

## Create a Course in D2L (LIVE)

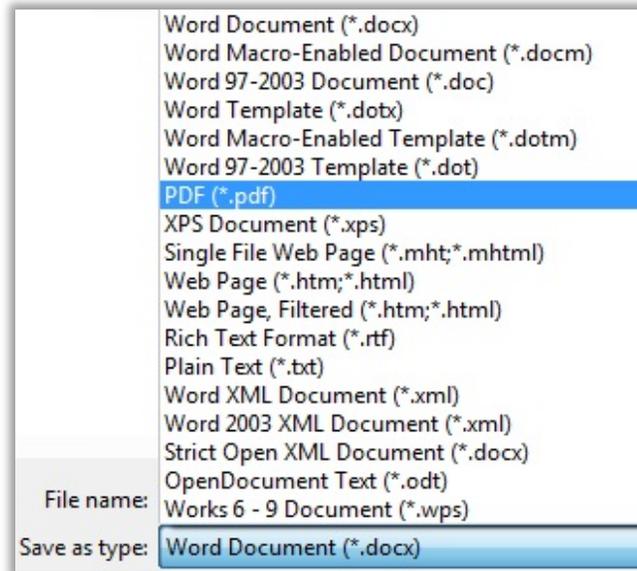
### A step-by-step Guide

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## Upload a Syllabus

Save Your Syllabus as a pdf

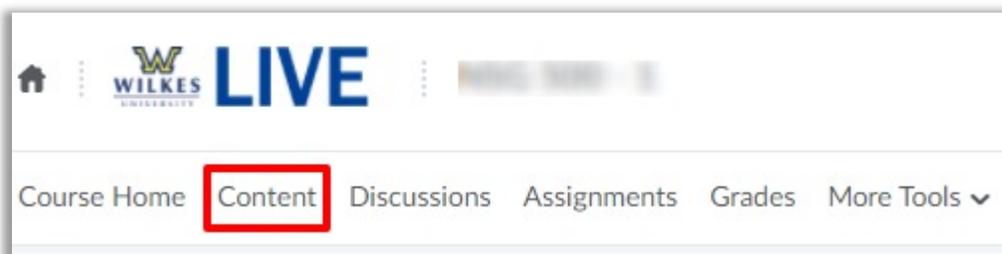
1. Open your syllabus. Click **Save As**.
2. In the **Save as type** or **Format box**, select **PDF (\*.pdf)**.



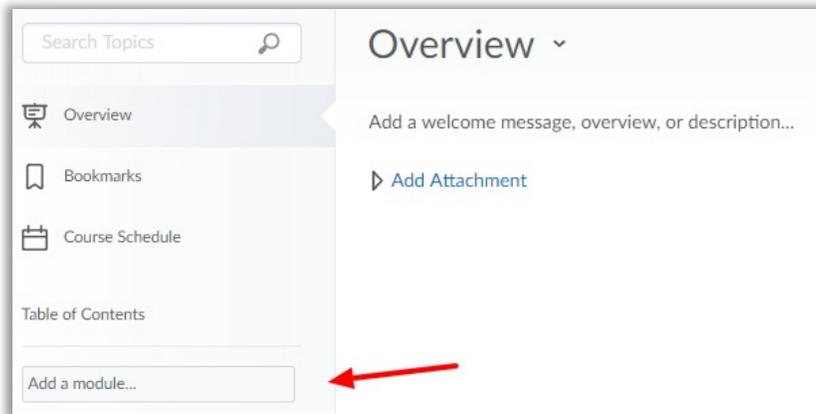
3. Click **Save** to save a pdf version of your syllabus.

## Upload Your Syllabus

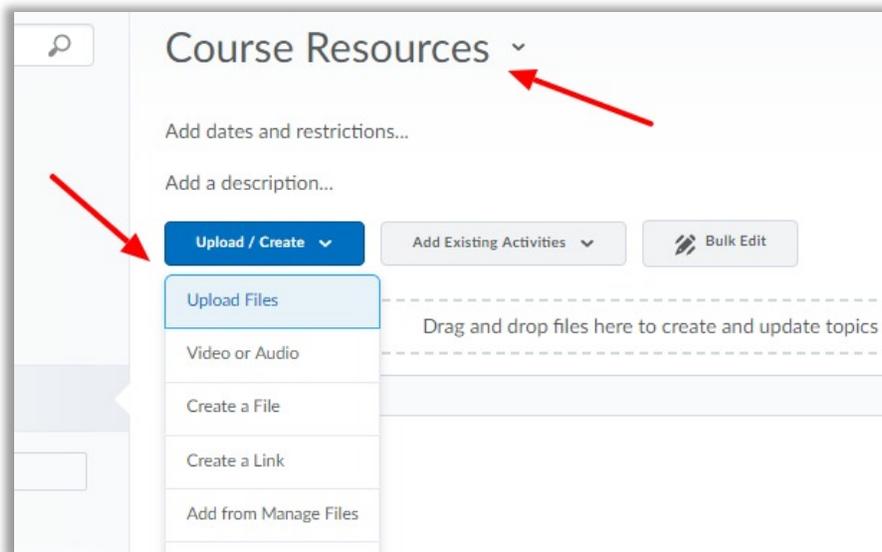
1. On the homepage of your course in D2L (LIVE), click **Content** on the navigation bar.



