

2014

D2L INSTRUCTOR MANUAL



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USER MANUAL



9/7/2014

User manual for D2L

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How to access D2L

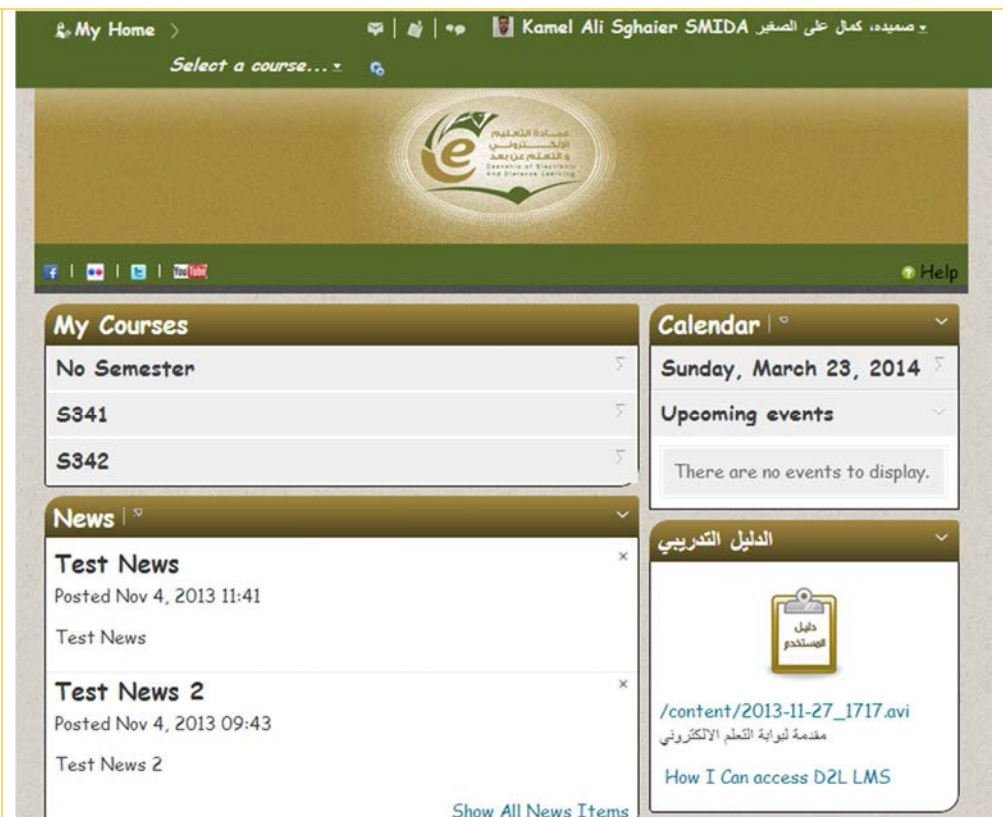
Browsing the D2L on <http://el.mu.edu.sa>

1. Insert username
2. Insert password
3. enter



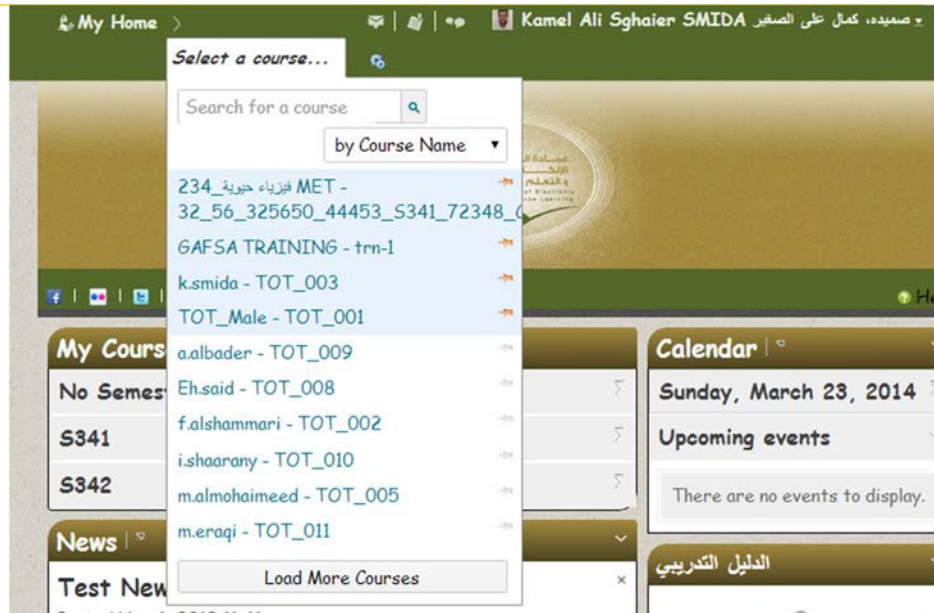
Homepage and Minibar

After signing into D2L, the homepage will be displayed



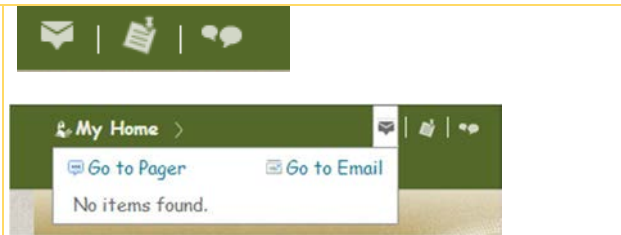
My courses

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



The screenshot shows a user profile header for Kamel Ali Sghaier SMIDA (صميده، كمال على الصغير). Below the header is a dropdown menu with the following options: "View as Student" (with a "Change" link), "Instructor", "Profile", "Notifications", "Account Settings", and "Log Out".

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.

Edit My User Profile

Kamel Ali Sghaier SMIDA صميده، كمال على الصغير



Change Picture

Nickname
أبو عبد الرحمن

Hometown
كلمة تونس

Homepage
http://faculty.ksu.edu.sa/kamelsmida/default.aspx

Social Networks

Facebook http://www.facebook.com/kamel.smida e.g. http://www.facebook.com/myusername	Google e.g. https://profiles.google.com/myusername
Twitter http://twitter.com/#!/kimos1973 e.g. http://twitter.com/#!/myusername	LinkedIn e.g. http://www.linkedin.com/in/myusername

Contact Information

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.

Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

Contact Methods

Email Address
 Send email notifications to: k.smida@mu.edu.sa
[Change your email settings](#)

Mobile Number
[Register your mobile](#)

Summary of Activity

Email me a summary of activity for each of my courses.

How often?

Instant Notifications	Email	SMS
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input type="checkbox"/>	<input type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

Customize Notifications

Include my grade value in notifications from Grades

Allow past courses to send me notifications

Allow future courses to send me notifications

Allow inactive courses to send me notifications

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

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.

Account Settings

Account Settings | Discussions | Email

General Settings

System Email: k.smida@mu.edu.sa [Change Email](#)
 Password: ***** [Change Password](#)

Font Settings

Font Face: Font Size: Preview:

The quick brown fox jumps over the lazy dog.

[Restore Default Font Settings](#)

Dialog Setting

You should change modal dialogs to pop-ups if a) you primarily view the website on a small device, b) you primarily view the website with style sheets disabled, or c) you use an assistive technology (such as a screen reader, screen magnifier or voice software) that benefit from simpler page designs.

Show secondary window as

- Dialogs
- Pop-ups

Account Settings

Account Settings | Discussions | Email

Personal Settings

Display Settings

- Show the Discussion Topics List

Reply Settings

- Include original post in reply

[Save and Close](#) [Save](#) [Cancel](#)

Account Settings

Account Settings | Discussions | Email

- Save a copy of each outgoing message to the Sent Mail folder

Email Options

- Send a copy of each outgoing message to k.smida@mu.edu.sa

"Reply to" Email Address:

Email Signature:

Display Options

- Show internal email addresses in the Address Book
- Show external email addresses in the Address Book

[Save and Close](#) [Save](#) [Cancel](#)

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".

The screenshot displays the LMS calendar interface. At the top, a dropdown menu labeled "Calendar" is open, showing the option "Go to Calendar". Below this, the current date is "Monday, March 24, 2014" and the section is titled "Upcoming events".

The main interface has a navigation bar with tabs for "Agenda", "Day", "Week", "Month", and "List". There are also links for "Print", "Settings", and a "Search Events" field. The current view is "All events" for the course "234 فيزياء حيوية_ MET".

On the left, there are filters for "Filter By:" including "Dropbox", "Checklists", "Discussions", "Grades", "Materials", "Modules", "Quizzes", and "Surveys". Below this is a list of events:

Event Name	Date	Time
حضور مؤتمر	Jan 27, 2014	04:00 - 04:30
حضور مؤتمر	Jan 27, 2014	04:00 - 04:30
حضور مؤتمر	Jan 28, 2014	04:00 - 04:30
اختبار 2 - Availability Ends	Jan 29, 2014	13:10

On the right, there is a calendar view for "March 2014" and a "Tasks" section with an "Add a task..." input field and a "View Completed Tasks" link.

The bottom part of the screenshot shows the "Month" view for "February 2014". It includes a calendar grid and a list of events for each day:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 04:00 04:00	28 04:00	29 13:10	30	31 في المادة في المادة	1 01:00
	2	3	4 14:09 14:09	5	6	7
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	

Below the calendar grid, there is a "Tasks" section with a list of tasks:

- اختبار أول في المادة
- Jan 31, 2014
- first mid-term exam

Each task has an "Edit" button and a "More..." link.

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.

Create Event

234_حوية_حوية MET

Title

Enter Event Title

Description

Paragraph

Attendees

Everybody in the Course Offering

When

All day

2/1/2014 16:00 to 2/1/2014 16:30

Saudi Arabia - Riyadh Saudi Arabia - Riyadh

Location

[Manage Locations c](#)

Add Content

- UNIT 1
- UNIT 2
- exercises
- UNIT 3
- UNIT 4
- UNIT 5
- UNIT 6

Calendar

Monday, March 24, 2014

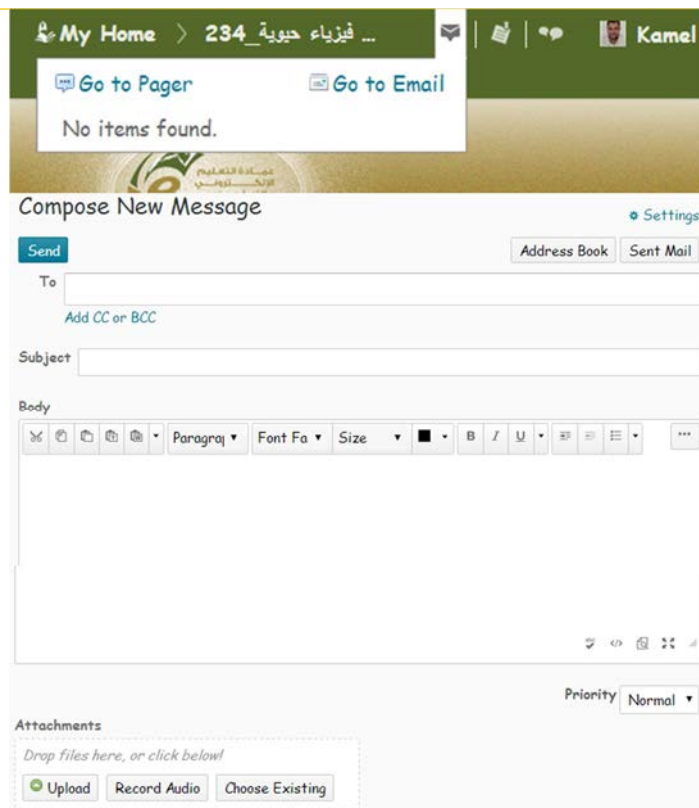
Upcoming events

MAR 25 16:00 Club Meeting

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

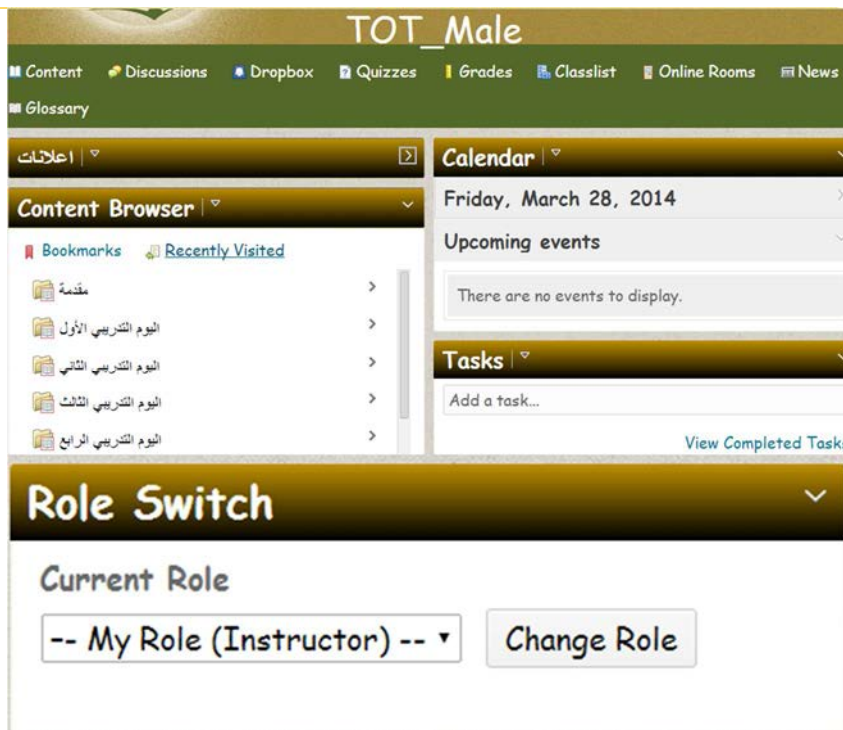
The course homepage is the first page that you see when you enter your course. The typical course homepage is a page comprised of widgets that provide information and links to tools, courses, and personal settings. The navigation bar displays links to the tools available in your course.

