Getting Started in D2L

It is recommended that Mozilla Firefox or Google Chrome browsers are used when working with D2L.

It is also recommended that you perform a system check at least once on your computer to ensure your computer contains the supported system and software requirements and that your browser is configured properly for use in D2L. Click D2L Help/System Check once you log into D2L.

If you have any problems, contact D2L@wcupa.edu.

ACCESSING D2L: LOGIN AND PASSWORD

Log into D2L from the WCU Homepage, www.wcupa.edu. Choose the D2L radio button and enter your username (your username is your full wcupa.edu email) and password and then click Login. (Note: your username and password is the same one that you use to access MyWCU and your email). If you have difficulty logging into D2L because of an expired password, please contact the WCU IT Help Desk directly at (610) 436-3350.
NAVIGATING INSIDE D2L

MY HOME PAGE

Once you log into D2L, you will come to the My Home page. My Home is your starting point inside the D2L Learning Environment. From this area you will find D2L support and faculty training information. Important D2L alerts will be posted under Announcements section. You can access your course via the My Courses widget (utilize the Role and Semester dropdown menus to filter your course list) or from the Course selector.

MINIBAR

The minibar is your main navigation tool to all of your courses and personal settings in D2L. The minibar contains a link to My Home, the course selector, alerts, and your personal menu.
COURSE SELECTOR

The course selector lists all the courses that you are enrolled in.

- Click on the pin icon to the right of a course to pin it so that it remains on the top of the list for easier navigation.

![Course Selector Tool]

ALERTS

Alerts in the minibar notify you when you receive messages, updates, or subscription updates.

If you have unread alerts, a red circle appears on the appropriate alert icon.

- **Message alerts** - Email messages.

- **Update alerts** - New and updated Announcements posts; upcoming Assignments (Assignments (Dropbox)) end dates; released and updated grades; and upcoming quiz end dates.

- **Chatter alerts** - New discussion posts in forums, topics, and message threads subscribed to.
Personal Menu

Switch your role
Faculty can switch their role to view other role’s access within course.

There are two ways to switch your role

1. Click the personal dropdown menu on the minibar.
   - Click “Change” to select a temporary role from the list that appears. To end role switch and return to faculty view, go back to the personal menu and click on the “X”.

2. From the Course Homepage Current Role widget, select the role from the dropdown menu and then click Change Role. To return to the faculty view, go back and switch your role back to Faculty and click Change Role.
Profile

Access and create your personal profile

1. Click Profile from your personal menu on the minibar.
2. Fill in the text fields. You can enter information about your social networks, contact information, education and work, and personal details such as your birth date, hobbies, and favorite things. **Important note**: Be careful what information you provide in your profile since everyone who can view your profile in D2L will have access to this information.
3. If you want to upload and display a profile picture, click Change Picture, browse and select your image, then click Upload.
4. Click Save and Close.

Notifications

The Notifications tool enables you to:

- Subscribe to a summary of activity for each course and receive a daily email.

- Specify your preferred email address and mobile number for instant notifications. You can choose a different email address than your system email address.

- Receive instant notifications about course activity, such as edited content, new discussion posts, Assignments (Assignments (Dropbox))es, grades, Announcements items and upcoming quizzes. To assist struggling students, Faculty can recommend to students that they set their notifications.

- Choose custom notifications and exclude some courses notifications.
SETTING YOUR ACCOUNT PREFERENCES

Use the Account Settings tool to customize and manage your personal preferences for things such as your online status, Learning Environment's appearance, accessibility options, language and region and Discussions settings.

Settings on this tab are not related to a specific tool.

**Account Settings tab**

**Font Settings**

Adjusting the font face and font size changes the default font and size of text in the system. It does not affect images, documents, and other objects such as math equations.

**Dialog Setting**

The *Show secondary window* as options enables you to set secondary windows as pop-ups instead of dialog boxes. This setting helps screen readers and other assistive technologies separate the content of the secondary window from the main window. If you are using assistive technology such as a screen reader, we strongly recommend showing secondary windows as pop-ups.

**HTML Editor Settings**

Provides the option for you to turn off the rich text editor. The HTML editor has many additional rich text features that might be difficult to navigate with assistive technology. This option simplifies pages that have text fields, while still allowing you to include HTML content.

