# Suggested Order for Creating a Desire2Learn Course from Scratch

1. **How to create announcements in Desire 2 Learn**
   a. On the Homepage for a course find the News Widget.
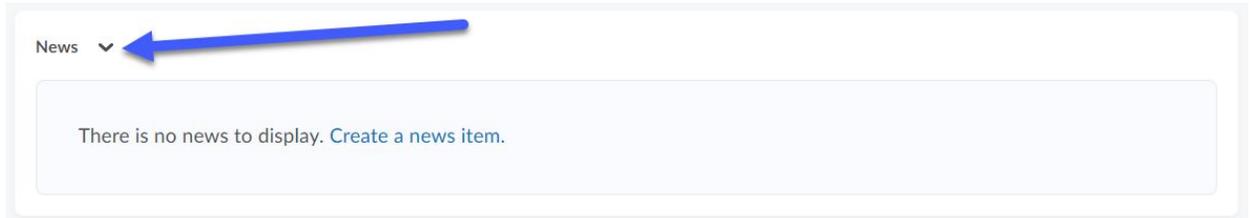
   

   b. Click the drop down next to "News" in the News Widget
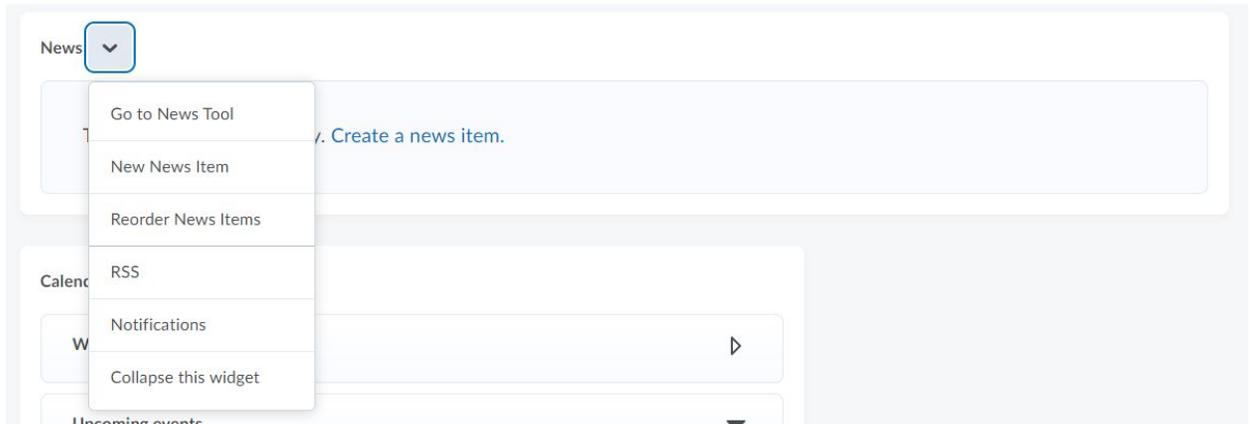
   

