



D2L Fundamentals 2

D2L Brightspace: Fundamentals 2

- A. Set up an Assignment folder
- B. Create a Discussion Forum and Topic
- C. Create a Quiz and format a Word document to upload into a Quiz
- D. Set up Grades

Set up an Assignment folder

Assignment folders provide a convenient way for students to electronically submit assignments without using email. You can leave feedback and enter scores using Assignment Submission.

1. Click the **Assessments** dropdown menu and then click **Assignments**.
2. Click the **New Assignment** button at the top of the page.
3. Type a **Name** for the folder, for example Assignment 1. Use letters and numbers for assignment titles. **DO NOT** use special characters. If students use characters in their file names, it may cause problems when you try to access the documents.
4. If this is a graded assignment, enter a **Score Out Of** point value. A corresponding grade item will automatically be created. However, if you already have a grade item created, click the **In Grades** menu, click **Choose from Grades**, click **Link to an existing grade item**, and then select it from the list.
5. To add a due date, click the **Due Date** box and select the date. A time of 11:59pm will be automatically filled in, but you can adjust the time if desired.
6. [Optional]: Add **Instructions** for the assignment. You can also **add a file**, **link** the new assignment to an existing activity, **attach a weblink**, or **Record an audio message**.
NOTE: The Record Video feature is not enabled.
7. To add a **Start Date** or **End Date**, click the arrow to expand the **Availability Dates & Conditions** area.
8. **Click** the **Submission & Completion arrow** to change from an Individual to a Group folder, to select a submission type, and to set other submission options.
NOTE: Submission types include, File submission (requires a file upload), Text submission (no file upload), On paper submission (no submission required), or Observed in person (no submission required).
9. Click the **Evaluation & Feedback** arrow to add a Rubric or to enable Turnitin.
10. When finished, *click* **Save and Close**.

View Folder Contents

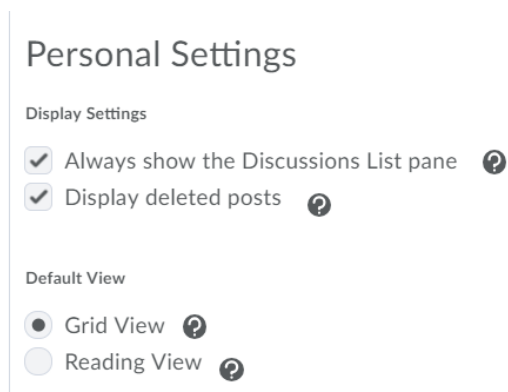
1. Click the **Assessments** menu and click **Assignments**
2. Click the **Assignment** you want to view. A window will open showing all of the assignments that have been submitted to that folder with the student's name and the date they submitted the assignment.

3. Click the **Evaluate** button, which is located to the right of the student's name. You can read the assignment, evaluate it and offer feedback using this view.

Discussion Forums and Topics

We highly recommend that you change your Discussion settings to **Grid View** before you get started.

1. Go to your profile on the top right
2. Click **your name** to open the menu
3. Click on **Account Settings**
4. Click the **Discussions** tab to open the Personal Settings window
5. Choose **Grid View** as your Default setting

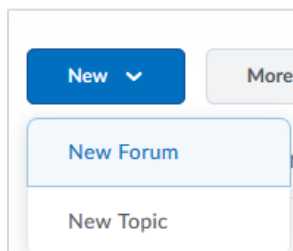


Create a Discussion Forum

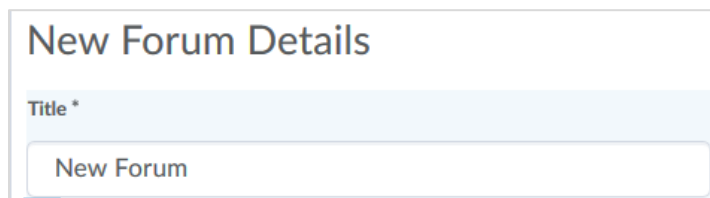
Forums are used as **headings** to organize your Discussion Topics. **Topics** are the links to where the discussions actually take place (i.e., where users post and read messages).

NOTE: Each Topic **must** belong to a Forum. If you create a Forum without a Topic, it will not be visible to students.

