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Session 1: Introduction to the D2L Platform

My Preferences

This suite of tools allows you change your password, email address, preferences, etc. Customizing your personal settings is a great way to ensure that you are comfortable in your teaching environment.

To access this area:

1. From My Home, in the Welcome Box, click My Preferences. The My Preferences screen appears. Here you will be shown a series of tabs, use the tabs to navigate.

Changing your Font

1. Font is accessible under the General Tab, which is shown by default.
2. Under the Font Settings heading, use the drop-downs to change the font face and font size. The Preview box below will show you how your font will now look.
3. Click Save.

Discussion Room Settings

1. Discussion settings are accessible under the Discussion Tab.
2. Choose the various discussion topic frame settings by selecting the various preferences.
3. Use the drop-down to choose your default view type.
4. Click Save.

Email Signature

1. The email signature setup is located under the Email Tab.
2. Type your email signature in the provided text box.
3. Click Save.

Pager Sounds

1. The pager settings are located under the Pager Tab.
2. Turn on/off your pager sounds by selecting the preference.
3. Choose the desired sound from the provided list.
4. Click Save.

Return to the home page, by clicking on My Home. Notice your new font settings.

My Email

If your external email address has changed since registration, you will need to update your email address. This will ensure that you receive any emails sent to your external email address.
1. From My Home, in the Welcome Box, click **My Email**. The My Email screen appears.
2. Type your current password into the text field.
3. Type your new email address into the text field.
4. Click **Change Email**.
5. On the confirmation screen, click **Home**.

---

**My Password**

Change your password to something you are comfortable with.

1. From My Home, in the Welcome Box, click **My Password**. The My Password screen appears.
2. Type your current password into the Old Password field.
3. Type your new password into the New Password field.
4. Retype your new password into the Confirm New Password field.
5. Click **Change Password**.
6. On the confirmation screen, click **Home**.

---

**Locker**

This is an area where you can upload and store personal files. All files that are stored in the Locker are confidential and can only be accessed by you.

1. From My Home, click on the **Locker** link located on your My Home navigation bar.
2. Click on the **Upload New File** button.
3. Click the **Browse** button.
4. Browse to your computer and locate a file and select it.
5. Click on the **Upload** button to complete the task.

**Session Notes:**
Session 2: Basic Course Setup

For this next section, you will need to access the Course Management Console. A couple of ways to get there are:

1. Click the edit icon beside your course name on the My Home page. You are shown the Course Management Console.

Or

1. Click your course name. You are shown your course homepage.
2. Click the Edit Course link on your top navigation bar. You are shown the Course Management Console.

Setup Course Colors

You can change your course colors to any web-based color. The colors are specified as Dark, Light, and Soft. These are displayed on your course home and other areas of your course.

1. Click the Info icon located on the top bar, which is shown by default.
2. Click the box below Dark. A popup will appear that contains a palette of colors as well as RGB fields.
3. Click the color from the palette that you would like, it will be displayed below beside the Set button.
4. Click Set once you have the color you would like.
5. Repeat Steps 1-3 for Light and Soft.
6. Click Save Changes on the main Info screen to change your course colors.

Course Tools

Removing a Course Tool

1. Click the Trash can beside “UserProgress”.

Renaming a Course Tool

1. Click on the Edit icon beside Discussion.
2. In the popup, type the new display name “Discuss” in the available field.
3. Click Save.

Navbars

Once you have added a link to your navigation bar, your participants also have access to that tool or link.

Add a Tool to the Course Navbar

1. Click on Navbars from the Course Management Console.
2. Click the Top Left tab, which is shown by default.
3. Choose "Help" from the Inactive Links area by clicking on the tool name.
4. Click the > button to move the link to the Active area.
5. Click Save.

---

**Manage Files**

This is the file management system, where you can upload and manage the files associated with your course offering.

**Upload File**

1. Click on Files from the Course Management Console.
2. Click on the Upload icon.
3. Click the Browse button.
4. Browse to your computer and locate a file and select it.
5. Click Upload.

---

**Participants**

This tool allows you to administrate the course users.

1. Click on Participants from the Course Management Console.
2. Add an individual participant by clicking the Add Participant link.
3. Choose Add an existing participant.
4. Enter “Student” in the Search field and click Search.
5. Select the checkbox beside his name and click the Enroll button.

