

## UPLOAD COURSE FILES

### Upload individual files

- Click the **Edit Course** Link in the navbar
- Click on the **Manage Files** link
- Click the **Upload** icon. A pop-up window will appear
- Drag and drop files from your computer to the pop-up window or click the **Upload** button

### Upload a folder of files

- Locate the files/folders on your local computer and highlight/select them. Create a zip file  
**PC:** Right click > Send To > Compressed (zipped) folder  
**Mac:** CTRL-click > Compress
- Upload the archive (see directions above)
- Locate the zip file, activate the dropdown menu to for the item, and chose the **Unzip** option
- Once files are unzipped, delete the original zip file

## DISCUSSIONS

### Create new discussion forums and topics

- Click on the **Discussion** link in the navbar
- Click the **New** button and then select either **New Forum** or **New Topic**
- Complete the form including name, description, and availability (if desired)
- If new Forum, click **Save and Add Topic** button. Then, complete the topic form and press **Save** or **Save and Add Topic**
- Use the Assessment tab to make a topic available in the Grades tool

### Grade a Discussion Topic

- Click on the **Discussion** link in the navbar
- Choose the **Assess Topic** button in the dropdown menu for the topic
- Click on the **Topic Score** link under the student's name
- Enter score(s) and check the **Published** box to send the score to the Grades tool
- Click the **Save and Close** button

## CLASSLIST

- Click on the **Classlist** link in the navbar
- Click on the **Settings** icon in the top right corner
- Use the pulldown menus to choose which tabs you want to display. (ALL is the default - everyone in the class is on that tab.)

## QUIZZES

### Create a Quiz

- Enter the quiz tool and click the **New Quiz** button
- Enter a name on the **Properties** tab
- Visit the **Restrictions** tab to set dates of availability and time limits
- Associate a quiz with a Grade item on the **Assessment** tab. Check the **Auto Export to Grades** and **Automatic Grade** options if desired. Set the number of attempts allowed.
- Setup student view of results on the **Submission Views** tab

### Reset a Quiz attempt

- Access the Quiz tool
- Activate the dropdown menu next to the quiz name and choose **Grade** option
- Click the **Display Options** button and check **Allow Reset** (if necessary)
- Check the box next to the student's attempt
- Click the small trashcan icon at the top of the listing
- Click **OK**

### Set Special Access for a Quiz

- Go to the Quiz tool and click on the Quiz name
- Click on the **Restrictions** tab and scroll down to the bottom
- Click on the **Add Users to Special Access** button
- Make choices and settings for individuals or groups as needed. Save changes when finished.

### Quick Edit Quizzes

- Go to the Quiz tool
- Check selected quizzes or the box at the top or bottom of the list to select all
- Click the **Bulk Edit** icon
- Make changes to name, category, active status, or attempt number
- Click **Save**

### Create a Random set of questions in a Quiz

- Go to Quiz tool and click on Quiz name
- Click the **Add/Edit Questions** button on **Properties** tab
- Click the **New** button and choose the **Random Section** option
- Name the section and click **Save**
- **Important:** Click on the random section name to enter it (purple folder)
- Click **Import**
- Select questions from the question library and click **Save**
- Above questions, enter the number of questions and the point value for each.
- Click **Save**

## GRADING QUIZZES

### **View Student Answers, Grade Long Answers, Provide Feedback**

- Choose the **Grade** option in the dropdown menu next to the Quiz name
- Click **attempt** under student's name
- Scroll down to view/grade answers and give feedback for student

### **Grade all students on one question**

- Choose the **Grade** option in the dropdown menu next to the Quiz name
- Navigate to the **Questions** tab
- Click question title and then make any changes to score or feedback. Use the icons at the top of the screen to navigate between submissions
- Click **Save** when finished

## DROPBOX

### **Creating a Dropbox folder**

- Access the Dropbox tool
- Click on the **New Folder** button
- Complete the form (create a Grade Item if desired)
- To check for plagiarism, make sure the **Originality Check** option is enabled
- Set due date/time on the **Restrictions** tab

