What’s the Scoop?

As one semester comes to a close and you begin to prepare your classes for Spring, I would like to remind you of a few important things.

**D2L Shells for On-Campus Courses:** If you would like a D2L shell for your on-campus course, please send a request to Beth Jensen or Julie Adams. You can copy and paste the course information from the online schedule. [http://www.bemidjistate.edu/academics/schedule/](http://www.bemidjistate.edu/academics/schedule/)

**Example:** "165249 MATH 0800 01 Intermediate Algebra"

**Note:** If it is a double-numbered course, and you would like the sections to be combined, please include information for both sections.

**Sharing Course Content:** If you would like to share your course materials with another faculty member, please send a request to Beth or Julie. We will copy your materials into a development shell and enroll your colleague as a teacher in the shell. This way, materials are shared, but no private student data is included.

**Teaching Associates:** If you have an official teaching associate (TA) and would like the student to have access to your D2L shell, please send a request to Beth or Julie. The student will be added to your course as a “Teaching Assistant Plus.” This role allows the TA to help the instructor create and edit a D2L shell. The role can also see and participate in discussions and can see the Classlist and send emails from the Classlist. It does not have access to Grades, students’ Dropbox submissions, or students’ quiz attempts.

**Note:** In order to comply with guidelines posted by the Center for Professional Development (CPD), we will not enroll TAs as “Teachers.”

- Faculty will not expect the teaching associate to “cover” classes in the instructor’s absence, or to evaluate or grade student work.
- Faculty will not expect the teaching associate to perform essentially clerical tasks such as recording grades.

More TA details can be found on the CPD’s website: [http://www.bemidjistate.edu/faculty_staff/professional_development/utap/](http://www.bemidjistate.edu/faculty_staff/professional_development/utap/)

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Gradebook FAQ

This time of year I get a lot of questions about the D2L gradebook. I hope you find these videos helpful.

**End of Semester Gradebook** (including extra credit)
[https://youtu.be/hAbldG_1kWY](https://youtu.be/hAbldG_1kWY)

**How to release the Final Calculated grade**
[https://youtu.be/se6-GTqhH1M](https://youtu.be/se6-GTqhH1M)

**How to release the Final Adjusted grade**
[https://youtu.be/A1R5zUXi4-c](https://youtu.be/A1R5zUXi4-c)

**How to export a copy of your gradebook**
[https://youtu.be/DCIgxh7g1l8](https://youtu.be/DCIgxh7g1l8)

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I didn’t know I could do that!

**Copy Course Content:** Rather than rebuilding your course each semester, you can copy materials from a previous semester’s shell into your new one. Then you can make edits in the new semester’s shell. [Instructions can be found here](#).

**Import D2L Grades into the Faculty Application**
At the end of the semester, student grades must be posted to the student records system (ISRS) using the eServices Faculty Application. **Grades do not automatically transfer from D2L**; however, you can import your D2L grades into the Faculty Application. This is an optional feature. You can manually enter grades into the Faculty Application if you wish.

**Full Step-by-Step Tutorial:**

**Video Demonstration:**
[https://mediaspace.mnscu.edu/media/Import+Grades+into+ISRS+from+D2L+Brightspace/1_dqak5g7n](https://mediaspace.mnscu.edu/media/Import+Grades+into+ISRS+from+D2L+Brightspace/1_dqak5g7n)