated in the screenshot.**
- **Click the Save button**



10. Offset Dates Calculated Based on Two Dates

- In the "From" field specify the date you would like to use as the starting point to calculate the number of days to move the date forward or backward.
- In the "To" field specify the date you would like to use as the end point to calculate the number of days to move the date forward or backward.
- Click the Calculate button to get the number of days to move the date forward or backward.
- Click the Save button





11. Calendar Visibility

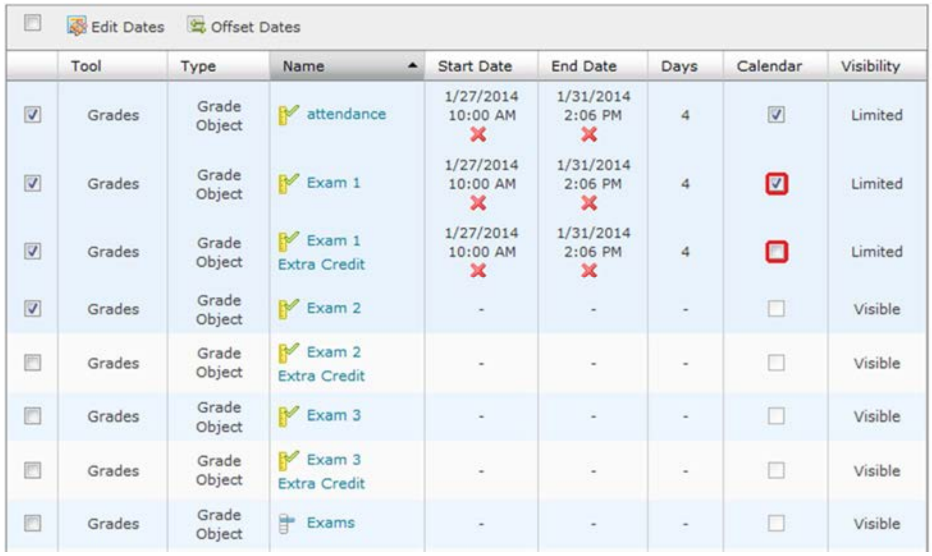
When a date restriction is also displayed in the calendar it will show up in both the participant's calendar and their list of upcoming events. You can modify calendar visibility one item at a time, or by bulk editing selected items.

To add or remove a date restriction to the calendar, do the following:

- Place a checkmark in the Calendar column for each date restricted item/activity you would like to display in the Calendar and Events tools.
- Remove the checkmark(s) in the Calendar column for each date restricted item/activity you do not want to display in the Calendar and Events tools.

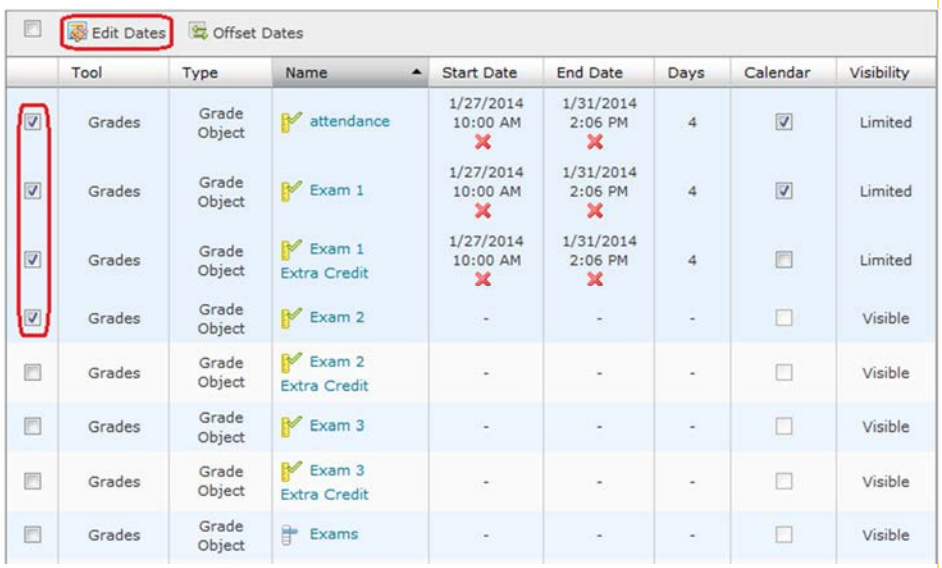
If you are looking to change the calendar visibility for everything at one time, or would like to also modify the start and/or end dates at the same time, do the following:

- Check the box next to each item and/or activity containing a date that you would like to add to or remove from the calendar.



Edit Dates Offset Dates

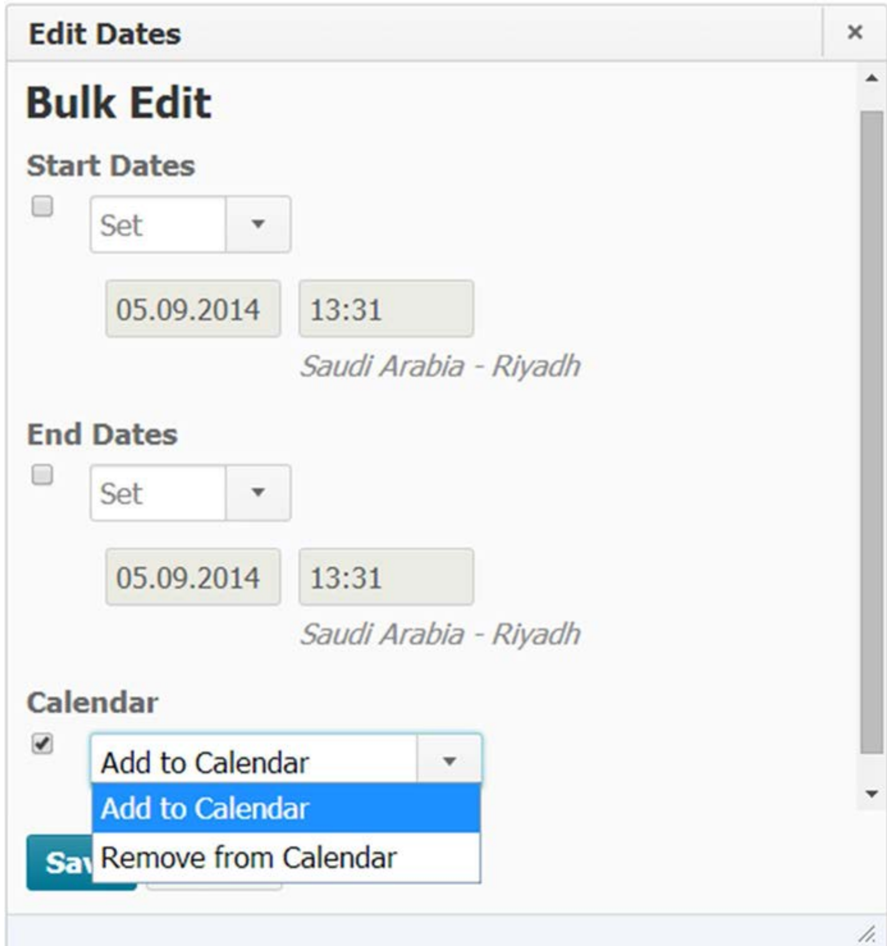
	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
☑	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☐	Limited
☑	Grades	Grade Object	Exam 2	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exams	-	-	-	☐	Visible



