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Welcome
NS Online Instructor Training
This is an introduction to Desire2Learn (D2L) at Nashville State Community College (NSCC) for online instructors. This D2L Online Instructor Manual and the corresponding online course are designed to work in tandem as an immersive training experience. Participants enrolled in this training will work through the D2L shell “NS Online Instructor Training” by reading the content and watching the corresponding videos of each module; taking the assigned quizzes at the end of each module (each quiz is set for three attempts) to demonstrate competency; and completing the Activities for Application in a D2L shell, either in a course from a past semester or in your current course. Contact Diana Blackburn, Instructional Support Specialist, Office of Online Learning, at diana.blackburn@nscc.edu with any questions that may arise while taking this online course or while teaching your own online course throughout the semester.

The online portion of this training is broken down into three modules: the skills you will need to master before the semester begins (which include navigating NS Online and personalizing your course), the skills you will need during the course of the semester (which include tracking student progress, grading assignments, managing the gradebook, communicating with students, adding non-graded material to the course, and managing discussion boards), and the skills you will need after the semester has ended (which include releasing final grades to the students). The D2L Online Instructor Manual follows a parallel structure

Before you begin training, complete the following tasks:

- Send a Skype Contact Request to the Office of Online: online.training.nscc. A representative from this office will be available via Skype throughout the semester to answer questions or help troubleshoot issues pertaining to online learning.
- Launch/Open a different browser (e.g. Firefox, Chrome) and open one of your old course shells to use to practice the activities presented in this course in the Instructor Role. Note: In this course, you are participating in the Student Role.

Expectations and Strategies for NSCC Online Instructors
The following are expectations for all online instructors. In face-to-face classes, student interactions are generally not issues of concern. In online classes, student contact, communication, and grading are issues of great concern. Online instruction offers unique challenges requiring a few well-defined expectations for instructors in these areas.

1. Become trained and competent in using the course management system.
   - Attend training provided by the college on “NS Online Instructor.”
   *This online course fulfills this requirement.*
   - Familiarize yourself with the D2L Brightspace Community Resource Center at community.brightspace.com.
2. Maintain ongoing, frequent communication and interaction with the students.
Log in daily to check email Monday through Friday and to read discussion posts. While responding to email seven days a week is highly recommended, it is mandatory for those faculty members having virtual office hours on the weekend. Communication is essential for student success.

Interact with students in the course on a daily basis (e.g. discussion post, grade, news post, email). The consistency of your interactions with students is what makes the difference between keeping students feeling supported and engaged versus feeling as if they are in the course alone.

Notify students of the “turn-around” time they can expect from you in replying to their email and discussion posts.

Provide students with your policies on attendance and participation.

Notify students if you will not be able to log in for several days. This way the students won't wonder what happened to you.

Grade student work in a timely manner.

Stay current in grading student work and provide feedback on assignments where appropriate.

Notify students of the “turn-around” time they can expect on grading. A maximum two-week turnaround for grading assignments is suggested. Be diligent in grading work as soon as possible after the assignment is submitted.

Support students in the use of the technology for online learning.

Instruct students to click on the “Help” menu item in their course to access D2L support options.

Encourage student participation in NSCC Online Web Orientation sessions, which can be found on the Online Learning Website

Refer students to the NSCC Computer Services Help Desk if they need assistance using D2L by calling 615-353-3678.
Before the Semester

Learning Objectives

In reading this section, you will learn the skills needed to (1) Navigate NS Online:

- Login to http://elearn.nscc.edu to locate courses in the D2L Brightspace Learning Environment.
- Login to myNSCC to locate courses in the Banner student information system.
- Explore the layout of MyHome and Course Home pages in D2L
- Create a calendar entry
- Delete a calendar entry
- Compare each of the available calendar views
- Select and remove calendars to be displayed
- Find student and faculty resources

And (2) Personalize your Course:

- Create an accessible MS Word file
- Upload an accessible MS Word syllabus to NS Online
- Create and publish a News item
- Edit and republish a News item
- Dismiss and restore a News item
Navigate NS Online

Logon to NS Online (D2L)

There are two ways to access D2L courses: Use a direct link or logon through myNSCC.

To access courses with a direct link:

1. Go to https://elearn.nscc.edu
2. At the login screen, enter your "A" number as the username. Initially your password is your six-digit birthdate: mmddyy until you reset it:

![Login Screen]

To access courses from myNSCC:

2. In the top right corner, click “Login”:

![Login Screen]

3. Scroll to “myNSCC” and click “Go to myNSCC”:

![myNSCC]

4. Enter your "A" number and password. Initially the password is your six-digit birthdate: mmddyy. You will be prompted to change it. Make a note and remember your new password for future reference.
5. Click the NS Online logo in the “Connected Services” panel:

Connected Services

6. Click the action arrow next to “Select a course…” in the upper left hand corner.

7. Click the title of the course to enter the course home page.

To change your password:

MyNSCC: The recommended method for changing the password is to go to http://www.nscc.edu and select MyNSCC from the "Connect" dropdown list and click the "Password Not Working (Change, New, or Forgotten)" link and answer the prompts. This will synchronize your Windows, D2L, and MyNSCC passwords and your Banner My Self-Service PIN, and send a password reset message to your email accounts that are listed in Banner.

Windows Campus Computer: Login screen of NSCC network campus PC: press Ctrl + Alt + Delete and select "Change Password" (no password synchronization or notification email)

Employee Web Email, also called Outlook Web App (OWA): login, click the options link at the top right and select "Change Password" from the left side option list (no password synchronization or notification email).

Explore My Home and Course Home

My Home
The first page you see after you click NS Online logo in the “Connected Services” panel is My Home. The page is designed with two columns. The various sections are called widgets. The
D2L administrator manages all content on this page. Think of the content on this page as schoolwide information.

A minibar displays across the top of the screen:

It includes icons for links to:

1. My Home: Click the link from any location in the course management system to return to this page.
2. Select a Course: Click on the "select a course" dropdown list to enter a course. Alternatively, click on the name of a course from the "My Courses" widget in the left column.
4. Update Alerts: Notifies users of updates to news, assignments, grades, and quizzes for all courses. A red dot indicates new updates.
5. Subscription Alerts: Notifies users who have subscribed to Discussions that they have new unread discussion postings.
6. Personal Settings: This is an area where users can create a profile, set up mobile notifications, change account settings, view progress, and logout.
7. Admin tools (gear icon): Provides links to user, organization and course related information.

Navigation bar links and groups display below the minibar:

- Links are provided to News and Email.
- Groups include links for Student Services, Resources, and Help. The Help links from the navigation bar are for student help.
  - Student Help Guide: Instructions for using D2L (NS Online).
  - Technical Support: Link to Computer Help Desk webpage.
  - Online Course Support: Information for contacting the Coordinator of Online Learning.

Widgets on the left side of the page:

- News: News from the D2L administrator--schoolwide news announcements.
- My Courses: Provides links where faculty can enter courses. Classes are listed by semester if an instructor has access to 25 or fewer courses. This widget also provides a
search box and lists courses by last 10 courses accessed if an instructor has access to more than 25 courses.

Widgets on the right side of the page:

- Updates: Updates to all email.
- Calendar: Schoolwide events. This minicalendar does not display course events entered by the instructor.
- Faculty Support Services: Links to D2L faculty guides, the Instructional Services support site, and Lynda.com (online training for software packages).
- Role Switch: Allows faculty to switch roles and view a course as a student.

The widget at the end of the page is a Disclaimer and addresses standards of conduct, academic dishonesty, disclaimer of offsite content, and students with disabilities.

Course Home
Once you click a link to enter a course, the "Course Home" page displays. The content in widgets on this page apply to the course.

Faculty members can add News announcements to this page. The other content is managed automatically by D2L widgets. The information displayed in the widgets refers to the current course named at the top of the screen. For example, if there are items in the Updates widget indicating that there are "6 Unread Discussion Messages," it means there are six unread discussion messages for this course.

Navigation bar links and groups display below the minibar. Links are provided for the following:

- Edit course (for faculty only): click on this link to edit and copy course content as well as perform other course design functions.
- Content links to the main course content.
- Evaluation: links to areas of the course that may be evaluated.
- Communication: links to areas of the course where users communicate.
- Resources: links to resources that students can access for academic support.
- Course Tools: links to additional course tools that are available in the course management system.
- Help: links to student help.
  - Student Help Guide: Instructions for using D2L (NS Online).
  - Technical Support: links to the Computer Help Desk support page.
- Online Course Support: Information for contacting the Coordinator of Online Learning.
- LOR (Learning Object Repository) for faculty only. This links to a repository where content can be stored. Students do not see this link.

The next portion of the page is designed with two columns consisting of widgets.

The widgets in the left column are:

- Updates: Reminders when there are unread discussions, new dropbox submissions, new emails, ungraded quizzes, etc. Students have similar reminders when discussions, email, quizzes, and assignments are due.
- Library Search
- Calendar: This calendar is a minicalendar for the course.
- Bookmarks: Displays links that have been bookmarked.
- Faculty Support Services: Links to D2L faculty guides and the Instructional Services support site.
- Scheduled Course Copy: An option for copying a course from one D2L course to another. This widget copies complete courses, not selected items in a course. It is best used to copy "very" large courses.
- Role Switch: Switch roles to view content the way a student sees it.

The widget in the right column is:

- News: Publish class announcements in the News widget.

The widget at the end of the page is a Disclaimer and addresses standards of conduct, academic dishonesty, disclaimer of offsite content, and students with disabilities.

**Overview of Calendar**

Locate the Calendar in the “Communication” group in the navigation bar:

```
```

The calendar is divided into two sections. On the left is main content displayed in Agenda, Day, Week, Month, or List view. On the right is a mini-calendar and a section for entering Tasks:
Adding Calendar Events in D2L

You can create one-time or recurring course events from within the Calendar and adjust settings for other course content so that it will display within the Calendar as well.