---

**Discussions**

**Creating a Discussion Forum**

1. To start, you need to access the main discussion screen. Click on Discuss (renamed from "Discussions" in previous section) from your main navigation bar.
2. Click on the Modify Forums & Topics button.
3. Click on the Add Forum button.
4. Type “Module III” in the Forum Name field.
5. Type “Post questions related to module contents here” in the Description field.
6. Click Save.

Notice that you are now returned to the main discussion setup screen. Your new forum appears with an alert below it. This means that an empty forum will not show up without a topic.
Creating a Discussion Topic

1. Click on the **Add Topic** button located beside your new forum.
2. Type “General Comments” in the Topic field.
3. Click **Save**.

Grades

*Grades* is a tool within the D2L platform that is used to track user grades, and includes detailed class statistics. Promotes individual-learning and provides immediate feedback so participants can gauge how well they are doing.

Creating an Assessment Item

Access the Grades tool by clicking on the link from your main navigation bar. This takes you to the main grades screen. Here you are shown your participants, your assessment items, and marks entered.

1. Click **New Item** from the main grade options located on the top part of the window. In the New Item window, you will add your item values.
2. Give your item a name by typing in the Assessment Name field. Let’s call it “Nebula”.
3. Leave the Short Name field blank. We will come back to this later.
4. Choose “Assignments” from the parent category.
5. Enter “50” in the Out of field. Enter “50” in the Weight field.
6. Enter “Watch for documentation mistakes!” in the Description field. This description will be shown to the users enrolled in your course.
7. Click **Save** and you are now shown a screen that confirms your changes. Click **Grades List** to go back to the main grade screen.

You can now see your assessment item “Nebula” on the main Grades screen.

Editing an Assessment Item

Next we are going to edit this item. One way to do this is to click on the name of your assessment item. Edit All Items will allow you to edit this item as well as all those you additionally add. For now, we will just edit our one assessment item.

1. Click on “Nebula”. You will be returned to the same screen where you created your item.
2. Let’s give your item a short name, enter “A2” in the Short Name field.
3. Also, select **Not Visible** in the dropdown to remove the item from your enrolled participants’ view.
4. Click **Save**.
5. The screen you are now shown confirms your changes. Click **Grades List** to go back to the main grade screen.

Notice that your assessment item is now showing the Short Name instead of the Title and is grayed out. This represents that the item is hidden from your participants.

Dropbox

The Dropbox allows exchange of files between the instructor and course users. Using electronic submission of files is a great way to organize assignments.
Creating a Folder

To start, you need to access the Dropbox tool. Click on the link from your navigation bar. The screen you are shown is the main Dropbox screen.

1. Click the Admin button to access the administer dropbox area.
2. Click the Add Folder button to create a folder.
3. Type "Nebula" in the Folder Name field.
4. Tie the folder to the previously entered grade item; choose A2 (Nebula) from the drop-down beside Assessment Item.
5. Type “RTF format please” in the Custom Instructions field. This message will be displayed to the course participants when submitting their item.
6. Click Submit to return to the administer dropbox area.
7. Click the Back button to return to first screen.

You will see your new Assignment 1 folder. There are three file notifiers beside the folder name: total files submitted, files that you have not downloaded, and files that you have flagged.

The folder icon located to the left of the folder name will show a “G” inside the folder if you have it tied to a grade item.

Restrict Dropbox Folder

To start, you need to access the Dropbox tool. If you are not on the main Dropbox page, please click on the Dropbox link on your navigation bar.

1. Click the Admin button to access the administer dropbox area.
2. Click on the Edit icon located to the right of the folder name, Assignment 1.
3. Check the box beside Restrict submissions to this date or before.
4. Choose a date of one month from today by using the drop-downs or the popup calendar.
5. Click Submit to return to the administer dropbox area.
6. Click the Back button to return to first screen.

The folder you just edited will now display the cut-off date to the participants.

Session Notes:
There are a couple of access points to **Manage Content**:

- the edit icon beside your course name on your homepage
- Edit Course link on your navigation bar
- on the main content page (click on Content on your course navigation bar) and then click on the Manage Content icon located to the right

### Create a Module

Creating a module is the first step in creating course content. You must have a module to insert topics.