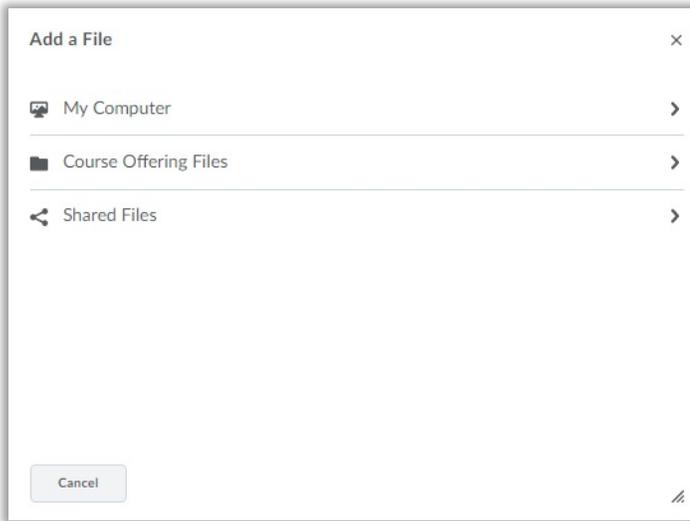
2. Create a module named **Course Resources** by clicking **Add a module...** and entering the module name. This module will contain your syllabus and any other information that is relevant to the course.



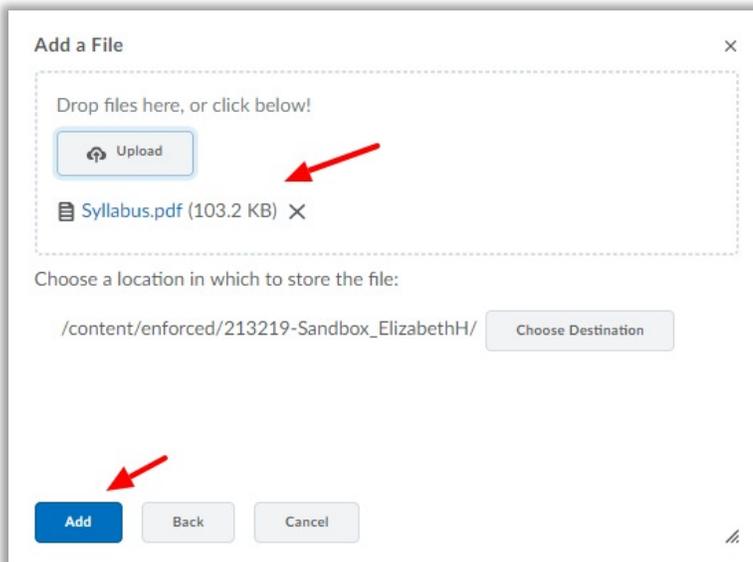
3. In the Course Resources module, click **Upload/Create**, then **Upload Files**.



4. Click **My Computer** if your syllabus is saved on your computer.



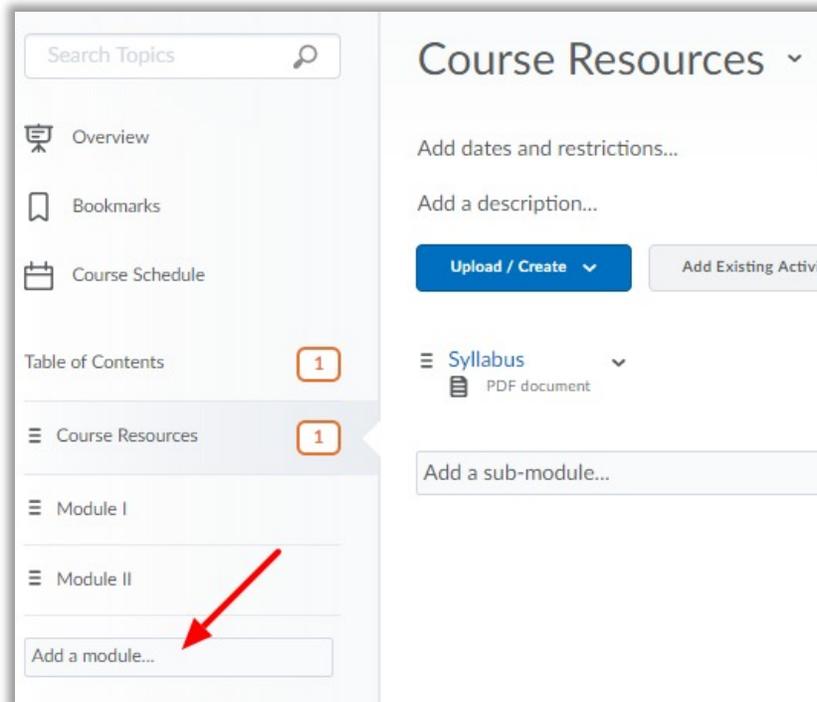
5. Click the **Upload** button and navigate to your syllabus to select it. Alternatively, you can drag the file and drop it in the dotted box. Click **Add**.