Creating New Events

1. From within the Calendar tool, click **Create Event**. The Create Event page will open.

2. Enter a title (required) and description (optional) for the event. Use the date selectors to input the start and end date and time for the event in the When section, or select All Day.

3. If you want to make this a recurring event, click **Add Recurrence**. A menu with recurrence settings will be displayed; select the appropriate options.

4. Click **Create**. The event(s) will be added to the Calendar.

**NOTE:** If you want to use the **Add Recurrence** feature to input your class meetings, select **Weekly** from the Recurrence drop-down menu, select the checkboxes next to the
days your course meets, and enter the last day of class in the Recurrence Ending date selector:

**Editing an Event**

1. Click the event you want to edit in your Calendar. A dialog box that lists the event’s details will open.
2. Click **Edit** at the bottom of the dialog box.
3. Make any desired changes.
4. Click **Save**.

**NOTE:** If you edit a recurring event, you have the option to change only the selected occurrence, the selected occurrence and future events, or all events in the series. Select the appropriate option, then click **Update**.

**Adding Dates to the Calendar**

Some D2L tools, such as Discussions and Quizzes, give you the option to have their start and end dates added to the Calendar automatically. Other D2L tools, such as Checklists, Content, and Dropbox, allow you to set due dates, which are automatically added to the Calendar.

**Add Content Due Dates to the Calendar**

If you set due dates for topics in Content, they will automatically be added to the Calendar.

1. Click the action arrow next to a topic in Content, and select **Edit Properties In-place**. Properties options will be displayed below the topic.
2. Click **Add Dates and Restrictions**. Options for start, due, and end dates will be displayed.

3. Click **Add Due Date**.
4. Enter a date and time for the topic’s due date.
5. Click **Update**. The due date will automatically be added to the Calendar.

**Add Dropbox Due Dates to the Calendar**

You can opt to have due dates for Dropbox folders display in the Calendar.

1. Click the action arrow next to the Dropbox folder you want to add to Calendar.
2. Select **Edit Folder**.

3. Click **Restrictions** at the top of the page.
4. Enter a due date for the Dropbox folder in the “Availability” section.
5. Click **Save and Close** at the bottom of the page. The due date for the Dropbox folder will automatically be added to your course’s Calendar.

**Add Checklist Due Dates to the Calendar**
You can opt to create events in the Calendar for Checklist items or categories as you set due dates for them.

1. Click the name of the Checklist that contains items or categories you want to add to your course’s Calendar. The “Checklist Properties” page will open; it displays a list of all categories and items in the Checklist.
2. Select the items or categories you want to add to the Calendar.  
   NOTE: If you select a category, all of the items in that category will automatically be selected.
3. Click **Edit** at the top or bottom of the list. The Edit Multiple Items page will open.
4. Select the checkbox in the Due Date column.
5. Enter a date and time for the due date.
6. Select the checkbox in the Event column.
7. Click **Save**. The due date for the checklist item or category will be added to your course’s Calendar.

### Add Quiz Start and End Dates to the Calendar

You can opt to have start and end dates for Quizzes display in your course’s Calendar.

1. Go to the Restrictions tab while you are creating or editing a Quiz.
2. Select a date and time for an end date in the Dates section.
3. Select **Display in Calendar**.
4. Click **Save**. The Quiz’s end date will now be displayed in your course’s Calendar.

### Add Discussion Start and End Dates to the Calendar

You can opt to have start and end dates for Discussion forum(s) or topics display in your course’s Calendar.

1. Click the drop-down arrow next to the Discussion forum or topic you want to add to the Calendar.
2. Select **Edit Topic or Edit Forum**. Properties options for the forum or topic will be displayed.
3. Select **Forum is visible for a specific date range** in the Availability section, which is in the middle of the page. Date settings options will become active.
4. Select **Has End Date**, then enter a date and time.
5. Select **Display in Calendar**.

6. Click **Save and Close** at the bottom of the page. The Discussion topic or forum’s end date will now be displayed in your course’s Calendar.

**Calendar Views**

D2L provides a variety of calendar views: Agenda, Day, Week, Month, and List. Each view is described below.

**Agenda:**

1. Click on the Agenda button.
2. Click on Date, Course, or Category to group the display of content.
3. Change the time range by clicking on the left and right blue arrows to select "Today and Tomorrow," "Next 7 days," or "Next 14 days."

Day, Week, Month:
- Click between the Day, Week, and Month buttons to change the display to show only a day, a week, or a month.

List:
- In the List view, you can change the time range by clicking on the left and right blue arrows to select "Past Events," "Upcoming Events," or "All Events." The events display in a list. You can also filter them by type: Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.

You can select any or all events and make bulk changes to visibility and event dates by using the More Actions menu. This is helpful if you need to work on content without having it visible to students immediately.

Setting the Calendars to be Displayed: After you enter a course and select the Calendar, the current course calendar is active. The active course calendar name displays in the Calendar Menu. If the option to "Show all calendars" is selected, each calendar is color coded.

Set Your Active Course Calendar: Click a course name to enter the course. Each time you enter a course, the calendar for that course is the active calendar.
Remove a Calendar From the "My Calendars" Display: From the Calendar Menu where the active course calendar is displayed, select the Remove Calendar icon (X), to remove the calendar from the calendar list.

![Calendar Menu](image)

NOTE: This removes it from the list but does not delete the calendar or any of its entries.

Locate Faculty and Student Resources

**Faculty Resources**

In D2L, from "My Home," faculty guides are provided. To access the guides,

1. In the Faculty Support Service widget, click on Faculty LE Guide.
2. Click on the Learning Environment tab.
3. Select the desired tool. The tools are described and links are provided for additional information.

In D2L, from "My Home," in the Faculty Support Service widget, a link to the Instructional Services site is provided. To access the site,

1. Click on Instructional Services.
2. Click on D2L Guides or other topics as desired. Many of the linked files are in Word format.

You may be enrolled in a "D2L Training - Help and Training Videos" course as a banner_student. From the My Courses widget on My Home, look for the banner_student tab, and locate the course. If you do not see the course, email Shelley Gross-Gray ([shelley.gross-gray@nscc.edu](mailto:shelley.gross-gray@nscc.edu)) with your "A" number, and ask to be added to "D2L Training - Help and Training Videos" as a banner_student.

**Student Resources**

**Nashville State Web Site:** Students new to online learning should go to the [Online Learning site](http://www.nscc.edu/onlinelearning/) and read the information provided:

- From Nashville State's Home Page, under Current Student, click "Online Learning."
- Read the material in the center column.
- Click on Online Orientation-Click to Begin. Follow each of the links to learn about NS Online tools along with helpful information about commonly asked questions, guidelines, netiquette, and services provided.
- For students who are enrolled in RODP courses, links are provided to the login page and RODP orientation.

**NS Online:** Links to student services and resources are provided at the following locations:

- From My Home and Course Home on the navigation bar in the Resources group are links to bookstore, free online tutoring, learning center, library, lynda.com, online learning, and think.
- From My Home and Course Home on the navigation bar in the Help group are links to student help guides, technical support, and online course support.
- From My Home on the navigation bar in the Student Services group are links to career center, disability services, financial aid, and testing center.
Personalize Course

Create and Post a Syllabus to NS Online
This is a two-step process: (1) Prepare the syllabus using Microsoft Word assigning appropriate headings and applying features as described in the next section, and (2) Upload the syllabus to your D2L shell.

Create an accessible MS Word file

Use proper headings

- Use Heading 1 for the title, Heading 2 for the next level, and Heading 3 for the third level. Structure to a Word document is as important as structure is to an outline.
- To assign the headings,
  1. Select the text or click anywhere in the line of text.
  2. Choose the heading level from the Styles Group on the Home ribbon.

Add alt text for images

1. Select the image.
2. Right-click on the image and choose size from the drop-down menu.
3. Click the Alt tab.
4. Key the alt text. Don’t preface the description with the words “Image of” or “Picture of” as a screen reader begins with the term “Image.” End the description with a period.
5. Click on OK.

Assign bullets and numbers

- If there is a numbered list, assign numbers using the numbered list feature. Select the text. Click the Numbering icon in the Paragraph group on the Home ribbon.
- If there is a bulleted list, assign bullets using the bullet list feature. Select the text. Click the Bullets icon in the Paragraph group on the Home ribbon.

Size data tables using percentages

1. Right-click anywhere within a table.
2. Choose Table Properties.
3. In the Measure in textbox, choose Percent.
4. In Preferred width, enter the percentage up to 100 percent.
5. Click on OK.

Assign meaningful names to hyperlinks

- Do not use “Click here.”
- Preferably use descriptive text rather than URL addresses.

Upload the syllabus to NS Online

To upload a new file:
1. Logon to NS Online and go to your course.
2. Click on Content.
3. Navigate to the module in which the syllabus should appear.
4. In the right pane, click on the action arrow for the "New" button.
5. Select "Upload Files"

   ![Upload Files](image)

6. Choose where the files will be uploaded from: My Computer or Course Offering Files.
7. Click on Upload.
8. Upload the file and click on Open.
9. Click on Done. To view the file, click on Content then click the link.

To drag and drop a file:

1. Locate and select the files on your computer.
2. Drag the files to the specialized drop space labeled “Drag and drop files here to create and update topics.

NOTE: If you click on Settings from the Content pages, you have an option to “automatically update files that have the same file name.”

Post a News Item
The News widget on a course home page is provided so faculty can publish course announcements. It is recommended that all courses have the following items at the beginning of the semester: (1) A news item with the course title and name of the instructor, (2) a course description, and (3) an explanation about how to get started. These items will most likely already be in the course that you copy.
In addition, you will want to post class announcements throughout the semester as the need arises.

**To publish a News item**

1. Enter the course by clicking on the title of the course.
2. Locate the News widget.
3. Click “New Item”
4. Type the headline.
5. Add content.
6. Set start and end dates as desired.
7. Attach a file or record audio (1 min. or less) if desired.
8. Click on Publish to release the news item or Save as Draft to publish it later.

