

# FACULTY DESIRE2LEARN (D2L) QUICK START GUIDE

## D2L SUPPORT

D2L training and support is offered through the Teaching Learning Center (TLC), located in CHR 224.

You can contact us at [tlc@ccd.edu](mailto:tlc@ccd.edu)

You can also find D2L guides and videos at [D2L Help for Faculty](#).

## REQUIRED USE OF D2L

At CCD, instructors are required to use D2L to:

- Post the syllabus
- Post grades

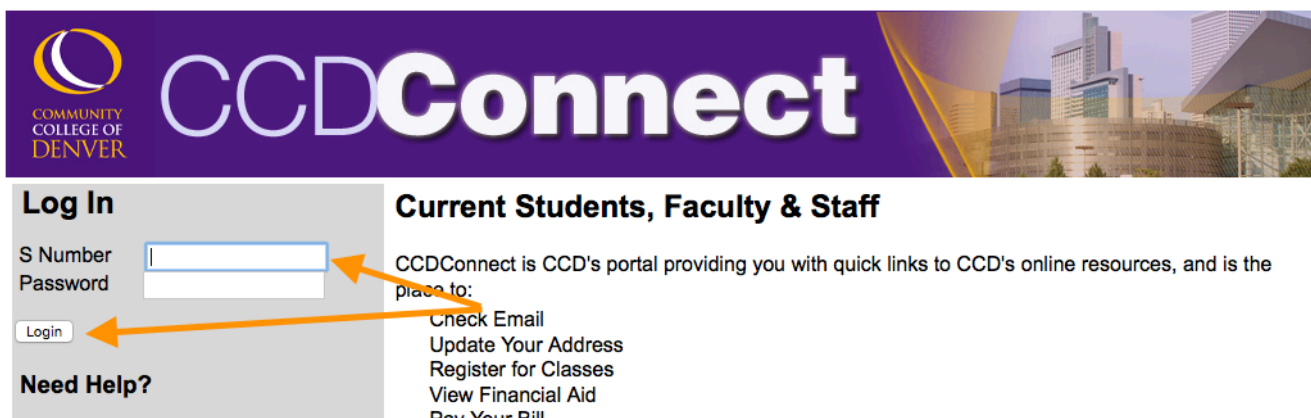
This Quick Start Guide will show you how to do those tasks.

## LOGGING INTO D2L

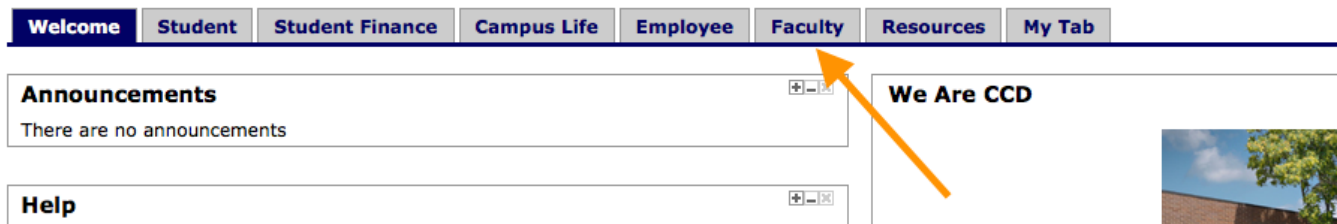
1. Log into CCD Connect. To access CCD Connect, go to the the CCD homepage. In the top left hand corner, select CCD Connect.



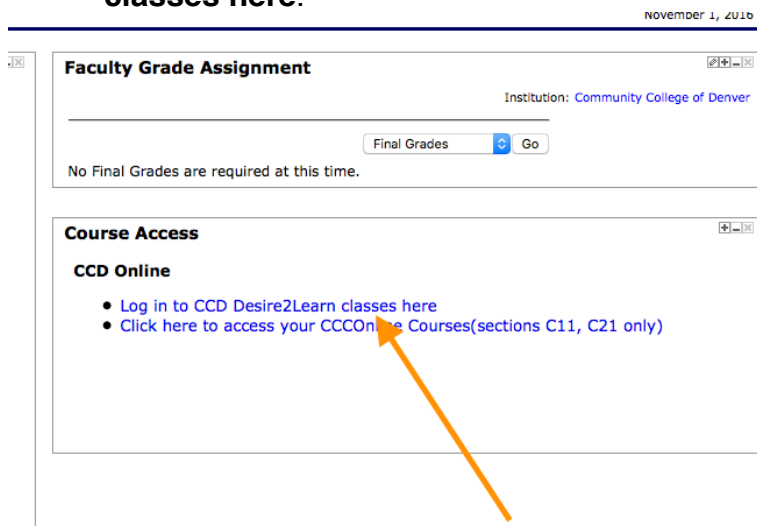
Once you get the CCD Connect page, type in your S# and password.