1. Click on the **Add Module** icon beside your course name.
2. Type "Outline" in the Title field. For simplicity sake, we will leave all other options as is.
3. Click the **Save** icon to save your module and return to the main Manage Content screen.

### Create New File

— Creating a text topic using the online editor

1. Beside your "Outline" module, click the **Add Topic** icon (🔗).
2. Choose the **Create New File** option. The new window that appears will contain the WYSIWYG editor
3. Type "Topic 1" in the Title field.
4. Type "My Content goes here" in the text field.
5. Click **Save**.
6. A file viewer window popup alerts you that you need to save your file. Create a new folder by clicking on the **New Folder** icon. In the script prompt, type "Outline" and click **OK**.
7. Click on the new Outline folder you just created and click **Save**. This will store your file in the Manage Files area and will return you to the main Manage Content screen.

### Course File

— Creating a topic from a file existing in your course

1. Beside your "Outline" module, click the **Add Topic** icon (🔗).
2. Choose the **Course File** option.
3. Type "Topic 2" in the title field.
4. Click on the **Browse...** icon. Once the file viewer window pops up, you can choose the file that you just created in previous section (Create New File).
5. Click on the **Outline** folder.
6. Click on your html file name from the first part of this activity (Create New File).
7. Your file viewer window will close and you will notice the file path beside Course File.
8. Click **Save** to return to the Manage Content screen.
**Upload New File**

— Creating a text topic (PDF, Word document, PowerPoint presentation) from a file located on your computer

1. Beside your "Outline" module, click the **Add Topic** icon (Add).
2. Choose the **Upload New File** option.
3. Make sure the parent module is "Outline".
4. Type “Topic 3” in the Title field.
5. Click the **Browse…** icon. Choose a file from your computer.
6. A file viewer window popup alerts you that you need to save your file. Click on the Outline folder and click **Save**. This will store your file in the Manage Files area.
7. Click **Save** to create your topic and return to the main Manage Content screen.

You will now notice that you have a topic underneath your module. A file icon will be displayed beside your file name to remind you of the type of file.

**Link**

— Creating a topic that is a link to a page on the Internet

1. Beside your "Outline" module, click the **Add Topic** icon (Add).
2. Choose the **Link** option.
3. Type “Topic 4” in the Title field.
4. Type http://www.google.com/ in the URL field.
5. Click **Save** to return to the main Manage Content page.

The icon beside your new topic represents that the topic is a link.

**Quicklink Topic**

— Creating a topic that is a link to a D2L tool page.

1. Beside your "Outline" module, click the **Add Topic** icon (Add).
2. Choose the **Link** option.
3. Type “Topic 5” in the Title field.
4. Click the **Quicklink** icon.
5. Choose “Discussions” from the dropdown beside **Category**.
6. Choose "Module I: Introduction to the Sciences" from the dropdown beside **Item**.
7. Click **Insert**.
8. Click **Save** to return to the main Manage Content page.

The icon beside your new topic represents that the topic is a link.

**Hide Enumeration**

Next we are going to hide a topic’s enumeration; this makes the topic exempt from the enumeration setup.

1. Beside the “Overview” topic, click the **Edit** icon (Edit).
2. Click the **Properties** tab.
3. Check the box beside **Hide Enumeration**.
4. Click **Save**.
5. Click the **Close** button.
**Time Released Content Page**

In this section we are going to learn how to setup a time-released content page.

1. Beside one of your topics under the “Introduction to the Sciences” module, click the Edit icon (تعديل).
2. Below the title boxes, click select the Release Conditions tab.
3. Choose an Available Starting date of tomorrow.
4. Leave Available Ending date as is.
5. Click Save.
6. Click Close.

Note the icon beside the topic with an alt text of the date and time available.
Session 4: Ongoing Course Administration

For the next couple of exercises, we will be using course tools. You will need to be logged into your course. If you are on My Home, click on your course name. If you are in the course management console, click on Go to Course.

Schedule

You can use your schedule to inform or remind users of important course-related dates and events.

Adding a Personal Event

From your course home click on Open My Calendar icon. This will take you the main schedule screen.