To edit a News item

1. Click the action arrow for the specific news item you wish to edit, click on Edit.

2. Make editing changes as desired.
3. Determine whether this is a major edit, which means you want to send another copy to students who have RSS feeds or Notifications set so they will be notified when the updated item is displayed:

4. Click on Update.

To dismiss a News item

- Click the "X" to the right of the News item. This does not delete the item, it only removes it from the display.

To restore a News Item

1. Click the “More Actions” button from the News page, select “Restore”:

2. Check the box for the specific news item, then click “Restore.”

3. Click on the course title on the minibar to view the restored news.
Communicates Frequently with Students

Overview of Email
Email is used for private communication between the sender and receiver of the email message. Email within D2L is an internal or closed system. Neither students nor faculty can send email to D2L from another email account. Students cannot forward email from D2L to another email account; however, faculty do have the option to forward messages to another email account.

Send Email
Avoid using your nscc.edu email address when communicating with students enrolled in your online course, and instead use the classlist to send email to students. If email is sent from the classlist, it is identified with the specific course in which the student is enrolled and will filter properly; documentation and accountability functions are lost when communication with enrolled students is not conducted through the classlist. See the next portion of this document for instruction on how to send emails using the Classlist.

Manage Email Settings
Select how you want to view email by selecting the options available in Settings. To access settings, from the Communication group, select Email.

Then click the Settings link. Select from the following options then click on Save:

- **Track activity for messages sent to internal email addresses:** A personal setting that, when turned on, tracks the status of a sent message (read or unread) and when the message was replied to and/or forwarded. Messages can be tracked by clicking the View Recipient Activity link accessed through messages in the Sent Mail folder.

- **Include original message in email replies:** When you reply to an email, the original message is included with your reply.

- **Save a copy of each outgoing message to the Sent Mail folder:** A copy of the messages you send, with attachments, is saved to the Sent Email folder.

- **Email Signature:** Add text that will appear at the bottom of the messages you send.

- **Show the Message Preview pane:** The preview pane allows you to read messages from within the Message List page. If you turn this option off, clicking on a message opens a new window containing the message.
- **Show the Folder List pane:** This option displays the folder pane to the left of the Message List area. The folder pane contains the same content as the folder drop-down list.

- **Mark messages as read when viewed in the Message Preview pane:** Using the preview pane to read your messages will mark them as read.

- **Show internal email addresses in the Address Book:** Internal addresses for NSCC contacts will appear in the Address Book.

- **Allow filtering messages and contacts on group enrollment:** Controls whether groups and sections are listed in the Filter By field in the message list and the address book.

- **Forward incoming messages to an alternate email account:** Enter an address into this field to have email sent to your Desire2Learn address redirected to this address. This is available for faculty to forward email to their NSCC email.
  - **Forward and delete from the Inbox folder:** Mail is forwarded to your specified address and then deleted.
  - **Forward and mark unread in the Inbox folder:** Mail is forwarded to your specified address and then marked as unread in the Desire2Learn mail list.
  - **Forward and mark read in the Inbox folder:** Mail is forwarded to your specified address and then marked as read in the Desire2Learn mail list.

**NOTE:** It is not possible to respond to mail that has been automatically forwarded from D2L’s internal mail system to an alternate external email account; you must first return to D2L to locate the student email in the internal email inbox to respond.

**Manage Email Messages**

**Read an Email Message:** To display messages related to a specific course, first enter the course, then from the Communication group, select Email. When reading email, unread messages appear in bold. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

**Mark an Email Message as Read:**

1. Select the check box next to the message or messages you want to mark as read.
2. Click the Mark as Read icon at the top of the message list.

**NOTE:** To mark a message as unread, open the message. From the More Actions menu, select Mark Unread in the Message Preview pane.

**Reply To or Forward an Email Message:**

1. From the Message List page, select the message you want to reply to or forward by clicking on the message's subject link.
2. Click the Reply, Reply All, or Forward links.
3. Enter the recipients' names in the To, CC, and Bcc fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
4. Add any additional content, including attachments, to the message.
5. Click on Send or Save as Draft to send the message at a later time.

**Delete Email Messages:** It is recommended that you **not delete student email messages.**
Preserving email provides documentation for students and faculty when the need arises.

**Manage Mail Folders**
To save files at the end of a semester, first create a folder, move the inbox and sent email messages to the folder. To access the folder management area, from the Email list page, click on the Folder Management button at the top of the screen.

**Create a Folder:**

1. Click the “Folder Management” icon from the Email page:

   ![Folder Management Icon]

   Then click the New Folder button.

2. Choose the type of folder—Message or Contacts. Use Message folder for saving email messages. You cannot change the folder type once it has been associated with a folder.
3. Type a name for the folder in the Folder Name field. You may want to create a separate folder for each course to make it easy to locate mail from a previous semester; for example, XXX1000-760 Spring 2012.
4. Assign the folder to a Parent Folder, if desired. Choosing a parent folder means that the folder you add is "nested" within the parent folder. Choose "None" if you do not want the folder to have a parent. You can nest folders as deeply as you want.
5. Click on Save.
6. Click on the Message List tab at the top of the screen to return to the Email list page.

**Move Messages to a Folder:**

1. Select the check box next to the message or messages you want to move. You can display up to 200 per page. To select all email on the page, click the check box at the top of the email list (to the left of the trash icon).
2. In the "Move to" drop-down list, select the folder to which you want to move the messages.

**Delete a Folder:**

1. Click on the Folder Management button.

Email Tips
Here are a few pointers to help with D2L Email:

- To send email to students in a course, from the Classlist, select the Students tab. Select all or individual students then click the mail link. Do not include yourself in the email.
- To keep a copy of each Sent email, choose "Save a copy of each outgoing message to "Sent Mail" in the Settings.
- At the end of each semester (or during the semester if you prefer), create a folder by clicking the Folder Management button. Choose New Folder and create a folder where you will move email. It is recommended that you not delete email in case you need it for documentation. Move the semester's email to the folder as follows:
  - Select all email by clicking the check box at the top of the list.
  - In the "move to" box, choose the semester folder you created.

Overview of the Classlist

Locate the following items on the image above:
1. Add Participants is an option faculty can use to add students to their D2L courses that display on the MyNSCC (Banner) role but do not display on the classlist in D2L.
2. Enrollment Statistics provides enrollment statistics and grades for students who have withdrawn from the course.
3. Email button used to email all users for the selected tab (all, teachers, students).
4. All, Teacher, or Students tabs used to display specific types of users.
5. Search after selecting specific search criteria.
6. Email icon to email selected users.
7. Print icon to print a list of select users.
8. Unenroll selected students.
9. Display up to 200 users per page.
10. Flag students as a reminder to follow up.
11. Image that a student uploaded displays in the student profile.
12. Action arrow next to each student's name used to view progress of users for assignments, quizzes, discussions, and other course content and to view group enrollments if groups have been set up in the course.
13. Print tab to print a list of all users whose names appear on the tab list.

**Send Email to Selected Students:**

1. From the Communication group, select Classlist.
2. Check the box to the left of each student's name to select students to email.
3. Click the Email link above or below the table of names.
4. Type the subject and message in the appropriate fields. Click the Browse button to add an attachment, if desired.
5. Click on Send.

**Send Email to All Students:**

1. From the Communication group, select Classlist.
2. Click the Email button at the top of the list.
3. Click the Students tab to send email to students
4. Click the "Send Email" button.
5. Key a subject and body.
6. Click on Send.
Activities for Application
If you have banner_teacher access to a D2L shell from a course you previously taught or to a current course to which you have been assigned, the following activities will give you some hands-on experience.

Navigate NS Online:

- Go to My Home and click on the links in the Faculty Support Services widget to become familiar with resources that are available to you.
- Look for the banner_student tab in your list of courses and locate the course titled "D2L Training - Help and Training Videos."
- View the calendar in List View. Change the time periods from all events to past events to upcoming events.
- When viewing the calendar, if more than one calendar (colored dots) displays, remove the other calendars from the display.

Personalize Course:

- Create a News item then edit the item.
- Dismiss a News item then try to locate and restore the dismissed item.

Communicate with Students:

- Read any email messages that you may have received.
- Create a new email folder.
- Using the classlist, send an email message to yourself, then locate and read the message. Delete the message.
“Before the Semester” Quiz
Answer the following questions to test your competency in the skills developed in this section. Answers can be found in Appendix A.

1. Teachers can logon to NS Online (D2L) courses as follows: [mark all correct answers]
   - From https://elearn.nscc.edu when the Nashville State network is down.
   - From the Nashville State website dropdown link for myNSCC when the Nashville State network is down.
   - From https://elearn.nscc.edu using the instructor's "A" number and synchronized password.
   - From myNSCC at Nashville State's home page using my "A" number and synchronized password.

2. Faculty members can add "News" announcements to
   - My Home
   - Quizzes
   - Course Home
   - Classlist

3. Where do faculty find D2L Help files? [mark all correct answers]
   - Links in the Faculty Support Services widget.
   - Nashville State Home Page.
   - Resources link from the Nashville State website.
   - The Instructional Services link in the Faculty Support Services widget.

