Black Hills State University
Instructional Design

Develop a Course in D2L

(One way to build a course in D2L)

Step 3. Settings / Options & Step 4. Activate

- Complete the Course Grading Criteria and the Course Schedule
- To be consistent and reduce confusion, make sure that the assessments & grading criteria in the Course Syllabus align with the items in the Course Schedule
- Use the Grading Criteria & Course Schedule to start building the structure of the course in D2L
1. Build the Course Structure / Skeleton
2. Add Course materials
3. **Settings / Options**
4. **Activate**

Step 3. Settings / Options

Note: To be consistent and to make sure that the assessments, grading criteria and the course schedule aligns with the course content in D2L, follow the Course Schedule to add course content

I. Status
II. Track Completion
III. Release dates and Restrict

I. Status

- *Hidden* hides the content item from students' view
- *Visible* releases the content item so that students can view it
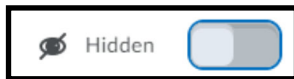
II. Track Completion

Note: By default, D2L sets the completion track to 'Automatic'. So if you have items that students do not need to visit as they are extra resourses, please make sure that they are set to 'Not Required'

- Module Level - Use the dropdown arrow next to the title of the Module
  - Set All Completion
  - Select from the pop-up window > Update
- Item Level - Use the dropdown arrow next to the title of the content item > Edit Properties In-Place > Select from the drop-down menu
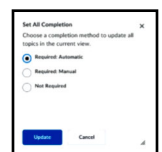
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- *Required: Automatic* - Marks as complete, when a student
    - Clicks on a Content Item
    - Submits to Dropbox Folder
    - Posts to a discussion item
    - Completes an attempt for Quiz
- *Required: Manual*
    - Students manually clicks a checkbox next to the topic to mark the item complete
- *Not Required*
    - Completion tracking is not monitored

0 % 0 of 3 topics complete	
33.33 % 1 of 3 topics complete	
100 % 3 of 3 topics complete	
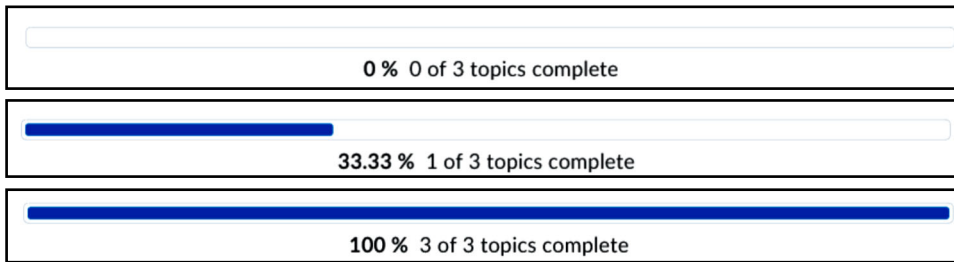
III. Dates and Restrictions
- Start Date - Students can see the module/topic but do not have access until the Start date
- Due Date - Students will be able to see and access materials after the Due date - It only specifies when a   student should complete *(so if you do not want students to have access, set End Date).*
- End Date - Students cannot access after the Due date

Best Practice:
- *Set End Dates only for Dropbox Folders / Quizzes;*
- *Use Locking Options for Discussions so that students can view / access*
    - *but cannot interact so that they can refer to earlier discussions;*
- *Avoid to set End dates for any content material to allow students have access to earlier weeks' materials.*

Step 4. Activate your course
I.   Review as a student
II. Use Anne Stevens Instructions to Activate

I.   **Review as a student -** Click on your name on the top right corner of your course >
    - Check to see if the course is displayed the way you would like your students to view
    - Make sure all of the links work
II. **Use Anne Stevens Instructions** that you receive each semester in an email.