## Create Course Navigation

Use modules and submodules to organize your course content into weeks, units, or lessons. Organizing your content will make it easier for your students to find course content. Choose the organizational method that will work best with your course curriculum.

1. Click **Content** on the navigation bar to access the **Content** screen.
2. From the **Content** screen, click **Add a module...** and enter your module name.



3. Press **Enter**.
4. Repeat as needed to create the number of modules/units for your curriculum.

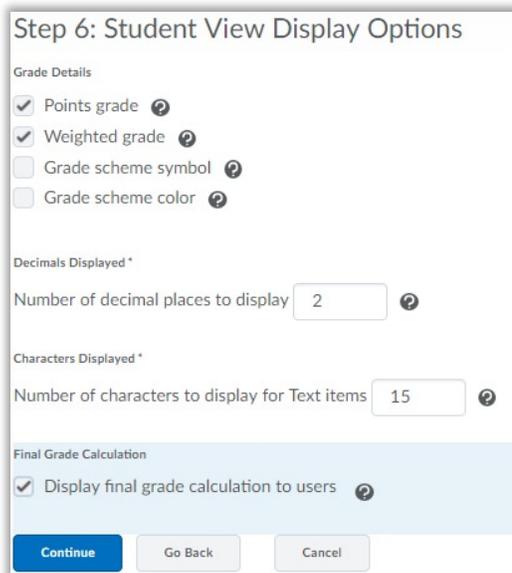
## Set Up a Gradebook

The Grades tool in D2L (LIVE) makes it easy to assess student work, saves time and paper, allows students to see feedback, and can automatically calculate the final grade. The Gradebook can be set up for weighted average or total points.

### Grades Setup Wizard

1. **Begin** by clicking **Grades** on the navigation bar. The first time you access **Grades**, you will begin in the Setup Wizard with the current/default settings displayed. Click **Start**.
2. The Setup Wizard will go through seven steps to configure your gradebook. To get help on any of the options, click the question mark  for more information. Here are our recommended selections for each of the seven steps:

1. Grading System: Weighted
2. Final Grade Released: Adjusted Final Grade; Automatically release final grade
3. Grade Calculations: Drop ungraded items; Automatically keep final grade updated
4. Default Grade Scheme: Percentage
5. Managing View Display Options: 2 decimals displayed
6. Student View Display Options: See below



The screenshot shows the 'Step 6: Student View Display Options' screen. It is divided into three sections: 'Grade Details', 'Decimals Displayed \*', and 'Characters Displayed \*'. Under 'Grade Details', there are four checkboxes: 'Points grade' (checked), 'Weighted grade' (checked), 'Grade scheme symbol' (unchecked), and 'Grade scheme color' (unchecked). Each checkbox has a question mark icon to its right. The 'Decimals Displayed \*' section has a text input field labeled 'Number of decimal places to display' with the value '2' and a question mark icon. The 'Characters Displayed \*' section has a text input field labeled 'Number of characters to display for Text items' with the value '15' and a question mark icon. At the bottom, there is a 'Final Grade Calculation' section with a checked checkbox labeled 'Display final grade calculation to users' and a question mark icon. Below this section are three buttons: 'Continue' (blue), 'Go Back' (grey), and 'Cancel' (grey).

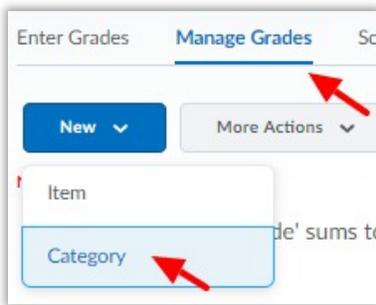
7. Grades Setup Summary: Click **Finish**.
3. Modify your Gradebook set up at any time by clicking **Settings** on **Grades** home.



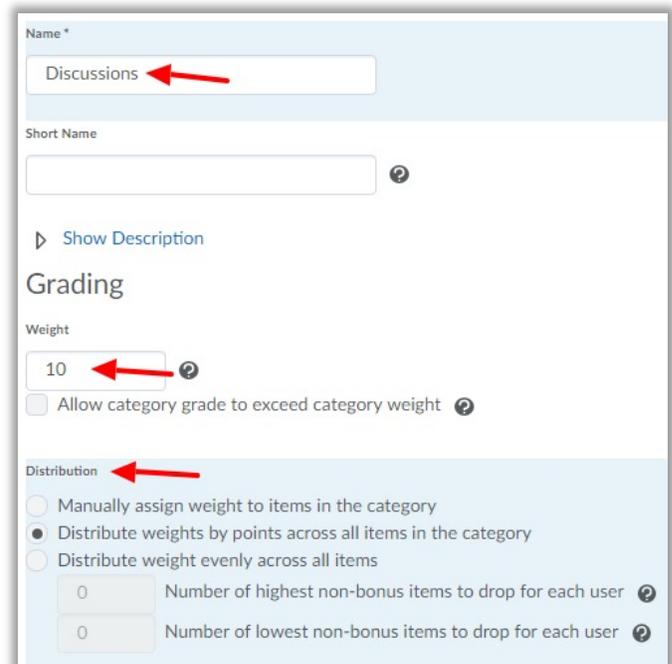
## Create Grade Categories

If you chose to use the weighted percentage grading method, you will next create grade categories. On the navigation bar, click **Grades** to enter the gradebook.