Edit Dates Offset Dates

	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
☑	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☑	Limited
☑	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	☐	Limited
☑	Grades	Grade Object	Exam 2	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3	-	-	-	☐	Visible
☐	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	☐	Visible
☐	Grades	Grade Object	Exams	-	-	-	☐	Visible

- Click Edit Dates to enter the Bulk Edit page



- Check the box under Calendar and select either Add to Calendar or Remove from Calendar, depending on your preference

- Click the Save button

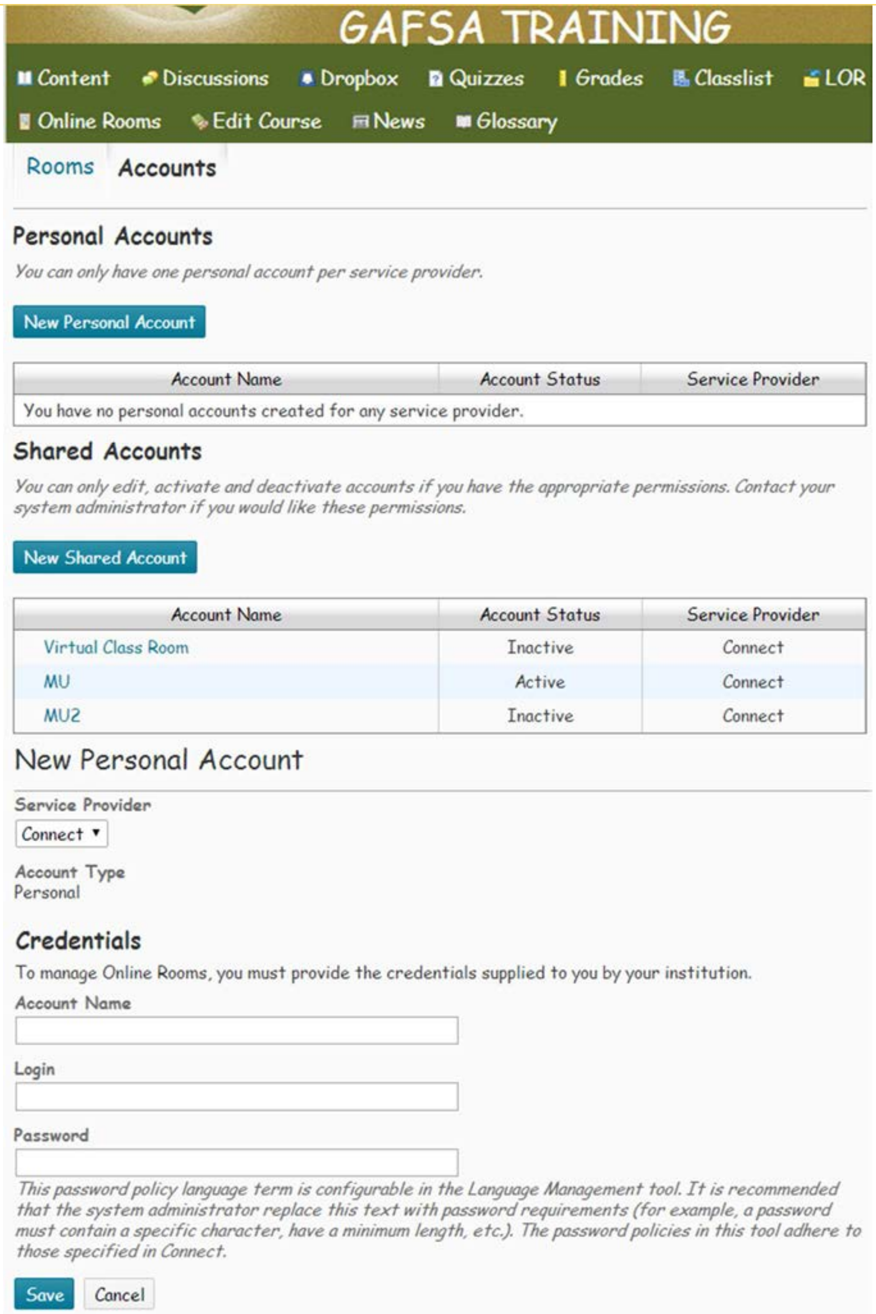
Online rooms

Online Rooms is the name of the web-based collaboration tool available in D2L. Online Rooms offers several features which will allows instructors and students opportunities to collaborate online, including: broadcasting of voice, presentation (PowerPoint) sharing, whiteboard, screen and web sharing, file sharing, and polling. Actually, Adobe Connect is the service provider of online rooms in D2L.

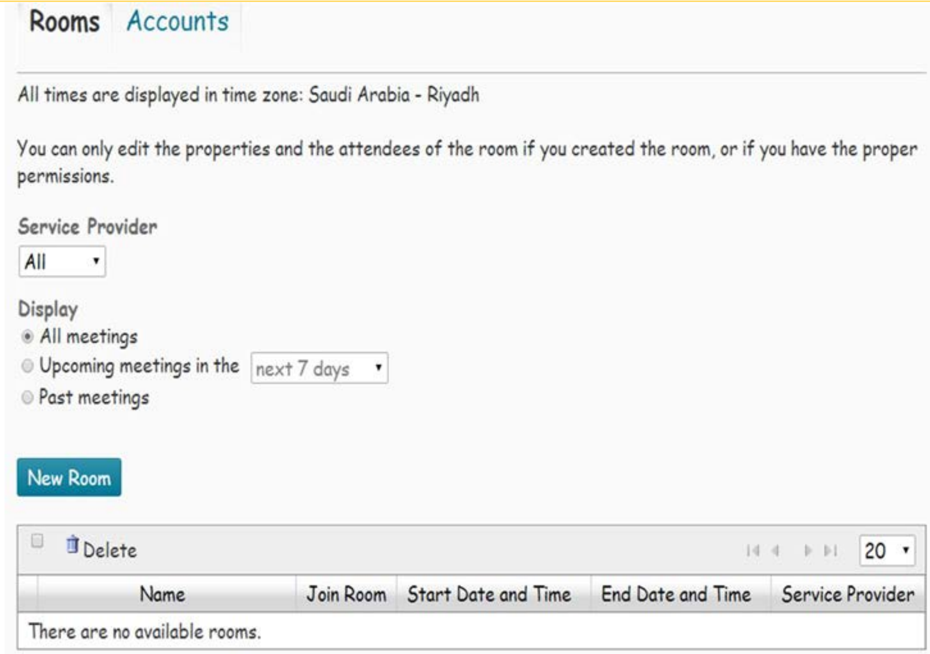
Adobe Connect is a desktop web conference system that allows users to meet, share, and collaborate at a distance from their desktops. Adobe Connect demands very little of end-users: only a standard web browser, Adobe Flash Player software, and access via a MU Login user and password are required to participate in Adobe Connect meetings.

