D2L Self-Paced Training for Faculty and Staff

Click here to see our D2L tutorials for students.

COLI also maintains D2L Support Notes. These are tips, observations, and other information that has not yet made it into a video tutorial. These are worth scanning from time-to-time, to learn something new.

Below are links to short tutorial videos featuring various things you can do, and tools you can use in D2L. Some videos have text transcripts available. Those that do not typically feature closed captions available within the video player.

- Quick Start
- Course Management
- Course Materials & Links in the Content Area
- Collecting Assignments in Dropboxes
- Asynchronous Discussions (Message Boards)
- Grading & the Grades Toolset
- Online Quizzes and Exams in the Quizzes Tool
- Using Rubrics
- Other Useful Tutorials
- BrightSpace/D2L training content

Quick Start

New Professors: Finding the basics in D2L - Transcript

- Learn the basics of D2L.

Upload a file (syllabus, or any other) into D2L.

Efficiently Email Your Students - Transcript

- Contact your students via Email in D2L and using the course listproc email address.

Finding and Pinning Your Courses in D2L

- Pinning a course can make it faster to find courses later on. This can be especially useful if you are co-teaching or want to be able to reference an older course.

Export a student roster, email list, or grades from D2L

- Within the export tool, check boxes next to the information you wish to export to .csv/.xlsx file.
- Learn how to export student information. You can export the student roster to make an attendance chart, the email list to create a shared folder in Google Drive, and export grades for safekeeping.

Add Your Pronouns to D2L - Transcript

- Text tutorial
- Add your pronouns to D2L so that you and your students can view them.

Course Management
**Copy Course Content between Courses (Shells) - Transcript**

- Text-based tutorial
- If you are re-teaching a course, you can copy content from a previous course to the current course.
- Copy Modules already in the course
- Save time on setting up modules by duplicating the structure of an existing module.

**Using Due Dates - Transcript**

- Use due dates to help remind students when assignments must be submitted or quizzes must be finished.

**Course Start and End Dates - Transcript**

- Sometimes you may want students to be able to access your course earlier (maybe to be able to read the syllabus) or later (because the course actually goes on for longer) than the default Start and End dates allow. You can allow students to access the course for longer by editing the Course Start and End Dates.

**Start and End Dates on Items (ex. Modules, Dropboxes, Discussions) Within Courses - Transcript**

- If you want to ensure that students cannot access the next module or activity until they are ready, you can use Start and End dates to prevent students from accessing them.

**Changing My Courses Tile Images (and Course Banners) - Transcript**

- If you have an image that would better suit your course, you can use that image as your course banner.

**Export a student roster, email list, or grades from D2L**

- Within the export tool, check boxes next to the information you wish to export to .csv/.xlsx file.
- In this video, you will learn how to export student information. You can export the student roster to make an attendance chart, the email list to create a shared folder in Google Drive, and export grades for safekeeping.

**Deleting Course Content in Bulk**

- If you decide that you need to start from scratch in a course that you have already built, you can quickly delete everything that is there already.

**Saving Sent Emails in D2L**

- You can send Emails in D2L, but it may be useful to have those emails for future reference. After going through some options, you can do this automatically.

**Record Webcam Videos to Communicate with Students - Transcript**

- If you want to record a quick and simple Webcam video, D2L allows you to do that with Video Note.

**Create Groups Within a D2L Course Space (Close Captioned)**

- You may want students to do Group work in an Online course, or maybe you are teaching different levels of the same course that you merged. In either case, you can use Groups to break students up into teams and divide access to content and activities.

**Using Groups to Limit Access to Modules in Course Content (Close Captioned)**

- Quickly restrict access to modules based on group membership.

**D2L Groups and Restrictions (Closed Captioned) - Transcript**

- Quickly restrict access to various D2L activities using Groups.

**Adding Existing Activities and the Manage Files Area - Transcript**

- Quickly add Course Activities to the Content Area for easier access.

**Use the Quick Eval to quickly identify and grade items across your courses**

- Quickly grade and assess learners that have not been evaluated yet across all your D2L courses.

**Granting Students with Incomplete Status Access to a Closed Course Space**

- Text-Based Instructions
- If you have a student with Incomplete status that needs to finish your course, you can give that student access to your course without re-opening it to the rest of the class.

**Adding a Colleague (Fellow Faculty) to Your Course**

- If you are co-teaching a course or another faculty member is auditing the course, you can quickly give them access to your course.

