This guide was designed to help instructors add content to their d2L Lite course shell. Please see the Table of Contents to find the specific information on the various tools in d2L. Welcome to D2L Lite!
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Home Page Overview

Basics of the Homepage

1. Minnie Bar
2. Navigation Bar
3. Overview
4. Bookmarks
5. Upcoming Events
6. Table of Contents
7. Add a Module
"My Home"

Clicking "My Home" will take you to the District Homepage and a list of all prior courses you have offered in d2l.

Hovering over this link will allow you to tell what course you are in.

The drop down menu will display the prior courses you have visited and allow you to search your course offerings.
Mini Bar (notifications)

The next three items are part of a notification system in d2l. When you have a pending item a small red ball will appear on each of the three icons. (envelop, updates, and discussions)

“Envelope”
Click on the envelop and you will see the “pager” and “email” appear
Pager is an instant messaging system for students and instructors.
Email will link to your email.

Updates (notifications)

“Updates”
Click on this icon and you will see what has happened since the last time you were in your course. These links will hyperlink you to the actual item.
Discussion (notifications)

“Discussion Notification”

When someone has responded to a discussion you will see a red dot here. Then you can hyperlink to that particular discussion post.
Mini Bar

“Profile”
This is a social networking aspect to D2L. This is also where you can add your picture and interests.

“Notifications”
This area allows you to get notified when specific things change within your courses. It will also allow you to sign up for email notifications for a daily summary of your course.

“Account Settings” allow you to:
Set fonts, set discussion views, and forward email to another account

“Progress”
Primarily for students, it allows them to view their completion in various aspects of the course.
**Navigation Bar**

- **“Course Home”** returns you to the home screen for this particular course.
- **“News”** is where you can make announcements to your class. They will receive them in notifications and emails.
- **“Grades”** is a digital gradebook.
- **“Calendar”** is where you can list all due dates and events for the course.
- **“Attendance”** allows you to take roll online and allows the students to view their absences.
- **“Classlist”** is continually updated from banner and allows you to see class progress.
- **“Discussion”** is where you can have asynchronous talks with your class and they can interact with each other.
- **“Online Tutoring”** services for students through Smart Thinking.
- **Ventura College Online “Library” Services**
Overview

"Overview" area will allow you to give your students a broad picture of your course. To put content here you can either attach a document or write in the html box.
Overview Continued

“Add Attachments”

1. Click “Add Attachments”
2. Open your documents on the computer
3. Drag the document to box and it will turn green
To type an Overview:

1. Click “Add a welcome message, overview, or description”
2. This html box will appear and you can type
3. If you click here additional editing tools will appear
4. Click “Update” to save your work
“Bookmark” is primarily a student tool. It allows students to flag a document in the content. Then it will appear under this tab. Items are added to bookmark while viewing the content page.
“Upcoming Events” will show students what is due this week. This is pulled from dates the instructor has entered in the course calendar.
Table of Contents

“Table of Contents” shows the content you have added: links, documents, etc.
Adding a Module

Click on “Add a Module” and type in the title of the module. Then click off and the folder will appear.

A module is a folder to hold material.
Adding a Module Continued

Now you will see your module and the ability to add content to it.
Adding a Document

Click on “New” and this menu appears. Here you can upload a file (pdf, doc), create a file, add a link, upload a zip document, or create a new discussion.

To add a document click “Upload Files”.
Adding a Document Continued

Then this box appears

Click “Upload” then you can search on your computer for your document

Double click on the document
Adding a Document Continued

Then click “Add”

Your document will appear in the module you put it in
Here is your material

You can tell it is “Week 1” because there is a number one showing the number of items.

It will appear in the middle of the screen.
Adding a Link

Click on “New”
Then Click on “Create a Link”
(1) This “New Link” window will appear.

(2) Give your link a title.

(3) Then copy the URL into this box.

(4) Check the “Open as External Resource” box.

(5) Click “Create”.
Adding a Link Continued

This is an example of a link
Adding a Link Continued

Then your link will appear in the module you have put it in.
Click on "News" to create a new announcement.
Click on “New item” to create and post a new announcement.

“Delete” will permanently remove selected announcements from D2L that you have created.

If they are district announcements you cannot delete them.

