**Required every term:**

**How to add a syllabus to the LOR:**

1. Open your course in D2L and go to Content under the Course Materials menu in the navigation bar.

2. Locate your syllabus. If one is not yet uploaded to the content area, you must upload one before proceeding. (Please see

the "Uploading a File to D2L" solution for these directions.)

3. Click the action/drop-down arrow next to your uploaded syllabus file.

4. Click or select Publish to LOR.

5. Where to put it? - Answer Greenville Repository.

6. Click Next.

7. On the Detected Files page, click Next again.

8. \*\*\* Very important \* COPY the entire course title from the top of your screen (to the right of the university logo).

9. PASTE the copied course title into the Title field/box.

10. Add your last name and course number (i.e. SOCI101) in the Keywords field.

11. Click Publish to LOR.

12. Click Done.

**How to allow students to see their grade in my course:** 

**“Automatically Release Final Grades to Students” is now set to “ON” as the default in the gradebook calculations. If you have any students enroll after you have completed the gradebook setup wizard, you may have to complete the steps below for those individuals.**

**Releasing the Final Grades**

1. Click **Grades**, then **Enter Grades**.

2. Click the **drop down arrow next to the Final Calculated Grade column** and select **Grade All**.

3. On your list of Users (students), click and **put a check mark in the boxes by the individuals who are new**, then click **Release / Unrelease** one time.

* *Be careful.  This is a toggle icon; clicking it more than once does and undoes the action.*

**4. Save**your changes.

You will know the grade is released by the check mark in the column on the right.

If you want to set final grades set as “unreleased,” you can toggle the option during initial gradebook set up (below) OR by reversing the actions listed above for all students after the gradebook setup is complete. *This is not recommended. It is more beneficial to student retention to allow students to see their final grades throughout the term.*

**Setting Display Options**

1. To begin, click **Grades** under the Progress Menu, then **Settings**, then click on the third tab: **Calculation Options**.

*On the Calculations Options tab, you’ll find the options to Release Calculated Final Grade or Adjusted Final Grade. Calculated is a true numeric average or point value. Adjusted requires you to manually adjust the average based on discretionary measures.****Releasing Calculated Final Grades is recommended in D2L.***

1. Also on the Calculation Options tab is the first location to select IF you want to automatically keep final grades updated. Select the box if you DO. Uncheck the box if you DO NOT*.*
2. **Save** your changes.

**How to take attendance:**

1. Under the Progress menu in the navigation bar, click on Attendance.

2. Click the title of the register OR the drop down arrow and choose “View Attendance Data.”

3. View data already entered in this spreadsheet style view.

4. Enter attendance for a session by clicking the calendar/pencil icon. (Clicking the session name will only resort the data by that column.)

5. Choose to enter attendance for all students at once with the “Set Status for All Users” (usually all present).  
6. Mark any exceptions (those absent, tardy, etc.) in the individual list.  
7. Save and close.

**Not required, but likely useful:**

**How to copy a course from a prior semester to this one:**

1. Open the course that you wish to copy to (*start at the destination*) and click **Edit Course.**

2.  On this Course Administration screen, locate and click on **Import / Export / Copy Components**.  
3.  When asked “What would you like to do?" on the Import/Export/Copy Components screen, keep the first selection marked **Copy Components from Another Course or Template.** Keep checked "Include protected resources.”

4.  Click **Search for offering.**  
5.  In the window that opens, **select which course** offering from the past that **you want to copy from** and click **Add Selected**.  
6.  Scroll down the page Choose **Copy All Components** (recommended) or **Select Components**.

* The **copy all components** option is highly recommended in most situations.
* The**select components** option gives you more control over which specific items are copied into your course, but also creates more room for errors and omissions. Use this option only if you want small amounts of course materials added.

7.  After making your selection, press **Continue** at the bottom of the screen.

**Allow 10-30 seconds** for the copy to take place (length of time will vary based on the size of the course and your internet speed). **Do not close this page until the copy is finished.**

8.  Click **View Content**to verify that everything copied as expected. Check links, documents, etc.

**Once a course has been copied, be sure to edit the new course for date changes, updates, and to test all links from a student perspective. You may delete unwanted items from the new course.**

**How to add a Teaching Assistant or Student Assistant to your class**

1. Within your course, locate and go to the **Classlist** (*roster*) in the Communication menu and click **Add Participants.**
2. From the drop down list, select **Add existing users**.
3. In the **Add Existing Users** screen,**search**for your assistant’s first or last name.
4. Put a **check mark** in the box to the left of the person’s name.
5. On the right, **Select a Role**.

**Teaching Assistant’s rights = Full Instructor’s rights** / **Student Assistant rights are limited to grading, attendance, and email.**

7.  Click **Enroll Selected Users**. A confirmation of enrollment screen will appear. Click **Done** when finished, or **Add More Participants** if you need to add another assistant to the same course.

**How to upload a file (I.e. your syllabus) to D2L**

1. From the course home page, click on **Content** from the Course Materials menu in the navigation bar

2. On the left side, click the cursor into the box where it says "Add a module".

3. Type in the desired name of the content module (ie. "Syllabus").

4. Hit Enter to create the module. The module will appear on the right with the title at the top.

5. To add files within the module, click on the blue "New" button.

6. Choose "Upload files", then click on the green "Upload" button.

7. Find the file on the computer, click on "Open" and then "Add". The file should appear in the desired module.

**How to email the class list within the D2L course page**

Step-by-step instructions:

1. Enter a class from My Home.  
2. In the Communication menu, go to Classlist to communicate via email to instructors and classmates.  
3. Click a person’s name to start a new message to that person. A new message window will open.  
4. “Select” two or more recipients, then click the small, blue email icon to open a message window to multiple recipients.

If your class roster is large enough to cover more than one page, be sure to flip to all pages and select all students. An easy way to prevent this issue is to change the “(\_\_#\_\_) per page” option on the lower right hand corner to “100” instead of “20” or “50”.   
**All messages sent out of D2L go to the Greenville email account.**

**\*\*\*Remember, you can get more D2L Instructions by going to campusservices.greenville.edu and looking under the “Center for Teaching and Learning” section. You will have to login (same user ID / password as D2L) to view.**