**Reading Content**

Some tools automatically mark content as read as you scroll it into view. If you use assistive technology such as a screen reader then you may wish to disable this feature.
**Video Settings**

Select **Optimize video presentation for programmatically-driven assistive technologies** if you use assistive technology, such as a screen reader, to navigate the web. This option ensures that your assistive technology can detect embedded videos; it does not affect the accessibility of specific video players.

**Time Zone**

Sets all dates that include times in Learning Environment to correspond with the time zone you specify.

**Signing In**

Online Status - Sets whether you appear offline or online to other users when you are logged into the system.
Discussions Tab

Personal Display Settings *(select either):*

- Always show the Discussion Topics List - Use this setting to show or hide the list of topics in the View Topic and View Thread pages. Hide it to save space or show it to switch between topics quickly.
- Display deleted posts - Use this setting to display deleted posts when browsing topics. You must also have the permission See Deleted Posts enabled to see deleted posts.

Default View *(select either):*

- Grid View
- Reading View

Reply Settings - Use this setting to automatically include original post by default when composing a reply.
Subscription Settings – Change default settings for new thread subscriptions.

Default Rating Scheme – Select the default rating scheme

- Five Star Rating Scheme
- Up Vote/Down Vote Rating Scheme
- Up Vote Only Rating Scheme

Grid View Settings

Default Threading Style

- Threaded
- Unthreaded (The default threading style used when accessing topics.)

Display Settings

- Show the preview pane (Selecting this option displays the lower Preview pane in the Grid View. If this option is not selected, clicking on a post in the Grid View will open the post in a pop-up window).
- Show the search bar (Selecting this option displays the Search fields in the Grid View).
COURSE HOME PAGE

Course Home is the first page you see when you navigate to a course. It contains widgets (Announcements, Calendar and Current Role) and a Navbar with course tool links (Course Home, Content, Assignments (Assignments (Dropbox)), Quizzes, Collaboration, Grades, Classlist and Edit Course (Course Admin)). The My Home Minibar and tools that enable you to access your personal information, account settings, and course specific content are still accessible.
NAVBAR

The Navbar is your main navigation tool within a course. The default WCU course Navbar contains links to: Course Home, Content, Assessments, Communication, Resources and Course Admin.

- Course Home includes Announcements and Customized Widgets.
- Content includes modules/topics to documents, links and media.
- Assessment includes Assignments, Attendance, Class Progress, Grades, Rubrics and Quizzes
- Communication includes Announcements, Classlist, Discussions, Groups, Online Rooms & Surveys
- Resources includes Calendar, Checklists, Course Reserves, ePortfolio & Locker
- Course Admin opens the editing options of the Course such as Course Copy and Course Activation
ANNOUNCEMENTS

The Announcements tool enables you to create Announcements items that help communicate course updates, changes, and new information to your students quickly and effectively. Since Course Home is the first page that students see when they access their course, the Announcements widget is a good area for displaying important information.

Access the Announcements tool

Do one of the following:

- Click Announcements in the header of the Announcements widget on your Course Home page.
- Click Course Admin on the Navbar and then click Announcements from the Communication section on the Course Administration page.

Create an Announcements item

1. Do one of the following:
   - Select New Announcements button from the Announcements widget dropdown.
   - On the Announcements page, click New Announcement.
2. Enter the Announcements headline in the **Headline** field.

3. Enter the Announcements content in the **Content** field. Utilize the HTML Editor tools to access My Media files, link to documents and websites, upload images and add Quicklinks to course content, change fonts, add a table, etc.

4. Check Spelling and Accessibility of the content

5. If you want to hide your headline's date and time clear, **Always show start date.** By default, an Announcements item's start date and time appears below its headline when displayed in the Announcements widget.

6. Select the posting availability date/time in the **Start Date** and **End Date**. Announcements items are published immediately unless you specify an alternate start date from the **Start Date** drop-down list.

7. You can remove an Announcements item on a specific date by selecting the check box **Remove Announcements item based on end date.** Faculty can still see the Announcements item after its end date, but it will not appear in the Announcements widget.

8. You can include attachments and audio recordings as part of your Announcements item:
   - To add an attachment, click **Add a File** in the Attachments section.
   - To record audio, click the **Record Audio** in the Attachments section. Click **Flash Settings** to make adjustments to your microphone selection and volume. Click **Play** to listen to your recording. Click **Clear** to erase your recording.
   - Record video

9. Click **Attach Existing** or **Create and Attach** to include Additional Release Conditions.

10. Click **Save as Draft** to continue editing the Announcements item (students cannot see draft Announcements items), or click **Publish** to release Announcements item to users.