1. Click **Manage Grades** if not already selected, then click the **New** button and choose **Category**.



2. Enter the name of the category in the **Name** field.
3. If necessary, enter a Short Name to display and/or a Description of the category.
4. In the Grading section, enter the weight (%) that you want this category to contribute to the final grade total of 100%. Grade items within the category contribute toward this weight.
5. Select how you would like the grade items distributed within the category.
6. If preferred, modify any Display Options.
7. Select **Save and New** to add another category and repeat until the final grade total is 100%. Select **Save and Close** when finished.

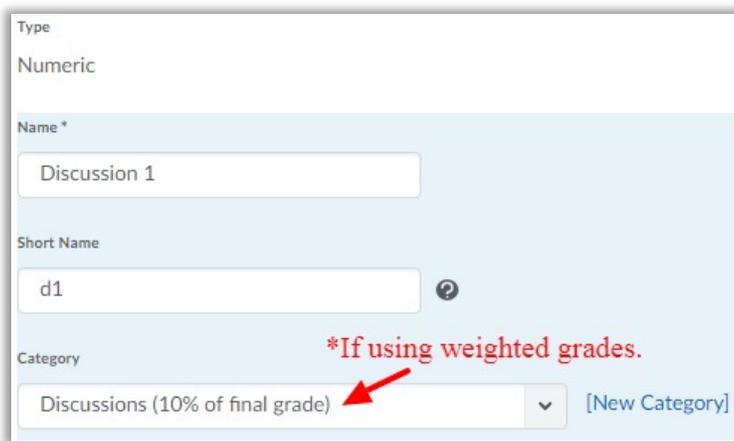
A screenshot of the category configuration form. The 'Name' field contains 'Discussions'. The 'Short Name' field is empty. There is a 'Show Description' link. The 'Grading' section has a 'Weight' field set to '10' and a checkbox for 'Allow category grade to exceed category weight'. The 'Distribution' section has three radio button options: 'Manually assign weight to items in the category', 'Distribute weights by points across all items in the category' (which is selected), and 'Distribute weight evenly across all items'. Below these are two input fields for 'Number of highest non-bonus items to drop for each user' and 'Number of lowest non-bonus items to drop for each user', both set to '0'. Red arrows point to the 'Name' field, the 'Weight' field, and the 'Distribution' section.

## Create Grade Items

Gradebook items can be created for manual entry, such as participation points, or to connect with other D2L tools. Grade Items created in the Grades tool can later be linked to existing assignments, quizzes, and discussions so that the grade automatically transfers to the gradebook. Grade Items can also be created directly from the assignment, quiz, or discussion tools. The example below demonstrates how to create a grade item using the Grades tool.

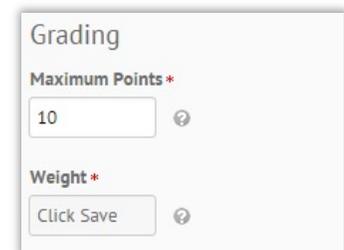
Create a Grade Item in the Grades Tool

1. From the **Manage Grades** screen in the gradebook, click **New** and choose **Item**.
2. Choose **Numeric** for the Grade Item Type.



3. Enter a **Name** for the Grade Item.
4. Enter a **Short Name** (optional). A short version or abbreviation of the grade item name will display in the gradebook and save space.
5. If weighted grades are used, select the **Category** in which the item belongs.

6. Enter the maximum point value.
7. If using weighted grades and **Distribute weights by points across all items in the category** was selected when setting up the grade category, the weight will automatically calculate based on the number of items. If **Manually assign weights to items in the category** was selected when setting up the grade category, enter the desired weight.
8. Select any other desired grade item options.
9. Click **Save and Close** if finished, or click **Save and New** to add another grade item.