**Use D2L Chat to Communicate With Students in Real-Time**

- Use the D2L Chat feature to communicate quickly with students.
Offer Access to Quizzes, Content, and Other Things to One Section (or Group) but Not All

- Quickly Restrict Course Material and Activities based on Section enrollment.

Export a Backup of Your Course Content - Transcript

- If you need to quickly move from one Learning Management System (i.e., from D2L to Blackboard, Moodle, etc.) or just want to make sure you have a personal backup of your course you can export it.

Completion-based Assignment Restrictions/Academic Integrity Pledge - Transcript

- You can hide activities until another activity has been viewed or a certain grade has been achieved. In this video, we demo how to use D2L quizzes to make an Academic Integrity Pledge before they can access a course activity.

Use Intelligent Agents to Send Automated Emails (to Missing Students) - Text Instructions

- It is often difficult to know when (or if) a student is accessing your D2L course content. With Intelligent Agents, D2L will help you with that. You can create a customized message that informs students that do not access the course after a period of time that they really should.

Using Special Access - Transcript

- Special Access can be used in a number of ways. Prominently, special access is used to give extended time on activities to students who either require it or missed the initial window to complete the activity.

Add Your Pronouns to D2L - Transcript

- Text tutorial
- Add your pronouns to D2L so that you and your students can view them.

Progress Tool for Course and Content Access Data - Text Instructions

- Quickly check on a student's progress in your course and see what course materials they have or have not accessed.

Accommodations Tool - Transcript

- Accommodation Text Instructions
- The Accommodations tool is similar to Special Access but you can do it for an individual student instead of each individual quiz. This may be useful if you are required to give a student extra time on your quizzes by the Office of Student Accessibility Services.
Course Materials & Links in the Content Area

Upload a file (syllabus, or any other) into D2L.

- Quick intro video that shows how to get your syllabus (and other files) into D2L for the first day of classes.

Adding, Rearranging, and Deleting Modules

- Short introduction to creating and managing modules, which are required in the D2L Content Area. They are also helpful for good course design.

Adding and Working With Files

- Uploading and moving files. Understanding how D2L displays them to students, and monitoring student engagement.

Creating Links in D2L - Transcript

- Learn how to create links in D2L and some tips to make using those links easier.

Building and Editing Web Pages in D2L's Content Area - Transcript

- Create a simple web page, which D2L calls Files. You can use this to embed links and videos right on the webpage.

Topic and Module Descriptions - Transcript

- Use Topic (Content Items/Course Activities) and Module descriptions to make it easier for students to find the specific item they are looking for and provide instructions.

Adding Existing Activities and the Manage Files Area - Transcript

- If you have created a D2L Activity (Dropbox, Quiz, Discussion, etc.), you can add it to the Content area for easier access. You can also manage the files that you uploaded to D2L and add them to the Content area if they are not already.

Basic Visibility in Content (Hidden vs. Visible.)

- You can hide content from your students in D2L. This might be useful if you are still preparing the content or maybe you are not sure you want to use. If you do happen to hide content, make sure that you make it visible so your students can see it.

Record Webcam Videos to Communicate with Students - Transcript

- Learn how to record quick webcam videos with D2L's Video Note.

Duplicating a Submodule in the D2L Content Area

- Learn how to duplicate submodules in D2L. This can be useful if you have a project that carries over to a different week or if you like how it was structured and want to use the same structure in a different week. You can also use this same process to copy Modules.

Using Google Drive-based materials in D2L

If you just need simple sharing for videos, audio, or other content, that keeps your content out of Google search:

- Simple Sharing with Classes via Google Drive (including D2L instructions).

If you wish to share content with your students more securely, consider this method:

a. Securely Share With Your Students via Google Drive.

b. Install this YouTube video in your D2L Course Space, that instructs students to log into their Google Drive: https://youtu.be/SsXjLwnkaKo.

For more features, see D2L’s Content Tool for Instructors YouTube Playlist
Collecting Assignments in Dropboxes

Dropbox Editor Screen (from the Dropbox tab) - Transcript
- Create and customize a D2L Dropbox folder so that students can submit digital work online.

Provide Grades and Feedback for Student Submissions to Dropboxes

Grading Assignments in Dropboxes - Transcript
- Learn how to navigate the D2L Dropbox Grading Screen

Attaching Dropboxes to the Gradebook - Transcript
- Send Dropbox grades to the Gradebook so students can see their grades in a central location.

Activating Turnitin within a D2L Dropbox - Transcript
- Activate Turnitin in your Dropbox folders.