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.

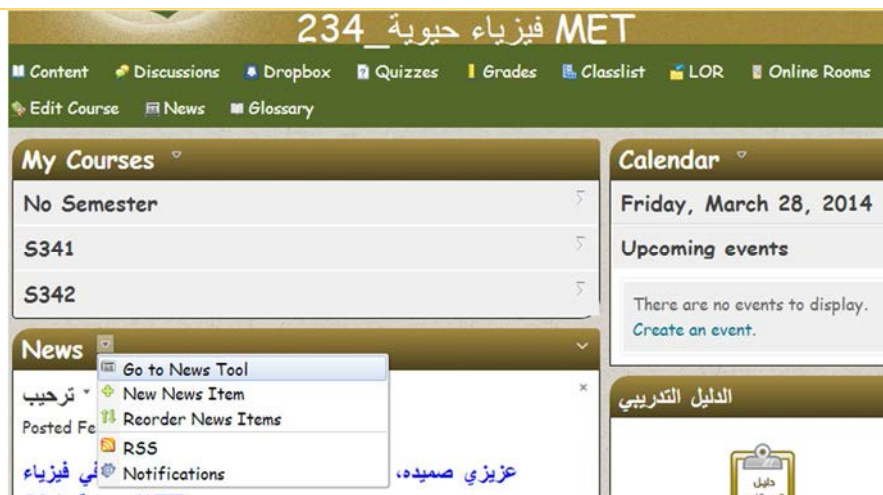
3. The “edit course” link will only appear on instructor accounts.
4. On the course homepage the students will be able to access the content through the content browser. They will click on the folder and then the specific document to open it.
5. The Role Switch widget is located at the bottom of every 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.

New Item

General

Headline *

Content *

Basic **Advanced**

Availability

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

Start Date
 3/28/2014 15:54 Now
 Saudi Arabia - Riyadh

End Date
 Remove news item based on end date
 3/29/2014 0:00 Now
 Saudi Arabia - Riyadh

Attachments

Add a File Record Audio

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Publish Save as Draft Cancel

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

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- Course Design Accelerator
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Instructional Design Wizard
- Learning Activity Library
- Links
- Manage Dates
- Manage Files

Learner Management

- Attendance
- Classlist
- Groups
- Locations
- Seating Chart
- View User Progress

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.

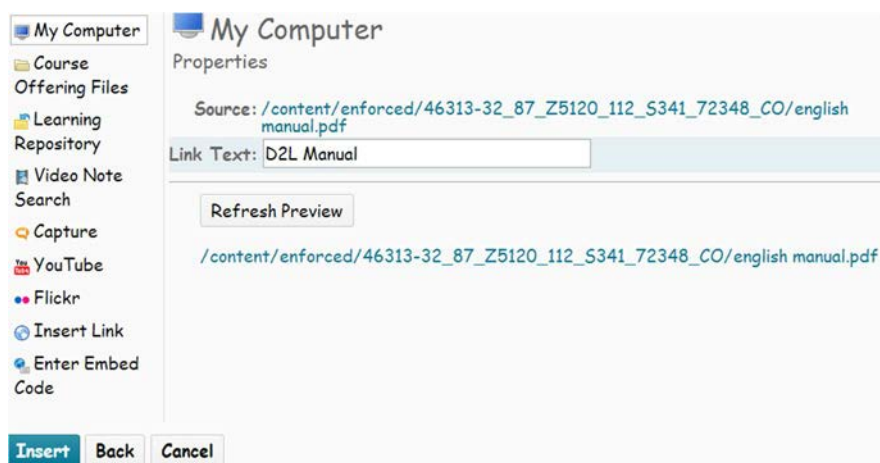
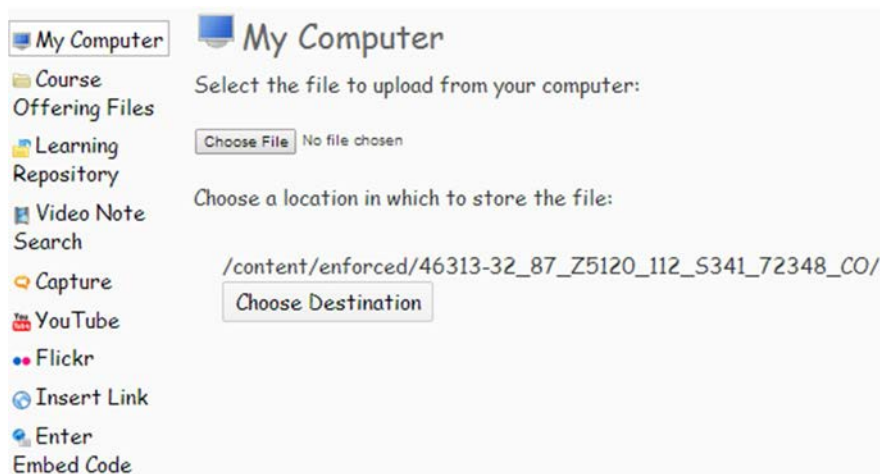
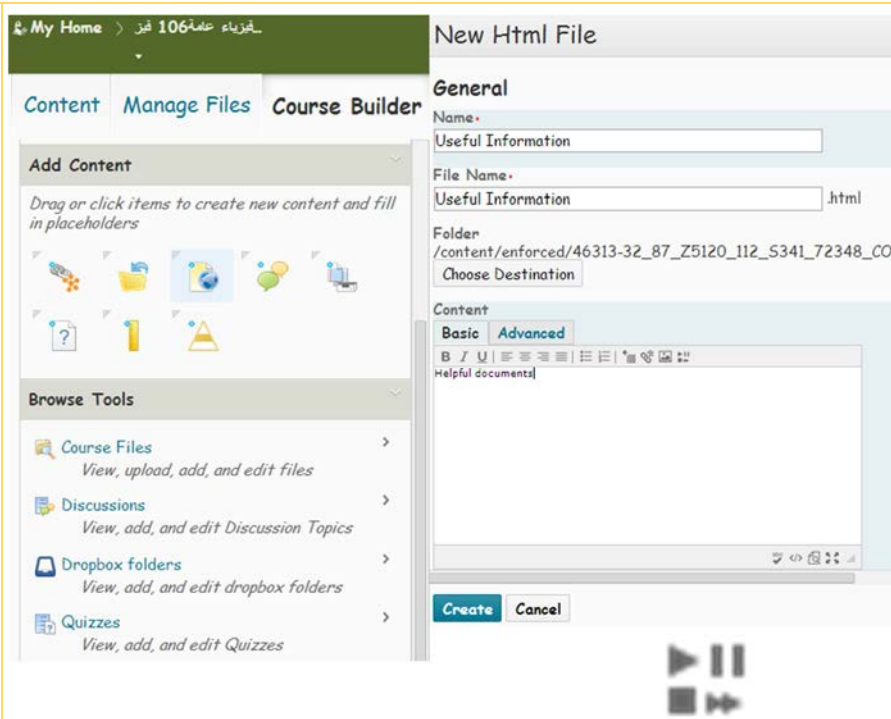
6. To upload files from your computer into the module, select the module and select "upload files".

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".

The screenshot displays a user interface for managing a course module. On the left, a content outline shows several modules, with 'week 1 Introduction to class' selected and highlighted in orange. The right-hand side provides details for the selected module, including its title, dates (Apr 1, 2014 - Apr 8, 2014), and status (Published). Below this, there are options to 'Edit Module' and 'Upload Files'. A 'Notes' section is visible, containing the text: 'This module focuses on the following topics: Introduction to class, Navigation of D2L'. A 'Restrictions' section shows the start and end dates. An 'Upload Files' dialog box is open, showing the folder path '/content/enforced/46313-32_87_Z5120_112_S341_72348_CO/' and a list of files, including 'gafsa.jpg'. The dialog includes buttons for 'Choose File', 'Add Another File', 'Remove File', 'Upload', and 'Cancel'. Below the dialog, the file 'gafsa' is shown in the content outline, and a detailed view of the file is displayed on the right, including its filename, location, size (12,689), type (Image), and last modified date (Tuesday, April 1, 2014 05:34 AST (Arabian)).

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"

Provide Alternative Text



Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text:

This image is decorative

OK

Content

Basic **Advanced**

B I U | [List Icons] | [Image Icon]



Restrictions

Dates

Has Start Date

3

28

Now

Saudi Arabia
- Riyadh

Has End Date

3

28

Now

Saudi Arabia
- Riyadh

Display in Calendar

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

The screenshot displays a course management interface. At the top, there is a navigation bar with options like Content, Discussions, Dropbox, Quizzes, Grades, Classlist, and LOR. Below this, there is a search bar and a navigation menu with options like Online Rooms, Edit Course, News, and Glossary. The main content area is titled 'Overview' and includes a search bar for topics, a 'Print' button, and a 'Settings' button. The 'Overview' section contains a description of the course and a circuit diagram. Below the 'Overview' section, there is a 'Table of Contents' section with a list of modules and their respective counts. The 'Table of Contents' is expanded to show 'week 1 Introduction to class' with a completion pane for 'gafsa' and 'english manual'. The completion pane for 'gafsa' shows 'Automatic Manual No Tracking'.

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

The screenshot displays the GAFSA TRAINING interface. At the top, there are navigation tabs for Content, Discussions, Dropbox, Quizzes, Grades, Classlist, and Online Rooms. Below this is a search bar and a 'Table of Contents' section. The 'Table of Contents' shows a progress bar at 53.85% (14 of 26 topics complete) and a list of SYLLABUS, UNIT1, and UNIT2. A 'Related Tools' dropdown menu is open, showing options like Course Builder, Manage Files, and View Reports. Below this, there's a 'Table of Contents' section for UNIT1 with 'New' and 'Add Activities' buttons. The 'Users' tab is selected, showing statistics: Total Number of Users (8), Users Who Have Visited Content (1), and Average Time Spent on Content (0:03:30). A table below shows content items and their usage:

Content	Users Visited	Average Time Spent
Module 1. UNIT1		
i. Penguins	0	-
ii. MU	1	0:03:30
iii. Linear Algebra Sheet_1	0	-
iv. /d2l/common/dialogs/quickLink/quickLink.d2l?ou=46425&type=discuss&rCode=MajmaahTes-941	0	-
v. /d2l/common/dialogs/quickLink/quickLink.d2l?ou=46425&type=dropbox&rCode=MajmaahTes-942	0	-
Module 2. courselab exam		
i. courselab exam	0	-
Module 3. UNIT2		

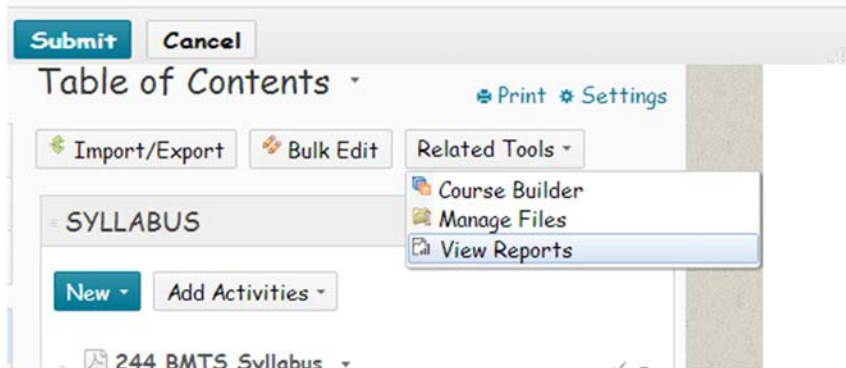
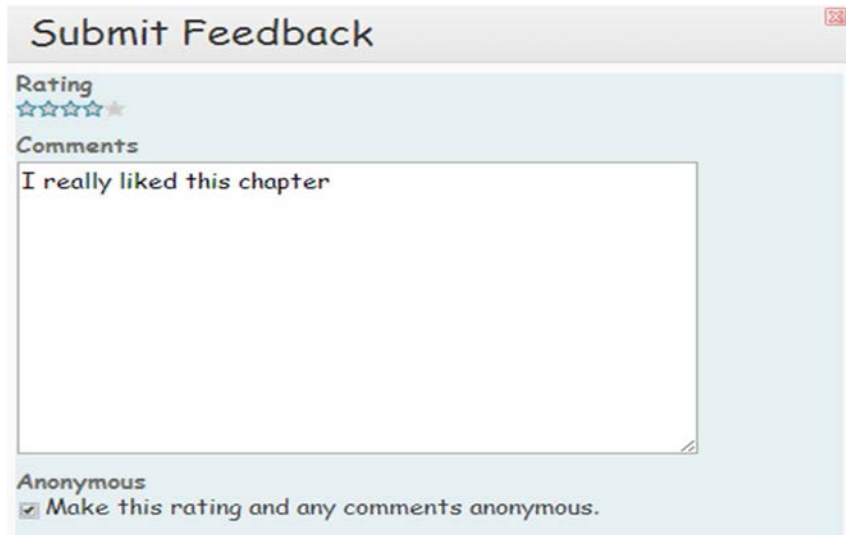
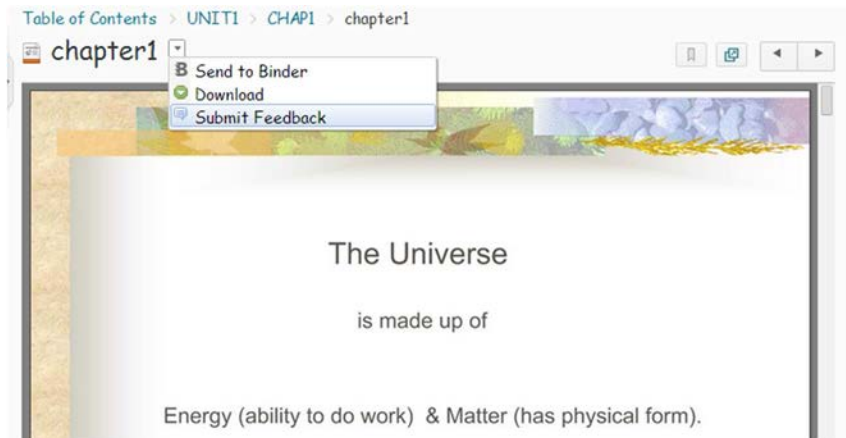
Below the table, there's a 'View By' dropdown set to 'User' and a search bar. A table shows user activity:

Last Name, First Name	Content Topics Visited
abdulla albader عبدالله أحمد البدر	-
Dr : omar alsaidi دكتور عمر بن سالم السعيد	-
Mohamed Medhat Mousa محمد ممدحت موسى	-
مصطفى محمد عراقي	1
محمد علي المحمود	-
Khaled Almudibry خالد المظبري	-
Dr. Ibrahim Shaarony Hegy Mahmoud ابراهيم شعراوني حجي محمود	-
ابوالمعالي الحاج سعيد	-

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”.