1. Click on Add Event. In the Add New Event screen, you will now add a personal event.
2. Type “Testing my Calendar” in the Title field.
3. Choose tomorrow’s date using the drop-down boxes.
4. Choose Personal from the choices below. This will ensure that the event is personal and will not be shown to the other users.
5. In the Description text area, type “Calendar Description Shown”.
6. Click Save.

You are now returned to the main schedule screen. You will see that tomorrow’s date is now bolded and in blue. This means that you have a personal event scheduled for that date.

Click on the blue date. You will now see the schedule event and description shown in the screen beside the schedule.

Adding a Course Event

From the main schedule screen you will once again add an event, this time it will be a course event.

1. Click on Add Event.
2. Type “Assignment #1” in the Title field.
3. Choose a date one month from today by using either the drop-downs or by clicking on the small calendar image beside the drop-downs.
4. Select your course offering to ensure your event is shown to your course participants.
5. Type “Hand-in assignment #1” in the description field.
6. Click Save.

On the main schedule screen, skip ahead to your month by using the arrows above the schedule. You will notice that your event is now shown with the box highlighted in green. This means that the event will be shown to those enrolled in your course.

Return to your course home by clicking on the Course Home link from the navigation bar.

Notice that your Events box on your course home now reflects your additions. You should have a personal event as well as a course event.
**Dropbox**

Use the dropbox to receive assignments, return assignments, leave assignment feedback, and enter grade feedback. Students can use this feedback to gauge their progress.

**Download Submitted File**

1. On your course home, click on the Dropbox link on the top navigation bar.
2. Click on the “Supernova” title to enter the main Dropbox administrative area.
3. Follow the directions on the side for downloading a single assignment, named Supernova.rtf.

**View Submitted Assignment**

1. From the Supernova administrative area, click on the title of the submitted assignment, in this case, Supernova.rtf.
2. It will open in a new window, close the window when finished.

**Mark/Leave Feedback**

1. From the Supernova administrative area, click on the Mark/Leave Feedback link beside your test participant’s name.
2. In the feedback area, enter a Mark.
3. Enter “Test Participant grade feedback” into the Grade Feedback area.
4. Enter “Supernova Assignment feedback” into the Feedback area.
5. Click the Submit button.

**Flag/Un-flag an Assignment**

1. From the Supernova administrative area, select the box beside the assignment submitted by your test participant (named Supernova.rtf).
2. Click the Flag button located at the top.

The screen will refresh with a flag displayed beside the submitted assignment.

3. Select the box beside the assignment once again; click the Flag button to remove the flag.

---

**Grades**

Your participants can view these Grade entries and monitor their progress in the course throughout the term.

**Entering Grades for a Single Assessment Item**

1. On your course navigation bar, click on Grades.
2. Click on the A1 title.
3. Click on the Grades tab.
4. Enter a Out of Grade beside the student’s name.
5. Enter an Individual Comment by clicking on the speech bubble beside the student’s name.
6. Click the Save button.
7. Click the Grades List icon on the confirmation screen.
Calculating Final Marks

1. From the main Grades page, click on the Pencil icon beside **Final**.
2. Click on the **Recalculate All Grades** link.
3. Select **OK** on the alert message.

Export Grade Items

1. From the main Grades page, click the **Import/Export** button.
2. Choose **Export to CSV from grades**.
3. Choose from the options listed.
4. Choose “**Supernova Assignment**”.
5. Click the **Export** button.

**Glossary**

Glossaries can be a valuable source of terminology. Collect common terms or frequently asked-for definitions.

**Adding a Glossary Item**

1. On your course navigation bar, click on **Glossary**. It will open in a new window.
2. Click on the **Administration** link.
3. Click on the **Add New Item** link.
4. Type “Star” in the term field.
5. Type “Big and Yellow” in the definition field.
6. Choose “Astronomy” from the drop-down beside **Link to Topic**.
7. Click **Submit**.

**Broken Link Viewer**

D2L's Broken Link tool stores broken links found on your site.

1. To access this tool, click on **Broken Links** in the updates box on your course home.
2. You are shown the count, date of last occurrence, and the URL that was not found.
3. Select the expand icon to see more details about the error.
4. Select the box beside the error and click on **Resolve Errors** to remove it from the broken link list.