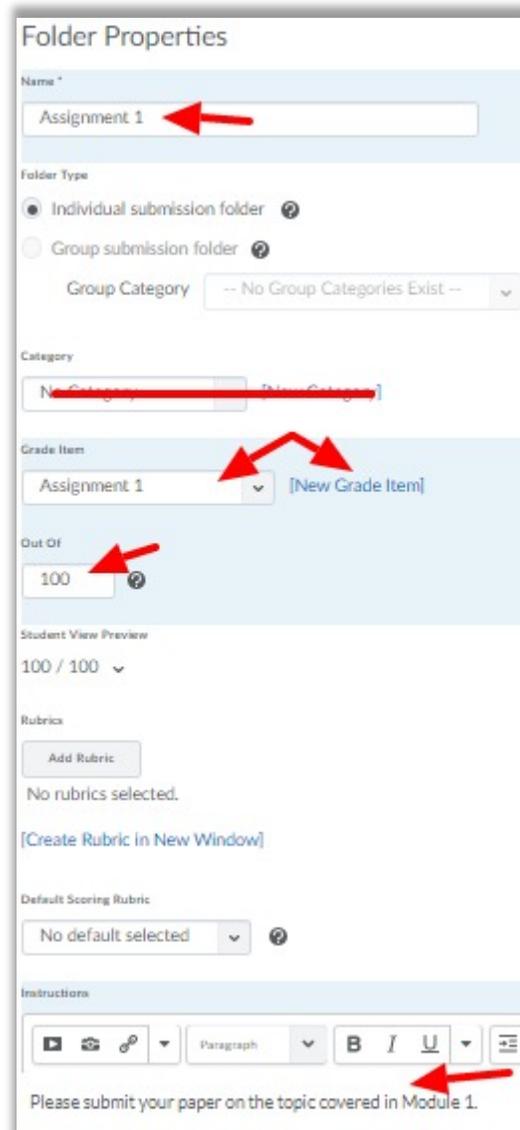


\*Connecting Grade Items to Discussions and Assignments and creating Grade Items from within the Discussion Tool and Assignments tool will be explained in those sections.

## Create an Assignment Folder

The Assignment tool is where students will submit their assignments. The Assignment tool allows you to view submissions, see submission times, download assignments to your computer, and return submissions with grades and feedback. You can associate the assignment with a grade item so the grade will automatically transfer to the gradebook.

1. Click **Assignments** on the navigation bar. Click **New Submission Folder**.
2. Enter the **Name** of the Folder.
3. **Individual submission folder** is the default selection. Click Group submission folder if desired. (This option requires additional set up in **Groups**.)
4. Do not use the **Category** field.
5. If you previously created a **Grade Item** for this assignment, use the dropdown arrow to select it. If not, click **[New Grade Item]** to create an associated grade item. (Be sure the Name of the folder matches the Name of the Grade Item.)
6. Enter a point value in the **Out Of** area.
7. Ignore **Add Rubric** unless you previously created a rubric in D2L for this assignment. (see instructions below for how to create a rubric)
8. Add the Instructions that you would like your students to see.
9. Click **Save and Close** when finished or **Save and New** to create another assignment folder.



The screenshot shows the 'Folder Properties' form with several red arrows pointing to specific fields: 'Assignment 1' in the Name field, 'Individual submission folder' in the Folder Type section, 'Assignment 1' in the Grade Item dropdown, '100' in the Out Of field, and the 'B I U' text formatting buttons in the Instructions section.

**Folder Properties**

Name \*  
Assignment 1

Folder Type  
 Individual submission folder  
 Group submission folder  
Group Category -- No Group Categories Exist --

Category  
[No Category] [New Category]

Grade Item  
Assignment 1 [New Grade Item]

Out Of  
100

Student View Preview  
100 / 100

Rubrics  
Add Rubric  
No rubrics selected.  
[Create Rubric in New Window]

Default Scoring Rubric  
No default selected

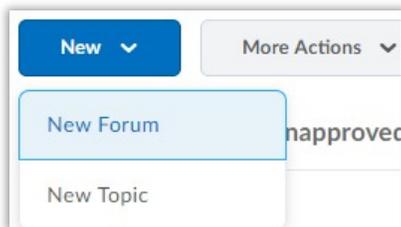
Instructions  
Paragraph B I U  
Please submit your paper on the topic covered in Module 1.

## Create a Discussion

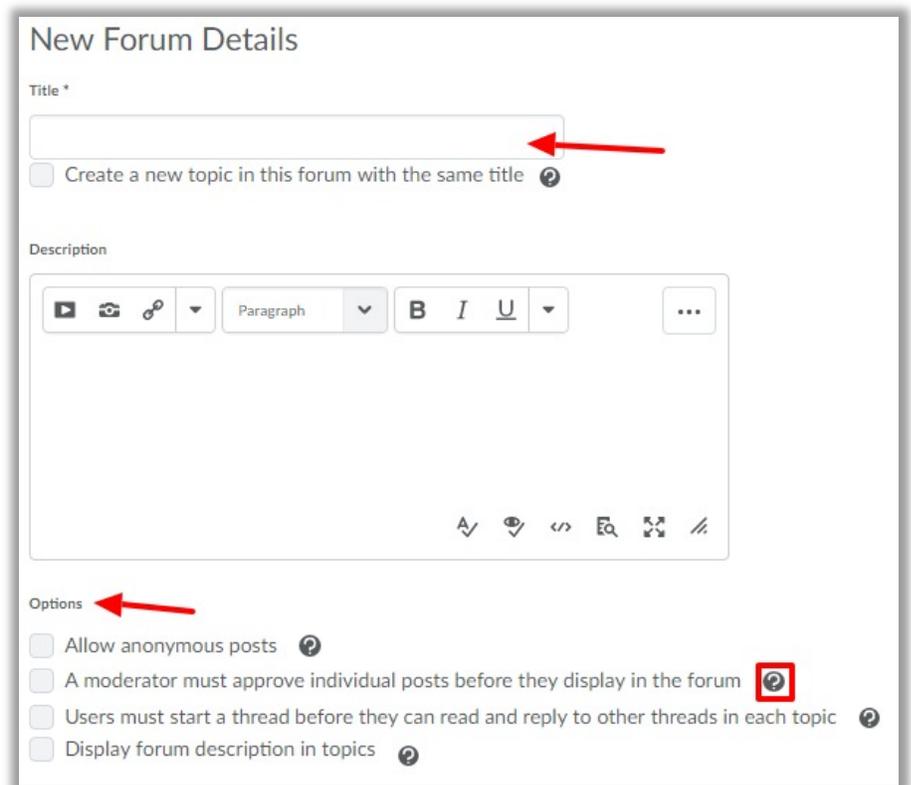
D2L organizes Discussions in Forums. Most courses include only one forum that contains all discussions, however multiple forums could be used.