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.

234_ فيزياء حيوية MET

Content Discussions Dropbox Quizzes Grades Classlist

Online Rooms Edit Course News Glossary

Enter Grades Manage Grades Schemes Setup Wizard

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System
Points

Final Grade To Release
Release the Adjusted Final Grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated

Default Grade Scheme
Percentage

Managing View Display Options
Display 2 decimal places for grade item values

Student View Display Options
Do not display points grade values
Display grade scheme symbols
Do not display grade scheme colors
Display 2 decimal places for grade item values
Display 50 characters for Text type grade item values
Do not display the final grade calculation to users

Start

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

The screenshot displays the 'Setup Wizard' interface for configuring the grading system in D2L. It is divided into four steps:

- Step 1: Choose Grading System**
 - Grading System:**
 - Weighted**

Example:
 Assignments Category (20% of final grade)
 - Assignment 1 Item (50% of Assignments)
 - Assignment 2 Item (50% of Assignments)
 Final Exam Item (80% of final grade)
 Final Grade: /100%
 - Points**

Example:
 Assignments Category (40 points)
 - Assignment 1 Item (20 points)
 - Assignment 2 Item (20 points)
 Final Exam Item (200 points)
 Final Grade: /240 points
 - Formula**

Final grade is determined by a custom defined formula
 Grade items and categories use the Points system
 - Buttons: **Continue** (highlighted), **Cancel**
- Step 2: Final Grade Released**
 - Release:**
 - Calculated Final Grade**

The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.
 - Adjusted Final Grade**

Allows you to modify or adjust users' grades before releasing them.
 - Buttons: **Continue** (highlighted), **Go Back**, **Cancel**
- Step 3: Grade Calculations**
 - Ungraded Items:**
 - Drop ungraded items**
 - Treat ungraded items as 0**
 - Auto Update:**
 - Automatically keep final grade updated**
 - Buttons: **Continue** (highlighted), **Go Back**, **Cancel**
- Step 4: Choose Default Grade Scheme**
 - Navigation: **Enter Grades**, **Manage Grades**, **Schemes** (highlighted), **Setup Wizard**, **Settings**, **Help**
 - Table:

Scheme Name	Default Scheme	Preview
Organization Schemes		
Percentage	*	
 - Buttons: **Continue** (highlighted), **Go Back**, **Cancel**

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.

- 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.

The screenshot displays the 'Setup Wizard' interface with three steps visible:

- Step 5 of 7: Managing View Display Options**
 - Decimals Displayed: Number of decimal places to display
 - Buttons: Continue, Go Back, Cancel
- Step 6 of 7: Student View Display Options**
 - Grade Details:
 - Points grade
 - Weighted grade
 - Grade scheme symbol
 - Grade scheme color
 - Decimals Displayed: Number of decimal places to display
 - Characters Displayed: Number of characters to display for Text items
 - Final Grade Calculation:
 - Display final grade calculation to users
 - Buttons: Continue, Go Back, Cancel
- Step 7 of 7: Grades Setup Summary**
 - Grading System: Weighted
 - Final Grade To Release: Release the Calculated Final Grade
 - Grade Calculations: Drop ungraded items, Automatically keep final grades updated
 - Default Grade Scheme: Percentage
 - Managing View Display Options: Display 2 decimal places for grade item values
 - Student View Display Options:
 - Display points grade values
 - Do not display weighted grade values
 - Display grade scheme symbols
 - Display grade scheme colors
 - Display 2 decimal places for grade item values
 - Display 50 characters for Text type grade item values
 - Display the final grade calculation to users
 - Buttons: Finish, Go Back, Cancel

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.

Enter Grades Manage Grades Schemes **Setup Wizard** Settings Help

You are now ready to create grade items and categories

Grade Options

- Create a New Grade Category
- Create a New Grade Item
- Import Grades
- Create a New Grade Scheme
- Manage Grade Items and Categories
- Enter Grades

Personal Display Options

Personal Display Options **Org Unit Display Options** Calculation Options

Managing View Display Options

User Details

- Username
- Org Defined ID
- Email

Grade Details

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

Number of characters to display for text items -

Number of columns before user details repeat -

Number of users before column header repeats -

Repeat Final Grades

- Repeat calculated final grade at the start of the user list
- Repeat adjusted final grade at the start of the user list

Start Page

Default Grades Area

Save Close

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.

Org Unit Display Options

Personal Display Options | **Org Unit Display Options** | Calculation Options

Managing View Display Options

Decimals Displayed
Number of decimal places to display

Student View Display Options

Grade Details

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

Decimals Displayed
Number of decimal places to display

Characters Displayed
Number of characters to display for Text items

Final Grade Calculation

- Display how final grade was calculated to users

Save **Close**

Enter Grades | **Manage Grades** | **Schemes** | **Setup Wizard**

Import | **Export** | **More Actions**

- Edit
- Grade All**
- Statistics
- Event Log

Final Grades

> Show details and overall comments

Users

View By: **User** **Apply**

Search For: **Show Search Options**

Grade **Clear** **Email** **Release/Unrelease** Page: 1 of 2 per page

First Name, Last Name	العلامة المحسنة النهائية		العلامة المعدلة النهائية		Comments	Release العلامة المحسنة النهائية	Event Log
	Grade	Scheme	Grade	Scheme			
أحمد شقير جابر الصخيري AHMED SHUQIR GABR ALSAURY	- / -	-%	<input type="text"/> / <input type="text"/>	-%		<input checked="" type="checkbox"/>	
أحمد عبدالله نوراخ الجزري الخالدي AHMAD ABDULLAH S AL JUBAIRY AL KHALDI	- / -	-%	<input type="text"/> / <input type="text"/>	-%		<input checked="" type="checkbox"/>	

Save **Cancel**

Final Grades

العلامة المحسنة النهائية	العلامة المعدلة النهائية
-%	65%

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

Enter Grades | Manage Grades | Schemes | Setup Wizard | Settings | Help

New | More Actions

Item
Category sums to 120%, not 100%. Verify the total weight of all top level categories and items is 100%.
• 'المحضور و الغائب' sums to 0%, not 100%. Verify the total weight of all items in the category is 100%.

New Category

Properties | Restrictions

General

Name
Quizzes

Short Name

> Show Description

Grading

Weight
60

Allow category grade to exceed category weight

Distribution

- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items

0 Number of highest non-bonus items to drop for each user

0 Number of lowest non-bonus items to drop for each user

Display Options

> Show Display Options

Save and Close | Save and New | Save | Cancel

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”.

[Manage Grades](#) > New Item

New Item

Choose a Grade Item Type

- Numeric**
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10
- Selectbox**
Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created. ⓘ

Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"
- Pass/Fail**
Grade users using a simple pass/fail grade scheme.
E.g. "Pass" or "Fail"
- Formula**
Automatically grade users using a custom formula based on achievement on other grade items.
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1
- Calculated**
Calculate users' cumulative achievement across multiple grade items.
E.g. Midterm Grade
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- Text**
Provide comments in the grade book that are not calculated in the final grade.
E.g. "Course Evaluation Completed"

Edit Item: Quiz1

[Properties](#) [Restrictions](#) [Objectives](#)

General

Type
Numeric

Name -

Short Name

Category
 [\[New Category\]](#)

> [Show Description](#)

Grading

Max. Points -

Weight -

Can Exceed

Bonus

Grade Scheme

Edit Item: Quiz1

Properties
Restrictions
Objectives

General

Visibility

- Grade item is always visible
- Hide this grade item
- Grade item is visible for a specific date range
 - Has Start Date

Saudi Arabia - Riyadh
 - Has End Date

Saudi Arabia - Riyadh
 - Display in Calendar

Release Conditions

[Show Release Conditions](#)

Save and Close
Save and New
Save
Cancel

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.

Discussions List
Subscriptions
Group Restrictions

Statistics

New ▾
More Actions ▾

New Forum
Shared

New Topic

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. Availability 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”

New Forum

Properties **Restrictions**

New Forum Details

Title

Create a new topic in this forum with the same title

Description

Basic **Advanced**

B I U | | | | | | | | | | | | | | | |

there will be three discussions for Unit1]

Options

Allow anonymous posts

A moderator must approve individual posts before they display in the forum

Availability

Hide forum visibility options

Visibility

Forum is always visible

Hide this forum

Forum is visible for a specific date range

Has Start Date

15 57 Now

Saudi Arabia - Riyadh

Has End Date

15 57 Now

Saudi Arabia - Riyadh

Display in Calendar

Locking Options

Hide locking options

Locking Options

Unlock forum

Lock forum

Unlock forum for a specific date range

Has Start Date

15 57 Now

Saudi Arabia - Riyadh

Has End Date

15 57 Now

Saudi Arabia - Riyadh

Display in Calendar

Save and Close Save and Add Topic Save Cancel

- 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.

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

New Topic

Properties Restrictions Assessment Objectives

New Topic Details

Forum -
 [New Forum] Ⓞ

Title -

Description

Basic Advanced

B *I* U |

Please post 3 events that lead up to the Industrial Revolution, Describe those events and their implications. then also post 3 effects of the Industrial Revolution and their implications

Remember to repond to 2 others

Options

- Allow anonymous posts Ⓞ
- A moderator must approve individual posts before they display in the topic Ⓞ
- Users must start a thread before they can read and reply to other threads Ⓞ

Edit Topic - Unit 1 Discussion: The Industrial Revolution

Properties Restrictions Assessment Objectives

Release Conditions

Hide Topic Release Conditions

There are no conditions attached to this item.

Group Restrictions

Hide Topic Group Restrictions

Restrict this topic to the following groups Ⓞ

There are no group restrictions attached to this item.

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.

Edit Topic - Unit 1 Discussion: The Industrial Revolution

Properties Restrictions Assessment Objectives

Assessment

Grade Item
Unit 1 Discussion 1 [New Grade Item]

Score Out Of
100

Rubrics
Add Rubric
No rubrics selected.
[Create Rubric in New Window]

Posts
 Allow assessment of individual posts
 Calculation
 Average post score Include unassessed posts in the calculated topic score as zero

Save and Close Save and New Save Cancel

Content Manage Files Course Builder

Drag or click items to create new content and fill in placeholders

Browse Tools
 Course Files
 Discussions
 Dropbox folders

Content Manage Files Course Builder

Browse Tools
 Discussions
 View
 Discussions for Unit 1 Apply
 1 2 10
 Unit 1 Discussion: The Industrial Revolution
 Discussions for Unit 1

234 فيزياء حيوية MET
 Sep 1, 2013 - Jan 16, 2014
 UNIT 1
 UNIT2
 exercises
 UNIT3
 UNIT4
 UNIT5
 UNIT6

234 فيزياء حيوية MET
 Sep 1, 2013 - Jan 16, 2014
 UNIT 1
 Unit 1 Discussion: The Industrial Revolution
 UNIT2
 exercises

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.

The screenshot displays the Blackboard LMS interface for managing a discussion. At the top, the discussion title is "Unit 1 Discussion: The Industrial Revolution". Below the title, there are options to "Edit Placeholder" and "Edit Discussion", and a "Published" status dropdown. A "Notes" section is visible with a prompt to click "Edit Placeholder" to add notes.

The "Discussions for Unit 1" section shows a list of discussions. A dropdown menu is open next to the selected discussion, showing options: "Edit Topic", "View Topic Statistics", "Assess Topic" (highlighted), and "Delete".

Below the discussion list, the "Assess Topic - Unit 1 Discussion: The Industrial Revolution" form is shown. It includes buttons for "Publish All Scores to Grades", "Retract All Scores", and "Manage Columns". The "Assessments" tab is active, showing a search bar and a table of users with their scores.

