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.

Other tutorials for Faculty:

- D2L: Accessing Logs & Reports
- D2L: Export or Subscribe to Class Calendar Events in/to Digital Calendar Outside D2L
- D2L: Import Questions from One Quiz to Another Quiz
- D2L: Intelligent Agents for Automated Emails
- D2L: Matching Quiz Question Type
- D2L for Retention Efforts
- D2L Support Notes
- Grade Item and Category Visibility
- Subscribe to a Discussion Topic/Thread for Email Notifications

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)

D2L Groups and Restrictions (Closed Captioned) - Transcript

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

Export a Backup of Your Course Content

Completion-based Assignment Restrictions - Transcript

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

Using Special Acces - Transcript
Course Materials & Links in the Content Area

The Basics: Adding Modules, Uploading Files, and Rearranging Modules and Topics - Transcript
Creating Links in D2L - 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
Duplicating a Submodule in the D2L Content Area

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 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
Using D2L’s New Dropbox UI - 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
Record Webcam Videos to Communicate with Students - 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
Restore a deleted discussion board (not a video)

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.)
Releasing Final Grades - Transcript

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
- Matching - Transcript
  - Step-By-Step

Quiz Date and Time Restriction Basics - Transcript

Simple Question Randomization in a Quiz
- Have D2L randomize questions delivery for each student. Each student will receive the same questions.

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

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

Add Questions Within a Quiz Into the Question Library

How to Customize a Quiz's Submission View - Transcript

Using the Question Library & Creating a Question Pool - Transcript

Copying Quizzes - Transcript

Retake Wrong Questions on Quizzes - Transcript

Using Special Acces - Transcript

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