4. Calendar entries can be created by [mark all correct answers]
   - clicking on Create Event and completing the calendar title, description, date, time, etc.
   - selecting Monthly View and clicking on Calendar Settings.
5. Students can create D2L calendar entries.
   - True
   - False

6. Dismissing a News item deletes the item so it cannot be retrieved.
   - True
   - False
During the Semester

Learning Objectives
In completing this module, you will learn the skills needed to:

Implement Inclement Weather Procedure
- Alert students to inclement weather assignments

Track Student Progress
- View class progress and user progress
- Retrieve enrollment statistics and course data from Classlist

Grade Assignments
- Manipulate the quiz settings in terms of properties, restrictions, attempts, submission views, and layout/questions
- Grade quizzes
- Enter a grade and feedback for an assignment
- Return a marked-up file to a student
- Publish bulk feedback
- Mark student submissions as "read"
- Email all students who have not submitted an assignment

Manage the Gradebook
- Add grades to the gradebook
- View grades as Student

Communicate with Students
- Manage email settings
- View email messages
- Manage email folders
- Send email messages using the classlist

Add Non-Graded Material
- Understand the importance of creating accessible course material
- Create a new HTML file
- Edit an HTML file
- Delete a topic

Manage Discussion Boards
- Create a new discussion forum and topic
- Set evaluations options for a topic
• Evaluate student postings to a topic
• Select discussion settings
• Post a message
• Delete a message
Inclement Weather Procedure

When NSCC cancels classes due to inclement weather, NSCC will go into “home school” mode. All faculty members who have an on-ground class scheduled during that period of time are responsible for posting an assignment in the course D2L shell that students can access and complete at home. Instructions for posting an assignment are given below.

These assignments constitute a “make-up” class. For this reason, the assignment must:

- Be substantive and pertinent to the class
- Require some type of accountability for the student. For example, the student may be required to submit the assignment, receive points toward the course grade for the work, etc.

If students do not have access to a computer from home, there must be a provision that allows them to complete the work – e.g., within two days after classes resume. “Home school” mode will not work for all classes. Students in clinicals will, for example, be expected to show up at the site. Lab instructors may need to reschedule labs. In these cases, a faculty member should consult with the Dean or Director about an appropriate option.

Faculty need to instruct students in advance about finding the assignment information when classes are cancelled. The instructor must give specific direction about finding the course assignment and make it clear that the student is responsible for accessing the assignment. If NSCC cancels classes, notice will be posted at www.nscc.edu and will be on local TV and radio stations.

Even when classes are cancelled, the campus remains open. Students who are planning to come to the main campus to complete their assignments in the Learning Center (353-3551), Library (353-3555), or Open Lab (353-3678) should call first to make sure that staff members have been able to make it to campus.

“Home school” mode applies only to situations when the administration cancels classes. An instructor can post an online assignment in lieu of meeting with a class at any other time only with the advance approval of the faculty member’s Dean or Director.

This procedure impacts faculty and students only. Even when classes are cancelled, the college remains open and staff must either report to work or take annual leave.

How to Post an Inclement Weather Assignment

Log on to D2L (NS Online)

Post a News Announcement

Create a Folder in Assignments

The Assignment folder is a place where students submit papers to you. If you plan to use the Assignment folder, tell students in the News announcement to submit files to you by clicking Assignments on the navigation bar. To create a folder,
1. From the Evaluation group, select Assignment Dropbox.

2. From the Folder List page, click the New Folder button.
3. Name the folder.
4. Choose the "individual submission folder" option in the “Folder Type” category, unless you have previously set up groups:

5. Provide instructions for the assignment.
6. Add a file or record audio, if desired.
7. Select the submission options.
8. Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

Check Your Email
Track Student Progress

Overview of Class and User Progress
The Class/User Progress reports include a visual representation of student progress for course participation in the assignment dropbox, objectives, logins, grades, checklist, content completion, discussions, quizzes, and surveys. There are two main views: Class Progress for overall course trends and User Progress for individual student progress.

Class Progress

To access Class Progress and select progress indicators:

1. From the Course Tools menu, select User Progress.

2. Click on Settings and select the desired items. Four indicators can be displayed from the following options:

   - **Content Completion Summary** – displays the learner’s progress through the course content
   - **Objectives Completion Summary** – illustrates each student’s progression through the assigned objectives
   - **Login History (Last 30 Days)** – displays the number of logins to the system for the last 30 days
   - **Grades Performance Summary** – presents the current final grade for the student, as well as a visualization of the scores of the last 15 items
   - **Checklist Completion Summary** – displays how the learner is progressing through the assigned course checklists
   - **Discussions Participation Summary** – presents user statistics for reading, posting, and responding to discussions
   - **Dropbox Performance Summary** – indicates the current average on all folders as well as a visualization of the scores of the last 15 items
   - **Quiz Performance Summary** – presents the current average on all quizzes as well as a visualization of the scores of the last 15 items
   - **Survey Completion Summary** – displays the learner’s progression through the assigned surveys in the course

3. Click on Save and Close.
Note: At this screen, you may move the cursor over and Login History and Grades Performance Summary for additional information. You may click on an item for more specific details.

To change progress indicators:

1. From the Course Tools menu, select User Progress.
2. Click on Settings.
3. Click the Action menu for the item to be changed.
4. Click on Replace.
5. From the available items displayed, select the desired item.
6. Click on Save and Close.

**Individual Student Progress**

To view the progress for an individual student:

1. From the Course Tools menu, select User Progress.
2. Click the link with the student's name.

OR

- From the Classlist, click the Actions arrow next to a student's name and select View Progress.

The Individual Student Progress screen has two panes:
1. On the left is the User Information area with the student’s name and email link. Hover over the profile image then click the "Send email" link. Instructors see the email link; students do not.

2. Under the User Information area is the Reports List with links to individual reports or a summary. Faculty see all items; students see only items the instructor has selected. (See instructions for selecting items below.)

3. On the right is Report Details area. This area displays content based on the item selected from the Reports List. The Reports Summary displays a report based on the time period selected: Last 7 days, Last 30 days, All time. Only the 15 most recent grade items are included.

To select items from the Reports List to display to students:

1. From the Individual Student Progress screen, click on Settings.
2. Check the items to display.
3. Select colors and values to indicate whether students are on track, have some concerns, or are at risk.
4. Click on Save and Close.

To view the items from the Reports List:

1. From the Individual Student Progress screen, click the desired item in the left pane.
2. For more detailed information, move the cursor over the visual display (graph line or bar) in the right pane.
3. Click on Summary in the Reports List to display a report of all progress indicators. Select the time period for the report on the top right of the screen.

NOTE: When you look at Login History, the number of logins in the last 30 days, the date a student last accessed your course, and the date a student last accessed the system are displayed. Click on the arrow "show details for 'date'" to see the time and IP address of the computer.

Using the Classlist to Track Progress of Withdrawn Students

Retrieve Grades and Progress for Withdrawn Students from the Classlist

The Enrollment Statistics feature allows faculty to retrieve grades and progress for students up to the time they withdrew from a class.

1. From the Classlist page, click the Enrollment Statistics button.

2. From the list of Withdrawals section, click the action arrow next to a student's name then select View Grades or View Attendance.
3. Click on Done to return to the Classlist.
Grading

Quiz Settings
There are six tabbed options presented in this section that will help you manage quizzes in D2L. As instructor, you control how each test is delivered, graded, released to students, and viewed after completion.

Properties
To set quiz properties:

1. Select Quizzes from the Evaluation group.

2. Click on the quiz title or the action menu for Quizzes and choose Edit.
3. Click the Assessment tab, if not selected.
4. If you would like this quiz to be linked to a grade item, select the item from the “Grade Item” drop-down list, or create a new grade item by clicking the [add grade item] link.
5. Select the box next to Automatic Grade to allow the quiz attempt score to be graded immediately after the student has submitted the quiz. The results must have been set to release in Submission Views.
6. Select the box next to Auto Export to Grade to have the score automatically moved to Grades.
7. Select other options as desired.
8. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Properties
To add or remove questions or sections to your quiz:

1. Click on the Properties tab within a quiz.
2. Click the Add/Edit Questions button to add or edit questions in the Quiz Questions section.

- You can create new questions to add to your quiz by clicking the dropdown menu in the New button:

![New dropdown menu with question types]

- You can delete questions from your quiz by selecting the checkbox to the left of each question you would like to delete, then clicking the trashcan icon:

![Delete button]

3. Click the Done Editing Questions button to return to the Properties tab:

![Done Editing Questions button]

4. Set the number of questions that will be displayed per page by typing the number in the Place Questions Per Page text box and click on Apply. Using a small number of questions per page reduces load time. Check the Paging box to prevent moving backwards through pages.
5. Click the Edit Values button to change question values.
6. Click on Save to save the changes or Save and Close to return to the Quiz list page.

Restrictions
Use the options located under the Restrictions tab to set up the availability and timing of a quiz.

1. Click on the Restrictions tab.
2. In the Availability section, set the Status and quiz Start and End dates and times. Users can access quizzes that have been set to Active status.
3. Choose a Start Date and Time using the drop-down lists and calendar icon. If you do not want your quiz to have a specific start date, leave the box unchecked.
4. Choose an End Date and Time using the drop-down lists. If you do not want your quiz to have a specific end date, leave the box unchecked. Click on the "display in calendar" checkbox to display the end date in the calendar.
5. Security Options: Check the appropriate boxes to require students to use the Respondus Lockdown Browser to take a quiz or to view quiz feedback and results. Learn more about Respondus Lockdown Browser.
6. Under Optional Advanced Restrictions, enter a password to restrict access to the test until a password has been entered.
7. In the Timing section, set a time limit for your quiz by typing the applicable number of minutes in the Time Limit field. The default time limit is 120 minutes.
8. Choose to Enforce the time limit or Show a Clock by checking the corresponding boxes.
   - Enter a Grace Period in the text field. This value determines the number of minutes the user has after the time limit has expired to submit the quiz before it is flagged as late.
9. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

Note: When the Auto-Submit Attempt option is active, the system submits all questions saved before the time limit plus the Grace period has expired. However, any questions that have not been saved before this time limit has expired, even if they have been answered, will not be submitted. Participants need to save their answers before the time limit expires.

Advanced Availability — Special Access

Use the Special Access feature to override the availability and timing settings of a quiz for specified individuals. Special Access accommodates students with special testing needs or students that deserve a make-up. You can:
- Increase the quiz time limit for special-needs users.
- Allow individual users to have different start and end dates.
- Change the quiz availability dates for a make-up quiz.