**Session Notes:**
Session 5: Communication

For the next couple of exercises, we will be using course tools. You will need to be logged into your course. If you are on My Home, click on your course name. If you are in the course management console, click on Go to Course.

News

Here you are able to post important events that you would like your participants to see. Since this is the first page the user will see when they log into their course, News is front and center!

Creating a News Posting

1. On your course home, click on Add at the top of the News box.
2. Let’s make the news posting available for today, so leave the “dates” and “time available” drop-downs as they are. This will mean that the posting will become available today.
3. Enter “Welcome to My Course!” in the Headline field.
4. Type “This is a practice news posting” in the text box.
5. Click Save to return to your course home.

Notice your news article appears on your course home. The date of the posting appears beside the headline.

Post Dating a News Posting

You will now edit the news posting you just created and post-date it.

1. On your course home, click on the Edit button beside your news posting headline. This returns you to the main news posting screen with your previous entries shown.
2. Change the date to one month from today using either the drop-downs or use the popup calendar located beside the drop-downs.
3. Click Save to return to your course home.

Your news article now has “(Future)” shown in blue beside the news headline, this represents that the posting will be shown on a future date.

Adding an Attachment to a News Posting

You will now edit the news posting again and attach a document.

1. On your course home, click on the Edit button beside your news posting headline. This returns you to the main news posting screen with your previous entries shown.
2. Attach a file located on your computer (choose any file) to the news posting by clicking the Browse button.
3. Click Save to return to your course home.

Your attachment is shown at the top of the news article screen with an icon to represent which type of file it is.

Deleting a News Posting

1. On your course home, click on the Edit button beside your news posting headline, “Welcome to My Course”. This returns you to the main news posting screen with your previous entries shown.
2. Click on the Delete button located on the top right-hand side of the main news screen.
3. Click OK on the alert screen and you will be returned to your course home.
**Pager**

To access this tool:

- From within your course, click on the **Pager** icon on your top navigation bar.

The pager is a user-friendly tool that informs you who is online and enables you to contact them. This tool allows participants to pose questions to you on a one-to-one basis, removing some of the anxiety normally found in a traditional classroom setting.

**Adding a Contact to Your List**

1. In the main Pager window, click **Add**.
2. In the Add a New Contact window that appears, select the button beside **Add Classmate**. Choose a class (your course name) from the dropdown and select the test participant.
3. Click **Add**.
4. Close the window.

The participant you just added will now be shown in the Personal Contacts list.

**Send a Message**

1. In the main Pager window, click on the **contact’s name** (your test participant) or click the **New Page** button and then select the user.
2. Type your message in the message field.
3. Click **Send**.

**Viewing Pager History**

1. In the main Pager window, click on the **H** button located beside your test participant’s name to view the history.
2. Click **Close**.

**Removing a Contact from Your List**

1. In the main Pager window, click **Remove**.
2. In the Remove Contact window that appears, select the test participant from your contacts listed.
3. Click **Remove**.
4. Close the window.

**Email**

Email is a very important tool for private communication between yourself and the course participants. You can send and receive messages, as well as save current email drafts, sort and store emails, and setup an address book.

To access this tool:

- From within your course or on My Home, click on the **Email** link on your top navigation bar.
Composing a Mail Message

1. In the main Email window, click on the Compose button.
2. Type your own email address in the To: field.
3. Type a brief description of your email in the subject line.
4. Type your message in the large text box.
5. Click the Send button.

Adding an Attachment to an Email

1. In the main Email window, click on the Compose button.
2. Type your own email address in the To: field.
3. Type a brief description of your email in the subject line.
4. Type your message in the large text box.
5. Click the Browse button and choose any file on your computer.
6. Click the Attach File button.
7. Click the Send button.

Creating a Folder

1. In the main Email window, click on the Folders button.
2. Click on the Add New Folder button on the bottom right-hand side of the main folder screen.
3. Type “Personal” in as the name of the folder.
4. Click Save.

You will notice that the new folder appears on the left-hand side of the screen under the Folders button. You can now quickly access the folder. You can also use this folder when moving emails.

Creating an Address Book Contact

1. In the main Email window, click on the Address Book.
2. Click the Add Contact button.
3. Type in the first name of your contact in the text field.
4. Type in the last name of your contact in the text field.
5. Type in the email address.
6. Click Create.