   c. Click "New News Item"
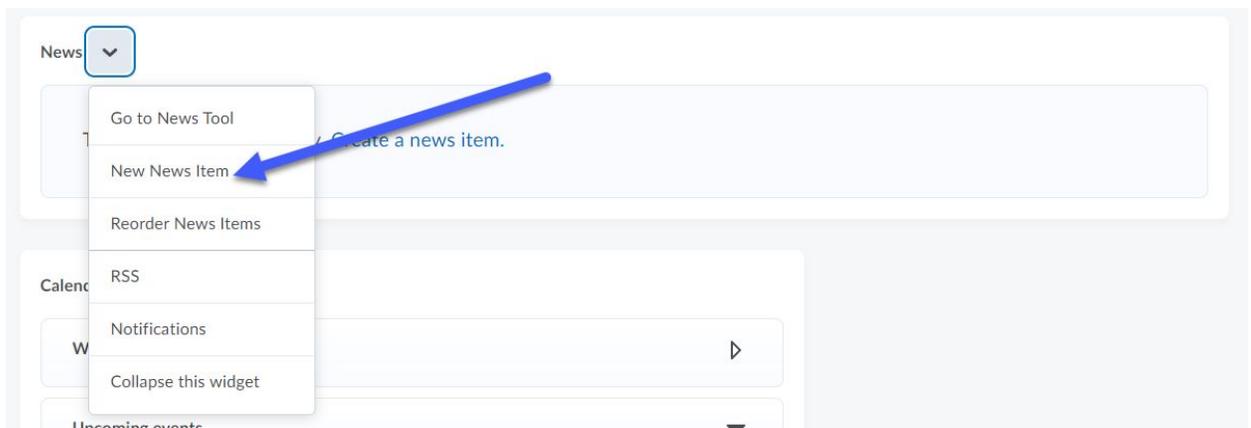
   

d. Enter the headline and content for the news item

New Item

General

Headline *

Content *

e. The start date is the date and time at which the news item will be visible to students. The end date is the date on which the news item will no longer be visible to students. You could also attach files to the news item, or record video or audio to go along with the news item.

Availability

**Show Start Date**

☑ Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

**Start Date**

| 3/11/2020 | 2:58 PM | Now |

United States - New York

**End Date**

☐ Remove news item based on end date

| 3/12/2020 | 12:00 AM | Now |

United States - New York

Attachments

| Add a File | Record Audio | Record Video |

Additional Release Conditions

| Attach Existing | Create and Attach | 🗑 Remove All Conditions |

There are no conditions attached to this item.

| **Publish** | Save as Draft | Cancel |

f. When you are finished with creating the news item, click the Publish button. Your news item will then be saved.

2. **Complete syllabus and save as .DOCX and .PDF (offline)**
3. **Upload syllabus to D2L;**

A. Click the ▤ **Table of Contents** link in Content or Content Browser panel.
B. On the Table of Contents page, enter the module title "Syllabus" in the **Add a module...** field, which is below the Table of Contents title and any existing modules.

C. Press **Enter** to add the Syllabus module.
D. Drag the Syllabus module to the top of the Table of Contents.
E. With the Syllabus module still selected, click the New button.
F. Click Upload files to find your syllabus file/document. Choose the PDF version.
G. Click Add

For additional help - https://documentation.desire2learn.com/en/creating-modules-sub-modules-in-content and
https://documentation.desire2learn.com/en/creating-arranging-content-using-drag-and-drop

4. **Create course navigation structure by creating modules/sub modules for each unit, week or lesson.** This concept is the same as the Lessons Tab in ANGEL and necessary for students to find course content. E.g The course navigation structure can be organized into 16 weeks, 10 lessons/units or 24 chapters. Use the most logical structure for your teaching needs.

A. Click the ⋮☰ Table of Contents link in the Table of Contents panel.
B. On the Table of Contents page, enter your new module title in the Add a module... field, which is below the Table of Contents title and any existing modules.
C. Press Enter.
D. Repeat as needed for all modules and submodules.

For additional help - https://documentation.desire2learn.com/en/creating-modules-sub-modules-in-content

5. **Create and configure your gradebook;**

Create the gradebook structure using the "Grades Setup Wizard";
A. Click the Resources tab, then Grades, then Grades Setup Wizard. D2L will show you the current/default settings for your gradebook.
B. Click Start. You will be presented with a 7-step process for configuring your gradebook. Click the help icon (question mark) next to each of the options for each step to configure the gradebook according to your needs. These are our suggested settings;
   1. Step 1; Weighted
   2. Step 2; Calculated Final Grade
   3. Step 3; Drop ungraded items, Auto keep final grade updated
   4. Step 4; Percentage
   5. Step 5; Number of decimal places to display 2
   6. Step 6; As shown right;
   7. Step 7; Review summary
   8. Click Finish

More - https://documentation.desire2learn.com/en/grades-setup-wizard

6. **Create gradebook categories with proper percentages** (if weighted calculation)**;**
A. On the Manage Grades page, click **Category** from the New button.
B. Enter a **Name** for the category.
C. If needed, enter a **Short Name** to display in the grade book.
D. If needed, enter a **Description** of the category. Select the **Allow users to view description** check box if you want to make the category description available to users.

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**Step 6 of 7**

**Step 6: Student View Display Options**

**Grade Details**
☑ Points grade ❓
☑ Weighted grade ❓
☐ Grade scheme symbol ❓
☐ Grade scheme color ❓

**Decimals Displayed** ∗
Number of decimal places to display  2   ❓

**Characters Displayed** ∗
Number of characters to display for Text items  50   ❓

**Final Grade Calculation**
☑ Display final grade calculation to users ❓

[Continue]  [Go Back]  [Cancel]

E. Enter the total **Weight** or percentage that you want the category to contribute towards the final grade total of 100%.
F. If needed, set **Distribution Options** as required by your calculations for the category. Check these closely as they will effect each item contributing to the category.
G. If needed, set display options for the students.
H. Click **Save and Close**. To create another category, click **Save and New**.