1. Click the **Communications** menu and then click **Discussions**
2. On the main Discussions page, click **New** at the top of the page and then click **New Forum**



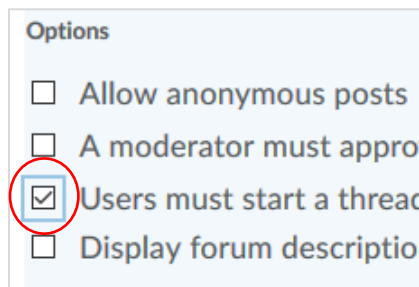
3. Enter a **Title** for the Forum



The screenshot shows the 'New Forum Details' form. The 'Title' field is highlighted, and the text 'New Forum' is entered into the input box.

4. [Optional] Enter a **Description**

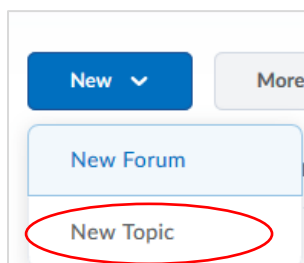
- [Optional] Set additional options such as **Users must start a thread before they can read and reply to other threads.**



- [Optional] *Click* the **Restrictions** tab to set the following:
 - Check the **Hide from Users** box to hide the Forum.
 - Under **Availability**, you can add Start and/or End dates. These dates control when the Forum is visible to students.
 - Under **Locking Options**, you can add Unlock and/or Lock dates. These dates control when students can add posts to the Forum.
- Click **Save and Close** to save the Forum and return to the Discussions page.

Create a Topic

- On the main Discussions page, click the **New** button at the top and then click **New Topic**.



- In the **Forum** drop-down list, select the Forum in which you want to create the Topic
- Select the Topic type: **Open** or **Group** (Group topics can only be created after you create Groups in the course).
- Enter a **Title** for the Topic, such as Week 1
- [Optional] Enter a **Description**
- [Optional] *Click* the **Restrictions** tab to set the following:
 - Check the **Hide from Users** box to hide the Forum.
 - Under **Availability**, you can add Start and/or End dates. These dates control when the Forum is visible to students.
 - Under **Locking Options**, you can add Unlock and/or Lock dates. These dates control when students can add posts to the Forum.
- Click the **Assessment** tab to link the discussion topic to a grade item.
- Click **Save** to save the Topic, or **Save and New** to save the Topic and create another Topic.

NOTE: If you would like to create a Discussion using Groups, please refer to the tutorial on Groups that has detailed instructions, or contact eLearning Support to assist.

Create a Quiz

Forums are used as **headings** to organize your Discussion Topics. **Topics** are the links to where the discussions actually take place (i.e., where users post and read messages).

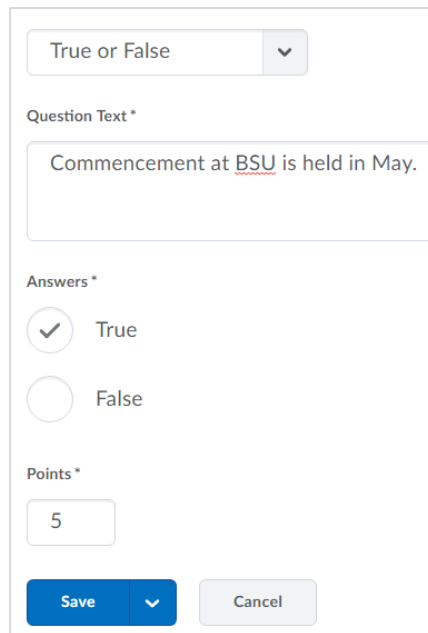
NOTE: Each Topic **must** belong to a Forum. If you create a Forum without a Topic, it will not be visible to students.

1. Click the **Assessments** menu, and then click **Quizzes**
2. Click **New Quiz**
3. Enter a **Name**, such as Week 1 Quiz
4. To begin adding questions, click the **Add/Edit Questions** button. In D2L Brightspace you can write your own questions in Quizzes or import questions.

Add/Edit Questions

NOTE: There are 13 different types of questions to choose from. We will use True/False in this tutorial example.

1. Click the **New** button, then click **True/False**
2. Type the question in the **Question Text** box.
3. Indicate the correct answer, by checking the radio button next to the answer.
4. Type in the point value for your question
5. Click **Save**
6. Try other question types choices to create your Quiz.