### Create a Discussion Forum

1. On the navigation bar click **Discussions**.
2. Click the **New** button and select **New Forum**.



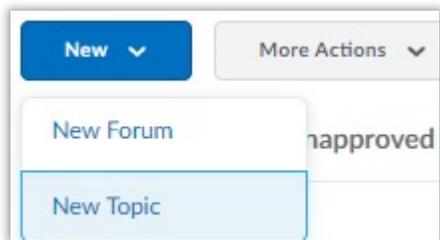
3. Add a **Title** such as 'Discussion Forum'.
4. Select any options you would like applied to all the discussions in the forum. Click the question mark icon next to each option for a more detailed description.

A screenshot of the 'New Forum Details' form. The form has a title field with a red arrow pointing to it. Below the title field is a checkbox labeled 'Create a new topic in this forum with the same title' with a question mark icon. The 'Description' section has a rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, and a menu icon. Below the description is an 'Options' section with a red arrow pointing to it. The options section contains four checkboxes: 'Allow anonymous posts', 'A moderator must approve individual posts before they display in the forum' (with a red box around the question mark icon), 'Users must start a thread before they can read and reply to other threads in each topic', and 'Display forum description in topics'.

5. Ignore 'Availability' and 'Locking Options' for now.
6. Click **Save and Close**.

## Create a Discussion Topic

1. On the navigation bar, click **Discussions**.
2. Click **New** and select **New Topic**.



3. Click the arrow by **Choose a Forum** to select the forum.
4. Enter the **Title** of the discussion topic.
5. Enter the discussion prompt in the **Description** area. Use the buttons at the top to format the text or insert links, images, or other media.

### New Topic Details

Forum \*  
Discussion Forum [New Forum] ?

Title \*  
Module 1

Description

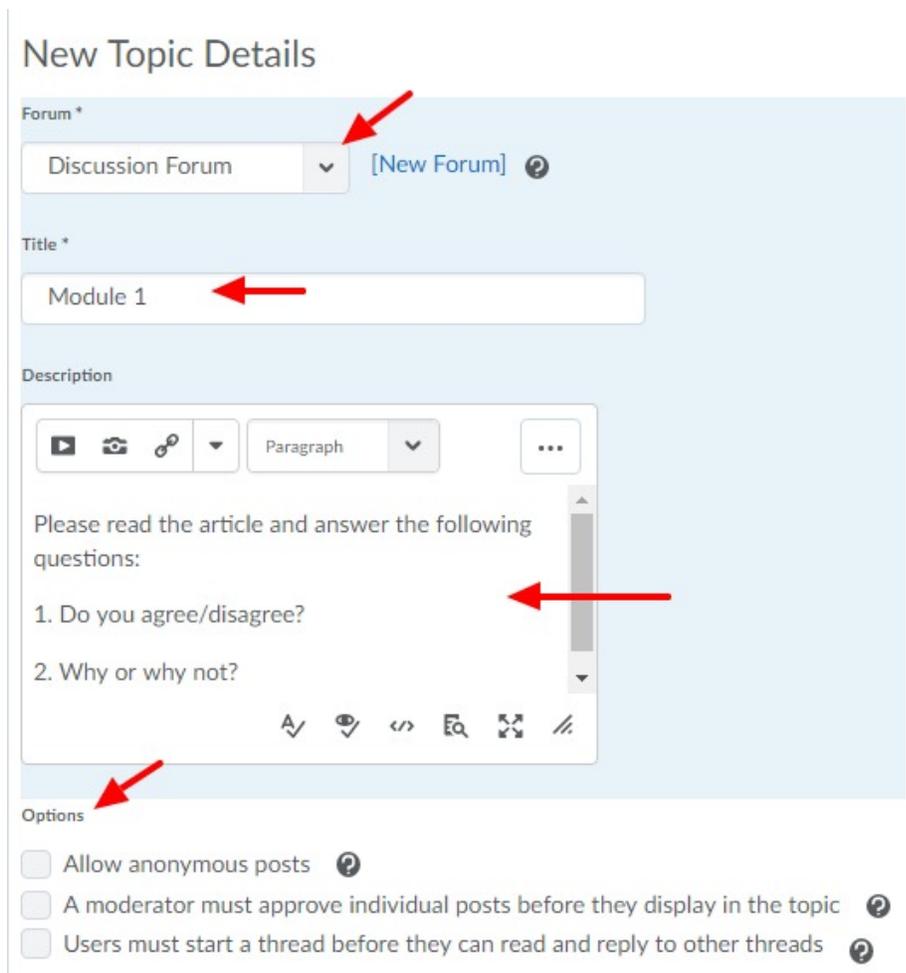
Paragraph

Please read the article and answer the following questions:

1. Do you agree/disagree?
2. Why or why not?

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 ?

