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
- BrightSpace/D2L training content

Quick Start

New Professors: Finding the basics in D2L - Transcript
Efficiently Email Your Students - Transcript
Finding and Pinning Your Courses in D2L

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.
Course Management

Copy Course Content between Courses (Shells) - Transcript
Using Due Dates - Transcript
Course Start and End Dates - Transcript
Start and End Dates on Items (ex. Modules, Dropboxes, Discussions) Within Courses - Transcript
Changing My Courses Tile Images (and Course Banners) - Transcript
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.
Deleting Course Content in Bulk
Saving Sent Emails in D2L
Record Webcam Videos to Communicate with Students - Transcript
Create Groups Within a D2L Course Space (Close Captioned)
Using Groups to Limit Access to Modules in Course Content (Close Captioned)
Adding Existing Activities and the Manage Files Area - Transcript
Use the Quick Eval to quickly identify and grade items across your courses
Granting Students with Incomplete Status Access to a Closed Course Space
Adding a Colleague (Fellow Faculty) to Your Course
Use D2L Chat to Communicate With Students in Real-Time
Offer Access to Quizzes, Content, and Other Things to One Section (or Group) but Not All

Course Materials & Links in the Content Area

The Basics: Adding Modules, Uploading Files, and Rearranging Modules and Topics - Transcript
Building and Editing Web Pages in D2L's Content Area - Transcript
Topic and Module Descriptions - Transcript
Adding Existing Activities and the Manage Files Area - Transcript
Basic Visibility in Content (Hidden vs. Visible.)
Record Webcam Videos to Communicate with Students - Transcript
Using Google Drive-based materials in D2L
  Embedding Google Docs in D2L (Close Captioned)
    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 a Google Drive-hosted Video into D2L
      c. 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

- **Building Basic Dropboxes (in the Content Area)** - Transcript
- **Provide Grades and Feedback for Student Submissions to Dropboxes**
- **Grading Assignments in Dropboxes**
- **Attaching Dropboxes to the Gradebook**
- **Activating Turnitin within a D2L Dropbox** - Transcript
- **Record Webcam Videos to Communicate with Students** - Transcript

### Asynchronous Discussions (Message Boards)

- **Quick Start: Basics of Creating a Discussion Topic in Content** - Transcript
- **Organization and Management of Discussions in the Discussions Area** - Transcript
- **Building Discussion Forums and Topics in the Discussions Area** - Transcript
- **Creating Threads and Replies in Discussion Topics** - Transcript
- **Insert a Picture (Photo, Diagram) into a Thread or Reply** - Transcript
- **Visibility (Start/End Dates) and Locking Options** - Transcript
- **View and Print Discussion Topics Using Grid View** - Transcript
- **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
- **Installing Links, Files, or YouTube Videos into a Discussion Topic** - Transcript
- **Create a Single-Topic Small Group Discussion**
- **Subscribe to Receive Email Notifications When a Class Member Contributes to a Discussion**

*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
Establishing Global Settings and Defaults Using the Setup Wizard - Transcript
Adding Items and Categories to a Points-Based Gradebook - Transcript
Adding Items and Categories to a Weighted Gradebook - Transcript
Rearranging, Removing, and Restoring Items and Categories in a Gradebook - Transcript
Adding Student Grade Scores to a Gradebook - Transcript
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.
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
Connect your Quiz to the Gradebook (for more efficient grading.)

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

Online Quizzes and Exams in the Quizzes Tool

Building a Basic Quiz in D2L - Transcript
Creating Quiz and Exam Questions
  - Multiple Choice and Multi-Select - Transcript
  - Creating True/False
  - Written Response
  - Fill-in-the-Blank
Associate a Grade Item with a Quiz
Simple Question Randomization in a Quiz
  - Have D2L randomize questions delivery for each student. Each student will receive the same questions.
Complex Question Randomization in a Quiz
  - Have D2L populate each student quiz with a set of questions from a larger bank or pool of questions.
Preview a Quiz (See what your students see)
Make Quiz Scores Available to Students (Publish)
I published my quiz scores, so Why Aren’t the Quiz Grades Available to Students?
Open Graded Quiz or Exam Submissions to Students
Offer Extended Time on D2L Quizzes to One or a Few Students
See and Manually Grade Student Quiz Submissions - Transcript
Connect your Quiz to the Gradebook (for more efficient grading.)
Changing Quiz Question Scores after Quiz Completed (Close Captioned.)
Import Questions from Quizzes into the Question Library
Locate a Missing Student Quiz Submission

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

---

**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](#)