Because the quiz can only appear one way to students, they will see it with the regular Restrictions unless they are specifically chosen in the Special Access. In the Advanced Availability section, there are two options: "Allow selected users special access to this quiz" and "Allow only users with special access to see this quiz." The second option blocks all other users from seeing their quizzes or quiz results.

To set special access:

1. Click on the Restrictions tab.
2. Click the Add Users to Special Access button. The Add Special Access page displays.
3. Choose the dates and time limits as desired.
4. Check the boxes for special access users.
5. Click the Add Users to Special Access button. The Add Special Access page closes, and your new special access item appears under the Add Users to Special Access button.
6. Click on Save to save and remain on the same page or Save and Close to return to the quiz list page.

**Assessment**

In the Assessment tab, you can specify the Number of Attempts and Overall Grade Calculation.

1. Scroll to the “Attempts” section of the Assessment tab.
2. Choose the number of attempts allowed from the drop-down list.
3. Choose an Overall Grade Calculation option from the drop-down list.
4. Click Save.

To restrict access to attempts, enter a minimum and/or maximum percentage (0 - 100) that needs to be achieved on the previous attempt to qualify for another attempt.

**Objectives**

Use the Objectives tab to associate a quiz with a learning objective. By associating a quiz with a learning objective, you can tie the assignment to a competency you want your users to master. This association can be a basic association or an association with a rubric-based assessment.

**Associate a quiz with learning objectives**

1. On the Manage Quizzes page, click on the quiz you want to associate with learning objectives.
2. In the Objectives tab, click **Associate Learning Objectives**.
3. **Browse** or **Search** for the learning objectives you want to associate with the quiz.
4. Select the check boxes beside the learning objectives you want and click **Add Selected**.

**Add a rubric assessment to a learning objective associated with a quiz**
1. On the Manage Quizzes page, click on the quiz that contains the learning objective you want to associate with an assessment.

2. In the Objectives tab, click Add Assessment from the context menu of the learning objective you want to evaluate.

3. Click Select Rubric, or click Create Rubric in New Window.

4. Select a rubric from the list of rubrics, or Search for a specific one, then click Save.

5. Select a Criteria from the drop-down list.

6. If you want to make the activity required, select The activity is required to complete learning objective, then select a level for the rubric from the Threshold drop-down list.

7. Click Save.

Edit assessments and learning objectives associated with quizzes

If you have permissions to edit a quiz's associated learning objectives and assessments, click Edit Learning Objective or Edit Assessment from the context menu of the learning objective or assessment you want to modify.

Submission Views
Use the Submission Views tab to define the information a student sees after submitting a quiz attempt.

Example: Do you want the students to see the incorrect answers immediately after the quiz is submitted? Should it display the correct answers? Should it contain the student's responses?

If you want to release the information as soon as a student submits a quiz, click on Default View and change the settings. If you want to release the information after the Quiz Period (last date the quiz can be taken) is over, then click on click Add Additional View and apply a date restriction to the Submission View.

1. Click the Submission Views tab within a quiz and click on the Default View or the Add Additional View button.

2. In the “View Details” section, click Yes and choose an option from the Show Questions list.
   - Show questions answered incorrectly: Only shows questions the student answered incorrectly.
     NOTE: As you review the options in D2L, click on each question mark at the end of an option to read about the feature.
   - Show questions answered correctly: Only shows questions the student answered correctly.
   - Show all questions without user responses: Shows all of the quiz questions the student did not answer.
   - Show all questions with user responses: Shows all of the quiz questions the student answered.
• Show question answers: Shows the answers next to each Question that appears. Answers will not appear for Questions that are not displayed.
• Show question score and out of score. Shows the final score and possible score.

3. Or, click No if you do not want to release quiz questions after a student submits a quiz.

NOTE: If you are using more than one Submission View, then the newest View will supersede the other views. Click on Save and then choose Save and Close to continue with quiz settings.

Reports Setup
Quiz Reports allow you to generate a variety of reports containing statistics about options such as Question Statistics, Question Details, user Statistics, Attempts Details and User Attempts.

1. Click the Reports Setup tab.
2. Click the Add Report button.
   Within the New Report page you will have the following options:
   • Report Name: Enter a name for this report. Try to assign a name that summarizes the information contained within this report. Example: Question Statistics Show Instructors
   • Report Type: Select the type of report you wish to generate, along with the details you want included within the report, from the following options.
3. Release: Select whether to make the report available immediately or after a specific date and time by placing a bullet next the preferred option.
4. Release Report To: Place a check mark next to each user role that should be granted access to this report.
   NOTE: If the report will contain FERPA protected information be sure that only members of the instructional team are provided access to the report
5. Click the Save button when finished.

Grade Quizzes
From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name. You are presented with options for grading quizzes in the form of tabs across the top of the screen:
• Grade by Users
• Grade by Attempts
• Grade by Questions

The options are displayed on tabs. The only difference between Users and Attempts is the Sorting criteria. Attempts provides more sorting options.

Reset and Search
Two most often asked questions are "How do I reset a quiz?" and "How do I locate a quiz that a student told me he or she has taken, but I don't find it in the list?"
The Display Options can be set to allow the instructor to reset a quiz so a student can retake it.

- Once a tab has been chosen, click the Display Options button.

This will prompt the “Display Options” dialog box. Check the box to Allow Reset. You may have to scroll to see the "Allow reset" option. This allows the instructor to reset students’ quiz attempts.

- Check the box next to the student's attempt number and then click the trash can to delete a student's attempt. This will allow the student to sign in again and retake the quiz. However, there will no longer be a record that the student took the quiz.

The Search box can be used to filter quizzes that are displayed.

1. First, select one of the options from the "Restrict to" dropdown list:
   - All users
   - Users who have not taken an attempt
   - Users who have completed an attempt
   - Users with attempts in progress
   - Users with an overall score
   - Users who have previewed attempts

2. Second, leave the Search box blank and click the Search button. If you select "All users," every student in the class will be listed.

   NOTE: If a student has started or completed the test but did not click on "Submit," you will see an icon (two people facing each other). If the student has completed the test, the instructor has an option to click on the icon and submit the test for the student. After submitting the test, click the Exit Impersonate button at the top right of the screen to exit the student's view. In some instances, a student may have started a test but did not complete it. The instructor determines the appropriate action.

**Grading**

1. From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name.

2. Click on the quiz attempt you want to grade.

   NOTE: Under the Attempt # heading, there is a link to the Quizzes Event Log. This provides information about the time a student entered, saved questions, and completed a
quiz as well as the IP address of the computer:

3. To make changes to the final score.
   i. Enter points in the Final Score:

   ![Final Score](image)

   ii. Click on Save.

4. Under Grading Feedback, there is an "Attempt Feedback" text box where you can type any comments that apply to the entire quiz or test.

5. Under Quiz Results, a green check mark indicates the student answered correctly. A red "X" indicates the student answered incorrectly. A blue arrow marks the correct answer. Below each question is a link to "Expand question feedback." This is an area for the
Here's another question that is often asked: **Are students seeing my quiz feedback?**

There are two types of quiz feedback: comments the instructor keys in the "attempt feedback" text box and feedback per question. Quiz results should be released to view feedback per question.

To release quiz results to students, click on the title of the quiz, then click on the Submissions Views tab. Click the "Default View" link. In response to “Show Questions?” Choose Yes. To allow students to see the correct answer to the quiz question, click the boxes next to the last three items:

- Show all questions with user responses
- Show question answers
- Show question score and out of score

For students to see the "attempt comments," they go to the Quiz list page and click the arrow next to the title of a quiz. Select Submission from the dropdown list. Next to "attempt 1" is an icon indicating that "you have feedback for this attempt." Once clicked, the comment will display under the heading "Attempt feedback."

For students to see individual question feedback, there is an icon just below each question. The student clicks on the icon to expand and read the comment.
Grading by Question
Grading by question allows instructors to grade questions one at a time. From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name. Click the Questions tab. The following options are available:

- Grade Individual Responses
  - Blind Marking: When selected, student information does not appear alongside responses and responses display in a shuffled order. This aids in preventing unintentional bias during marking.
  - View Graded Responses: When selected, the instructor can view responses that have already been recorded as being marked; the ability to view graded responses must be selected.
- Update All Attempts: this option enables you to view question statistics, make grading changes, and leave feedback for all responses to the selected question.

Adjust Points for a Question using "Update All Attempts"
Update All Attempts enables you to override grades for all students for a specific question. This is an option that can be used if the answer key is marked incorrectly or if you wish to give points to all students because the question was poorly worded.

To make changes:

1. From the main Quizzes list page, select Grade from the actions menu next to the applicable quiz name.
2. Click the Questions tab.
3. Select the “Update All Attempts” option at the top of the page.
4. Click on the title of the question.
5. Choose the Grading Type by selecting either "Give to all attempts # points" or "Give to attempts with the following section # points." The options for the question are listed to allow the instructor to select answers that will receive points.

Give to all attempts: Allows you to award points to all users who received the current question on their quiz. Type the desired point value in the text field.

Give to attempts with the following selection (#) points: Allows the instructor to award points for specific responses. This is useful if a question was incorrectly set up when the quiz was created.

NOTE: Any changes made to the grading of a quiz question are recorded in the Modifications Log. The log documents the date, time, username, and action taken for each change to quiz grading.

Grade Assignments
Instructors can grade student assignment submissions by viewing the assignment, leaving feedback, and entering a score or by downloading and editing the assignment then returning it as
an attachment. Another option is to download all student submissions, edit the files, and return the marked-up assignments.