First Name, Last Name	Score	Publish to grades
يوسف سعود علي الجار الله		
Topic Score	- / 100 (0%)	<input type="checkbox"/>
مقعد خلفات رجاء الشمري		
Topic Score	- / 100 (0%)	<input type="checkbox"/>
محمد عبد الله حمود العصيمي MOHAMMAD ABDULLAH H ALOSAIMI		

The "Topic Score Details" form includes the following information:

- Forum:** Discussions for Unit 1
- Topic:** Unit 1 Discussion: The Industrial Revolution
- User:** يوسف سعود علي الجار الله
- Posts:** 0 post(s) by this user (0 scored)
- Score Calculation:** Average post score
- Calculated Topic Score:** 0 / 100 (average score from 0 post(s))
- Published:** Published
- Feedback:** A text area for providing feedback.

At the bottom of the form, there are buttons for "Save and Close", "Save", and "Cancel".

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".**

The screenshot shows the D2L interface for creating a new folder. At the top, there is a navigation bar with links for Content, Discussions, Dropbox, Quizzes, Grades, Classlist, LOR, Online Rooms, Edit Course, News, and Glossary. Below this, the 'Dropbox Folders' section is visible, with a 'New Folder' button and a 'More Actions' dropdown. An 'Edit' link is also present. The main form is titled 'New Folder' and has three tabs: 'Properties', 'Restrictions', and 'Objectives'. Under the 'Properties' tab, the 'Folder Properties' section includes:

- Name:** A text input field containing 'Fluid Mechanics Assignment'.
- Folder Type:** Radio buttons for 'Individual submission folder' (selected) and 'Group submission folder'. A 'Group Category' dropdown menu is set to '1233'.
- Category:** A dropdown menu set to 'Fluid Mechanics Assignment' with a '[New Category]' link.
- Grade Item:** A dropdown menu set to 'None' with a '[New Grade Item]' link.
- Out Of:** A text input field containing '100'.
- Student View Preview:** A radio button selected for '100 / 100 - 100 %'.

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.

The screenshot displays the D2L assignment editor interface. At the top, there is an 'Instructions' section with a rich text editor containing the text: 'Please type a one-paged paper of the events leading up to most fundamental laws of fluid mechanics. Remember to include appropriate citations'. Below this is the 'Attached Files' section with 'Add a File' and 'Record Audio' buttons. The 'Submission Options' section includes a 'Show Submission Options' link and 'Save and Close', 'Save and New', 'Save', and 'Cancel' buttons. The 'Restrictions' tab is active, showing 'Availability' settings for 'Has Start Date' (4/2/2014), 'Has Due Date' (4/9/2014), and 'Has End Date' (4/10/2014). It also shows 'Release Conditions' (Attach Existing, Create and Attach, Remove All Conditions) and 'Special Access' options.

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.

The screenshot shows the 'Course Builder' interface. At the top, there are tabs for 'Content', 'Manage Files', and 'Course Builder'. Below the tabs, there is a search bar and a '234_فيزياء حبوبية MET' course header with dates 'Sep 1, 2013 - Jan 16, 2014'. A list of units (UNIT 1 to UNIT 6) and 'exercises' is visible on the right. The 'Add Content' section has a prompt: 'Drag or click items to create new content and fill in placeholders'. Below this is the 'Browse Tools' section, which includes 'Course Files', 'Discussions', and 'Dropbox folders'. The 'Dropbox folders' section shows a list of folders, including 'Fluid Mechanics Assignment' and 'تسليم 1'. The 'Fluid Mechanics Assignment' is highlighted in blue. Below this, the 'Fluid Mechanics Assignment' details are shown, including 'UNIT2', 'Edit Placeholder', 'Edit Dropbox', and 'Published'. A 'Notes' section is also visible. At the bottom, there is a table with columns for 'Fluid Mechanics Assignment', '0', '0', '0', and 'Apr 9, 2014 20:00'. An 'Edit' button and a '20 per page' dropdown are also present.

Then, navigate to the “dropbox” area. You will be able to see how many students have submitted 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.

The screenshot shows the 'Folder Contents' page for a 'Users' group. At the top, there are tabs for 'Users' and 'Files'. Below the title, there is a 'View By' dropdown set to 'User' and an 'Apply' button. A search bar is present with a magnifying glass icon and a link to 'Hide Search Options'. Under 'Search In', there are checkboxes for 'First Name' and 'Last Name', both of which are checked. A 'Submissions' dropdown menu is open, showing options: 'Show everyone' (selected), 'Users with submissions', 'Users without submissions', 'Users with preview submissions', and 'Users with graded unpublished submissions'. Below this is a 'Feedback' dropdown set to 'Show everyone'. At the bottom of the page, there are icons for 'Download', 'Email', 'Display Read', 'Display Unread', 'Delete', and 'Publish Feedback', along with a '20 per page' indicator.

Last Name, First Name	Submission Date	Delete
سيهم عثمان صعيد, sihem ottman smida		Evaluate Submission
Fluid m1.jpg (3.46 KB)	Apr 5, 2014 22:37	
history of fluid mechanics.docx (17.28 KB)	Apr 5, 2014 22:35	
this is my assignment		
صعيد, جمال علي الصغير, Jamel ALI SGHAIER SMIDA		

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.

The screenshot displays the Blackboard LMS interface for a user named Sihem Othman Smida. The page is titled 'Evaluation' and shows the following components:

- Header:** User profile for Sihem Othman Smida (عثمان صميده).
- Navigation:** Links for 'Show Folder Information' and 'Show Dropbox Folder Dates'.
- Evaluation Section:**
 - Rubrics:** 'No Rubric Selected. [Associate Rubric] [Create Rubric]'
 - Score:** A text input field containing '95' followed by '/ 100'.
 - Grade Item:** 'Fluid Mechanics Assignment II'.
 - Student View Preview:** '95 %'.
- Feedback Section:**
 - Buttons for 'Basic' and 'Advanced'.
 - Rich text editor with 'Nice Job!' entered.
 - Buttons for 'Add a File' and 'Record Audio'.
 - Buttons for 'Publish' and 'Save Draft'.
- Submission Table:**

Last Name •, First Name		Submission Date	Delete
سهيان عثمان صميده, sihem othman smida		Published: Apr 5, 2014 23:05	
Fluid_m1.jpg (3.46 KB)		Apr 5, 2014 22:37	
history of fluid mechanics.docx (17.28 KB)		Apr 5, 2014 22:35	
this is my assignment			
جمال علي الصغير, Jamel ALI SGHAIER SMIDA			

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

Description / Introduction

▼ Collapse description / introduction

Description

on off

Rich text editor for the Description area, featuring a toolbar with icons for bold, italic, link, and list, a dropdown menu set to 'Pal', and a '...' menu icon. The editor area is currently empty.

Introduction

on off

Rich text editor for the Introduction area, featuring a toolbar with icons for bold, italic, link, and list, a dropdown menu set to 'Pal', and a '...' menu icon. The editor area is currently empty.

Page Header / Footer

▼ Collapse page header / footer

Page Header

on off

Rich text editor for the Page Header area, featuring a toolbar with icons for bold, italic, link, and list, a dropdown menu set to 'Pal', and a '...' menu icon. The editor area is currently empty.

Page Footer

on off

Rich text editor for the Page Footer area, featuring a toolbar with icons for bold, italic, link, and list, a dropdown menu set to 'Pal', and a '...' menu icon. The editor area is currently empty.

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

Optional Advanced Properties

Allow hints
 Disable right click
 Disable pager and alerts

Notification Email

Dates and Restrictions

Status

Active

Dates

Has Start Date
 26.08.2014 03:40
Saudi Arabia - Riyadh

Has End Date
 02.09.2014 03:40
Saudi Arabia - Riyadh

Display in Calendar

Additional Release Conditions

There are no conditions attached to this item.

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.

Optional Advanced Restrictions

> [Expand optional advanced restrictions](#)

Timing

Time Limit

minutes enforced show clock

Grace Period

minutes before flagged as late

Late Submissions

- Allow normal submission [?](#)
- Use Late Limit of minutes [?](#)
- Auto-Submit Attempt [?](#)

Advanced Availability

Advanced Availability

- Allow selected users special access to this quiz
- Allow only users with special access to see this quiz

[Properties](#) [Restrictions](#) [Assessment](#) [Objectives](#) [Submission Views](#) [Reports Setup](#)

Assessment

Grade Item

[\[add grade item\]](#) [?](#)

Auto Export to Grades

Allow automatic export to grades [?](#)

Student View Preview

- / - [?](#)

Rubrics

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Automatic Grade

Allow attempt to be set as graded immediately upon completion [?](#)

Attempts

Attempts Allowed

Optional Advanced Attempt Conditions will appear if a number of attempts from 2 to 10 is applied.

Overall Grade Calculation

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,

Properties Restrictions Assessment **Objectives** Submission Views Reports Setup

Objectives

Associate Learning Objectives

There are no associated learning objectives.

Properties Restrictions Assessment **Objectives** **Submission Views** Reports Setup

Default View

The following is the submission view that will be released to users

Default View

Date: immediately

Show Questions? No

Statistics: none

Additional Views

Add Additional View

Properties Restrictions Assessment **Objectives** **Submission Views** **Reports Setup**

Reports

Add Report

There are no reports available.

New Quiz ▾

Properties Restrictions Assessment **Objectives** **Submission Views** Reports Setup

General

Name*

SCIENCE QUIZ

Category

no category ▾ [add category] Ⓢ

Quiz Questions

This quiz is empty.

Add/Edit Questions

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

SCIENCE QUIZ

Settings Help

New Import

Done Editing Questions

There are currently no sections or questions contained in this section.

Section
Random Section
True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Long Answer Question (LA)
Short Answer Question (SA)
Multi-Short Answer Question (MSA)
Fill in the Blanks Question (FIB)
Matching Question (MAT)
Ordering Question (ORD)
Arithmetic Question (2+2)
Significant Figures (x10)
Text Information (TXT)
Image Information (IMG)

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.

New True or False Question

General

Title (optional)

Points

Difficulty

Question Text

Pa
...

↕ </> 🔍 ↻ ⏏

Image



Description:

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

Options

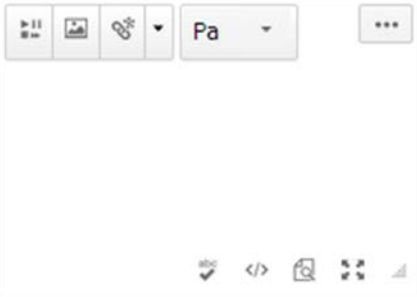
Enumeration
no enumeration

Style
 Vertical Horizontal Drop-down (no HTML formatting)

#	Value	Weight (%)	Feedback
1	True	0	
2	False	0	

[Expand question hint](#)
[Collapse question feedback](#)

Question Feedback



Save Save and Copy Save and New Preview Cancel

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.**

Learner Management

- Attendance
- Classlist
- Groups
- Locations
- Seating Chart
- View User Progress

Class Progress Settings Help

Name ^	Content	Objectives	Logins	Grades
سهام عثمان صميده, sihem othman smida s.smida s.smida	57% Visited: 16 / 28	No objectives	Logins: 3	
صميده, جمال علي الصنغير, Jamel ALI SGHAIER SMIDA	0% Visited: 0 / 28	No objectives	No logins	No grades

Item: Fluid Mechanics Assignment
Score: 95%


View سهام عثمان صميده, sihem othman smida's Grades progress

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.

Class Progress > User Progress Print Settings Help



سهام عثمان
صميده
sihem
othman
smida
s.smida

Content Progress

# Visits	Time Spent	Topics Visited
27	0h 17m 14s	16

57% Visited: 16 / 28

GAFSA TRAINING

- Summary
- Grades
- Objectives
- Content**
- Discussions
- Dropbox
- Quizzes
- Checklist
- Surveys
- Login History

SYLLABUS

100% Completed: 1 / 1

> 1 Topics, 0 Modules Last Visited: Feb 2, 2014 23:54

UNIT1

67% Completed: 2 / 3

> 1 Topics, 2 Modules Never visited

UNIT2


100% Completed: 2 / 2

> 0 Topics, 2 Modules Never visited

UNIT3

100% Completed: 3 / 3

Class Progress > User Progress Print Settings Help



سهام عثمان
صميده
sihem
othman
smida
s.smida

Dropbox Progress

Dropbox Submissions	Late Submissions	Awaiting Grade
50% (1/2)	0	0

95%



GAFSA TRAINING

- Summary
- Grades
- Objectives
- Content
- Discussions
- Dropbox**
- Quizzes
- Checklist
- Surveys
- Login History

Dropbox

- dsgdfgjyuky
Files Allowed: unlimited
- Fluid Mechanics Assignment** 95%
Files Submitted: 2

> Details

<p>Item: Sample Assignment Score: 90</p>  <p>79%</p>	<p>Item: Fluid Mechanics Assignment Score: 95%</p>  <p>95%</p>
---	--

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"

Course Administration

Category Name

Site Setup

Course Offering Information Homepages Widgets

Site Resources

Book Management Calendar Content
 Course Builder Course Design Accelerator External Learning Tools
 Frequently Asked Questions Glossary Import / Export / Copy Components
 Links
 Instructional Design Wizard Learning Activity Library
 Manage Dates Manage Files

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit

Protected Resources:

Include protected resources

Course to Copy:

Search for offering

Parent Template of Current Offering

Protected Resources:

Include protected resources

Export Components

Course Files: Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a File

Choose File No file chosen

Copy All Components

Select Components

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

Search For: Show Search Options

20 per

Offering Code	Offering Name	Department	Semester
<input type="radio"/> 32_56_325650_34966_5341_72348_CO	مقدمة في الأجهزة الطبية الميكانيكية 353 تكرر	كلية الأجهزة الطبية	S341
<input type="radio"/> 32_56_325650_44453_5341_72348_CO	MET فزياء حيوية 234	كلية الأجهزة الطبية	S341
<input type="radio"/> 32_56_325650_44453_5342_72348_CO	MET فزياء حيوية 234	كلية الأجهزة الطبية	S342
<input checked="" type="radio"/> 32_56_325650_44603_5342_72348_CO	MET فزياء الأجهزة الطبية 242	كلية الأجهزة الطبية	S342
<input type="radio"/> 32_87_Z5120_112_5341_72348_CO	فزياء عامة 106 فز	32_87_Z5120	S341
<input type="radio"/> 32_87_Z5120_112_5342_72348_CO	فزياء عامة 106 فز	32_87_Z5120	S342
<input type="radio"/> 32_87_Z5120_34961_5341_72348_CO	فزياء طبية حيوية 244 تكرر	32_87_Z5120	S341
<input type="radio"/> 32_87_Z5120_34961_5342_0_CO	فزياء طبية حيوية 244 تكرر	32_87_Z5120	S342
<input type="radio"/> 32_87_Z5120_34961_5342_72348_CO	فزياء طبية حيوية 244 تكرر	32_87_Z5120	S342
<input type="radio"/> 70_56_325650_34966_5341_72348_CO	مقدمة في الأجهزة الطبية الميكانيكية 353 تكرر	70_56_325650	S341
<input type="radio"/> 70_87_Z5120_112_5342_72348_CO	فزياء عامة 106 فز	70_87_Z5120	S342
<input type="radio"/> 70_87_Z5120_34961_5342_72348_CO	فزياء طبية حيوية 244 تكرر	70_87_Z5120	S342
<input type="radio"/> TOT_003	k.smido	TOT	

20 per

Add Selected Close

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".