### **Downloading all folder submissions**

- Access the Dropbox tool and click on the folder name
- Check the box above the listings to select ALL
- Click on the **Download** icon
- Click on the link to download a .zip archive
- Unzip file to access student files

### **Uploading student feedback (bulk)**

- After downloading all submissions (see above), open each file and make comments. Save the file keeping the original file name.
- Create a .zip folder of all the feedback files
- Click the folder name in the Dropbox tool
- Click on the **Add Feedback Files** button
- Click **Upload**, select the folder you created, and click the **Add** button

### **Grade/Provide Feedback for submissions**

- Click the name of the Dropbox folder
- Choose **Users without feedback** option in the pulldown menu
- Click the **Evaluate** link to the right of the student's name
- Enter score and feedback
- Click the **Publish** button to release feedback to the student

## USING GRADES WIZARD

- Click the **Setup Wizard** tab at the top of the Grades page
- Answer questions to define your grade book settings - points/weighted, grade scheme, display options, etc.
- Click **Continue** on each page and **Finish** on the last page

## MANAGE GRADES

### **Create a new grade item or category**

- (Enter the Grades tool from the navbar link)
- Click the **New** button
- Choose either **Item** or **Category** in the dropdown menu
- Name the item/category and make property selections
- Click **Save**

### **Edit multiple grade items**

- Check the top box to select ALL grade items
- Click the **Bulk Edit** icon
- Make changes and click the **Save** button

### **Make an item Extra Credit**

- Click on an item's name
- Check the **Bonus** option
- Click the **Save and Close** button

### **Re-order Gradebook Items**

- Click the **More Actions** button and select the **Reorder** option
- Change the sort order using the pulldown menus to the right
- Click on the **Save** button

### **Show/hide points/scheme/color for all grade items**

- Click the **Settings** icon in the top right corner
- On the **Personal Display Options** tab, check the boxes in the **Grade Details** section to show points, grade scheme symbol, or grade scheme color
- Set student view properties on the **Org Unit Display Options** tab

### **Drop lowest (or highest) grades in a category**

- Click on a Category name on the **Manage Grades** page
- Check the box next to **Distribute Points Evenly**
- Set the points for each item
- Enter the number of highest/lowest items to drop
- Click **Save and Close**

## WORKING WITH GRADES

### **Enter Grades for an Item**

- Access the Enter Grades page
- Activate the dropdown menu next to a grade item and choose the **Grade All** option
- Enter points for each student and click **Save**

### **Enter Grades for a Student**

- Access the Enter Grades page
- Click on a student's name
- Enter grades for each item for the student
- Click **Save**

### **View a section or group in Grades**

- Access the Enter Grades page
- Choose **Group** or **Section** in the **View By** pulldown list
- Choose the the Group/Section in the pulldown menu to the right

## FINAL GRADES

### **Setup**

- Access the Manage Grades tab
- Click **Adjusted** or **Calculated Final Grade** link
- Use the pulldown menu to select Grade Scheme
- Use **Display Options** to set what you and your students will see in the columns
- Click **Save**

### **Final Grade Calculations**

- Access **Enter Grades** screen
- Choose **Grade All** from the Final Grade dropdown menu
- Activate the dropdown menu next to Final Grades header at the top of the page and choose **Recalculate All** option
- If you are releasing an Adjusted grade, choose **Transfer All** from the dropdown menu
- Adjust any values in the **Adjusted Grades** column
- Click **Save**

### **Release Final Grades to Students**

- Access Enter Grades screen
- Choose **Grade All** from the Final Grade dropdown menu
- Activate the dropdown menu next to Final Grades header at the top of the page and choose **Release All** option

## VIEW PROGRESS

### **From Classlist**

- In the Dropdown beside a student's name select **View Progress**
- Once in User Progress, several options to view student activity are available
- To see when a student last logged into either D2L OR your class, select **Log-in History**

### **From Edit Course**

- To view progress for all students, go to Edit Course > View User Progress.
- Note: You can click on the name of a student to see the progress of that individual student.