*Enter a Grade and Feedback for an Assignment*

1. From the Evaluation group, click on Assignment Dropbox.

2. Click on the name of the assignment.
3. Click on the "Evaluate Submission" link.
4. In the “Users” tab, scroll down and click on the document you would like to evaluate.
5. Here, the student submission will appear in the left panel. There is no need to download the document to your computer.
6. Enter the grade in the "Score out of ___" box in the right panel.
7. Provide feedback in the Feedback textbox.
8. Record audio feedback if desired.
9. You have the option to mark up the student submission with notes using the “Markup Document” function. In the left pane, click “Markup Document”:

- See [Turnitin Instructor User Manual: GradeMark](ww2.nscc.edu/onlinelearning/) for detailed instructions on how to use the “Markup Document” function.

10. Click on Publish or Save Draft. You also have the option to retract published feedback.

**NOTE:** If you want to publish feedback simultaneously for multiple users, you can “Save Draft” and then bulk publish from the folder’s Folder Submissions page.

**Bulk Publish Feedback**

Feedback is either marked Draft Saved or Published. The Draft Saved option is used if the instructor wants to grade papers then return all graded papers at one time. Published indicates that the graded assignment is available for the student to view.

To bulk publish feedback,

1. From the Folder Submissions page, select the check box beside each user you want to send feedback to.

**NOTE:** If you select users who have already received published feedback, bulk publishing will update their feedback to the latest feedback.
2. Click the Publish Feedback link:

NOTE: You cannot revert bulk publishing, but you can retract feedback for users individually on the Evaluate Submission Page.

**Grade Student Submissions using Assignment Grader (iPad)**
Assignment Grader can be used to grade papers using your iPad. [Assignment Grader](https://www.desire2learn.com) Information is available at the Desire2Learn site.

Pen and paper grading without the pen and paper is available with PDF annotations in Desire2Learn Assignment Grader. This functions only if students submit PDF, Word, PowerPoint or other Microsoft documents. Once the instructor marks the document and synchronizes, the document is returned as an annotated PDF file to the dropbox. No downloads are necessary. The returned marked-up document and grades are immediately available for the student to view.

**Other Options:**
**Mark Student Submissions as Read/Unread**
1. From the Evaluation group, click on Assignment Dropbox.
2. Click on the name of the assignment.
3. Select the students.
4. Click the “Mark as Read” or the “Mark as Unread” icon:

5. The "read" or “unread” icon displays next to each file submitted by the selected students:

**Email all Students Who Have Not Submitted an Assignment**
1. From the Evaluation group, click on Assignment Dropbox.
2. Click on the name of the assignment.
3. Click the Email Users Without Submissions button:

4. The "To" line in the email is auto-populated. You might consider copying and pasting the names to the "Bcc" line to ensure privacy.

5. Compose the email and press Send at the top of the window:
Manage the Gradebook
Grades transfer to the grade book in one of two ways. Either they are sent to the grade book from quizzes, assignments, or discussions, or they are manually entered in the grade book. The instructions in the Quizzes, Assignments, and Discussions modules cover how to set up the transfer of grades from those tools to the grade book. The following explains how to add grades manually.

Adding Grades to the Gradebook
1. From the Evaluation group, select Grades
2. Select the Enter Grades tab
3. To enter grades manually, click either Switch to Spreadsheet View on the right side of the page:
   or click the action arrow for a category or column and select "Grade All":
4. Place students’ grades in the blanks beside their names.
5. Click on Save. Click on Yes.

Select Items to Display for the Instructor's View
This feature allows you to control which grade columns display in your grade book.

1. From the Evaluation group, select Grades.
2. Select the Enter Grades tab.
3. From the "More actions" menu, select Hide/Show columns:

![Enter Grades interface](image)

4. Uncheck any columns that you do not want to display in your view of the grade book.
5. Click on Save.

**View Grades as a Student**

To view the grades as a student:

1. From the Evaluation group, select Grades.
2. Select the Enter Grades tab.
3. Click on a student's name.
4. Click the Action arrow next to a student's name and select Preview:

![User Details interface](image)

5. Click on Close to return to the previous screen.
6. Click on Save or Cancel to return to the Gradebook spreadsheet.
Manage Discussion Boards

Create and Set Options for Discussions

Create a New Discussion Forum

1. From the Communication group select Discussions:

2. Click on the Actions arrow for the New button and select New Forum:

3. Enter the forum title and type a description, if desired.
4. Click “Show forum visibility options” in the Availability section if you want to make the discussion invisible to users either always or for specific dates. You can later release the topic:

5. Click “Show locking options” in the Locking Options section if you want to make the discussion visible but not open for postings. Choose specific dates if desired:

6. Click Save or Save and Close.

NOTE: A forum must have one topic for it to become visible to users. A hidden or locked forum hides and locks all topics below it.

Create a New Discussion Topic

1. From the Communication group select Discussions.
2. Click on the Actions arrow for the New button and select New Topic or click on the action arrow for a forum and select Add Topic.
3. Choose the Forum under which it will display.
4. Type a topic title and type a description, if desired.
5. Select the desired options.
   - Allow anonymous posts
   - A moderator must approve individual posts before they display in the topic
   - Users must start a thread before they can read and reply to other threads.
6. Choose Availability and Locking options.
7. Click Save or Save and Close.

Set Evaluation Options for a Topic
If you plan to evaluate discussions and record scores in the grade book, here are a few tips:

- Topics, not forums, can be evaluated.
- To allow discussion topics to be evaluated:
  i. From the Actions menu for the topic to be assessed, select Edit Topic:
  
  ![Discussion 1 Introduce Yourself]

  ![Discussion 2]

  ii. Click the Assessment tab.
  iii. Select a Grade Item from the dropdown menu or add a [New Grade Item] to transfer the grade to the grade book:
  
  ![Assessment]

  iv. Enter the number of points for the topic.
  v. Under “Posts,” check the option to “Allow assessment of individual posts.” If you do not select a calculation option, you will be able to view all posts for a student and enter a total score for all postings. Select a calculation method”
**Evaluate Student Discussion Postings**

To evaluate a discussion,

1. From the Actions menu for the topic to be assessed, select Assess Topic:

![Assess Topic menu](image)

2. Click on "Topic score" for the student you want to assess. All posted messages will be listed:

![Topic Score](image)

3. Enter a topic score in the bottom right corner of the dialog box.

4. Check the “Publish score on save” box in the top right corner of the dialog box if you want the score to immediately go to the grade book.

5. Enter feedback, as desired.
6. **Save or Save and Close:**

![Image of D2L interface](image)

**Select Discussion Settings**
From the Communications group, select Discussions. Then, click the Settings link in the upper right corner: ✡ Settings

**Personal Settings**
Personal settings control the way you view posts inside a topic. These settings apply to all course offerings wherever you access discussions, but do not affect other users.

**Display Settings**
- **Always show the Discussions List pane:** 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.

**Default View**
- **Grid View:** The Grid View resembles a traditional email reader where each post’s subject, author, and date appear in a list without the full text of the post. To read a post, click the subject; the full text displays in a separate area.
• Reading View: The Reading View shows the full text of all posts in a single view. You read posts by selecting a thread. You can then scroll through the page without having to select posts from the thread and read them one at a time.

Reply Settings

Use this setting to automatically include the original post in reply by default when composing a response.

Org Unit Settings

Org unit settings apply to all users and all forums and topics in your course.

Default Rating Scheme

Use this setting to automatically display your selected rating scheme in the Rate Posts drop-down list available when creating and editing topics. See Rating discussion posts for more information.

Grid View Settings

Topic Descriptions

Controls whether topic descriptions display in the Message List. You can leave this check box cleared to save space for users with small screens and instead use pinned posts to provide explanations or instructions.

Default Threading Style

The following threading styles are available:

• Threaded: Groups posts together with their replies.
• Unthreaded: Sorts posts by author, date, subject, Post ID, or average rating.

Display Settings

• Show the preview pane: Select this setting to open all posts in a preview pane, or clear it to open all posts in pop-up windows.
• Show the search bar: Use the search bar to search for posts. You can also show or hide the search bar by clicking Show Search or Hide Search from the More Actions button inside a topic.

Post Fields to Display

You can choose to display the following fields:

• Post ID: Use this setting to see user ID numbers when viewing posts.
• Org Defined ID: Use this setting to see user ID numbers beside author names.
**Character Limits**

Use this setting to display a limited number of characters of each post’s subject to save screen space. Select the check box and enter the maximum Subject Characters to Display.

**Manage Discussions**

**Post a Discussion Thread and Reply**

To compose and post a discussion message,

1. From the Communication group, select Discussions.
2. Click on the name of the topic.
3. Click on the Start a New Thread button:

   ![Start a New Thread Button]

4. Type the subject.
5. Type the message.
6. Click on Add Attachments to add a file or record audio, if desired.
7. Click on Post to post the message or Save Draft to save the content and post the message later.

To reply to a discussion message,

1. Click on the message title.
2. Click on the Reply to Thread button:

   ![Reply to Thread Button]

3. Type the message.
4. Click on Add Attachments to add a file or record audio, if desired
5. Click on Post.

To include an attachment,

1. Follow the steps to add or reply to a thread above.
2. Click on Add Attachments to expand the options.
3. Click on Upload.
4. Locate and select the desired file.
5. Click on Open then click on Upload.
6. Click on Post.

**Delete a Thread**

The option to delete messages is available only to faculty. Students cannot delete messages.

To delete a message,

1. Click on the name of the topic.
2. Click on the action arrow for the thread.
3. Click on Delete Thread:

4. Click on Yes to confirm.

NOTE: Delete will also delete all replies to a message.

View Discussion Statistics
1. From the Communication group, select Discussions.
2. Navigate to the Statistics tab:

The number of messages authored, read, unapproved, and scored for each student is reported.

FAQ Discussion Board
It is considered best practice to create a discussion topic at the start of the semester dedicated to answering student questions. This topic is an area where (1) individual students can post questions about the course and receive answers and (2) you can post questions that you have received via email along with the answers to those questions. By moving student questions and concerns about the course or course content from individual emails to a public forum, all students enrolled in the course can benefit from having access to this information and additional clarification.
Add Non-Graded Material to Enhance the Course

Increasing Material Accessibility

*Required by Federal Law*

"Requiring use of an emerging technology in a classroom environment when the technology is inaccessible to an entire population of individuals with disabilities... is discrimination prohibited by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) unless those individuals are provided accommodations or modifications that permit them to receive all the educational benefits provided by the technology in an equally effective and equally integrated manner."