Import/Export/Copy Components

What would you like to do?

- Copy Components from Another Org Unit
 - Protected Resources:
 - Include protected resources
 - Course to Copy:
 - فزياء طبية حيوية 244 تكرر
- Parent Template of Current Offering
 - Protected Resources:
 - Include protected resources
- Export Components
 - Course Files: Include course files in the export package
- Import Components
 - Select a component source:
 - from Learning Object Repository
 - from a File
 - Choose File No file chosen

Copy All Components Select Components

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

Copy Course Components

Choose Components to Copy

> [Show the current course components](#)

Select All Components

Content Display Settings

Copy all items

Grades Settings

Copy all items

Release Conditions

Copy all items

Continue

Go Back

Cancel

Select Course Material

Confirm Components to Copy

Content Display Settings

Copy all items. [Modify](#)

Grades Settings

Copy all items. [Modify](#)

Release Conditions

Copy all items. [Modify](#)

Finish

Go Back

Cancel

Copy Course Components

Copy Summary

From: 87_32) نكنو 244_حيوية_فيزياء_طنية_حيوية_244_نكنو (Z5120_34961_S342_72348_CO)

To: GAFSA TRAINING (trn-1)

✔ **Grades Settings**

items were successfully copied.

✔ **Content Display Settings**

items were successfully copied.

✔ **Release Conditions**

items were successfully copied.

Copy Another Package

View Content

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).


Learner Management


 Attendance

 Classlist

 Groups

 Locations

 Seating Chart

 View User Progress

Attendance Registers
Attendance Schemes

New Scheme

What are attendance schemes?




Scheme Name	Default Scheme
Organization Schemes	
System Scheme (Organization Default) ▾	Current Default
System Scheme ▾	<input type="button" value="Set"/>

General

Name *

Attendance Statuses

If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	<input style="width: 40px;" type="text" value="P"/>	<input style="width: 150px;" type="text" value="Present"/>	<input style="width: 40px;" type="text" value="100"/>	1 ▾	
2	<input style="width: 40px;" type="text" value="A"/>	<input style="width: 150px;" type="text" value="Absent"/>	<input style="width: 40px;" type="text" value=""/>	2 ▾	
3	<input style="width: 40px;" type="text" value="T"/>	<input style="width: 150px;" type="text" value="Tardy"/>	<input style="width: 40px;" type="text" value="50"/>	3 ▾	

+ Add Statuses

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.

Attendance Registers
Attendance Schemes

New Register

What are attendance registers?

Register Name
 حضور كامل الشعبة ▾

New Register

Properties

Name *

Description

Attendance Scheme *
 ▾

Cause for Concern (%)

Visibility
 Allow users to view this attendance register

Users

Users

- Include all users in the course
- Include all users in the following groups/sections:

Add Groups/Sections

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input style="width: 100%;" type="text" value="Class 1"/>	<input style="width: 100%;" type="text"/>	1 ▾	
2	<input style="width: 100%;" type="text" value="Class 2"/>	<input style="width: 100%;" type="text"/>	2 ▾	
3	<input style="width: 100%;" type="text" value="Class 3"/>	<input style="width: 100%;" type="text"/>	3 ▾	

◆ Add Sessions

Save
Cancel

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.

Attendance Registers
Attendance Schemes

New Register

What are attendance registers?

Register Name

Class Attendance ▾

حضور كامل الشعبة ▾

Attendance Data - Class Attendance

Export All Data | Email All Users

Cause for Concern (%): 100
of Sessions: 3

View By: User ▾ | Apply

Search For: Show Search Options

Email 20 ▾ per page

First Name, Last Name	Sessions			Totals			% Attendance
	Class 1 ▾	Class 2 ▾	Class 3 ▾	P	A	T	
Jamel ALI SGHAIER SMIDA جمال صميدة، علي الصغير	-	-	-	0	0	0	-
sihem othman smida سهام عثمان صميدة	-	-	-	0	0	0	-

Email 20 ▾ per page

Done

Set Status | Email 20 ▾ per page

First Name, Last Name	Attendance Status
Jamel ALI SGHAIER SMIDA جمال علي الصغير، صميدة	P ▾
sihem othman smida سهام عثمان صميدة	P ▾

Set Status | Email 20 ▾ per page

Save | **Close**

Attendance Data - Class Attendance

Export All Data | Email All Users

Cause for Concern (%): 100
of Sessions: 3

View By: User ▾ | Apply

Search For: Show Search Options

Email 20 ▾ per page

First Name, Last Name	Sessions			Totals			% Attendance
	Class 1 ▾	Class 2 ▾	Class 3 ▾	P	A	T	
sihem othman smida سهام عثمان صميدة	P	P	P	3	0	0	100
Jamel ALI SGHAIER SMIDA جمال صميدة، علي الصغير	P	P	T	2	0	1	83.33

Email 20 ▾ per page

Done

Surveys

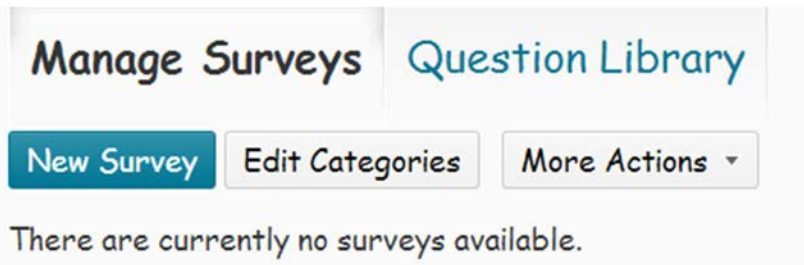
The Survey tool is very useful for getting feedback about your course. This information can be used to help improve your course.

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

Assessment



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



New Survey

Properties Restrictions Objectives Reports Setup Layout/Questions

General

Name*

Category
 [add category]

Feedback
 give instant feedback

Anonymous
 make results anonymous

3. Choose "add/edit questions"

Edit Survey - Sample Survey

Properties Restrictions Objectives Reports Setup Layout/Questions

This survey is currently empty.

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

Sample Survey

[* Settings](#) [Help](#)

New ▾

Import

Done Editing Questions

There are currently no sections or questions contained in this section.

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Long Answer Question (LA)

Short Answer Question (SA)

Multi-Short Answer Question (MSA)

Fill in the Blanks Question (FIB)

Matching Question (MAT)

Ordering Question (ORD)

Likert Question (LIK)

Text Information (TXT)

Image Information (IMG)

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

Sample Survey Settings Help

New Import Done Editing Questions

Move Delete Order Edit Values Publish to LOR 20 per page

Name (click question name to edit)	Type	Mandatory	Last Modified
D2L Tools	LIK		Apr 6, 2014 04:01

Total: 1 Question

Move Delete Order Edit Values Publish to LOR 20 per page

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.

Edit Survey - Sample Survey

Properties Restrictions Objectives Reports Setup **Layout/Questions**

Questions Per Page

Place questions per page. Go

Paging: Prevent moving backwards through pages

Survey Layout

Add/Edit Questions Edit Values

Page Name	Type	Mandatory
1 Q1. D2L Tools	LIK	

Branching Wizard

Save and Close Save Cancel

Manage Surveys Question Library Help

New Survey Edit Categories More Actions

Preview: By Availability Apply

Edit

Current Surveys

- Sample Survey (inactive)
 - Apr 6, 2014 03:03 - Apr 13, 2014 03:03

Edit

Content **Manage Files** **Course Builder**

Add Content

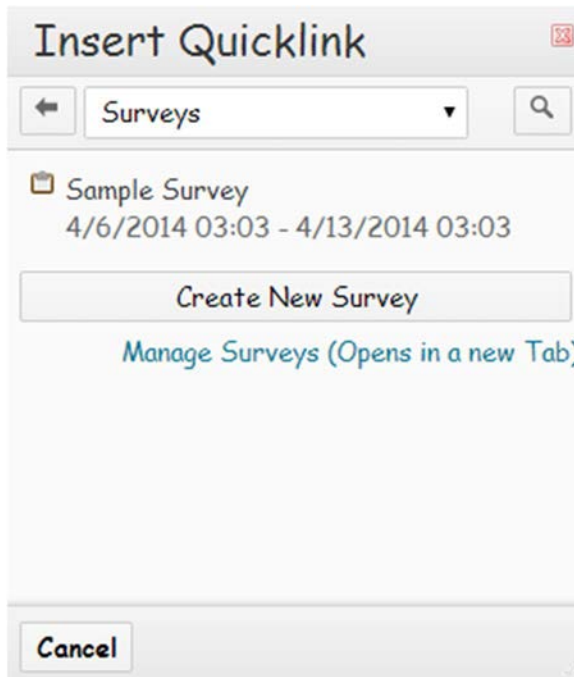
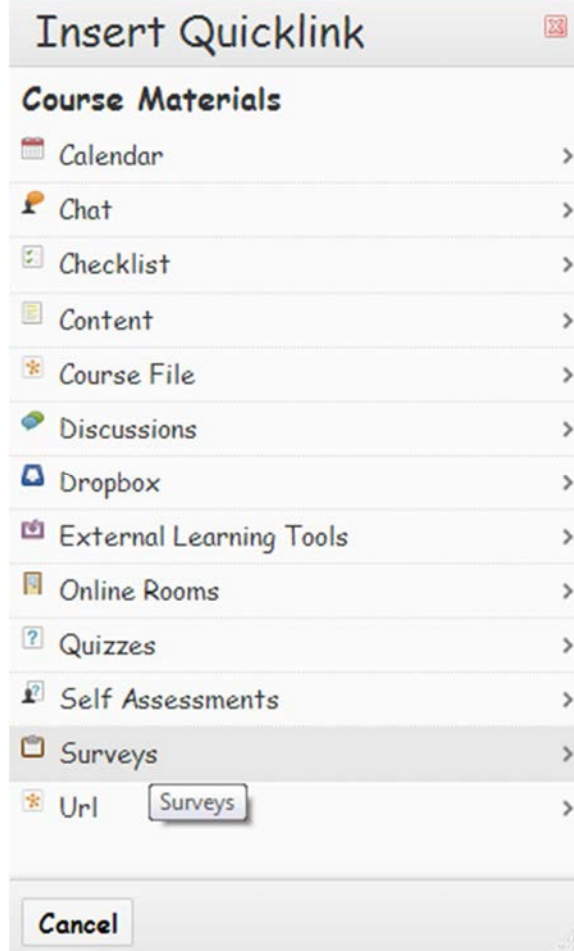
Drag or click items to create new content and fill in placeholders

Create a link

GAFSA TRAINING

- SYLLABUS
- UNIT1
- UNIT2
- UNIT3

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.

New Quicklink

General

Name: Sample Survey

Link: /d2l/common/dialogs/quickLink/quickLink.d2l?ou={orgU} [Insert Quicklink]

Restrictions

Dates

Has Start Date
4/6/2014 4 32 Now
Saudi Arabia - Riyadh

Has End Date
5/31/2014 4 32 Now
Saudi Arabia - Riyadh

Display in Calendar

Save **Cancel**

Add Content

Drag or click items to create new content and fill in placeholders

CHAP4

CHAP5

CHAP6

Sample Survey
Draft
Apr 6, 2014 - May 31, 2014

Sample Survey ✓

Draft

Draft

Published

2014 04:32 Ends May 31, 2014 04:32

12. Student feature of the survey

Table of Contents > UNIT3 > Sample Survey

Sample Survey

Question 1

Rank these tools by which you use most

#		1	2	3	4	5
1	Discussions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Dropbox	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	News	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Submit

Manage Surveys Question Library

Help

New Survey Edit Categories More Actions

Preview: By Availability Apply

Edit

Current Surveys

Sample Survey

Apr 6, 2014 04:32 - May 31, 2014 04:32

Edit

Edit

Current Surveys

Sample Survey

Apr 6, 2014

- Reports
- Statistics
- Preview

4:32

Edit

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.

Results

Has Start Date

 Saudi Arabia - Riyadh - Now

Has End Date

 Saudi Arabia - Riyadh - Now

Completion Summary

6 attempts have been completed

Question 1

Rank these tools by which you use most

Question 1

Rank these tools by which you use most

Discussions



Dropbox



Content



News



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.