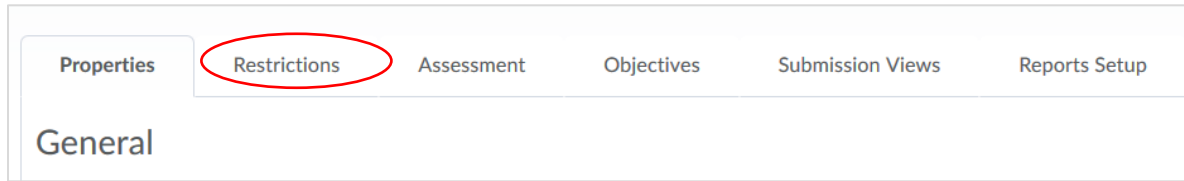


The screenshot shows a form for creating a True/False question. At the top, there is a dropdown menu set to 'True or False'. Below this is a text input field for 'Question Text *' containing the text 'Commencement at [BSU](#) is held in May.'. Underneath is the 'Answers *' section with two radio buttons: 'True' (which is selected) and 'False'. Below the answers is a 'Points *' input field containing the number '5'. At the bottom of the form are two buttons: a blue 'Save' button and a grey 'Cancel' button.

Another option is importing a quiz from Microsoft Word to D2L. We use a program called **Respondus Test Generator** to import formatted quizzes. Bemidji State University has a site license and you should contact **Information Technology Services at 218-755-3777** if you need it installed on your computer.

Set Restrictions on a Quiz

1. Click the **Restrictions** tab at the top of the window



2. Change the Status to **Active**, to make the quiz visible to students
3. Set **Due Date**, **Start Date** and/or **End Date** and **times**. Check the box for the date you'd like to set and then click the boxes to select dates and times.

Dates and Restrictions

Status
Active ▼

Due Date
 Has Due Date
11/23/2018 7:27 PM Now
United States - Chicago

Availability
 Has Start Date
11/16/2018 1:27 PM Now
United States - Chicago
 Has End Date
1/10/2018 1:00 PM Now
United States - Chicago
 Display In Calendar

4. Scroll down to the **Timing** section
5. Click **Enforced time limit** if this quiz is timed
6. Set your **Time Limit** and **Grace Period**
7. Choose the **Exceeded Time Limit Behavior** that will occur after the Grace Period is over

Timing

Recommended Time Limit Enforced Time Limit

Time Limit 60 minute(s) Grace Period 5 minute(s) before flagged as exceeded time limit


Exceeded Time Limit Behaviour
After the grace period, flag the quiz attempt as exceeded time limit, and
 Allow the student to continue working
 Prevent the student from making further changes
 Allow the student to continue working, but automatically score the attempt as zero after an extended deadline.

NOTE: Refer to the [Quizzes Tutorial](#) for in depth instructions on customizing a quiz. Refer to the [Grading Tutorial](#) on how to attach it to your gradebook.

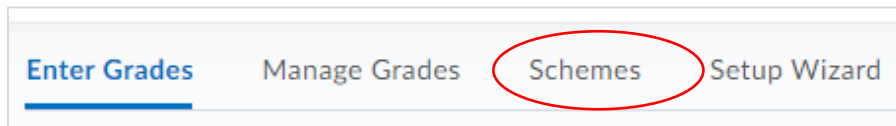
8. Now, work your way through the rest of the tabs across the top of the quiz

Set up Grades

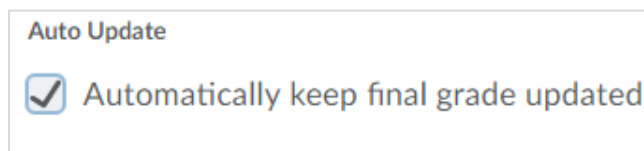
You can use D2L to allow your students to look up their grades. It is a good idea to have your course syllabus nearby when you set up your gradebook.

Grades Setup Wizard: Use the wizard to set up a basic structure of your Gradebook. Once the structure is in place, you can begin adding grade items and categories. The wizard includes seven steps. If you have questions on a specific item, click the  button by the choice for more information.

1. Click **Assessments**, and then click **Grades**
2. If you are not brought to the Wizard, click on the **Setup Wizard** button located below the navigation bar.

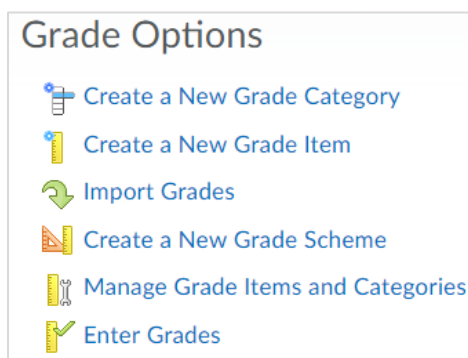


3. Click **Start** at the bottom of the window to see [Step 1](#)
4. Click the grading system you want to use. **Weighted** calculates grades as a percentage of a final grade of 100%. **Points** calculates the final grade by points.
5. Click **Continue** to see [Step 2](#)
6. Click your final grade choice to be released to students. **Calculated** is the grade achieved by students based on scores. **Adjusted** is a grade you can adjust, such as a student who calculates to 89 points and you want to adjust to 90.
7. Click **Continue** to see [Step 3](#)
8. Click your choice of calculating ungraded items.
NOTE: If you choose to drop ungraded items, you can change them to 0 at the end of the term.
9. Leave the checkmark for **Automatically keep final grade updated**