*The Anatomy of an Accessible Page*

*Web Accessibility Guidelines*

Please review the Web Accessibility Guidelines in the document below:

[NSCC Online Accessibility Manual](#)

*Create and Edit Files in D2L*

To create a new HTML file:

1. Navigate to the module in which the new HTML file should appear.
2. Click the "New" button in the right pane and select "Create a File":

3. Enter a title that will appear as the linked text.

4. If you have an HTML file or TXT file on your computer or in the files you have saved in D2L that you would like to use, click on "Browse for a Template." Once you select the file, it serves as a template, and you will be able to edit and save the file under a different name in the D2L editor.
   - Click the "Add" button.

5. Click inside the "HTML editor" box. Type the desired content.

6. Click on Publish or Save as a Draft for later editing:

To edit an HTML file:

**NOTE:** HTML files can be edited directly in D2L. All other file types, such as Word or PDF, must be downloaded and edited with the program that was used to create them. File types are identified by an icon in the list of files in Content.

1. Click on Table of Contents in the module panel on the left side of the screen.
2. Select the action arrow next the content item you would like to edit. Make sure that it appears next to an HTML icon in order to edit it:
3. Click on the action menu for the title. Select “Edit HTML”:

![Action Menu]

4. Make changes to the title or the content.

5. Click on Update or Revert to Draft:

![Update Revert to draft]

To delete a topic:

1. From the Content page, click the action arrow for the topic.
2. Click on "Delete Topic":

3. Click Delete.

File Types

You can use the following file types as topics:

- HTM
- HTML
- MHT
- MHTML Web Document
- RTF
- PPT
- PPS
- PDF
- DOC
- DOCX
- PPTX
- XML
- XLS
- TXT
- WPD Text Document
- JPG
- JPEG
- PNG
- GIF
- BMP
- TIF
- TIFF Image
- SWF
- MPG
- MPEG
- RM
- MP3
- MP4
- M4V
- M4A
- AVI
- WAV
- RAM
- ASF
- MOV
- RA Media
D2L displays Microsoft Office documents, PDF, as well as others in the Content D2L Viewer. Students are not required to have Microsoft Office to view the documents. D2L provides a View as Text option for MS Office Files.

File types in D2L are identified by icons. For example:

- **Word**
- **Excel spreadsheet**
- **HTML**
- **PowerPoint**
- **PDF**

To upload a new file, such as a Word, RTF, or PDF,

1. Navigate to the module in which the new content should appear, then click the "New" button.
2. Select "Upload files":

![Upload Files Dialog Box]

This will prompt the “Add a File” dialog box.
3. Choose where the files will be uploaded from: My Computer or Course Offering Files.
4. Click on Upload.
5. Upload the file and click on Open.
6. Click on Add. To view the file, click on Content then click the link:

OR

To drag and drop a file to Content,

1. Click on Content and create or select a module from the left navigation.
2. If your browser supports drag and drop, you will see a specialized drop area.
3. Locate and select the files on your computer.
4. Drag one or more files to the specialized drop space.

Understand the HTML Editor

In D2L, you can create a new HTML file or edit an HTML file using the built-in editor.
In the illustration above, note the following features and explanations:

1. Cut
2. Copy
3. Paste
4. Paste as Plain Text
5. Paste from Word: Used to paste copied content from Word. Otherwise much of the formatting will be lost. For example, there will be no paragraph divisions once you save the file.
6. Undo and Redo
7. Select Heading level styles or Paragraph style
8. Select Font Family, such as Arial or Verdana
9. Select Font Size
10. Select Text Color
11. Bold
12. Italic
13. Underline
14. Select Strikethrough, Superscript, or Subscript
15. Indent or Outdent
   Click the dropdown list next to No. 16 to choose alignment: Ordered List; Left, Center, Right, or Full Alignment; Move paragraph left to right or right to left.
16. Unordered (bulleted) List
17. Insert Stuff. Most often used to insert embed code or links to video or audio files. Often used to insert YouTube videos.
18. Insert Image
19. Insert Quicklink. Used to insert URLs or links to any of the course elements such as specific quizzes or assignments.
The dropdown arrow next to No. 19 inserts equations (built-in equation editor used for math equations), symbols (special characters such as ©, ®), horizontal lines, or HTML attributes (HTML code and is most likely beyond the scope of the average user.)

20. Insert New Table. The dropdown arrow next to New Table lists table formatting options.
21. Show or Hide available options in the HTML editor
22. Check Spelling
23. View and Edit HTML Source Code
24. View Document
25. Display the Editor Full Screen. This option provides more space for editing and viewing the document.
26. Drag to increase or decrease the size of the editor screen

The Publish button saves the document and makes it available for viewing. Draft saves a copy but does not display the document to users. Cancel disregards changes made to the document.

Inserting Video using the HTML Editor
Videos can be linked from Content or can be embedded using the Insert Stuff icon. Create or edit an HTML page in D2L. Click on Insert Stuff. Locate the link for your video. If it is YouTube, D2L will automatically create an iFrame and embed the video into your page. It you are linking to another location, you will be prompted for the width and height of the video and for alternative text. When you click on Insert, the video will be embedded into an iFrame and display on your HTML page. If you wish to display a link to a video on the HTML page, choose Insert Quicklink.

You can link to a video from Content. Click on the New button and select Create a Link. You have an option to Open as External Resource. This takes you to the external site. User Progress will not be tracked if you choose to open the video as an external resource. Not checking Open as External Resource will play the video in the D2L Content window.

Creating Accessible Documents Outside of D2L
The National Center for Disability and Access to Education has created one-page accessibility resources to assist in creating accessible content. For help creating accessible non-graded material to enhance your course, reference the following documents:

NCDAE Microsoft Word 2013 Accessibility Cheatsheet
NCDAE Microsoft Powerpoint 2013 Accessibility Cheatsheet
NCDAE Microsoft Excel 2010/2013 Accessibility Cheatsheet
NCDAE Adobe Acrobat XI Accessibility Cheatsheet
NCDAE YouTube Accessibility Cheatsheet
Activities for Application
If you have banner_teacher access to a D2L shell from a course you previously taught or to a current course to which you have been assigned, the following activities will give you some hands-on experience.

Track Student Progress
- In the class list, click on the User Progress or View Progress link then click on the items in the left margin to view various reports.

Grade Assignments
- Click on a quiz title and review all of the quiz settings.
- For quizzes, locate the area where you will set availability dates.
- For quizzes, locate the area where you will select the view students will see after submitting a test.
- For quizzes, locate the area where you will give special access.
- Create a new assignment folder.
- Edit the assignment information in the folder you created.
- Locate the area where you give special access to students.
- Locate the area where you will set availability start, due, and end dates.
- Delete the assignment folder you created in Step 1.

Manage the Gradebook
- In the gradebook, view grades for a student as a student would see them.

Add Non-Graded Material to Course
- Edit an HTML file.
- Create a short MS Word file using headings to increase accessibility.
- Upload this new MS Word file to an existing module.

Manage Discussion Boards
- Create a new discussion forum.
- Create a new discussion topic in the forum created in Step 1.
- Post a new discussion.
- Locate the options you need to check to evaluate discussions.
- Delete the forum and topic.
“During the Semester” Quiz

Answer the following questions to test your competency in the skills developed in this section. Answers can be found in Appendix B.

1. The classlist can be used to: [mark all correct answers]
   - [ ] read student email messages.
   - [ ] send an email message to everyone in the class.
   - [ ] view student profiles.
   - [ ] view calendar entries.
   - [ ] view student progress

2. To locate course data for students who have withdrawn, click on
   - [ ] Profile.
   - [ ] View Progress.
   - [ ] Settings.
   - [ ] Enrollment Statistics.

3. To arrange students in alphabetical order by last name in the grade book, click on
   - [ ] the grade icon (yellow ruler with green check mark).
   - [ ] the plus symbol next to a category.
   - [ ] the triangle above the last name column.
   - [ ] the arrange icon.

4. The instructor must release the final grade before it will display in student view.
   - [ ] True
   - [ ] False
5. Order the steps for resetting a quiz.
   ___ Click on Display Options.
   ___ Click the trash can (delete icon).
   ___ Check the box next to the student's attempt.

6. Which quiz setting tab would you choose to enter start and end dates for a quiz?
   C PROPERTY
   o Restrictions
   o Attempts
   o Submission Views
   o Questions/Layout

7. Respondus Lockdown Browser can be required for [mark all correct answers]
   [ ] viewing quiz feedback.
   [ ] setting start and end dates for a quiz.
   [ ] taking a quiz.
   [ ] adding a password

8. Special access can be used to [mark all correct answers]
   [ ] increase quiz time for a student with special needs.
   [ ] automatically send a grade to the grade book.
   [ ] add a special password to a quiz.
   [ ] change quiz availability dates for a make-up quiz.

9. Which tab is used to define the information (feedback) a student sees after submitting a quiz?
10. If an instructor cannot locate a quiz that a student completed but did not submit, one option is to search for _____ to check the quizzes in progress.

- All users
- Users who have completed an attempt
- Users with an overall score

11. Choose _____ to grade long-answer (essay) questions without seeing the students’ names.

- Auto-Grade
- View Graded Responses
- Blind Marking
- View Ungraded Responses

12. It is possible to give all students credit for a poorly worded question by adding points using the "Update All Attempts" option.

- True
- False

13. Which of the following statements are NOT true.

- Assignments can be made available to students for a specified period of time.
Assignments can be set to accommodate students who need more than the allotted time on an assignment.

Once an assignment is created, it cannot be deleted.