For additional help - https://documentation.desire2learn.com/en/creating-grade-book-categories

7. **Create gradebook items for each graded assessment in the course, e.g. dropbox, quiz, discussion topic;**

A. On the Manage Grades page, click **Item** from the New button.
B. Click **Numeric**.
C. Enter a **Name** for the grade item.
D. If needed, enter a **Short Name** to display in the grade book.
E. Select the appropriate category from the **Category** drop-down list.
F. If needed, enter a **Description** of the grade item. If you want to make the description available to users, select **Allow users to view grade item description**.
G. Enter the point value of the item graded in the **Maximum Points** field.
H. If the **Distribution Options** in 4F above are set to "Manually assign weight to items in the category", enter the **Weight** you want the grade item to contribute to the category. If the item is not weighted, leave this box blank. D2L will calculate according to the **Maximum Points** in 5G above.
I. If you want users' grades to exceed the total value of the item, select the **Can Exceed** check box.
J. Select the **Bonus** check box if you want the item counted as a bonus item.

For additional help -https://documentation.desire2learn.com/en/creating-numeric-grade-items

8. **Create and configure all drop boxes;**

A. Click the **Assessments tab**, then **Dropboxes**
B. On the Dropbox Folders page, click **New Folder**.
C. Enter a **Name**.
D. Select a Folder Type:

   a. **Individual submission folder** Select this option if you want each user to have their own submission.
   b. **Group submission folder** Select this option if you want one submission per group. You must associate the folder with a **Group Category**. **NOTE** Group submission areas are marked on the Dropbox Folders page with the 👥 **Group Submissions** icon. Any group member can submit and view files for a group dropbox folder.

E. Ignore the **Category** drop-down list for now.
F. Associate the dropbox folder with a **Grade Item** if you want submissions tied to an item in your grade book.
G. Enter a value in the **Out Of** field for the assignment total score. **TIP** If you associate the folder with a grade item, maintain consistency for your students by matching the value of the **Out Of** field to the grade item's **Max. Points** value.
H. If you associate the dropbox folder with a grade item, you can click **Edit Display Settings** from the Student View Preview context menu to edit how grades display to students.
I. Ignore **Add Rubric** for now.
J. Add **Instructions** for students.
K. You can include attachments such as a file, an audio recording, or a video recording.

L. Select the submission options you want.

M. Click **Save**.

For additional help - https://documentation.desire2learn.com/en/Dropbox

9. **Create one overall discussion forum;**

   A. Click the **Assessments tab**, then **Discussions.**
   B. On the Discussions List page, click **New Forum** from the New button.
   C. Enter the title **Course Discussion Forums** for your forum.
   D. Do not select the **Create a new topic in this forum with the same title** check box.
   E. Leave all settings and release conditions for the overall discussion forum as is.
   F. Click **Save and Close**.

10. **Create and configure all discussion topics**

    A. On the Discussions List page, click **New Topic** from the New button.
    B. Select "**Course Discussion Forums"** as the forum you want to place your topic in from the drop-down list.
    C. Enter a **Title** and **Description** for your topic.
    D. In the **Options** section, if needed:
        a. Select the **Allow anonymous posts** check box to enable anonymous posting to the topic. **NOTE** You cannot evaluate anonymous posts.
        b. Select the **A moderator must approve individual posts before they display in the forum** check box to require moderators approve posts before they appear in the topic.
        c. Select the **Users must start a thread before they can read and reply to other threads** check box if you want users to start a thread before they can read and respond to other threads in the topic.
    E. Ignore the rating scheme for now.

    F. Select a Visibility option for your topic. NOTE: Most instructors leave the visibility and locking options open to all students for the entire semester. **NOTE** If you select **Topic is visible for a specific date range**, select the **Has Start Date** and **Has End Date** check boxes to set your availability. You can also have dates **Display in Calendar**.

    G. Select topic Locking Options:
        a. Select **Lock topic** to the lock the forum when it is created. It remains locked until you select **Unlock topic**.
        b. Select **Unlock topic for a specific date range** to open the topic within a date range. Select the **Has Start Date** and **Has End Date** check boxes to set your topic availability.
    H. Click **Save and Close** or **Save and New**.