Record Webcam Videos to Communicate with Students - Transcript
- Quickly record feedback to students with D2L’s built-in webcam recorder, Video Notes.

Restrict File Types For Dropbox Submissions (Text Tutorial)
- Choose what files that students can submit to a D2L Dropbox

Add a Rubric to the Dropbox (Text Tutorial)
- Add a rubric to a D2L Dropbox for faster grading

Delete Rubrics attached to a Dropbox (Text Tutorial)
- Delete a rubric you added to a D2L Dropbox

Quickly Copy a Dropbox - Transcript
- Quickly copy a Dropbox from one course to another course.
Asynchronous Discussions (Message Boards)

Quick Start: Basics of Creating a Discussion Topic in Content - Transcript
- A quick overview on creating Discussion Boards in D2L

Organization and Management of Discussions in the Discussions Area - Transcript
- Overview of how Discussion Boards are organized and quickly manage them

Building Discussion Forums and Topics in the Discussions Area - Transcript
- An in-depth look at building Discussion Boards in D2L

Creating Threads and Replies in Discussion Topics - Transcript
- Quick overview on interacting with a Discussion Board in D2L

Insert a Picture (Photo, Diagram) into a Thread or Reply - Transcript
- Add a picture to your discussion post

Visibility (Start/End Dates) and Locking Options - Transcript

View and Print Discussion Topics Using Grid View - Transcript
- You may be required to keep discussion posts for your/department records

Grade and Provide Feedback for Student Contributions in Discussions

Attaching a Rubric to a Discussion Topic - Transcript

Grading a Discussion Topic Using a Rubric - Transcript
- Grade and provide quick feedback on a Discussion Board using a Rubric

Record Webcam Videos to Communicate with Students - Transcript

Installing Links, Files, or YouTube Videos into a Discussion Topic - Transcript
- Add other types of content to a discussion board

Create a Single-Topic Small Group Discussion
- Allow students to view and reply to threads from others in their group only

Subscribe to Receive Email Notifications When a Class Member Contributes to a Discussion

Restore a deleted discussion board (Text Tutorial)

For more features, see D2L's Discussion Tool for Instructors YouTube Playlist
Grading & the Grades Toolset

How the Grades Tool Works for Faculty and Students - Transcript

- Overview of the Grading toolset in D2L

Establishing Global Settings and Defaults Using the Setup Wizard - Transcript

- Set up your gradebook

Adding Items and Categories to a Points-Based Gradebook - Transcript

- Add grade items and categories in a Points-based gradebook

Adding Items and Categories to a Weighted Gradebook - Transcript

- Add grade items and categories in a Points-based gradebook

Rearranging, Removing, and Restoring Items and Categories in a Gradebook - Transcript

- Manage your gradebook

Adding Student Grade Scores to a Gradebook - Transcript

- Export a student roster, email list, or grades from D2L

  - Within the export tool, check the boxes next to the information you wish to export to .csv/.xlsx file.

Troubleshoot Grade Item Visibility - Why Don’t My Students See a Grade I Posted?

Attaching Dropboxes to the Gradebook

Grade and Provide Feedback for Student Contributions in Discussions

Releasing Final Grades - Transcript

- Calculate and Release Final Grades at the End of the Semester (Text)

Grade Exemptions - Transcript

- Text Tutorial
- Exempt students from specific grades

For more features, see D2L's Grades Tool for Instructors YouTube Playlist

Online Quizzes and Exams in the Quizzes Tool

New Quiz Editor Screen - Transcript

- A quick overview of the new Quiz Editor Screen.
  - Multiple Choice and Multi-Select - Transcript
  - Creating True/False
  - Written Response
  - Fill-in-the-Blank
  - Matching - Transcript
    - Step-By-Step

Add Questions to Quizzes - Transcript

- Quickly add questions to your quizzes.

Simple Question Randomization (Text Based)

- Have D2L randomize question delivery for each student. Each student will receive the same questions but in random order.

Set Quiz Attempts - Transcript

- Allow students extra attempts on Quizzes. You can also set new attempts to only include questions the student got wrong on their last attempt.

Basic Quiz Restrictions - Transcript

- Set a Start and End Date on Quizzes and set a Time Limit so students only have a certain amount of time to work on their quiz.

Customize the Quiz Result Display - Transcript
• Formerly the Submission View, you can customize the Quiz Result Display to show students their scores, questions, and answers to those questions.

Make Quiz Questions Bonus

Connect the Quiz to the Grade Book for easier grading.

