

MTSU

 online

D2L Basics

Orientation to the Tools for Success

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News/Announcements and Widgets

What is this tool and why is it important?

- After selecting your course, on your course homepage, any News/Announcements from your instructor will appear this page. Instructors use this D2L tool for many of the following reasons:
 - Introduction to the course
 - Module/Topic introductions
 - Important dates, instructions, or reminders
 - Information from your instructor pertinent to the materials being covered
 - Instructor availability if different from the syllabus
- Widgets may be used on the course homepage in order to highlight important information such as the course syllabus, instructor contact info, and your calendar.
- After checking for News/Announcements, click on the Content tab at the top left of the page on the navbar to access the content for your course.

Preferred Name & Pronoun Settings

Updating Preferred Name and Displaying Pronouns

- ▶ Preferred Name Change:
 - ▶ Students may now request a preferred name by completing the [Preferred Name Request form](#). A preferred name (sometimes known as a chosen name, a nickname, or a name-in-use) is usually a first name that differs from one's legal name. You may prefer to go by your middle name, a version of your name, an Americanized name, or a name that reflects your gender identity.
- ▶ Displaying Pronouns in D2L:
 - ▶ D2L can now display pronouns. To have your pronouns displayed in the Classlist for this and all MTSU courses in D2L, please follow the steps below:
 - ▶ Click your name in the top right corner of the D2L homepage or course home page.
 - ▶ Select Account Settings.
 - ▶ Pronouns is the first area, and you will select to allow D2L to display your pronouns.
 - ▶ Click the second radio button to enter your pronouns. The first button says you have none because our Student Information System does not transfer the information to D2L, you will need to manually enter your preferred pronouns.
 - ▶ Save and close.
 - ▶ Your pronouns will appear in the Classlist overnight when D2L runs its update.
 - ▶ Should you decide at a later point you do not want your pronouns available, simply return to Account Settings and select the option not to show them.

Your D2L Calendar/Course Schedule

Is there a calendar to keep track of when things are due?

- If your instructor has set due dates in D2L, you will see these dates on the course calendar. This may be found in 3 ways:
 - On your course homepage scroll down until you see the Calendar widget on the bottom or right side of the page.
 - On your course homepage or the content page under the Communication dropdown menu on the navbar, you can also select Calendar and you will be redirected to the calendar for the course.
 - On the Content page, you can view upcoming events by choosing the Course Schedule option on the left side of the page. You can choose to organize your calendar by day, week, month, or as items in a list. You can also choose to view all events or filter your calendar with the options listed. Be mindful that your calendar keeps track of dates for all courses you are registered for that use this D2L tool.
- As a student, you can also add tasks you need to remember for your course by accessing the calendar via the Communication dropdown, then scrolling to the Task dialogue box (on the bottom right) and typing in a task in the “add a task” dialogue box.

Checklists

What is the checklist tool and why should I use it?

- Checklists, when used by instructors, are a great way to see the expectations for each module in your course.
- Checklists state each task required of the student for that module regardless of type (i.e., instructional materials (required readings, viewings, etc.) discussions, assignments, etc.)
 - For maximum benefit, you should proceed through each task in the checklist in the order in which it is listed.
 - As you complete each task be sure to check off that item in your checklist, thereby helping you keep track of what you have or have not completed for that module.
- The checklist is there to help you stay organized, to assist in making sure that all items are completed in the order determined by the instructor, and to aid in adherence to due dates and deadlines, which are listed in your course calendar.


Discussions

How do I post and reply to discussions?

- To access discussions, you may select the discussion from the content page, or click on the Assessments or Communication dropdown menu on the navbar and then select the discussions link.
- You should see discussion topics posted by the instructor. When posting your initial response, in most instances, you will need to start a thread for that topic before seeing your fellow peers' posts. For your initial post:
 - Click on the topic and then click Start a Thread.
 - Enter your Subject
 - Enter your response. It is always encouraged that you write your responses in another location then copy/paste into D2L - you do not want to have technology eat your responses (it is VERY rare, but it happens).
- When you are ready to submit, click post.
- To respond to a post, find who you would like to reply to and click reply to thread, then follow the directions as with initial postings. *You should NEVER post a reply by starting a new thread.*


Using Video Note

What is the easiest way to upload a short video?