The screenshot displays the 'Communication' section of a D2L course interface. At the top, there are three navigation options: 'Chat', 'Discussions', and 'Intelligent Agents'. Below this is a 'Chat List' section with a 'New Chat' button. A message states: 'There are currently no chats available. Select **New** to create a chat.' The 'New Chat' form includes a 'Title' field with the text 'General Chatroom'. The 'Type' section has two radio buttons: 'General chat' (selected) and 'Personal chat'. A red 'Note' indicates: 'The chat type cannot be changed once you click **Create**.' The 'Description' section has two tabs: 'Basic' (selected) and 'Advanced'. The 'Basic' tab shows a rich text editor with the text 'accessible by all students'. At the bottom of the form are 'Create' and 'Cancel' buttons.

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.

Chat List

New Chat

Search For:  Show Search Options

 Delete

Chat Title

Personal chat

Sample Personal ▾

membership restrictions chatroom

General chat

General Chatroom ▾

accessible by all students


 Delete

Chat Title

Personal chat

Sample Personal ▾

membership rest

 Edit

 View Members

 View Sessions

 Delete

General Chatroom ▾

accessible by all students

 Delete

 Delete

20 ▾

use

Last Name ▾, First Name

ابراهيم شعراى حجي محمود, Dr. Ibrahim Shaarany Hegy Mahmoud

الدوسري, د.مسلم

د.عمر بن سالم الصعدي, Dr : omar alsaidi

جمال على الصغير, صميده, Jamel ALI SGHAIER SMIDA

كمال على الصغير, صميده, Kamel Ali Sghaier SMIDA

فيسل حاكم محسن الشمري, Faisal hakim alshammari

محمد مدحت موسى, Mohamed Medhat Mousa

_, مصطفى محمد عراقي

 Delete

20 ▾

use

Done

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

Sample Personal

Print Settings

Participants

Kamel Ali Sghaier SMIDA

Kamel Ali Sghaier SMIDA joined the chat.
 Kamel Ali Sghaier SMIDA: السلام عليكم

Send

Exit Chat

Personal chat

Sample Personal ▾

membership rest

Edit

View Members

View Sessions

Chat Sessions - Sample Personal

Delete 20 per page

Start Date	End Date	Duration	# of Messages
Apr 6, 2014 07:28	Apr 6, 2014 07:38	0:10:00	3

Delete 20 per page

Done

Chat Information

Chat Title
Sample Personal

Session Information

Start Date
Apr 6, 2014 07:28

End Date
Apr 6, 2014 07:38

Chat Text

The text is shown in the order that it was entered; the oldest text is at the top and the newest text is at the bottom.

Session Started

Kamel Ali Sghaier SMIDA joined the chat.
 Kamel Ali Sghaier SMIDA: السلام عليكم
 Kamel Ali Sghaier SMIDA left the chat.
Session Ended

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.

Manage Groups Help

[New Category](#)

Categories

View Categories

Group Project ▼

Group Project

Group Project delete

Groups	Members	Dropbox	Discussions	Locker
Group Project (4) -				
These are the groups for a project				
Group 1	0			
Group 2	0			
Group 3	0			
Group 4	0			
Email Delete				

Manage Groups Help

[New Category](#)

Categories

View Categories

Group Project ▼

[Email](#) [Delete](#)

Groups	Members	Dropbox	Discussions	Locker
Group Project (4) ▼				
These are the groups for a project				
Group 1	0			
Group 2	0			
Group 3	0			
Group 4	0			
Email Delete				

Enroll Users - Group Project

[Add Group](#)

Enrollments

Category
Group Project

Display
All Groups ▼

Search For: [Hide Search Options](#)

Search In

- First Name
- Last Name

Enrollment

- Enrolled
- Not Enrolled

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

The screenshot shows a user management interface. At the top, there is a table with columns for 'First Name , Last Name', 'Group 1', 'Group 2', 'Group 3', and 'Group 4'. Below this is a table of users with checkboxes for each group. The users listed are:

First Name , Last Name	Group 1	Group 2	Group 3	Group 4
فايسل عبدالله حمد الفيصل FAISAL ABDULLAH H ALFAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
محمد عبدالله محمد بن جدعان	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
محمد عواض بن علي المطيري MOHAMMED AWAD ALI AMAIMONY ALMOTAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
مدلاج وائل مدلاج المدلاج MEDLEJ WAEL MEDLEJ AL MEDLEJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
مساعدة عبدالعزيز بن ناھض	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
وليد عويمر بن حبش المطيري WALEED OWAIMER HABASH ALRKHAIMI ALMOTAIRI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table are 'Save' and 'Cancel' buttons. The 'Manage Groups' section includes a 'New Category' button and a 'Categories' section with a 'View Categories' dropdown set to 'Group Project'. A table below shows the groups for a project:

Groups	Members	Dropbox	Discussions	Locker
Group Project (4) -				
These are the groups for a project				
Group 1	2			
Group 2	2			
Group 3	1			
Group 4	2			

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, then 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 (assignments)
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

Manage Dates GAFSA TRAINING

The Manage Dates tool enables you to view a list of objects in your course and edit their date availability values. Use the filter options to narrow down your list of items by tool, date range, duration, and Calendar status settings.

Filter Options

Tools

- All
- Specific Tools
 - Content
 - Discussions
 - Dropbox
 - Grades
 - News
 - Quizzes

Hide Advanced Filter Options

Name

Contains

Start Date

Between and
 02.09.2014 02.09.2014

End Date

Between and
 02.09.2014 02.09.2014

Duration

Calendar Status

Displayed in Calendar

Apply Filter

Done

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.

Edit Dates		Offset Dates		Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input type="checkbox"/>	Grades	Grade Object	attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				4	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object	Exam 2	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exams	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible

Edit Dates		Offset Dates		Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input type="checkbox"/>	Grades	Grade Object	FINAL EXAMS	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Dropbox	Dropbox	first day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		13.05.2014 16:07	20.05.2014 16:07	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Dropbox	Dropbox	Fluid Mechanics Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		24.08.2014 14:30	31.08.2014 21:30	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Discussions	Discussion Forum	forum test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		06.05.2014 20:17	13.05.2014 20:17	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Discussions	Discussion Topic	forum test 2	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Discussions	Discussion Forum	forum test 2	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Content	Topic	glossary_import_sample	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	News	News	H	<input type="checkbox"/>	<input type="checkbox"/>		05.05.2014 17:13	25.05.2014 05:45	20	<input type="checkbox"/>	Limited

<input type="checkbox"/>	Grades	Grade Object	FINAL EXAMS	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Dropbox	Dropbox	first day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		13.05.2014 16:07	20.05.2014 16:07	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Dropbox	Dropbox	Fluid Mechanics Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		24.08.2014 14:30	31.08.2014 21:30	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Discussions	Discussion Forum	forum test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		06.05.2014 20:17	13.05.2014 20:17	7	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Discussions	Discussion Topic	forum test 2	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-	<input type="checkbox"/>	Visible

- 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.

Edit Availability

Fluid Mechanics Assignment

Dates

Has Start Date

24.08.2014 14:30

Saudi Arabia - Riyadh

Has End Date

07.09.2014 21:30

Saudi Arabia - Riyadh

Display in Calendar

Save **Cancel**

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

Edit Dates Offset Dates

	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input checked="" type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input checked="" type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exams	-	-	-	<input type="checkbox"/>	Visible

- 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.

	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input type="checkbox"/>	Limited
<input type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible

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

<input type="checkbox"/> Edit Dates		<input type="checkbox"/> Offset Dates		Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exams	-	-	-	<input type="checkbox"/>	Visible			

- 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.

Edit Dates ✕

Bulk Edit

Start Dates

Remove ▼

02.09.2014 15:00
Saudi Arabia - Riyadh

End Dates

Set ▼

Set
Remove 15:00
Saudi Arabia - Riyadh

Calendar

Add to Calendar ▼

Save **Cancel**

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

<input type="checkbox"/> Edit Dates		<input checked="" type="checkbox"/> Offset Dates						
	Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input checked="" type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input checked="" type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM ✗	1/31/2014 2:06 PM ✗	4	<input type="checkbox"/>	Limited
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	<input type="checkbox"/>	Visible
<input type="checkbox"/>	Grades	Grade Object	Exams	-	-	-	<input type="checkbox"/>	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.

Offset Dates [x]

Bulk Offset

Offset
Both start date and end date [v]

Days
Forward [v]

Enter the number of days to offset the start and/or end dates.

Save **Cancel**

Offset Dates [x]

Bulk Offset

Offset
Both start date and end date [v]

Days
Forward [v]
Forward
Backward
Calculated based on two dates

Enter the number of days to offset the start and/or end dates.

Save **Cancel**

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

The screenshot shows a dialog box titled "Offset Dates" with a close button (x) in the top right corner. Below the title bar, the text "Bulk Offset" is displayed. Underneath, there are two sections: "Offset" and "Days". The "Offset" section has a dropdown menu currently set to "Both start date and end date". The "Days" section has a dropdown menu currently set to "Forward". Below these sections is a text input field containing the number "140". Underneath the input field is the instruction: "Enter the number of days to offset the start and/or end dates." At the bottom of the dialog box, there are two buttons: "Save" (highlighted in blue) and "Cancel".

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

Offset Dates

Bulk Offset

Offset
Both start date and end date

Days
Calculated based on two dates

From
27.08.2014

To
14.01.2015

Calculate

Save Cancel

Offset Dates

Bulk Offset

Offset
Both start date and end date

Days
Calculated based on two dates

From
27.08.2014

To
14.01.2015

Calculate 140

Save Cancel

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.

<input type="checkbox"/> Edit Dates		<input type="checkbox"/> Offset Dates		Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exams	-	-	-	<input type="checkbox"/>	Visible			

<input checked="" type="checkbox"/> Edit Dates		<input type="checkbox"/> Offset Dates		Tool	Type	Name	Start Date	End Date	Days	Calendar	Visibility
<input checked="" type="checkbox"/>	Grades	Grade Object	attendance	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input checked="" type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 1 Extra Credit	1/27/2014 10:00 AM	1/31/2014 2:06 PM	4	<input type="checkbox"/>	Limited			
<input checked="" type="checkbox"/>	Grades	Grade Object	Exam 2	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 2 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exam 3 Extra Credit	-	-	-	<input type="checkbox"/>	Visible			
<input type="checkbox"/>	Grades	Grade Object	Exams	-	-	-	<input type="checkbox"/>	Visible			

- Click **Edit Dates** to enter the **Bulk Edit** page

The screenshot shows a dialog box titled "Edit Dates" with a close button (X) in the top right corner. The main heading is "Bulk Edit".

Start Dates

- Set [dropdown arrow]
- 05.09.2014 13:31
- Saudi Arabia - Riyadh*

End Dates

- Set [dropdown arrow]
- 05.09.2014 13:31
- Saudi Arabia - Riyadh*

Calendar

- Add to Calendar [dropdown arrow]
- Add to Calendar
- Remove from Calendar

A "Save" button is partially visible at the bottom left of the dialog box.

- 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 allow 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.

GAFSA TRAINING

Content Discussions Dropbox Quizzes Grades Classlist LOR

Online Rooms Edit Course News Glossary

[Rooms](#) [Accounts](#)

Personal Accounts

You can only have one personal account per service provider.

[New Personal Account](#)

Account Name	Account Status	Service Provider
You have no personal accounts created for any service provider.		

Shared Accounts

You can only edit, activate and deactivate accounts if you have the appropriate permissions. Contact your system administrator if you would like these permissions.

[New Shared Account](#)

Account Name	Account Status	Service Provider
Virtual Class Room	Inactive	Connect
MU	Active	Connect
MU2	Inactive	Connect

New Personal Account

Service Provider

Account Type
 Personal

Credentials

To manage Online Rooms, you must provide the credentials supplied to you by your institution.

Account Name

Login

Password

This password policy language term is configurable in the Language Management tool. It is recommended that the system administrator replace this text with password requirements (for example, a password must contain a specific character, have a minimum length, etc.). The password policies in this tool adhere to those specified in Connect.

[Save](#) [Cancel](#)

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.

Rooms Accounts

All times are displayed in time zone: Saudi Arabia - Riyadh

You can only edit the properties and the attendees of the room if you created the room, or if you have the proper permissions.

Service Provider
All

Display
 All meetings
 Upcoming meetings in the next 7 days
 Past meetings

New Room

Name	Join Room	Start Date and Time	End Date and Time	Service Provider
There are no available rooms.				

Service Provider
Connect
All
Connect

Upcoming meetings in the next 7 days
Past meetings

New Room

Room

Name
First online room

Service Provider
Connect Apply

Account Name
MU

Description
It is a test for VC with D2L

Room Visibility
 Restricted Room - only attendees of the room can view this room and its archives
 Public Room - anyone in GAFSA TRAINING can view this room and its archives.

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.

Availability

Start Date and Time
 4/8/2014 2:30 Now
 Saudi Arabia - Riyadh

End Date and Time
 4/9/2014 3:30 Now
 Saudi Arabia - Riyadh

Advanced Properties

> Show Advanced Properties

Email Notification

External attendees will always receive email notifications at the specified email address.

Internal attendees will only receive email notifications if they are configured to receive emails from internal email addresses and the check box is selected. Notifications are sent to the internal email address first. If no internal email address is specified, the notification is sent to the email address associated with the user in the Users tool.

Send email notification to all attendees who are configured to receive email

Attendees

Add Attendees

Delete Edit Roles 20

Name	Role	Action
There are currently no attendees in this room.		