**Creating an Announcements item for a future date**

If you set an Announcement item start date in the future, the posting is visible to users after that date.

**Example:** If you want an Announcements item to appear on Monday morning, specify a start date of Monday at 9:00am.

**Note:** Post-dated Announcements items are not displayed in the Announcements widget even if users have permission to see future Announcements items. They can be found within the list of Announcements items on the Announcements page.
**Edit an Announcements item from the Announcements Tool**

1. Click on the Go to Announcements Tool option in the Announcements menu.

![Go to Announcements Tool](image)

2. On the Announcements page, click on the Announcements item you want to edit.
3. Edit your Announcements posting.
4. You can select the **Major edit - send a notification and restore it for those who dismissed it** check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information.

![Major edit - send a notification and restore it for those who dismissed it](image)

**Note:** You can also make the edited Announcements posting reappear at the top of the Announcements widget by changing its **Start Date** to the current date and time.

5. Click **Update**.

**Reorder Announcements items**

1. Do one of the following:
   - On the Announcements page, click **Reorder** from the More Actions button.
   - Click **Reorder Announcements items** from the Announcements widget menu.
2. Use the drop-down lists in the **Sort Order** column to select an item’s order. Other items automatically reposition themselves according to the new order.
3. Click **Save**.
**Dismiss an Announcements item**

Do one of the following:

- Click the **Dismiss** icon for the Announcements item you want to hide in the Announcements widget.
- On the Announcements page, click **Dismiss** from the context menu of item you want to dismiss.

**Restore a dismissed Announcements item**

On the Announcements page click **Restore** from the dropdown menu of the Announcements item you want to restore.

**Note:** You can click **Go to Announcements tool** icon from the Announcements widget menu to view all Announcements items on the Announcements page.

**Delete an Announcements item**

Do one of the following:

- Click **Delete** from the dropdown menu of the Announcements item you want to delete.

- Delete multiple postings by selecting the check boxes beside the Announcements item you want to delete, and click **Delete** at the top of the list.
CONTENT

The Content tool is used to organize course materials, such as the syllabus, lecture notes, readings, etc. Course materials you post in Content can include documents, video, images, URL links and existing course activities such as discussions and quizzes.

Use the Content tool to create, edit, organize, and delete modules and topics in your course. Using the Content tool, you can:

- Create and edit the modules and topics that make up the course curriculum.
- Bring course content in from existing sources and export it for reuse later.
- Link course topics to existing discussion topics.

Content is made up of Modules and Topics.

Module – The section folder where the topics reside.

Topics – The individual content items within a module. A course must have at least one module for topics to reside.

- You can add release conditions to content and set the availability for student view to be associated with completion of other activities or grade scores.
- You can monitor class and student progress.
**Access the Content tool**

- Click **Content** on the Navbar.

**Create a new module**

You must create a module before you can add topics. You can create modules within existing modules to establish a deeper hierarchy.

1. Click **Content** on the Navbar.
2. Enter the new module name in the **Add a module** text box.
3. Press Enter or click outside of the field to add the module.

**Create release condition or description for a module**

1. To add release conditions, click on “Add dates and restrictions...” or click add a description to a module, click on “Add a description”.

**Change status of a module**

1. When you first create a new module, by default the status is set to Published (i.e. visible to students). If you want to keep your course content hidden from students, change the status of your module and/or topics.

![Published/Draft status](image)

**Edit Module title**

1. Click Content on the Navbar.
2. From the dropdown next to the module name, select Edit Title.

**Delete or Move a module**

1. Click Content on the Navbar.
2. From the dropdown next to the module name, select Delete Module or Move Down/Up

**Print a course or module outline**

1. On the Table of Contents or a module's page, click Print.
2. Click Print.
Create a new Topic

Once you've added a module, you can add topics to it. Note: You must create at least one module before creating a topic.

1. Click Content on the Navbar.
2. Click on the module you want to create a new topic for in the Table of Contents panel.
3. Select one of the options to select from Upload/Create or Add Existing Activities.