10. Click **Continue** to see [Step 4](#)
11. Click the default scheme you would like. **Percentage** allows students to see the percent correct for all items. **Letter grade schemes** will allow students to see a letter grade for all items.
NOTE: You can modify the individual grades to make some a percent and others a letter grade.
12. Click **Continue** to see [Step 5](#)
13. Choose how many decimals to display in the Instructor View. If you choose 0, all percentages will be rounded to the nearest integer.
14. Click **Continue** to see [Step 6](#)
15. Choose the **Student View** options

16. Click **Continue** to see Step 7
17. Review the Grades Setup Summary you chosen and update if needed.
18. Click **Finish** if you are done



[Optional] **Grade Categories** can be used to organize your grade book. You can also use them to drop high and/or low scores from a group of grade items.

Create a Grade Category

1. Click **Create a New Grade Category**
2. Name the category, such as Chapter Tests
3. Add a description if you desire.

NOTE: You can use Categories to grade uniformly, such as all Chapter Tests are worth 10 points.

- a. Click the **Distribute points across all items box**
- b. Fill in the points per item, as shown below at 10

The screenshot shows the 'Distribution' section of a form with the following settings:

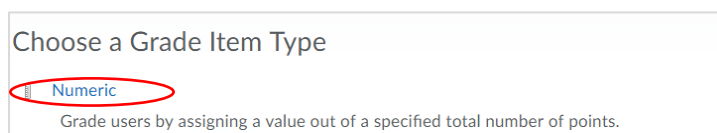
- Distribute points across all items
- 10 Points per item
- 0 Number of highest non-bonus items to drop for each user
- 0 Number of lowest non-bonus items to drop for each user

4. Click **Save and Close** below, or **Save and New** to create another Category.

Create a New Grade Item

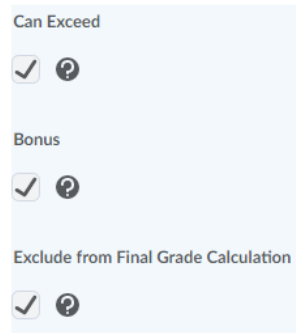
Grade Items are the specific items you are grading, such as Test 1 and Test 2.

1. Click **Create a New Grade Item**
2. Click **Numeric**



3. Enter a **Name** and a **Short Name** if desired
4. Enter the point value in the **Maximum Points** field

- If students can earn more points, click **Can Exceed**
- If this grade item is **extra credit**, click **Bonus**. Then, click **Exclude from the Final Grade Calculations**



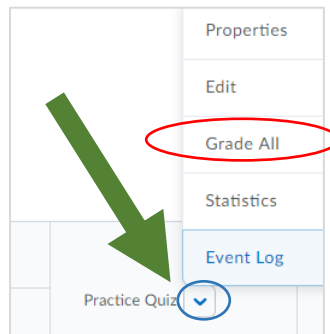
- Click **Save and Close**, or click **Save and New**

Enter Grades

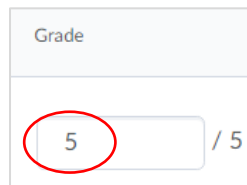
You can enter grades either by item, or by student.

Enter Grades by Item allows you to enter scores for many students for a single grade item.

- Click **Enter Grades** screen,
- Click the **dropdown menu** next to the grade item

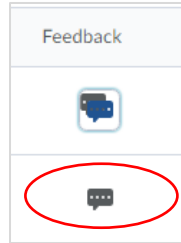


- Click **Grade All**, as shown above
- Add the grade for each student in the column for this grade item



[Optional] Add feedback for the student.

- Scroll to the right until you see the Feedback column.
- Click the **balloon** in the Feedback column for that student. Enter your feedback into the textbox.
A double balloon will display if there is feedback for the student to view.



3. Click **Save**
4. View the **Grading** tutorial on how to Import Grades, Display Class Statistics or use Rubrics.

Additional Resources

Go to [eLearning Website](#) for detailed tutorials on many D2L topics.

<https://www.bemidjistate.edu/academics/distance/elearning/d2l-handouts-and-videos/>