Discussions

Communication in the discussion room fosters community by allowing formal/informal discussion spaces.

Adding a Message

1. From the main discussion page, enter "Module I: Introduction to the Sciences" by clicking on the topic name.
2. Click on the Add Message button.
3. Type your message topic.
4. Type your message in the text box provided.
5. Click Submit.

Replying to a Message

1. To reply to a message, click on the message title.
2. After clicking on the title, you will be shown the message and then can select the **Reply** button.
3. Type your message in the text box provided.
4. Click **Submit**.

**Attaching Files to Your Message**

1. Click on the **Add Message** button.
2. Type a message topic in the text field.
3. Type a message in the text box provided.
4. Click the **Browse** button and select any file located on your computer.
5. Click the **Submit** button.

**Flagging a Message**

Flagging a message is handy for organizing, sorting, and highlighting importance.

1. Click on the title of a message you previously added.
2. In the bottom half of the screen, click the **Flag** button.

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**Chat**

To access this tool:

From within your course, click on the **Chat** link on your top navigation bar.

Use the Chat tool when you want to:

- Arrange group conversations
- Instantly assign responsibilities and deadlines for a project
- Conduct a quick meeting to keep your users “on track”
- Work with peers in “real time”

**Create a Chat Room**

1. To create a Chat, select the **Create Chat** button on the top right-hand side of the screen.
2. Select the **General Chat**.
3. Click on **Next**.
4. Enter “Office Hours” in the **Chat Title** field.
5. Enter “This chat room is to be used for office hours.” in the **Description** text field.
6. Click the **Create** button.

**Adding Chat Messages**

1. Click on Office Hours to enter the chat room.
2. Type “Hello All” in the text field.
3. Click the **Add** button.
Session 6: Assessment/Feedback

For the next couple of exercises, we will be using course tools. You will need to be logged into your course. If you are on My Home, click on your course name. If you are in the course management console, click on Go to Course.

**Quizzing**

Our versatile quiz engine allows efficient creation of formative and evaluative assessments using many question formats. Without knowledge of HTML or programming experience, instructors and administrators can easily create, edit, and grade quizzes (that are not automatically marked).

To access this tool:

- From within your course, click on the Quizzes link on your top navigation bar.

**Question Library**

1. Click the Question Library button from the quizzing home.

Here you can add sections and organize your questions for easy insertion into your quizzes. On the left-hand side of the screen you can see the list of question library section folders available. You can choose one by clicking on the folder name.

**Creating Quiz Section Folders**

You can create quiz sections to organize your questions into folders. This can be done in the Question Library or in the creation of a new quiz (Layout/Questions then Add/Edit Questions). Both areas are identical in functionality; one creates folders within the library, the other within a quiz. For this session, we will create the section folder in the question library.

1. From the main Question Library window, select Section from the dropdown.
2. Click Go.
3. In the new window, type “My Section Folder” in the Section Name field.
4. Click Save.

For the next couple of exercises, we will be creating quiz questions in the Question Library. Creating quiz questions directly in a quiz is done in the exact same way.

*Click on your new section folder, “My Section Folder”, to ensure that the questions you create are added to the section folder.*

**Multiple Choice**

1. From the section folder window, select Multiple Choice from the dropdown.
2. Click Go.
3. Type “What color is the sky?” in the Question Text field.
4. In the Option boxes, type “red, blue, yellow, green” in the four boxes.
5. Choose “100” in the Weight box beside “blue”.
6. Click Save.

True or False

1. From the main section folder window, select **True or False** from the dropdown.
2. Click **Go**.
3. Type “Is today Monday?” in the Question Text field.
4. Select **Horizontal** from the Style choices.
5. Choose “100” beside either True or False.
6. Click **Save**.

Long Answer

1. From the main section folder window, select **Long Answer** from the dropdown.
2. Click **Go**.
3. Type “What have I learned today” in the Question Text field.
4. Type “Congratulations!” in the Question Feedback box.
5. Click **Save**.

Fill in the Blanks

1. From the main section folder window, select **Fill in the Blanks** from the dropdown.
2. Click **Go**.
3. In the first Text box, type “2 + 2 equals”
4. Click the +answer link.
5. Type “4” in the answer box that appears.
6. Click the +answer link again.
7. Type “four” in the new answer box.
8. Click the –Remove Text link to remove the empty text box.
9. Click **Save**.