1. **Once you have obtained an active Adobe Connect account, you may use Online Rooms following these instructions:**

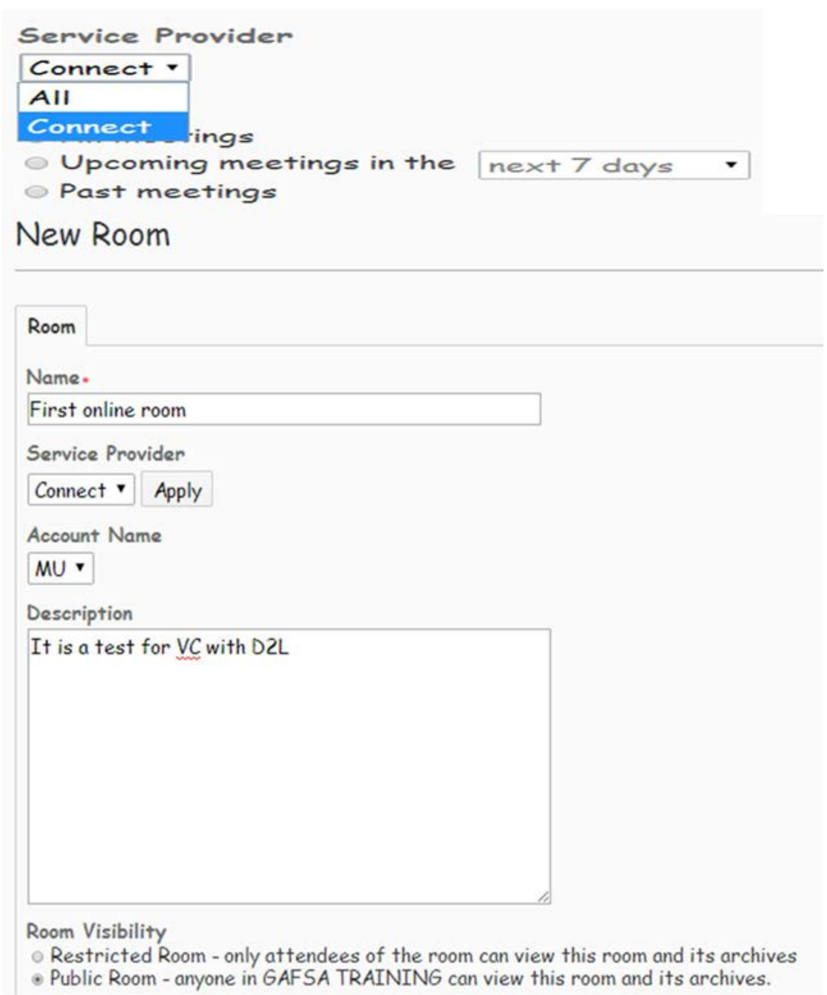
- **Click on Online Rooms in the navigation bar.**
- **On the Accounts page, click New Personal Account.**
- **Enter an Account Name.**
- **Enter the credentials provided to you (login and password)**
- **Click Save.**



2. **The Online Rooms tool allows students to see any rooms they can join in a particular course. This includes any rooms to which they have been invited, as well as any public rooms.**



3. **Instructor can also create new room.**
4. **Click New Room on the Rooms page.**
5. **Enter a Name for the room.**
6. **Important: You must assign a unique room name for the class.**
7. **Select Adobe Connect from the drop-down list and click Apply.**
8. **Select the Account Name from the drop-down list.**
9. **Add a Description of the meeting in the space provided (optional).**
10. **Select a Room Visibility option.**



11. Specify the Availability for the room by entering the dates and times you want in the Start Date and Time and End Date and Time drop-down lists.

12. You can set up a restriction to have a passcode.

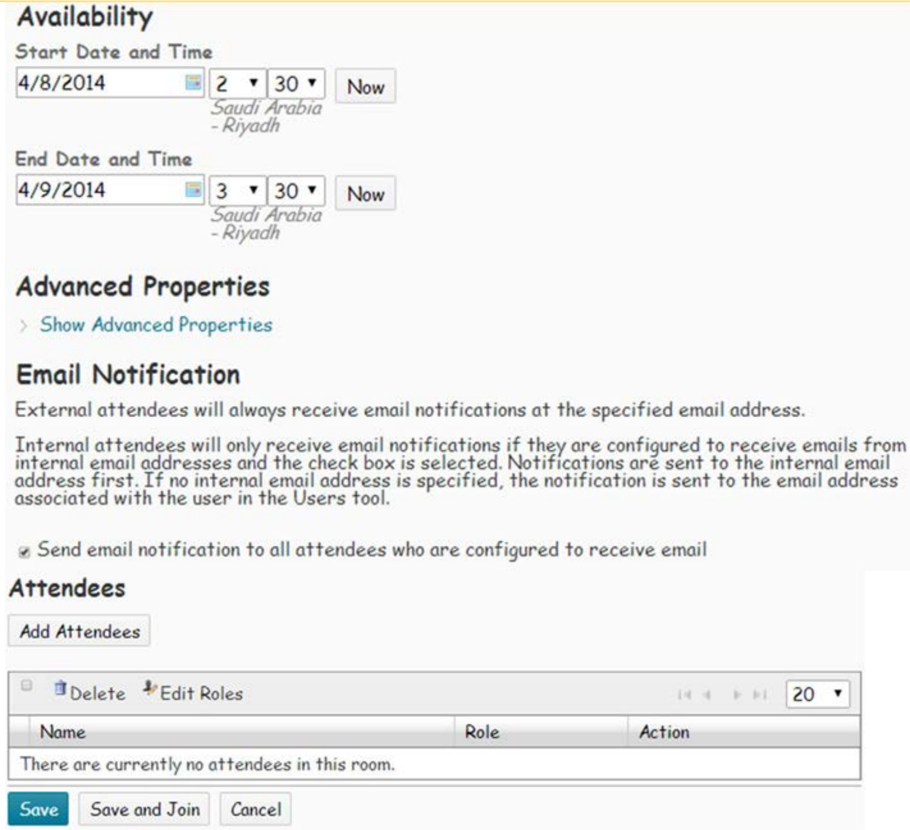
13. Important: Adobe Connect rooms are available outside the start and end dates and times, but communicating them to attendees indicates when the session is active and when they should join.

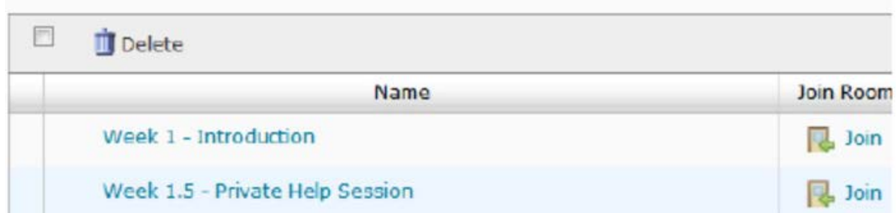
    You cannot edit availability dates once a room is active.