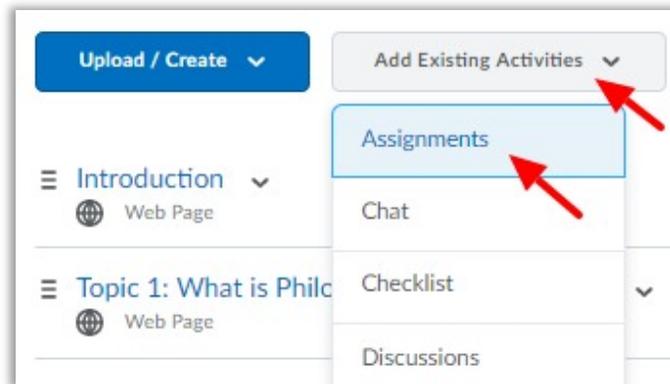
A screenshot of the 'New Topic Details' form. The form has a light blue background. At the top, there's a 'Forum \*' dropdown menu with 'Discussion Forum' selected and a '[New Forum]' link. Below that is a 'Title \*' text input field containing 'Module 1'. The 'Description' section features a rich text editor with a toolbar at the top (video, image, link, paragraph, etc.) and a text area containing the prompt 'Please read the article and answer the following questions:' followed by two numbered questions. At the bottom, there's an 'Options' section with three checkboxes and their corresponding labels. Red arrows point to the dropdown arrow in the Forum field, the Title input field, the text area in the Description section, and the Options section header.

6. Select any options you would like applied to the discussion topic.
7. Ignore the 'Rate Posts', 'Availability', and 'Locking Options' sections for now.
8. Click **Save and Close**.

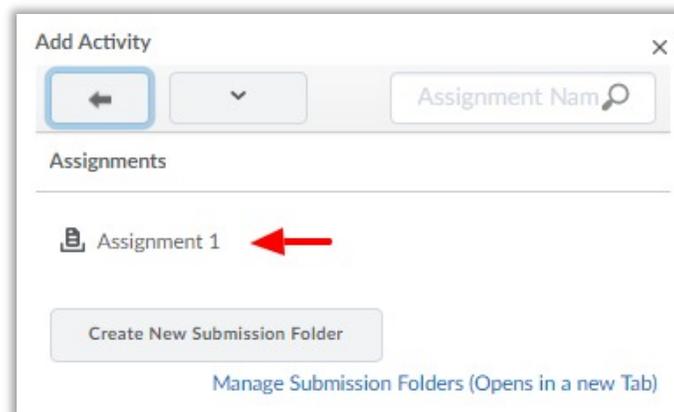
## Add Content – Assignments, Discussions, etc

Add existing assignments and discussions to the navigation to make content more accessible.

1. Click **Content** on the navigation bar.
2. In the module in which you would like to add content, click **Add Existing Activities**.
3. Choose **Assignment** or **Discussion**. [Assignment example shown]



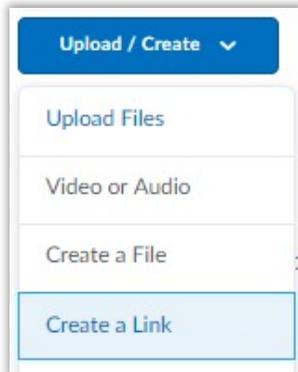
4. Select the Assignment to be added to the module. A quicklink to the assignment is added to the module.



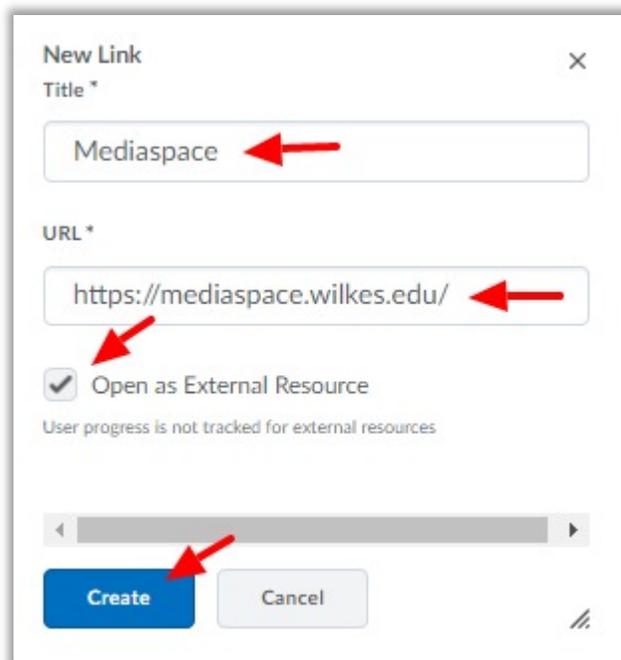
## Add Content – Links, Videos, Files, etc

Add external links, videos, and files to your modules.

