NEIU – D2L Instructor Self-Paced Training Guide

Introduction

This self-paced Instructor Training Guide will teach you how to use the basic tools in the Desire2Learn (D2L) learning management system. Expect to spend about three hours to complete this training.

- This training contains eight major Steps; once you have completed all eight, you can submit your work to be certified as having completed the training.
- You can do this training at your own pace. However, all training must be completed by the date provided by your department chair or supervisor.
- During this training, you will
  - read about each major D2L function,
  - see an example, and then
  - create a sample of your own.
- You will need to have Internet access in order to complete this training.
- This training document contains links to quick guides and click-by-click videos on the Center for Teaching and Learning (CTL) web site.
- More extensive help is always available on the CTL web site’s D2L page (http://homepages.neiu.edu/~ctl/D2L.html), and via D2L-Faculty-Help@neiu.edu.

Step 1: Log in to D2L

Follow the steps below to log in to Desire2Learn.

1. Open an Internet browser, and go to https://neiu.desire2learn.com.
2. In the User Name and Password fields, log in using your NEIU NetID and password.
   Result: Your personal Landing Page displays.

Alternate Login: Log in via NEIUport and click the D2L button at the top of the screen.

Step 2: Organization- and Course-Level Navigation

Desire2Learn has two levels of navigation. The initial landing page contains organization-level tools, and individual course pages contain course-specific tools. Follow the steps below to familiarize yourself with the tools in each navigation scheme.

1. Watch the Introduction to Desire2Learn at NEIU video (YouTube). This is aimed at students, and covers the major tools that you will master in this training.
2. Read the Organization-Level Navigation and Course-Level Navigation quick-guides on the CTL’s D2L web site.
   Option: Download or print these guides for reference.
   Note: On the landing page, look at the My NEIU Courses tool. You should see your teaching course shells listed by semester (e.g., 201320 - Spring 2013).
3. Read the Master Course Shells quick-guide on the CTL’s D2L web site. Your master course shells for all of the courses you teach for NEIU will display in the My NEIU Courses tool, and are listed under the “master” semester (999910).
   Note: Students are never put into your master course shells. Use your master shells to house the “latest and greatest” version of each of your courses.
Step 3: Creating Content

The foundation of any course—face to face, hybrid, or online, is content. Follow the steps below to create a structure to house your materials (called Modules in D2L) and content within it.

1. Read the Content quick-guide on the CTL’s D2L web site.
2. Watch the Content video on the CTL’s D2L web site.
3. Enter one of your master courses in D2L.
4. Select Resources→Content from the navigation bar.
5. Create a sample module and content item in your master course.
   - For the Creating a New Module work flow, Title the module Sample Unit 1 Materials. This will facilitate later removal of training content from the course.
   - For the Creating a New File work flow, Title the file Sample Unit 1 File. Be sure to create content in the File (e.g., key a sentence or two in the Content field).

Step 4: Setting Up the Grades Tool

The Grades tool in D2L is a flexible tool that allows you to set up custom grade types, categories, and items. Follow the steps below to create a grade category and item.

1. Read the Grades Tool Setup quick-guide on the CTL’s D2L web site.
2. Watch the Grades Tool video on the CTL’s D2L web site.
3. Enter the same master course in D2L where you created a content module and item.
4. Select Assessments→Grades from the navigation bar.
5. Create a sample Grades category and three Grade items in your master course.
   - For the Adding Categories work flow, Name the category Sample Unit 1 Grades. This will facilitate later removal of your training content from the course.
   - For the Adding Items work flow, Name the items Sample U1 Discussion Grade, Sample U1 Dropbox Grade, and Sample U1 Quiz Grade.

Important: Because grade-tool items are not automatically linked to assignments, discussions, quizzes, and the like, it is a best practice to set up your entire grades tool area before creating the actual gradable items in your course.

Step 5: Creating Discussions

The Discussions tool in D2L is set up via Forums, which themselves contain Topics, which then contain replies. Follow the steps below to create a discussion.