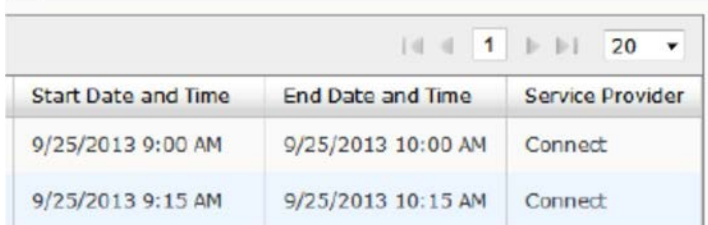
14. To see further details about a room click on the room's name

15. To join a room, click the join link located in the same row as the room you intend to join.

16. Note: You must have Adobe Flash Player installed in order to join a room. If needed, users can download the current version directly from Adobe.





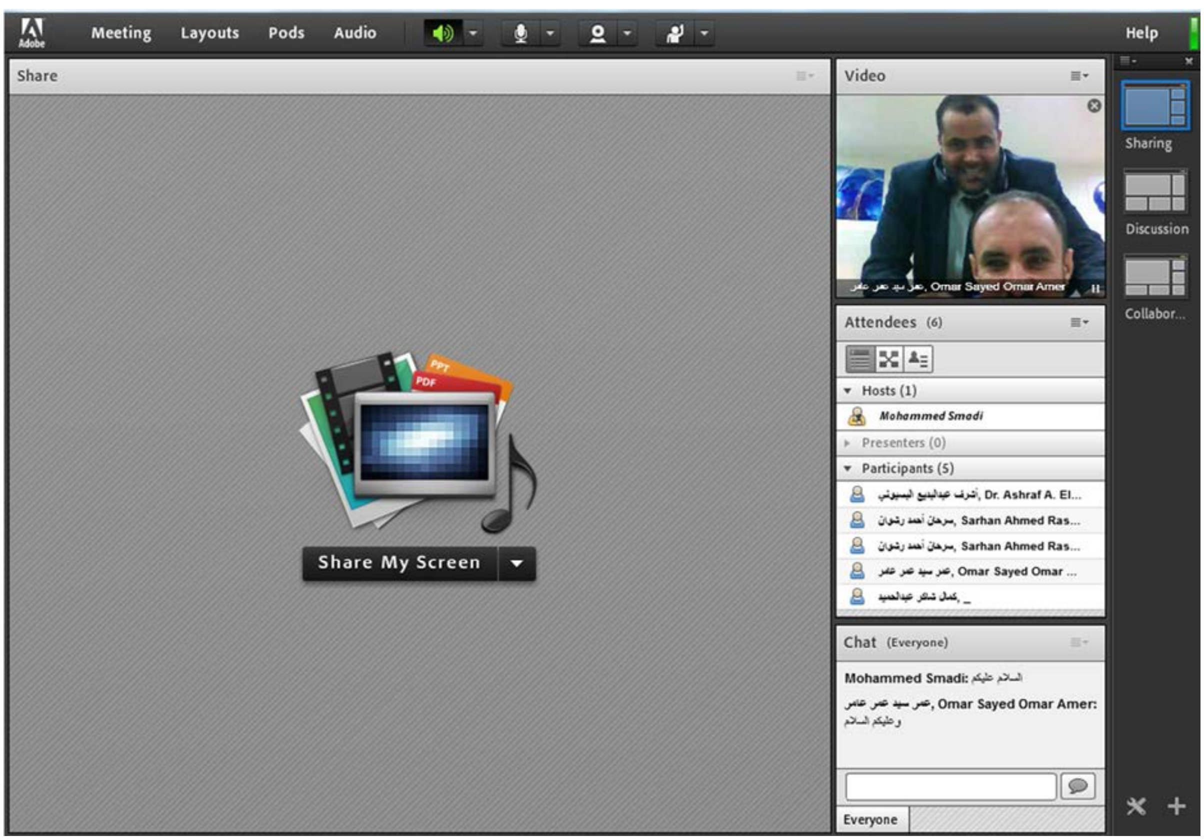


You have created a meeting room, scheduled an online class or meeting, invited participants, and prepared the room for the day of class by testing your computer system and loading presentations, videos, and other content. You're ready to go. The next step is to enter the virtual meeting room and lead your meeting or class.

From within the Adobe Connect meeting room, you can do the following:

- Invite additional participants by e-mail
- Manage participants
- Share screens and applications for online teaching and demonstrations
- Share documents
- Collaborate with participants by using the whiteboard
- Play prerecorded video clips
- Chat privately or with the entire group
- Use Flash animation to teach concepts
- Deliver presentations, using Microsoft PowerPoint and Adobe Presenter
- Show live video
- Feature multiple presenters
- Stop or pause a class in progress
- Gather feedback with polling
- Document and answer questions

When you are connected, you will see the following interface:



The Menu bar contains:

1. Meeting
2. Layouts
3. Pods
4. Audio
5. Help

Using Layouts & Pods

Adobe Connect uses a variety of panels called pods that make up the layout of the meeting. The default layouts are three:

- Sharing
- Discussion
- Collaboration

You can also create your own customized layout by arranging the pods differently

What are Pods?

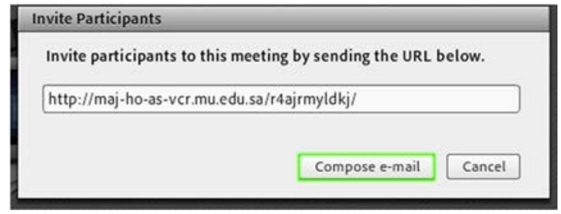
Pods are the panels that make up the layout for your meeting rooms.They are resources that can enhance your Adobe Connect meeting if selected wisely. A Pod can be used to create a specific type of communicative resource that might be useful for the participants of your meeting.

- **Inviting additional participants**

Even after your meeting is in progress, you can invite additional participants to join. Use the Meeting menu to send an invitation from your default e-mail program, such as Microsoft Outlook.

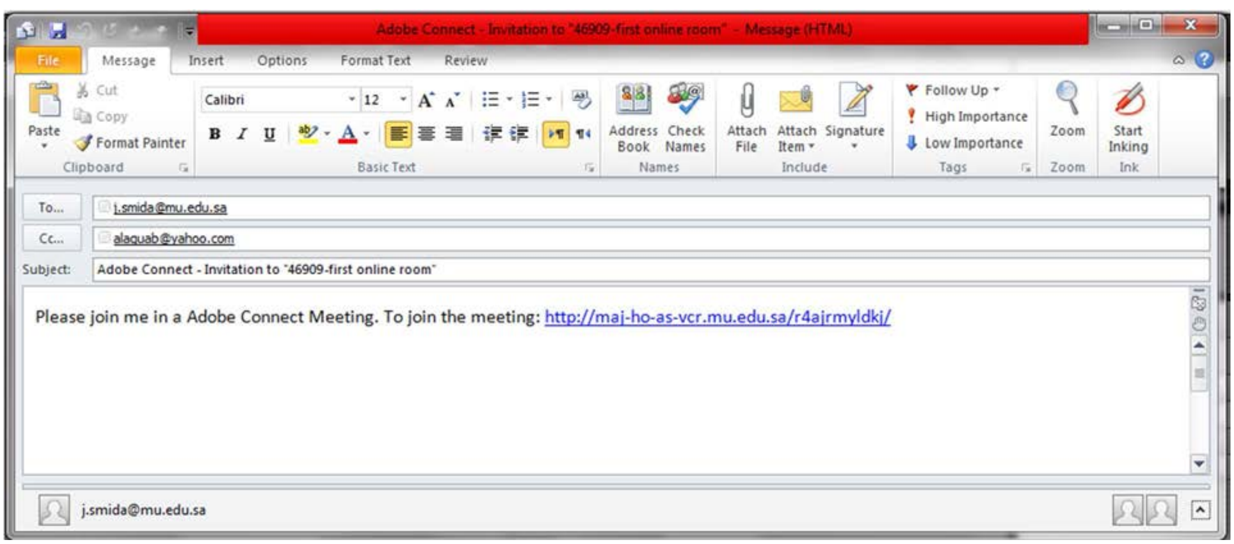
Click Meeting, click Manage Access & Entry, and select Invite Participants.