For additional help - https://documentation.desire2learn.com/en/Discussions

11. **Link all drop boxes and discussion forums to their respective modules using the Add Existing Activities button/tool –**

    For additional help - https://documentation.desire2learn.com/en/creating-new-topic-in-content

12. **Link any files, videos or external web links to their respective modules using the New button/tool.** These items typically come from outside of D2L initially –

    A. With the desired module selected, click the New button.
    B. Click on **Create a Link**
    C. Enter a title for the link
    D. Paste the URL for the link into the URL box
    E. Check **Open as External Resource**

F.   Click **Create**

For additional help - https://documentation.desire2learn.com/en/Links

13. **Preview everything as the role of "student" using the Role Switch widget on the right side of the course home page.**

14. Create and configure all rubrics; *Please call CTLE for training on this comprehensive feature.*

For additional help - https://documentation.desire2learn.com/en/Rubrics

15. Create and configure all quizzes; *Please call CTLE for training on this comprehensive feature.*

   For additional help - https://documentation.desire2learn.com/en/Quizzes

16. How to start a virtual classroom through d2l by bongo
   a.   Enter the desired course for the virtual classroom and press "more" on the navigation bar.
   b.   Then press "Virtual Classroom"
   c.   Press "Continue".
   d.   There will be a button at the bottom right hand corner that has a plus simple on it. Press the button.

   e.   
   f.   A new window will pop up and prompt information for a specific session between the class.

   g.   
   h.   Fill out the information to desired requirements and press save.
   i.   Under the active meeting's tab there will be a display of all the meetings that have been created. To the right of the title of the meeting there are 3 dots, if you click on them it will show actions allowed with the meeting.
   j.   To start the meeting press launch meeting.
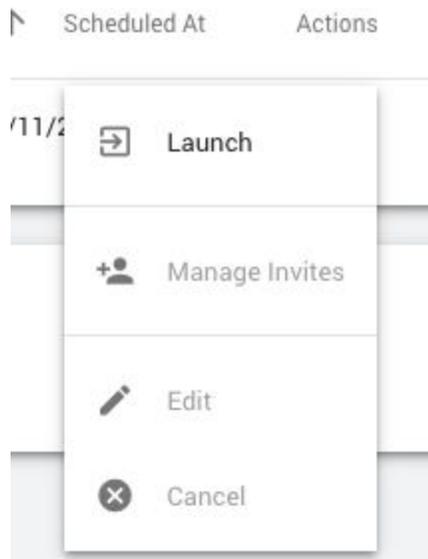
k.

l. The meeting will now be in session until you end it.

m. To end the meeting in the top right hand corner there will be 3 dots again press it and select end meeting.
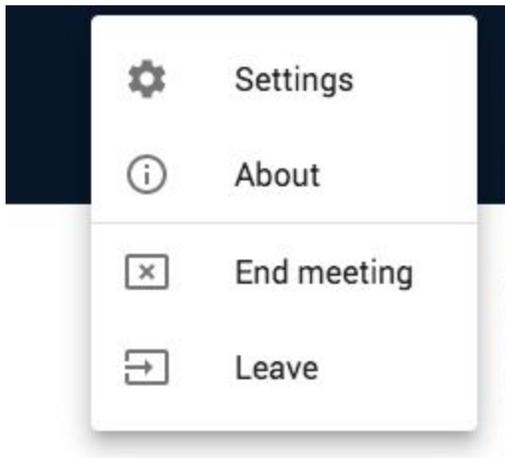


n.

o. **Instructions for students. You might want to send these to your students first.**
   i. **On the course navbar or in Content, click Virtual Classroom**
   ii. **D2L will open Bongo class meetings window**
   iii. **Click on the scheduled meeting**
   iv. **Follow the prompts for selecting and checking your audio devices**
   v. **Once the meeting has started you will see icons at the top for the screen for chat, attendees and exiting the meeting**

p. **Quick Tips**
   i. **We recommend using the latest version of Chrome, Firefox, or Edge (Chromium version). Safari for iOS devices**
   ii. **Use headphones instead of speakers to prevent voice echo.**
   iii. **Click the Enter Meeting Room button to enter the meeting, or click the Enter Meeting When Started button to be automatically entered into the me**

A complete list of upcoming workshops can be found here –

http://www.scranton.edu/academics/lms/lms-workshops.shtml

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