1. Read the Discussions quick-guide on the CTL’s D2L web site.
2. Watch the Discussions video on the CTL’s D2L web site.
3. Enter the same master course in D2L where you created the previous sample items.
4. Select Communication→Discussions from the navigation bar.
5. Create a sample Forum and Topic in your master course.
   - For the Forum work flow, Title the Forum Sample Unit 1 Discussion. This will facilitate later removal of your training content from the course.
   - For the Topic work flow, Title the Topic Sample U1 Topic. Be sure to create content in the Topic (e.g., key a sentence or two in the Content field).
   - Remember to select the Assessment tab and associate the Topic with the Sample U1 Discussion Grade item.
Step 6: Creating Dropboxes

The Dropbox tool in D2L provides a mechanism for students to submit files to you for feedback and grading. Follow the steps below to create a dropbox.

1. Read the Dropbox quick-guide on the CTL’s D2L web site.
2. Watch the Dropbox video on the CTL’s D2L web site.
3. Enter the same master course in D2L where you created the previous sample items.
4. Select Assessments→Dropbox from the navigation bar.
5. Create a sample Dropbox Folder in your master course.
   - For the Dropbox work flow, Name the Dropbox Sample Unit 1 Dropbox. This will facilitate later removal of your training content from the course.
   - Remember to use the Grade Item drop-down menu to associate the Dropbox with the Sample U1 Dropbox Grade item.

Step 7: Creating Quizzes

The Quizzes tool in D2L allows you to create quizzes, tests, and exams. Follow the steps below to create a quiz.

1. Read the Quiz Setup, Quiz Questions, and Quiz Random Sections quick-guides on the CTL’s D2L web site.
2. Watch the Quizzes video on the CTL’s D2L web site.
3. Enter the same master course in D2L where you created the previous sample items.
4. Select Assessments→Quizzes from the navigation bar.
5. Create a sample New Quiz in your master course.
   - For the Quiz work flow, Name the Quiz Sample Unit 1 Quiz. This will facilitate later removal of your training content from the course.
   - Remember to use the Grade Item drop-down menu to associate the Quiz with the Sample U1 Quiz Grade item.
   - Be sure to fill in the needed information in the Properties, Restrictions, Assessments, and Submission Views tabs.
   - The quiz must contain a minimum of two questions.
Step 8: Using Retention Tools

Desire2Learn contains tools that allow you to send personalized feedback and communications to your students, so that you can initiate conversations early with at-risk students. Follow the steps below to create a grading rubric and learn about three other retention tools.

1. Read the Intelligent Agents, Manage Dates, View User Progress, and Rubrics quick-guides on the CTL’s D2L web site.
2. Watch the Intelligent Agents, Manage Dates, View User Progress, and Rubrics videos on the CTL’s D2L web site.
3. Enter the same master course in D2L where you created the previous sample items.
4. Select Assessments→Rubrics from the navigation bar.
5. Create a sample New Rubric in your master course (use the Analytic type of Rubric).
   - For the Rubric work flow, Name the rubric Sample U1 Discussion Grading Rubric. This will facilitate later removal of your training content from the course.
   - The Rubric must contain at least one Criterion and at least 3 Levels, with text feedback for each cell in the table.
   - Use the Action drop-down menu next to the Rubric to Set Status to Published.
   - Remember to use the Grade Item drop-down menu to associate the Dropbox with the Sample U1 Dropbox Grade item.
6. Select Communication→Discussions from the navigation bar.
7. Click the action drop-down menu next to the Sample Unit 1 Discussion topic, and select the Edit Topic item.
   Result: The Edit Topic Screen displays.
8. Click the Assessment tab.
   Result: The Assessment tab displays.
9. Click the Add Rubric button.
   Result: The Select Rubric dialog box displays.
10. Check the box next to the Sample U1 Discussion Grading Rubric, and click the Add Selected button.
   Result: The rubric is associated with the discussion topic.

Getting Credit for This Training

Thank you for taking this self-paced training course about Desire2Learn. To get credit for completing this training, fill out the D2L Training Completion Form on the CTL web site. Be prepared to share your name, contact information, and the name and course code for the master course shell where you created your training materials. After the CTL reviews your content, you will receive a confirmation e-mail message with a link to a certificate of completion for the training.

More Help

Visit the CTL web site (http://homepages.neiu.edu/~ctl/) and click Desire2Learn LMS . . .
   - for the latest training materials,
   - to review topics covered in this training, and
   - to see topics beyond those covered in this training.

The CTL’s D2L staffers are also available via phone (773-442-4467) and by e-mail at D2L-Faculty-Help@neiu.edu.