From the Upload/Create dropdown menu:

1. Upload Files – search for your files from My Computer or drag and drop file(s) to be uploaded to your course. The topic title will be the same as your file name so be sure to provide a descriptive file name.
2. OR you can drag and drop files into the “Drag and Drop Files” area.
3. Video or Audio - We do not recommend the use of is option. Instead, we recommend that you select Create a File, select the Insert Stuff icon and then select My Media.
4. Create a File – this option allows you to create an HTML page with text, links, embed video, etc.
5. Create a Link – this option allows you to add a url link as a topic.
6. Add from Manage Files – allows you to create a topic from one of the files that have already been uploaded to the course Manage Files area.
7. You can also create a Checklist, Discussion, Assignment Submission Folder, Quiz or Survey.
From the Existing Activities:

1. Select one of the following from the **Existing Activities** to link to a pre-existing activity from within the course.

![Existing Activities menu](image)

2. Fill in the required fields, such as topic Title, a URL link, Instructions, or select the appropriate files you want to add or upload.

3. Do one of the following:
   a. If you are creating a new document, link, Assignments (Assignments (Dropbox)) folder, discussion, or quiz, click **Publish**.
   b. If you are adding files from My Computer, Course Offering Files, or Shared Files, click **Add**.

4. You can continue to edit the new topic's additional details by:
   a. Setting a completion tracking method.
   b. Adding a topic description.
   c. Attaching supplementary files.
   d. Modifying submission options (e.g. number of attempts, number of submissions).
   e. Changing topic status (e.g. from Draft to Published).
   f. Adding restrictions (e.g. availability dates, due date, release conditions).
   g. Adding a grade item.
Move or Reorder Modules or Topics

Dragging and dropping is a quick way of reorganizing modules and topics. Place your cursor over the topic or module's drag handle (≡) to drag and drop.

If you drag a module or topic above or below other modules and topics, a gray line appears to indicate you can drop the module or topic there. If you drag a module or topic over another module, the module appears orange to indicate you can drop it there. If you do not remember where you recently moved a module or topic, use the Content tool's Search field to find them.

When you drag a module, a gray line indicates a drop target

A module turns orange when it is a drop target for another module or topic.
CLASSLIST

Use the Classlist tool to view who’s enrolled in your course, check users’ online statuses and send email to students.

**Access the Classlist tool**

- Click Communication and Classlist on the Navbar.

  ![Classlist Image]

  - To view sections and groups, select from the View By dropdown menu and click Apply.

**View Student Progress from Classlist or Check who's online**

- The Online Status icon displays beside the names of users who are currently online.
- View Progress will provide you with student progress details including a summary and course access history.
SEND EMAIL

1. To email individual students, from the Classlist page, select the check boxes beside the student(s) that you want to email and click Email.

2. To email the entire class, we recommend that you use the Email Classlist button.

   - Your class list will appear. To view sections and groups, select from the View By dropdown menu and click Apply.

3. Click Send Email.
4. Enter your subject and message in the appropriate fields.
5. To add Attachments, select Upload, Record Audio or Choose Existing.
6. Click on the Send button on the top of the page.
ACTIVATE A COURSE

All courses are set as “inactive” upon creation. **Students cannot access a course until it is set to active by Faculty.**

You can activate your course two ways:

1. From the **My Home** page.
   a. First, click the **pencil icon** next to your course.

   ![My Courses](image)

   b. Next, check the option for **“Course is Active”**.

   ![Active](image)

   c. Click **Save**.

2. You may also activate your course from the Navbar, select **Edit Course (Course Admin)**.

   ![Navbar](image)

   a. Under Site Setup, click Course Offering Information.

   ![Site Setup](image)

   b. Next, check the option for **“Course is Active”**.

   ![Active](image)

   c. Click **Save**.
INACTIVATE A COURSE (Semester end process)

D2L Services recommends that faculty inactivate their course(s) at the end of each semester. By inactivating a course, students will no longer be able to access course materials, quizzes, etc. Note that courses will remain open and available to students unless Faculty manually inactive them.

You can de-activate your course two ways:

1. From the My Home page.
   a. First, click the pencil icon next to your course.
   b. Next, uncheck the option for “Course is Active”.
   c. Click Save.

2. You may also active your course from the Navbar, select Edit Course (Course Admin).
   a. Under Site Setup, click Course Offering Information.
   b. Next, uncheck the option for “Course is Active”.
   c. Click Save.