Image Question

1. From the main section folder window, select **Image** from the dropdown.
2. Click **Go**.
3. Click the Browse button and find any image file (eg. bmp, jpg, gif) located on your computer.
4. Type “This is the Image Caption” in the Caption field.
5. Click **Save**.

For the next couple of exercises, we will be creating the quiz structure and adding the questions you just created in the Question Library. You will need to be in Quizzing Home to create a quiz. To access the Quizzing Home, click on the Quizzes link on your top navigation bar.

To start, click the **New Quiz** icon. You should now see 5 tabs: Properties, Restrictions, Attempts, Reports, and Layout/Questions.

Setting up Quiz Properties

1. Click on the **Properties** tab (default entry tab)
2. Type “My Quiz” in the Name field.
3. Select the box beside **Score**. This will allow users to see their attempt score immediately after completing your quiz.
4. Type “This is my Quiz!” in the Description text box.
5. Type “Good Luck” in the Introduction Message text box.
6. Click the **Save Quiz** button.

**Setting up Quiz Restrictions**

Under Restrictions you can setup the availability and timing of the quiz.

1. Click on the **Restrictions** tab.
2. Set the quiz **Status** to Active in the dropdown.
3. Choose “no set start date”.
4. Choose “no set end date”.
5. Set the **Time Limit** to 20 minutes.
6. Select the boxes beside **enforced** and **show clock**.
7. Click the **Save Quiz** button.

**Setting up Quiz Attempts**

Here you can specify Attempts and Overall Mark Calculation.

1. Click on the **Attempts** tab.
2. Select “Unlimited” from the Attemps Allowed dropdown.
3. Click the **Save Quiz** button.

**Setting up Quiz Reports**

Reports are a method of giving feedback to users after they finish their quiz. Only one report will be displayed to users at any given time.

1. Click on the **Reports** tab.
2. Choose “show all” from the User’s Answers dropdown.
3. Select the box beside **show correct**.
4. Click the **Save Quiz** button.

**Setting up Quiz Layout/Questions**

Adding or removing questions or sections to the quiz is setup in this area. After the desired questions have been added, the quiz layout can then be formatted.

1. Click the **Layout/Questions** tab.
2. Click the **Add/Edit Questions** link.
3. Choose **Random Section** in the dropdown and click **Go**.
4. In the Add Random Section window, type “Random Folder” in the Section Name field.
5. Type “This is my random set of questions” in the Message box.
6. Select the box beside **display message**.
7. Click the **Save** button. You are returned to the main add/edit quiz screen.
8. Click on your green random folder.
9. Click the **Import** link.
10. Select the box beside **automatically select sub-elements**.
11. Select the box beside your question library folder named “My Section Folder” (setup in the previous section).
12. Click the **Save** button. You are returned to your random folder. Your questions will be highlighted in green.
13. Type in the number of questions to be pulled from your random folder.
14. Type in the value each question will be worth in the value field.
15. Click the **Save** button.
16. Click the **Back to Quiz Layout/Questions** link on the top of the screen.
17. Type "1" in the field to place one question per page in the quiz. Click Go.
18. Click the Save Quiz button.
19. Click the Preview Quiz icon to see what your quiz will look like.
20. Click the exit preview link when finished.
Session 7: Student Impersonation

For this session, we will impersonate the test participant enrolled in your course. Viewing the course as a student is similar in many ways, but some tools look a little different in the student view.

To experience the site as a student, log into your course and click on the Classlist link on your top navigation bar.

Locate your test participant and click on the impersonate icon. This will suspend your instructor session and you will now assume the test participant’s identity. You can restore to your instructor identity at any point by clicking Restore Session on the small popup window.

Here are some things to try out as a student:

1. Setup your preferences.
2. Add a personal item to the calendar.
3. Navigate through the content.
4. Add some feedback to the course.
5. Bookmark a topic.
6. Complete the survey you added to the Outline module.
7. Create a personal chat.
8. Submit a dropbox item.
9. View your submission history.
10. Take a Quiz.
11. Check out your Grades.