A link to the meeting appears automatically



Click Compose E-mail.

Your e-mail program starts, with a new e-mail message created automatically. Enter the addresses for the participants you wish to invite, and send the message.



- **Managing participants**

Using the Attendee List pod, you can see who is currently participating in the meeting or class. This is similar to taking roll

A participant can also provide feedback to the host or presenter by using the Raise Hand Settings menu at the top of the window

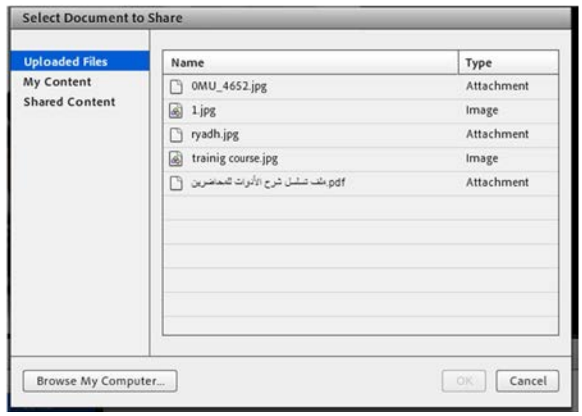
When a participant chooses feedback in the menu, the icon they select appears beside their name in the Attendees pod

- **Sharing files that participants can download**

As a meeting host or presenter, you may wish to hand out written assignments, meeting notes, worksheets, and other materials. Or you may want to collect finished documents prepared by the participants. You can do all this by using the document-sharing feature of Adobe Connect. The first step is to upload files to a Files pod in the Adobe Connect meeting room; then users can download these files to their computers. You can add files from your computer or files from the Adobe Connect Content library.

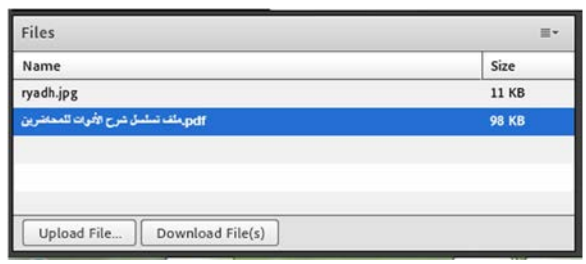
With your meeting room open, open the Layouts menu and choose Collaboration. The Collaboration layout appears. This layout includes a Files pod. You can upload files to the meeting room from your computer or the Adobe Connect Content library.

Click Upload File in the Files pod. The Select Document to Share dialog box appears. You can choose from files that you have already uploaded to the meeting room and content in the Adobe Connect Content library. You can also click Browse My Computer and upload new files to share.



Click Browse My Computer, locate the file you want to upload, select it, and click Open. The file you upload is added to the Files pod. Participants can now download this file.

To download a file from the Files pod, select it and click download file(s)

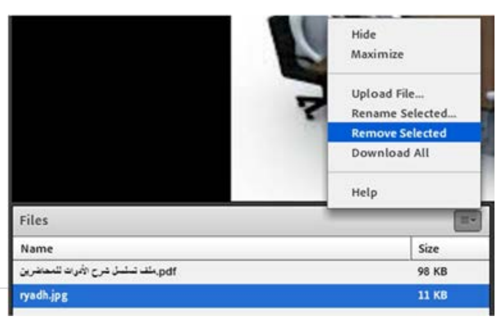


A download link appears in a new browser window

.

To remove documents from a Files pod:

In the Files pod, select the document to remove, click the Pod Options button, and click Remove Selected. The file is no longer available for download.



- **Sharing documents, screens and applications in the meeting room**

When students are gathered in the same physical location, they benefit from being able to form groups and share computers, learning from one another's experience. Instructors can approach students and offer one-on-one support.

Meeting presenters and participants can achieve this type of collaboration and hands-on support by using the document-sharing, application-sharing and screen-sharing features in Adobe Connect. With application sharing, you can take control of one another's computers remotely, literally moving the mouse pointer of a computer located on the other side of the world. Document-sharing, application-sharing and screen-sharing occurs in a Share pod in the Adobe Connect meeting room.

The following file types can be added to a Share pod:

• Microsoft PowerPoint (PPT)

• Adobe PDF documents

• Flash (SWF)

• Flash Video (FLV)

• HTML

• JPEG and GIF

• MP3 audio

• Adobe Captivate movies

• Zip files

To share other file types, you can use screen sharing to show an application or your entire desktop.

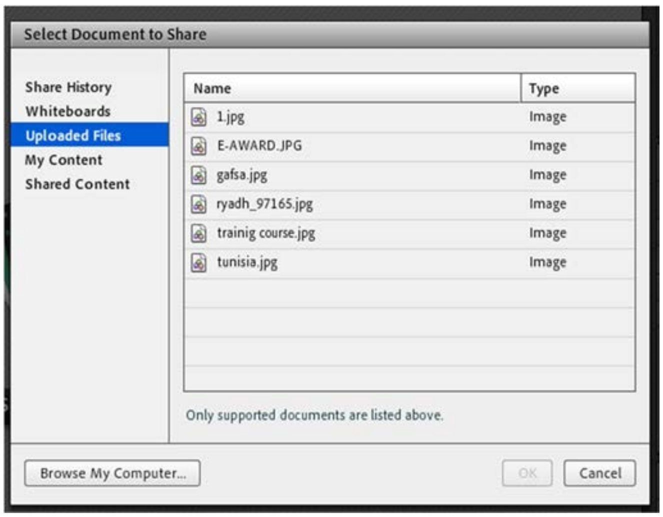
To add content to a Share pod in a meeting room:

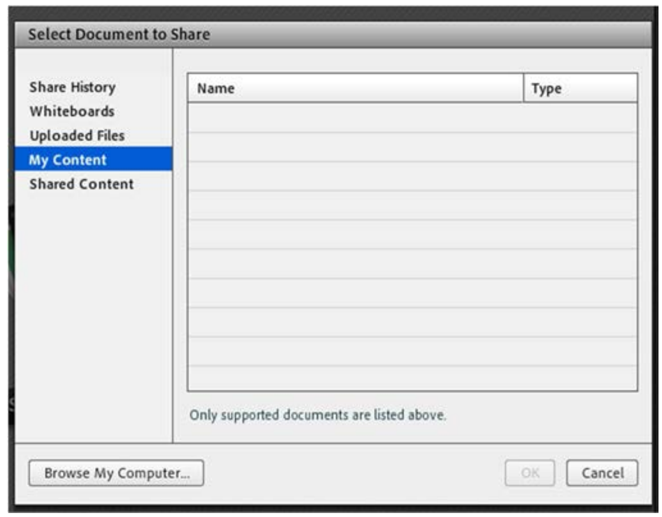
Open a new meeting room, and change to the Sharing layout. A new Share pod is added automatically. If you need to add a new blank Share pod, click the Pods menu, point to Share, and select Add New Share.