Using the Question Pool for Advanced Randomization in Quizzes

Add Questions to the Question Library

Using the Question Library & Creating a Question Pool For Advanced Randomization - Transcript

• A question pool will allow you to choose a number of questions from a pool of questions so each student gets a random and unique set of questions to answer.

Preview a Quiz (See what your Students see)

Accommodations Tool - Transcript

• Accommodation Text Instructions
• The Accommodations tool is similar to Special Access but you can do it for an individual student instead of each individual quiz. This may be useful if you are required to give a student extra time on your quizzes by the Office of Student Accessibility Services.

Make Quiz Scores and/or Feedback Available to Students (Publish)

I published my quiz scores, so Why Aren't the Quiz Grades Available to Students?

Offer Extended Time on D2L Quizzes to One or a Few Students

See and Manually Grade Student Quiz Submissions - Transcript

Changing Quiz Question Scores after Quiz Completed (Close Captioned.)

Import Questions from Quizzes into the Question Library

Locate a Missing Student Quiz Submission

Add Questions Within a Quiz Into the Question Library

How to Customize a Quiz's Submission View - Transcript

• Text-based Tutorial

Import Questions from one Quiz to Another Quiz

Copying Quizzes - Transcript

Retake Wrong Questions on Quizzes - Transcript

Using Special Access - Transcript

Completion-based Assignment Restrictions/Academic Integrity Pledge - Transcript

Reset Quiz Attempts

For more features, see D2L’s Quiz Tool for Instructors and Question Library for Instructors Youtube Playlists.
Using Rubrics

**Create an Analytic Rubric** - Transcript
- The video doesn’t mention it, but within the Rubric editor, check the box next to competencies. See the following video for details.

**Where’s My Missing Rubric?**

**Attach a Rubric to a Discussion Topic** - Transcript

**Grade a Discussion Topic Using a Rubric** - Transcript

**Add a Rubric to the Dropbox (Text Tutorial)**
- Add a rubric to a D2L Dropbox for faster grading

**Delete Rubrics attached to a Dropbox (Text Tutorial)**
- Delete a rubric you added to a D2L Dropbox

**Download a Graded Rubric** - Transcript
- Learn how to download a graded rubric for your records
- Text-based tutorial (includes how to download rubrics attached to Grades, Discussion Boards, and Dropboxes): [D2L: Download a Graded Rubric](#)

---

**Other Useful Tutorials**

- [D2L: Accessing Logs & Reports For Modules and Quizzes](#)
- [D2L: Accommodations](#)
- [D2L: Add a Rubric to the Dropbox](#)
- [D2L: Add Preferred Pronouns](#)
- [D2L: Calculate & Release Final Grades at the End of the Semester](#)
- [D2L: Copying/Importing Course Content](#)
- [D2L: Copy Modules in a Course](#)
- [D2L: Delete Rubrics attached to a Dropbox](#)
- [D2L: Download a GradedRubric](#)
- [D2L: Dropbox Submission Type](#)
- [D2L: Export or Subscribe to Class Calendar Events in/to Digital Calendar Outside D2L](#)
- [D2L: Grade Exemption](#)
- [D2L: Grade Item and Category Visibility](#)
- [D2L: Grade Visibility and Preview Student Grades](#)
- [D2L: Granting Students Incomplete Status](#)
- [D2L: Import Questions from One Quiz to Another Quiz](#)
- [D2L: Import Quiz Questions/Zipped Question Banks to the Question Library](#)
- [D2L: Intelligent Agents for Automated Emails](#)
- [D2L: Make a Quiz Question Bonus](#)
- [D2L: Matching Quiz Question Type](#)
- [D2L: Preview a Quiz](#)
- [D2L: Quiz Introductions](#)
- [D2L: Quiz Submission View](#)
  - [D2L: Quiz Feedback](#)
- [D2L: Restrict File Types for Dropbox Submissions](#)
- [D2L: Use a Question Pool in Quizzes for Advanced Question Randomization](#)
- [D2L Quizzes: Basic Question Randomization (Summer 2022 Screen)](#)
- [D2L Support Notes](#)
- [Subscribe to a Discussion Topic/Thread for Email Notifications](#)
- [Using Data to Assist Students](#)

---

**BrightSpace/D2L training content**

The videos and documentation below are provided by BrightSpace, Desire2Learn's parent company. Unlike our videos, they show a generic or example version of D2L that looks somewhat different than our D2L. But you'll still see a lot there that's helpful

[Desire2learn Learning Environment at YouTube](#)
[Desire2Learn Text Documentation](#)