Save Save and Join Cancel

Service Provider

All

Display

- All meetings
 Upcoming meetings in the next 7 days
 Past meetings

Delete

Name	Join Room
Week 1 - Introduction	Join
Week 1.5 - Private Help Session	Join

1 20

Start Date and Time	End Date and Time	Service Provider
9/25/2013 9:00 AM	9/25/2013 10:00 AM	Connect
9/25/2013 9:15 AM	9/25/2013 10:15 AM	Connect

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.

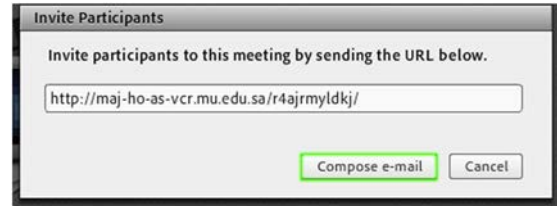
- **Inviting additional participants**

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.

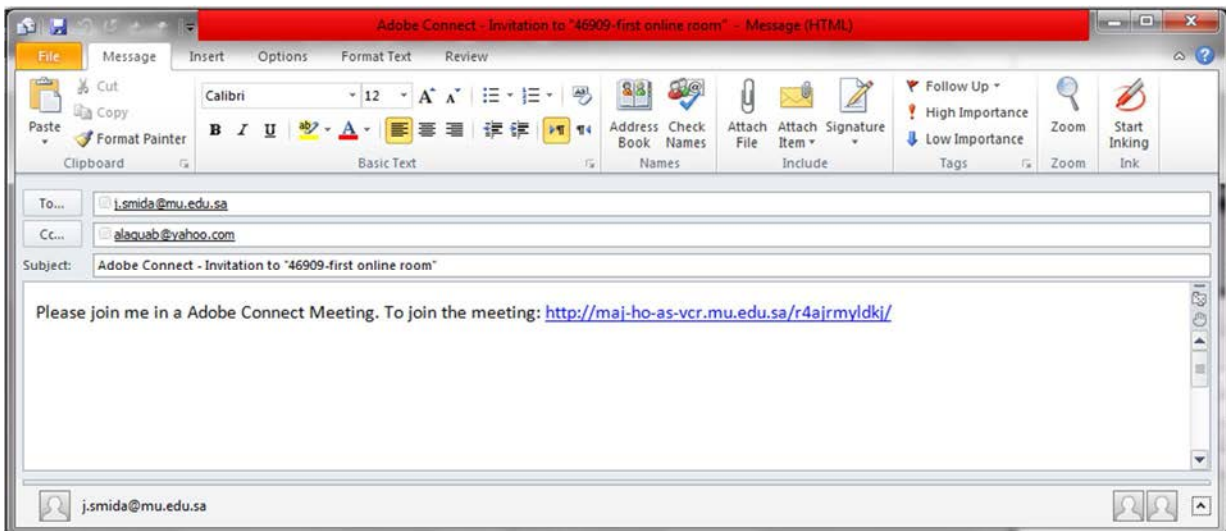


A link to the meeting appears automatically



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**

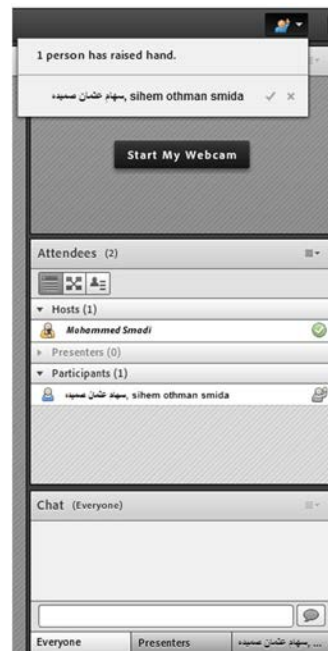
Using the Attendee List pod, you can see who is currently participating in the meeting or class. This is similar to taking roll



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

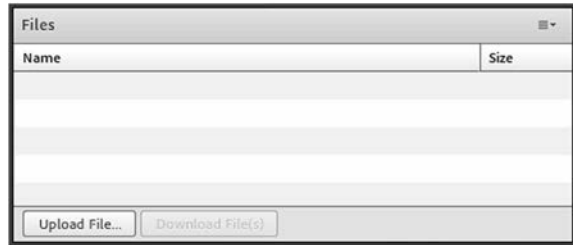


- **Sharing files that participants can download**

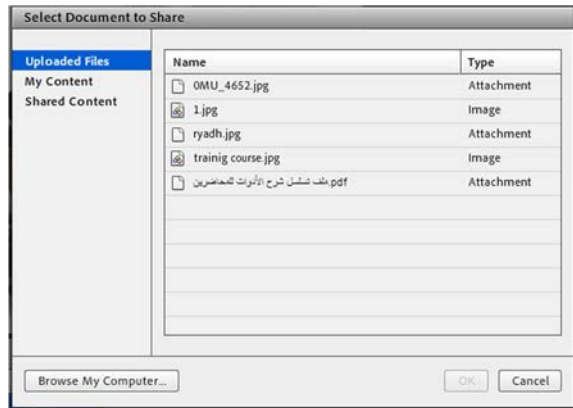
As a meeting host or presenter, you may wish to hand out written assignments, meeting notes, worksheets, and other materials. Or you may want to collect finished documents prepared by the

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.

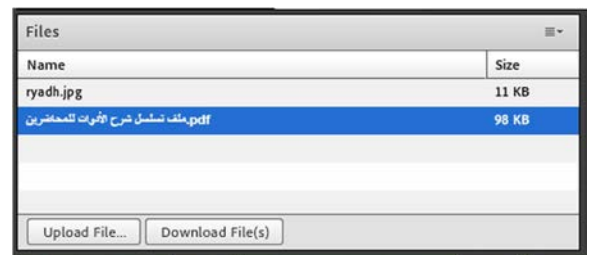


Click Upload File in the Files pod. The Select Document to Share dialog box appears. You can choose from files that you have already uploaded to the meeting room and content in the Adobe Connect Content library. You can also click Browse My Computer and upload new files to share.



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)

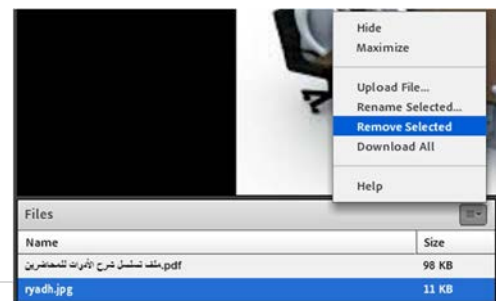


A download link appears in a new browser window



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.

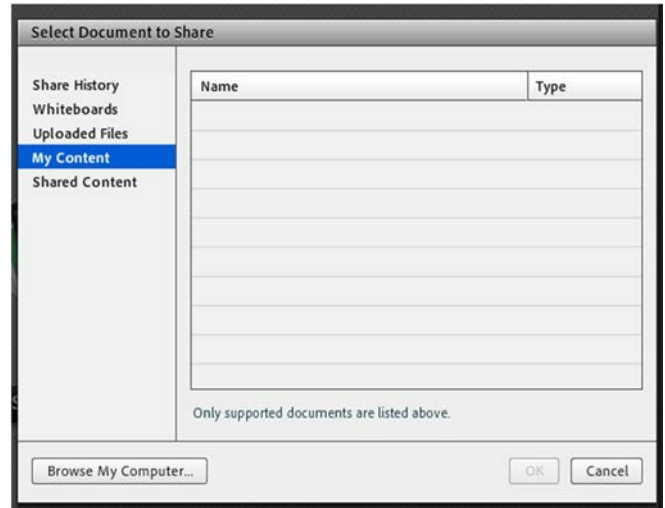
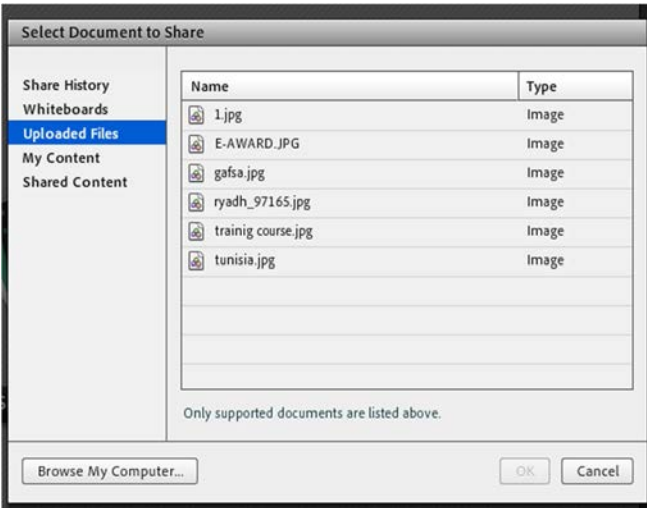
You can use the pod to add new content for the meeting, share your computer screen, or display a whiteboard.



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.



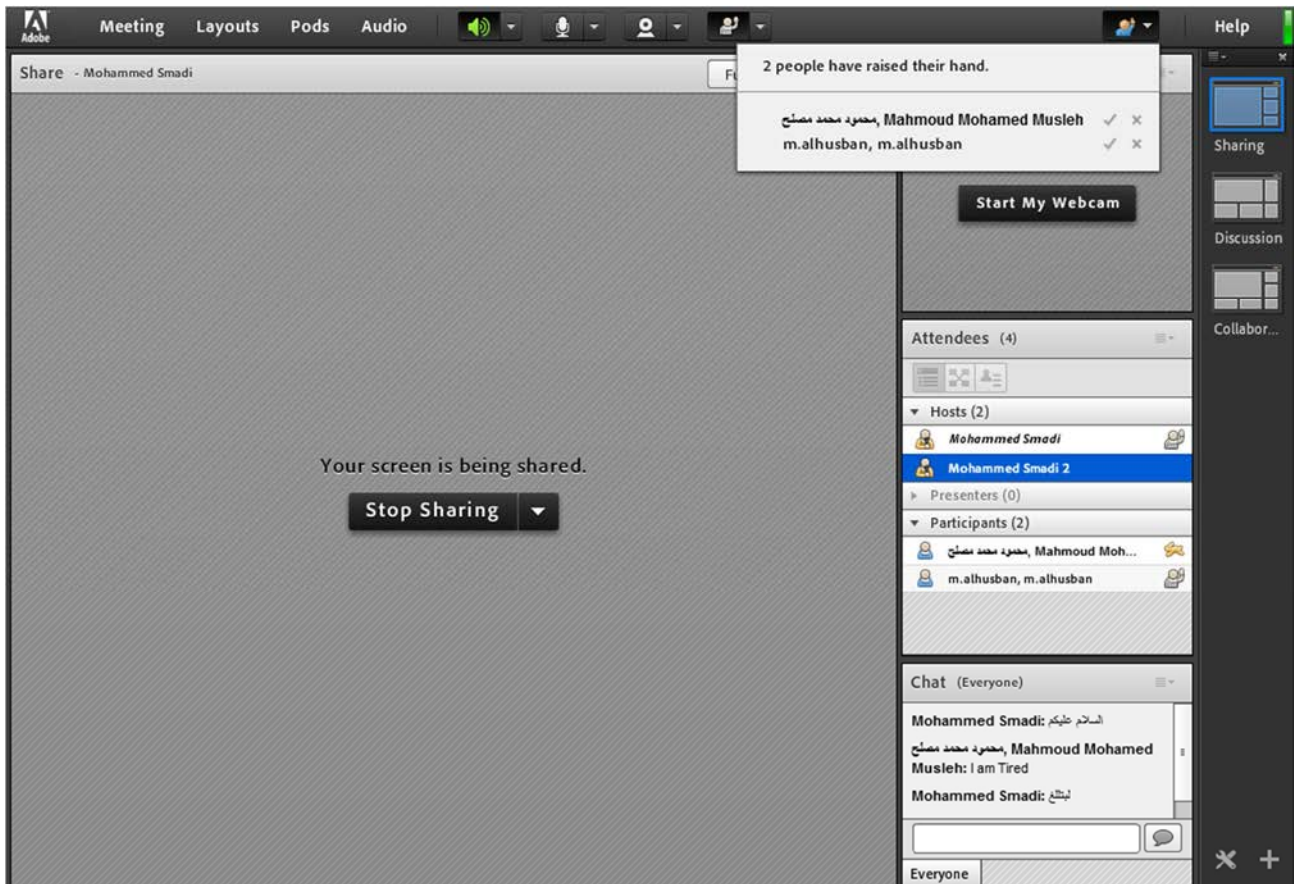
Click Browse My Computer, navigate to the folder that contains your content, select it, and click Open. The content is uploaded to Connect Central and added to the new Share pod.



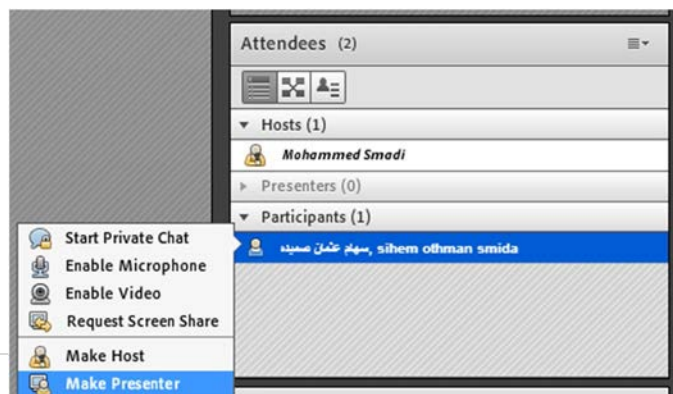
The pod's title bar now displays the name of the selected content.