You can use the pod to add new content for the meeting, share your computer screen, or display a whiteboard.

To add new content to the meeting room, use the Share My Screen menu. Adding new content places it in the meeting room. This content will remain in this meeting room for every meeting unless you remove it.

Open the Share My Screen menu and choose Share Document. The Select Document To Share dialog box appears. You can share documents that you've recently uploaded, documents in the Adobe Connect Content library, or click Browse My Computer to locate a file on your hard drive/local area network.



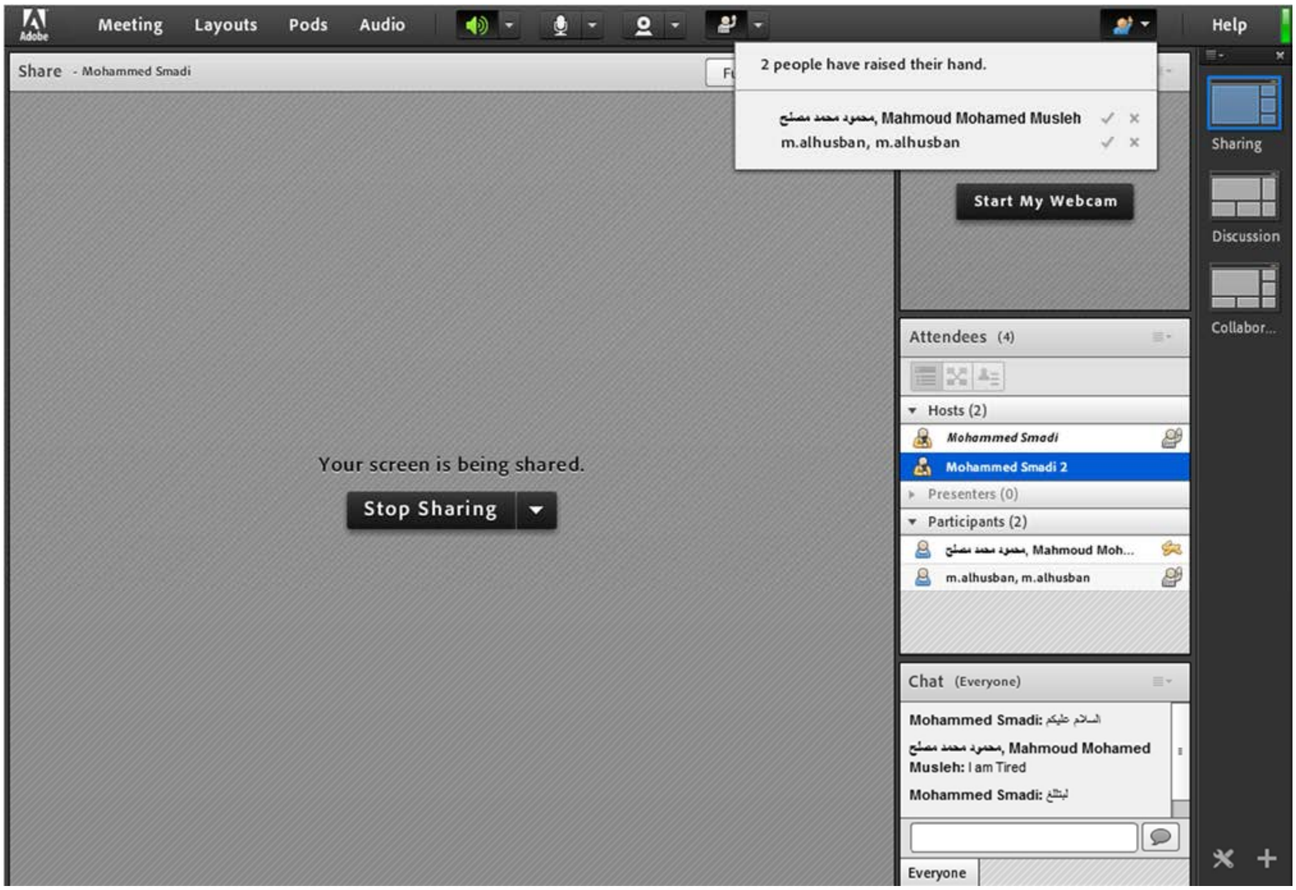


Click Browse My Computer, navigate to the folder that contains your content, select it, and click Open. The content is uploaded to Connect Central and added to the new Share pod.

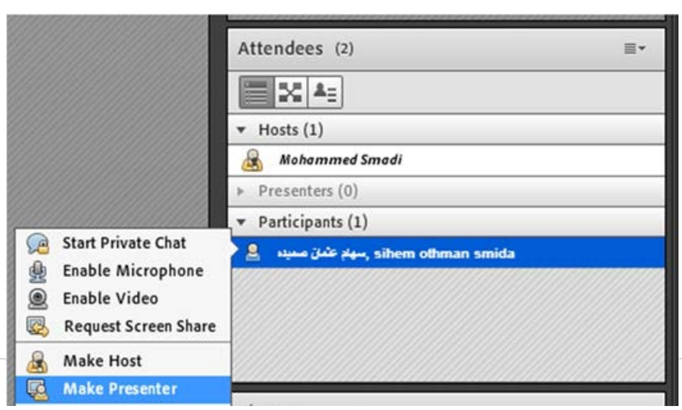
The pod's title bar now displays the name of the selected content.

To share your screen:

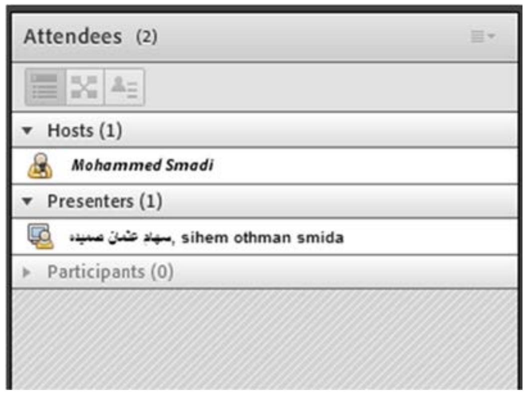
Open a new Share pod. You can open a new Share pod by clicking the Pods menu, pointing to Share, and clicking Add New Share. Open the Share My Screen menu and choose Share My Screen.



To promote participants to presenters, click a participant in the Attendees pod and choose Make Presenter. Promoting a participant to the Presenter role gives them the ability to share documents, their screen or applications with the rest of the group.



After promoting a participant to presenter, they appear in the Presenters group in the Attendees pod.



The host can also drag-and-drop attendees between the Presenters and Participants sections in the Attendees pod to change roles.