- D2L allows for easy creation of short videos using the Video Note tool. Faculty may ask you to use this tool for participation in discussion boards, assignment submissions, etc. When you are ready to create your video using this tool, do the following:
- **IMPORTANT: The video note tool works best with Chrome and Firefox. *IT DOES NOT WORK IN SAFARI.***
- In any dialogue box (regardless of type):
 - Select the “insert stuff” button on in the middle of the box’s toolbar 
 - Select “add video note”
 - Select “new recording” - this is when recording begins, so be ready!
 - When you are done recording select “stop recording”. If you are happy with the video, follow the steps below; if you are not hit “cancel” and it will not save your video and you can record again.
 - Give the video a title and description (the description is optional).
 - *Auto-captioning is available but is NOT editable. Check with your faculty member before using the CC function.*
 - Select “insert” and your video will upload into the dialogue box. This can take a few minutes depending on the length of the video.

Uploading Images

What is the easiest way to upload an image?

- D2L allows for easy submission of images. Faculty may use this option for discussion postings or assignments
- If you are asked to submit an image as part of an assessment in a course, you can take the photo with your phone then upload that photo to your computer. Once uploaded to your computer do the following:
- In the submission box for the assessment (regardless of type):
 - Select the image icon 
 - Select my computer
 - You can drag & drop your photo in the upload box or select the upload button, choose your photo from your computer and hit “add”
 - In the “provide alternative text” prompt select the “image is decorative” box. Your photo should appear in the submission box.
- You may also upload your image as a URL. After selecting the camera icon enter the URL of the photo and select “Add.”

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Quizzes/Exams

How do quizzes and exams work?

- Click on the Quiz on the Content page or click the Assessments dropdown menu on the navbar and then select the Quizzes link.
- Once on the quizzes page, select the quiz/exam you need to take.
- Read the instructions and details for the quiz/exam and when you're ready to begin, click Start Quiz.
 - Many quizzes/exams have time limits. As you progress through the quiz, be mindful of this.
- When you are ready to submit the quiz/exam, click submit quiz.
- To view your quiz attempt:
 - Select the dropdown menu next to the quiz in which you want to view your attempt
 - Select Submissions, then
 - Select the attempt you want to view

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Submitting Assignments to Dropbox

How do I submit my work the dropbox?

- Click on the Assessments dropdown menu on the navbar and then select the Dropbox link.
- On the Dropbox page, click on the submission folder you want to submit to; the name of the submission folder should correspond to the name of the assignment you are wanting to submit.
- Click Add a File to browse for the file(s) you want to submit. (You may have multiple files to submit.).
 - Click the Upload button and select the file(s) you want to submit.
 - Then click Add. You should now see your selected file(s) listed. Enter any comments you want to include with your submission in the comments dialogue box.
- Click Submit. You ***must*** click submit to complete the submission of your selected file(s).

Verifying Your Dropbox Submission

How do I know my submission was received?

- You should receive a dropbox submission to your course email receipt if you submitted your assignment correctly.
- You can also view your dropbox history for any submission folder by selecting the View History button on the dropbox page.
- From this page, you can view the following information for each dropbox folder:
 - Completion Status - what did you submit
 - Score - the score received on the assignment
 - Evaluation status - lists the feedback given to you and whether or not you have read that feedback
 - Due Date - the date the assignment is/was due.

Viewing Feedback

Why access instructor feedback and how do I access it?

- Feedback is a part of the learning process. It is provided so you have the opportunity to see in what you are excelling and what needs improvement.
- Feedback may also include specific instructions from your Instructor about your submission.
- To access your feedback:
 - Click on the assessments dropdown menu and select the dropbox link, then select the unread link in the evaluation status column of the assignment for which you want to view the feedback.
 - Click the Done button when you have finished reading your feedback.

Pulse - The D2L App

Is there an app for D2L

- The Brightspace Pulse app helps students to organize and plan for upcoming assignments, view new grade items in real-time, get D2L notifications quickly and track important dates. To get started:
 - Click [Brightspace Pulse Mobile](#) and follow the instructions to download the app and select your school.
 - Once the app has downloaded and you've chosen your school proceed with your D2L login information.

D2L Help - The ITD Helpdesk

Where do I go for D2L help?

- The ITD Help Desk is available 24/7 online. Support is also available via phone at 615-898-5345 or [email](#) seven days a week. Hours will vary on holidays and school closures. Help Desk Hours are:
 - Sunday 2pm-9pm
 - Mon-Thur 8am-9pm
 - Friday 8am-4:30pm
 - Saturday 10am-4pm
- Notify your instructor immediately if you are having issues with D2L.

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