Assignment grades must be manually entered in the grade book.

Assignment due dates, if selected, display in the calendar.

14. Which of the following options will allow students other than those who have special access to submit assignments to the Dropbox?

- Allow users with special access to submit assignments outside the normal availability dates for this folder.
- Only allow users with special access to see this folder.

15. It is possible to view a Microsoft Word file, assign a grade, and provide general feedback for a student's essay submitted to the assignment Dropbox without saving the file to a local computer.

- True
- False

16. Without having to select the students individually, an instructor can click a link to "Email Users Without Submissions" to notify the students that their assignments have not been received.

- True
- False

17. Email in D2L is an internal or closed system. Which of the following statements is true?

- Students can send email messages from Gmail to D2L email.
- Students can forward email from D2L to Gmail.
- Faculty can send email from NSCC email to D2L.
- Faculty can forward email from D2L to NSCC mail.
18. Which of the following is NOT an option in email settings?

- Show the message preview pane.
- Mark messages as read when viewed.
- Print all email.
- Track whether a sent message has been read or unread.

19. It is recommended that faculty delete student email messages in D2L.

- True
- False

20. Which of the following file types can be edited in the D2L editor?

- PDF
- Word
- HTML
- RTF

21. HTML files can be created in D2L.

- True
- False

22. Which of the following HTML editor features is used to insert YouTube videos to a content page?

- Insert Quicklink
- Insert Image
- Insert Stuff
23. In Discussions, if you create a forum without a topic,

- students will see the forum but cannot post a message.
- students can post a message.
- students will not see the forum and will not be able to post a message.

24. If a Discussion topic is locked,

- students can read messages and can also post a new message.
- students can read discussion messages already posted but cannot post a new message.
- students cannot see any of the discussion messages for the locked topic.
- students cannot see messages that have been posted but can post a new message.

25. Visibility and locking options for a forum override visibility and locking options for a topic.

- True
- False

26. Forums can be evaluated.

- True
- False

27. The instructor must check the "publish to grades" check box to send individual discussion scores from discussions to the grade book.

- True
- False

28. Students can delete discussion messages they posted.
29. Which setting would you choose to read all messages in a topic without opening each message individually?

- Threaded
- Grid
- Reading
- Unthreaded
After the Semester

Learning Objectives

In completing this module, you will learn the skills necessary to:

- Release final grades

Release Final Grades

Students do not see the calculated final grade or adjusted final grade until the instructor releases the grade.

Final Calculated Grade

To release the final calculated grade:

1. From the Evaluation group, select Grades:

2. Navigate to the “Enter Grades” tab:

3. Click the Actions arrow for the Final Calculated Grade and select "Grade All”:

4. Select the check box next to the names of students whose grades are to be released or select all students.

5. Click on the Release/Unrelease icon at the top of the table:

   Alternatively, you can simply check the box in the “Release Final Adjusted Grade” column.

6. Click on Save. Click on Yes.
Final Adjusted Grade
To release the final adjusted grade:

1. From the Evaluation group, select Grades.
2. Navigate to the “Enter Grades” tab.
3. Click the Actions arrow for the Final Adjusted Grade and select "Grade All."
4. In the Final Adjusted Grade column, enter the adjusted score, then click the green arrow to Transfer the Final Grade or Transfer all.
5. Click on Release/Unrelease at the top of the table.
6. Click on Save. Click on Yes.
   NOTE: Ensure that you have selected Adjusted Final Grade in the Calculation Options for Grade Settings.
“After the Semester” Quiz
Answer the following questions to test your competency in the skills developed in this section. Answers can be found in Appendix C.

1. The instructor must release the final grade before it will display in student view.

☐ True

☐ False
Conclusion

After reading the NS Online Instructor Manual and completing the corresponding NS Online Instructor Training course, you are considered trained and competent in conducting courses in the NS Online environment. Contact Diana Blackburn, Instructional Support Specialist, Office of Online Learning, at diana.blackburn@nscc.edu with any questions that may arise while taking this online course or while teaching your own online course throughout the semester.
Appendix A
Before the Semester Quiz Answers

1. Teachers can logon to NS Online (D2L) courses as follows: [mark all correct answers]
   - ✔️ From [https://elearn.nscc.edu](https://elearn.nscc.edu) when the Nashville State network is down.
   - ✗ From the Nashville State website dropdown link for myNSCC when the Nashville State network is down.
   - ✔️ From [https://elearn.nscc.edu](https://elearn.nscc.edu) using the instructor's "A" number and synchronized password.
   - ✔️ From myNSCC at Nashville State's home page using my "A" number and synchronized password.

2. Faculty members can add "News" announcements to
   - ☐ My Home
   - ☐ Quizzes
   - ● Course Home
   - ☐ Classlist

3. Where do faculty find D2L Help files? [mark all correct answers]
   - ✔️ Links in the Faculty Support Services widget.
   - ✗ Nashville State Home Page.
   - ✗ Resources link from the Nashville State website.
   - ✔️ The Instructional Services link in the Faculty Support Services widget.

4. Calendar entries can be created by [mark all correct answers]
   - ✔️ clicking on Create Event and completing the calendar title, description, date, time, etc.
   - ✗ selecting Monthly View and clicking on Calendar Settings.
5. Students can create D2L calendar entries.
   - True
   - False

6. Dismissing a News item deletes the item so it cannot be retrieved.
   - True
   - False
Appendix B
During the Semester Quiz Answers

1. The classlist can be used to: [mark all correct answers]
   - ☐ read student email messages.
   - ☑ send an email message to everyone in the class.
   - ☑ view student profiles.
   - ☐ view calendar entries.
   - ☑ view student progress

2. To locate course data for students who have withdrawn, click on
   - ○ Profile.
   - ○ View Progress.
   - ○ Settings.
   - ☑ Enrollment Statistics.

3. To arrange students in alphabetical order by last name in the grade book, click on
   - ○ the grade icon (yellow ruler with green check mark).
   - ○ the plus symbol next to a category.
   - ☑ the triangle above the last name column.
   - ○ the arrange icon.

4. The instructor must release the final grade before it will display in student view.
   - ☑ True
   - ○ False

5. Order the steps for resetting a quiz.
1. Click on Display Options.
2. Check the box next to the student's attempt.
3. Click the trash can (delete icon).

6. Which quiz setting tab would you choose to enter start and end dates for a quiz?
   - Properties
   - Restrictions
   - Attempts
   - Submission Views
   - Questions/Layout

7. Respondus Lockdown Browser can be required for [mark all correct answers]
   - viewing quiz feedback.
   - setting start and end dates for a quiz.
   - taking a quiz.
   - adding a password

8. Special access can be used to [mark all correct answers]
   - increase quiz time for a student with special needs.
   - automatically send a grade to the grade book.
   - add a special password to a quiz.
   - change quiz availability dates for a make-up quiz.

9. Which tab is used to define the information (feedback) a student sees after submitting a quiz?
10. If an instructor cannot locate a quiz that a student completed but did not submit, one option is to search for _____ to check the quizzes in progress.

- All users
- Users who have completed an attempt
- Users with an overall score

11. Choose _____ to grade long-answer (essay) questions without seeing the students’ names.

- Auto-Grade
- View Graded Responses
- Blind Marking
- View Ungraded Responses

12. It is possible to give all students credit for a poorly worded question by adding points using the "Update All Attempts" option.

- True
- False

13. Which of the following statements are NOT true.

- Assignments can be made available to students for a specified period of time.
Assignments can be set to accommodate students who need more than the allotted time on an assignment.

Once an assignment is created, it cannot be deleted.

Assignment grades must be manually entered in the grade book.

Assignment due dates, if selected, display in the calendar.

14. Which of the following options will allow students other than those who have special access to submit assignments to the dropbox?

- Allow users with special access to submit assignments outside the normal availability dates for this folder.
- Only allow users with special access to see this folder.

15. It is possible to view a Microsoft Word file, assign a grade, and provide general feedback for a student's essay submitted to the assignment dropbox without saving the file to a local computer.

- True
- False

16. Without having to select the students individually, an instructor can click a link to "Email Users Without Submissions" to notify the students that their assignments have not been received.

- True
- False

17. Email in D2L is an internal or closed system. Which of the following statements is true?

- Students can send email messages from gmail to D2L email.
- Students can forward email from D2L to gmail.
- Faculty can send email from NSCC email to D2L.
- Faculty can forward email from D2L to NSCC mail.
18. Which of the following is NOT an option in email settings?

- Show the message preview pane.
- Mark messages as read when viewed.
- Print all email.
- Track whether a sent message has been read or unread.

19. It is recommended that faculty delete student email messages in D2L.

- True
- False

20. Which of the following file types can be edited in the D2L editor?

- PDF
- Word
- HTML
- RTF

21. HTML files can be created in D2L.

- True
- False

22. Which of the following HTML editor features is used to insert YouTube videos to a content page?

- Insert Quicklink
- Insert Image
- Insert Stuff
23. In Discussions, if you create a forum without a topic,
   - students will see the forum but cannot post a message.
   - students can post a message.
   - students will not see the forum and will not be able to post a message.

24. If a Discussion topic is locked,
   - students can read messages and can also post a new message.
   - students can read discussion messages already posted but cannot post a new message.
   - students cannot see any of the discussion messages for the locked topic.
   - students cannot see messages that have been posted but can post a new message.

25. Visibility and locking options for a forum override visibility and locking options for a topic.
   - True
   - False

26. Forums can be evaluated.
   - True
   - False

27. The instructor must check the "publish to grades" check box to send individual discussion scores from discussions to the grade book.
   - True
   - False

28. Students can delete discussion messages they posted.
29. Which setting would you choose to read all messages in a topic without opening each message individually?

- True
- False
- Threaded
- Grid
- Reading
- Unthreaded
Appendix C
After the Semester Quiz Answers

1. The instructor must release the final grade before it will display in student view.
   - True
   - False