- **Chatting during meetings**

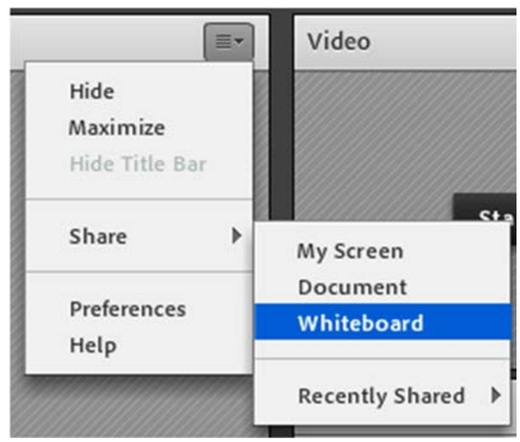
The Chat pod is used to conduct side-conversations during a meeting or virtual class, without disrupting the flow of the presentation, narrative, or discussion. Attendees can chat privately with other attendees, or with the entire group. When having private chats with more than one participant, you run the risk accidentally sending a private message to the wrong person or to the entire group. To avoid this, Adobe Connect divides your conversations into separate tabs. When chatting with multiple people, you may find it helpful to assign unique colors to each participant. Color coded chat helps to quickly identify who is saying what during a group chat.

By default, all participants can chat privately, however the meeting host can disable private chat between participants. The Sharing, Discussion, and Collaboration layouts all include a Chat pod by default.

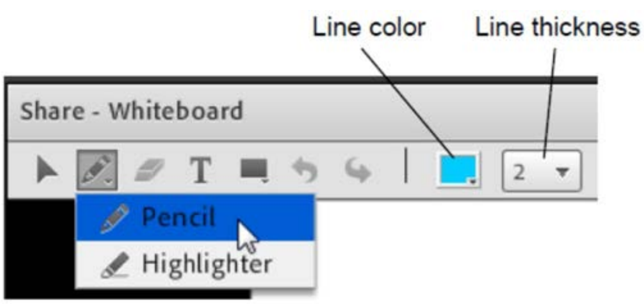
- **Using the whiteboard**

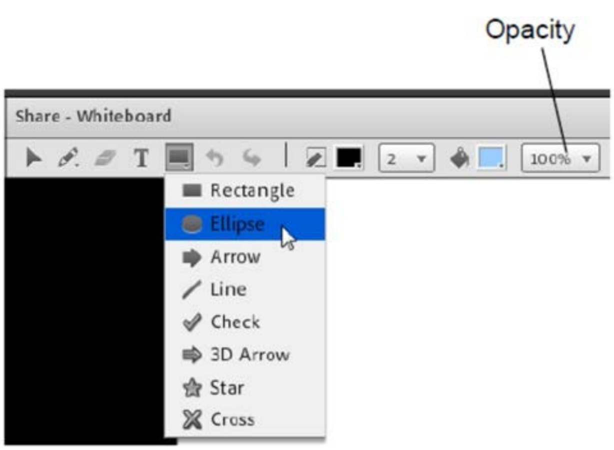
The virtual whiteboard in Adobe Connect works much like a physical whiteboard or chalkboard in a classroom. You can add text, draw on the whiteboard, or annotate presentation slides or application screens on your computer. The whiteboard also includes basic drawing tools. Unlike a real classroom, Adobe Connect has an unlimited number of boards so you can start fresh as often as you like, returning to your previous drawings as needed. You can place a whiteboard inside any Share pod by using the Pods menu, the Share Whiteboard button, or the Pod Options pop-up menu.

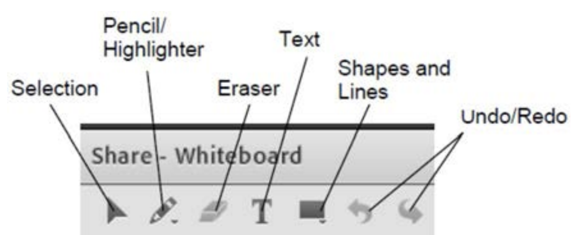
To use the whiteboard, Open the Layouts menu and choose Collaboration. The Collaboration layout automatically shows a whiteboard. In the Collaboration layout, the whiteboard takes up most of the window.



Experiment with the whiteboard drawing tools, located at the top of the whiteboard



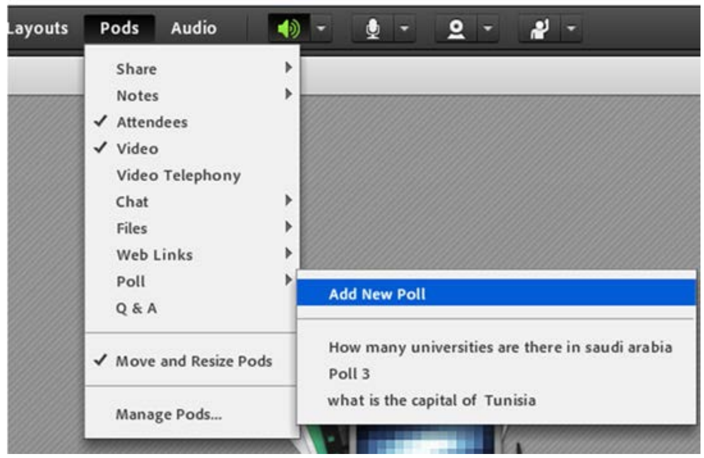


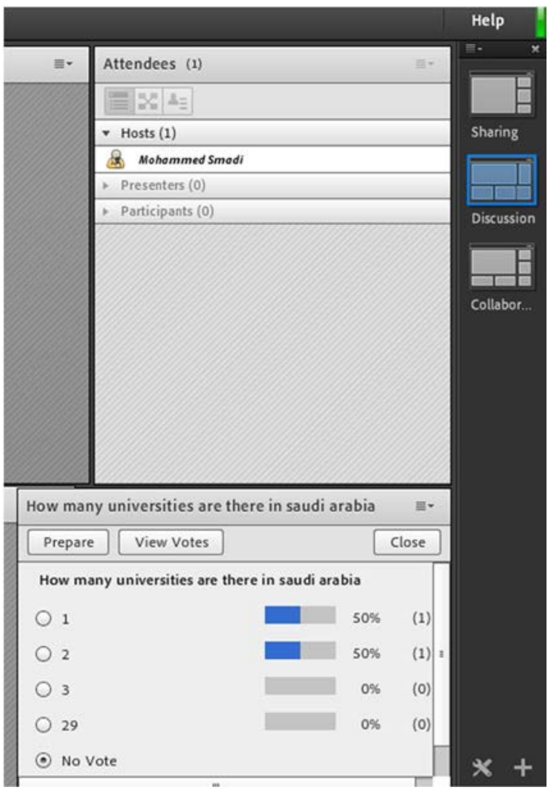


- **Gathering feedback by polling**

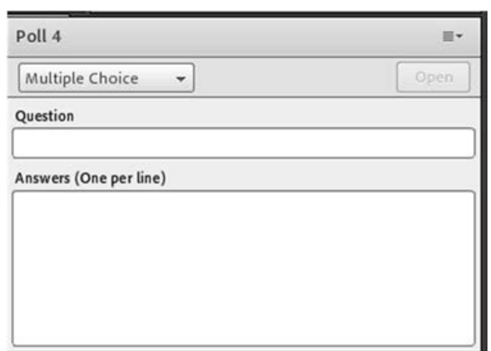
You can use polling to gather live feedback from participants while allowing them to remain anonymous. Polling questions can be either multiple-choice or multiple-answer. You can view the results instantly and then broadcast them to the entire class if you choose.