This is the News announcement queue where all News announcements will be uploaded and viewed.
News Continued

Type a **Headline** title (required)

Type the text body of your announcement within the HTML text box

“**Insert Image**”  “**Insert Quick link**”

“**Spell Check**”

“**Start Date**” can be set to a scheduled date to release announcements

“**End Date**” can be set to remove announcements from students News queue

Files, Audio, Video can be attached to News announcement

“**Save as Draft**” allows you to save News announcement to be published at a later time

“**Publish**” allows you to post News announcement to D2L
Click on “Grades” from the homepage
Grades Setup Wizard

The first time you should go through the "Setup Wizard" by clicking on start. This will take you through a series of 7 steps. Be sure that you know how you want your grade book setup prior completing the steps.
Grade Categories

"Gradebook" gives you the option to create categories and items within that category.
Grade Categories Continued

Title your category (for example Quizzes)

“Can Exceed” will allow you to give over the maximum points

Distribution forces all items in the category to be worth the same amount

You can drop the lowest grade item in the category

Once you have reviewed your display options

Click “Save and Close”
Grades Items

From the Manage Grades
Click on “New”
Then “Item”
Grades Items Continued

Here you can pick the type of grade item you prefer. The most commonly used is “Numeric.”
(1) Type in the title of your grade item; this example it is “Quiz Week 1”
(2) Then choose the category; here we had just made the quizzes category
(3) Choose the number of points this item is worth.
(4) Then click “Save and Close”
Under the “Restrictions” tab you can set additional restrictions to the visibility of this grade item.

This will default to the grade item always being visible for students. You can adjust it.

After you choose the option that suites you click “Save and Close”
Manage Grades

From the "Manage Grades" tab you can see the beginning of the grade book. The gray lines are the categories and the white lines are the items.

To continue building your gradebook click on "New" and repeat the process.
From the “Enter Grades” tab you can see all students listed in your course.

To “Enter Grades” click the drop down next to the grade item. Click on “Grade All”
Enter Grades Continued

Now you can enter the grade for each student.

You can also write feedback to each individual student.

If you have a large class you might have to increase this number.

Once you are done click “Save”
Exporting Grades

It is crucial to keep a backup of your gradebook on your flashdrive or your computer. This is just in case there is a discrepancy or anything should happen.
Exporting Grades Continued

Click on “Export”
Exporting Grades Continued

Click the Last and First Name box
Click to “Export to Excel”

Your attachment will pop up
Please save to your computer or flash drive
Discussions

This tool allows students to discuss assigned topics through an a synchronous board.

Click on “Discussions”

Click on “New”

“New Forum”
Discussions Continued

(1) Title your forum
(2) Type in the description
(3) “Save and Close”
Click on “Calendar” from the homepage
Here there are multiple views. Currently this is the month view. To set a date for your course click on “Create Event”
Calendar Continued

(1) Title your event
(2) Write a description of the event
(3) Add a duration or due date to your event
(4) If you would like to you can add a location as well.
(5) Click “Create”

(These can be actual events or course due dates. This calendar is visible to students.)
Attendance

(1) From the homepage click “Attendance”
(2) Then click “New Registers”
(1) Title your register (for example, Monday Wednesday)
(2) Click “Attendance” scheme (in the drop down menu)
(3) Session Names should be the “Cause for Concern %” will flag students who have low attendance
(4) Session Names should be the dates that you meet.
(5) “Add Sessions” enter the number of sessions for the year (32 for the year)
(6) Click “Save”
**Attendance Continued**

Once you close your new register then click back on "Attendance" you will see your new register.

Your classlist will prefill here from banner.

You can export the register to an excel spreadsheet.

To take attendance click the calendar icon.
Attendance Continued

You can mark everyone present
Or individually here
Make sure you click “Save”
Classlist

From the homepage click
Classlist Continued

“Enrollment Statistics” will show you student’s progress (enrollments and withdrawals are automatically updated with banner)
You can email the classlist
You can search for a specific student
Instructors can "Impersonate" their test student to see the student perspective from the dropdown menu next to your test student.

Instructors can also get an overview of how their students are progressing in the course through "View Progress".
Library and Online Tutoring Services

The “Library” link gives students access to library resources.

“Online Tutoring” link gives student’s access to Smart Thinking the online tutoring service.

(These links are student links and are authenticated by the student’s logins. They will not work with the instructor login.)