To share your screen:

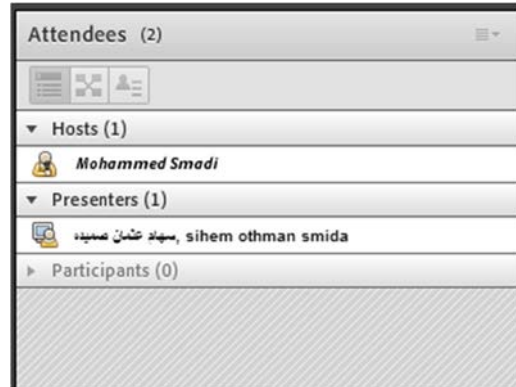
Open a new Share pod. You can open a new Share pod by clicking the Pods menu, pointing to Share, and clicking Add New Share. Open the Share My Screen menu and choose Share My Screen.



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



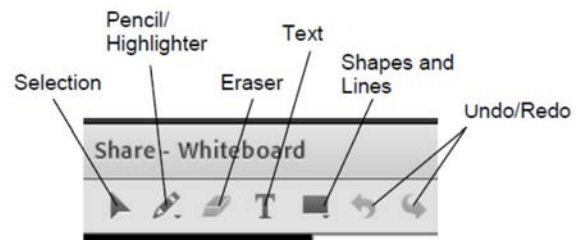
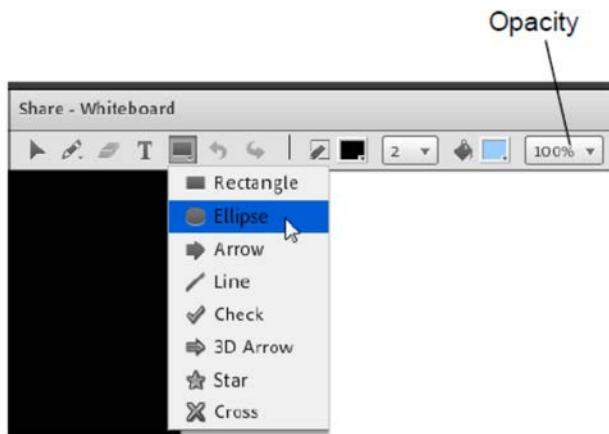
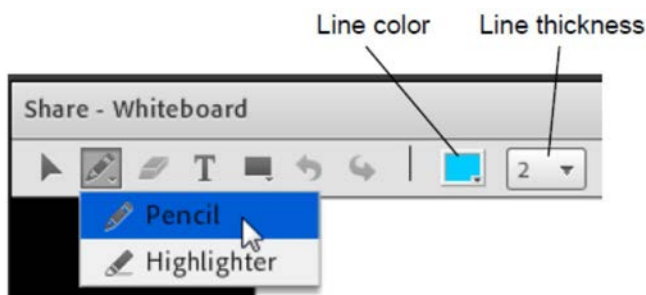
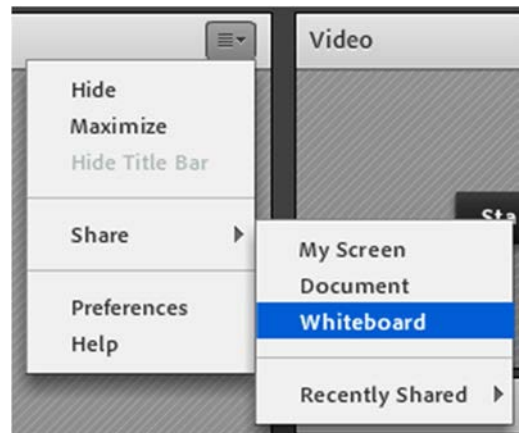
Whiteboard button, or the Pod Options pop-up menu.



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.

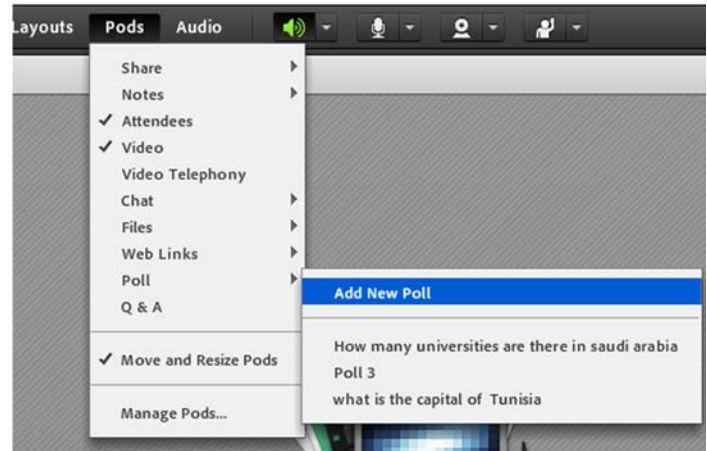
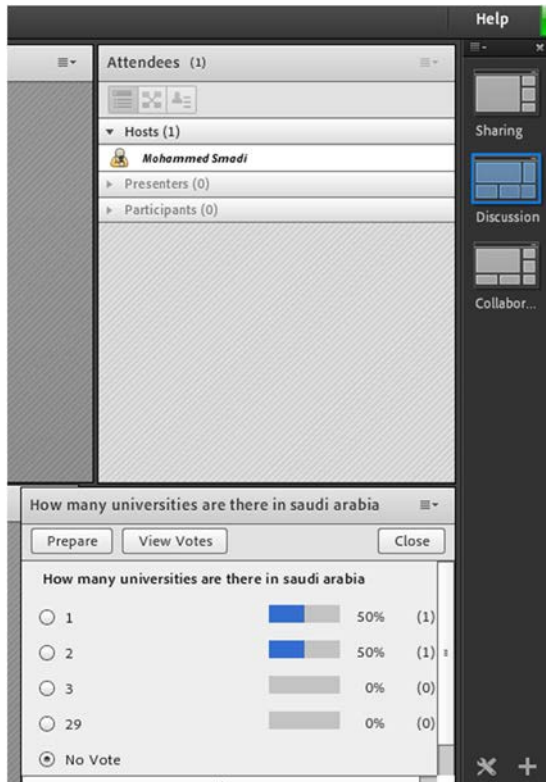
Experiment with the whiteboard drawing tools, located at the top of the whiteboard



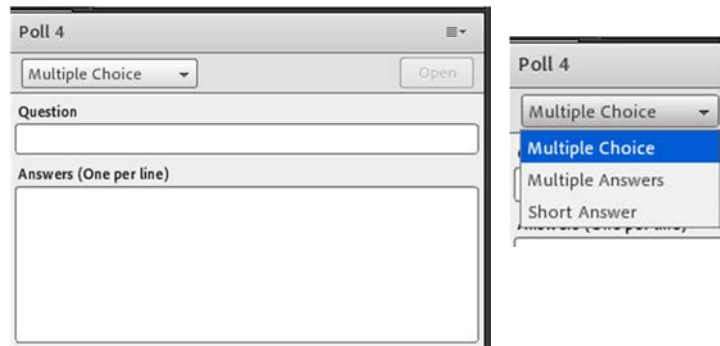
▪ **Gathering feedback by polling**

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

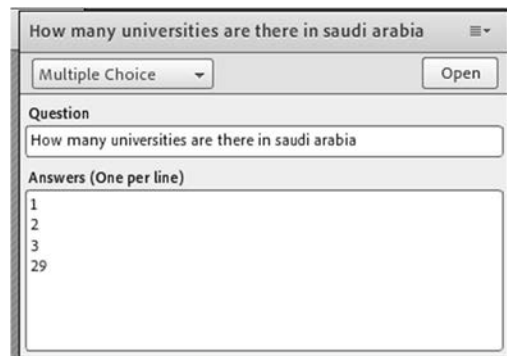


You can use the pop-up menu to change the type of polling question

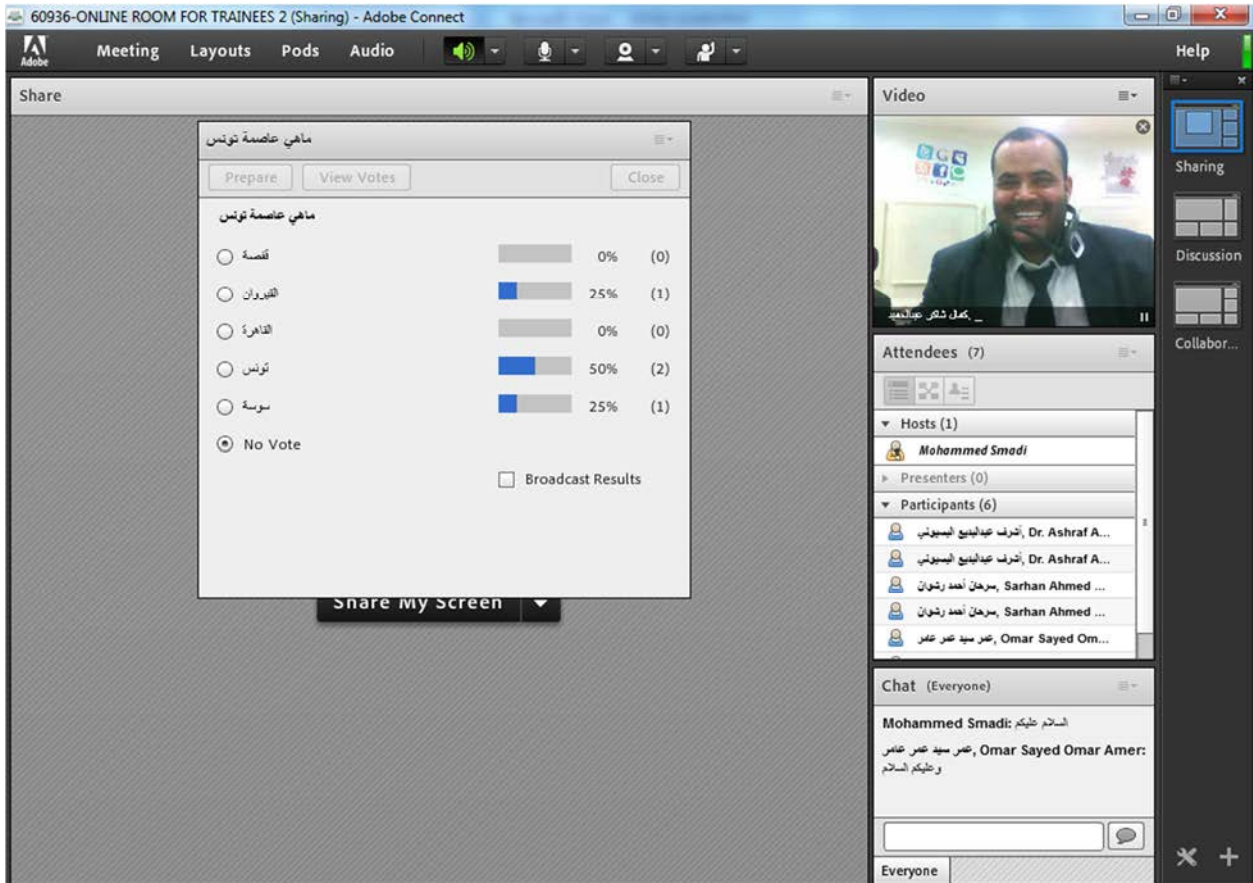


Type a question, Click inside the Answers text box to place the insertion point. Type each answer option on a separate line. Click Open to start the voting, All participants can now see the poll and enter a vote .

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.

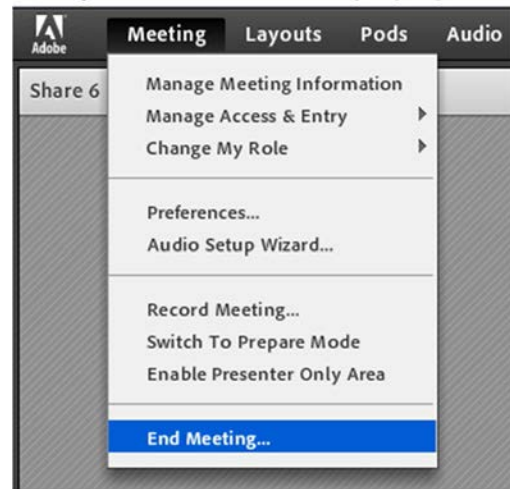
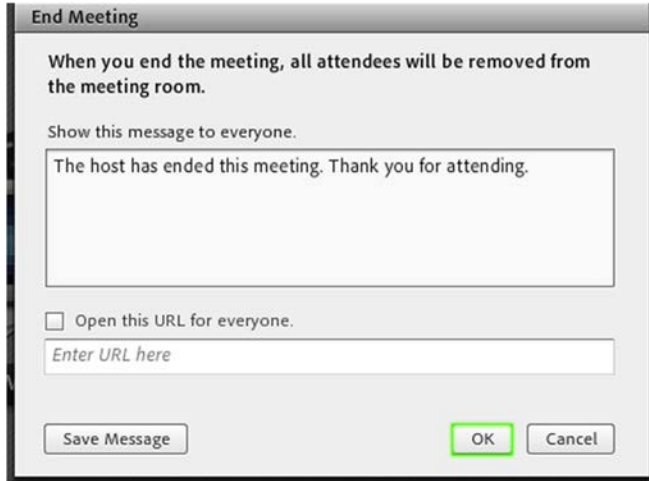
You can Click Clear All Answers in the pop-up menu, then close the Poll. The poll now appears inactive on participants' screens.



- **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.