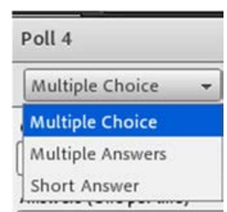
Open the Layouts menu and choose Discussion. The Discussion layout includes a Poll pod by default





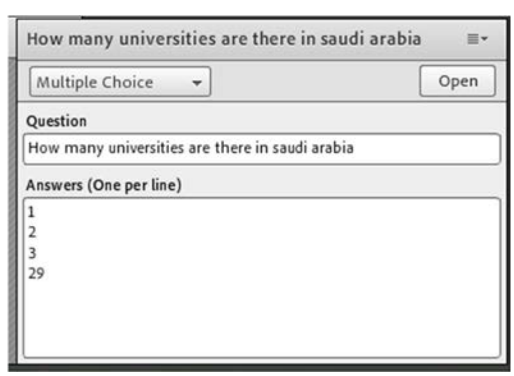
You can use the pop-up menu to change the type of polling question



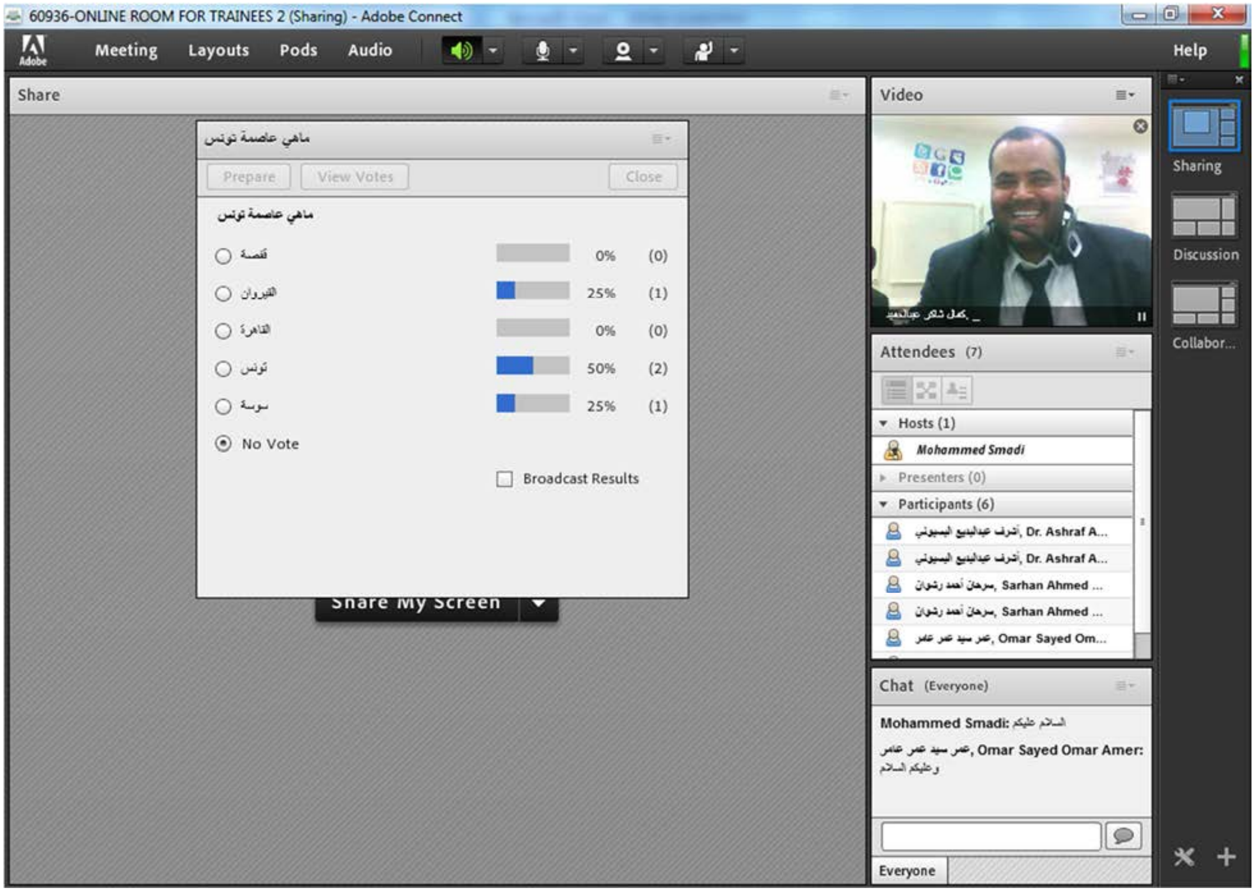


Type a question, Click inside the Answers text box to place the insertion point. Type each answer option on a separate line. Click Open to start the voting, All participants can now see the poll and enter a vote .

You can click the Prepare button to close the poll and make changes.



As participants vote, the results of the poll are updated automatically (on the presenter's screen only).Participants do not see the results of the poll unless you select the Broadcast Results option.



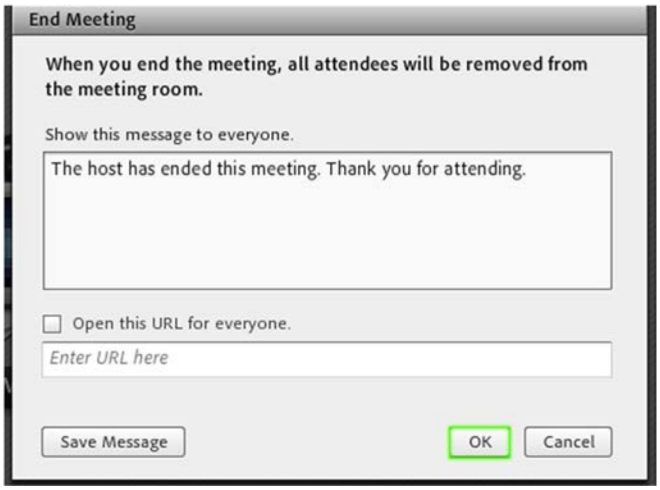
Click the Pod Options button in the upper-right corner of the pod, you can use the Pod Options menu to clear all answers and use the poll again. You can also begin a new poll. Each new poll is saved so you can open it by clicking Select Poll in the pop-up menu. If you select Broadcast Results, the poll results are visible to all participants.

You can Click Clear All Answers in the pop-up menu, then close the Poll. The poll now appears inactive on participants' screens.

- **Ending a meeting**

When a meeting is over, you can end the meeting to ensure that no one remains in the meeting room. Click the Meeting menu and click End Meeting

The End Meeting dialog box appears



You can change the message participants see when the meeting is over. You can also include a URL to direct meeting attendees to another web page automatically. For example, you can direct them to an online survey to evaluate the meeting or virtual class. Click OK to end the meeting.