1. On the navigation bar, click **Content**. In the module in which you would like to add content, click **Upload/Create**.
2. Select **Upload Files** to add a document such as a pdf, PowerPoint, Word document, or a video file you have save on your computer.



3. Choose **Create a Link** to add an external link.
4. Add a **Title**, paste the **URL**, and check the box **Open as External Resource**.

A screenshot of a 'New Link' dialog box. It has a title bar with 'New Link' and a close button. The form contains:

- A 'Title \*' field with the text 'Mediaspace' and a red arrow pointing to it.
- A 'URL \*' field with the text 'https://mediaspace.wilkes.edu/' and a red arrow pointing to it.
- A checked checkbox labeled 'Open as External Resource' with a red arrow pointing to it. Below it is the text 'User progress is not tracked for external resources'.
- A horizontal scrollbar below the checkbox.
- At the bottom, a blue 'Create' button and a grey 'Cancel' button, both with red arrows pointing to them.

## Create a Rubric

Use Rubrics to assess assignments, discussions, or in class activities. If selected, assignment and discussion rubric scores automatically transfer to the gradebook. This example demonstrates how to create a basic analytic rubric; however, there are many other options available to you.

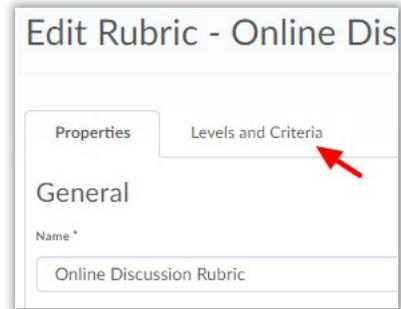
1. On the navigation bar, click **More Tools**, then **Rubrics**.
2. Click the **New Rubric** button.
3. Enter the **Name** of your rubric.
4. Change the **Rubric Status** to **Published**.
5. For **Rubric Type** select **Analytic**.
6. Enter the **Initial # of Levels**. Levels are the point categories for your rubric (ie. Great – 3 points, Good – 2 points, Needs Improvement – 1 point).
7. Enter the **Initial # of Criteria**. Criteria are the standards that the assignment will be evaluated on (ie. Includes essential components, Proper use of APA)
8. Set **Scoring Method** to **Points**. Points creates a rubric in which all of the Criteria are evaluated with the same Levels. For a multi-level rubric select Custom Points.
9. Ignore Hide Scores and Advanced Availability for now.
10. Click **Save**.

The screenshot shows the 'Create a Rubric' form with the following fields and values:

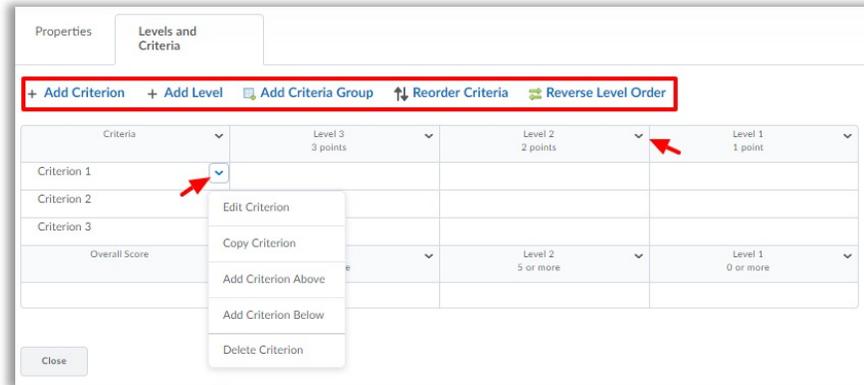
- Name \***: Online Discussion Rubric
- Rubric Status**: Published
- Description**: Paragraph
- Rubric Type**: Analytic
- Initial # of Levels \***: 3
- Initial # of Criteria \***: 3
- Scoring Method**: Points

Red arrows point to the Name, Rubric Status, Rubric Type, Initial # of Levels, Initial # of Criteria, and Scoring Method fields.

11. After Saving the Rubric, click the **Levels and Criteria** tab.



12. Use the options at the top to edit the rubric: Add Criterion, Add Level, Add Criteria Group, Reorder Criteria, or Reverse Level Order.



13. Use the Action button (down arrow) next to each Criteria to Edit, Copy, Add or Delete. Select **Edit Criterion** to change the Criteria name and description.

14. Use the Action button (down arrow) on each Level to Edit, Add, or Delete a Level. Select **Edit Level** to enter the Level Name, Score (points), and Description.

15. When you are finished, click **Close**. (example of completed rubric shown below)

Criteria	Great 3 points	Good 2 points	Needs Improvement 1 point
Initial Post	Informative and thoughtful post. answers all questions thoroughly	Answers all questions.	Lacking information and depth.
Replies	Adds to discussion or asks questions.	Comments on peers posts.	Comments lack depth
Grammar/Spelling	No errors.	1-2 errors.	More than 2 errors.
Overall Score	Level 3 8 or more	Level 2 5 or more	Level 1 0 or more

Close