2. In CCD Connect, select the **Faculty** tab.



3. Go to the **Course Access** widget on the right hand side. Select Log in to **CCD Desire2Learn classes here**.

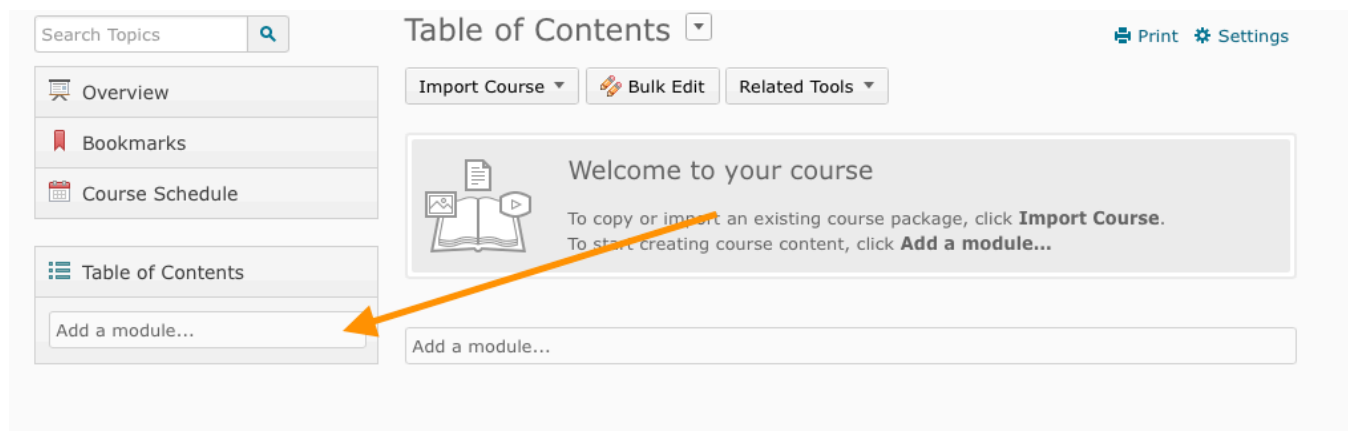


This will take you to Desire2Learn.

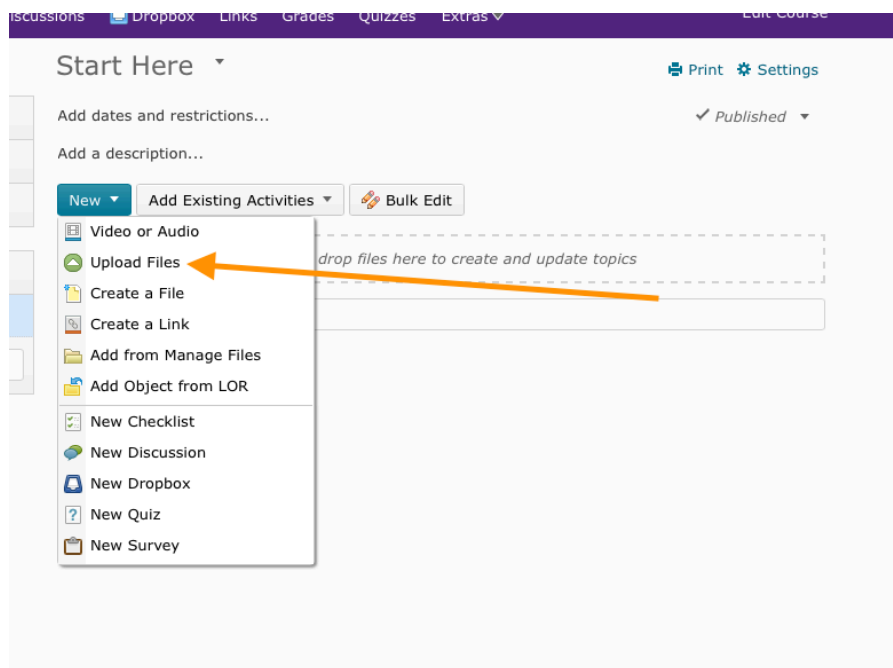
## UPLOADING YOUR SYLLABUS TO D2L

Click on the Content tool in the top navigation bar.

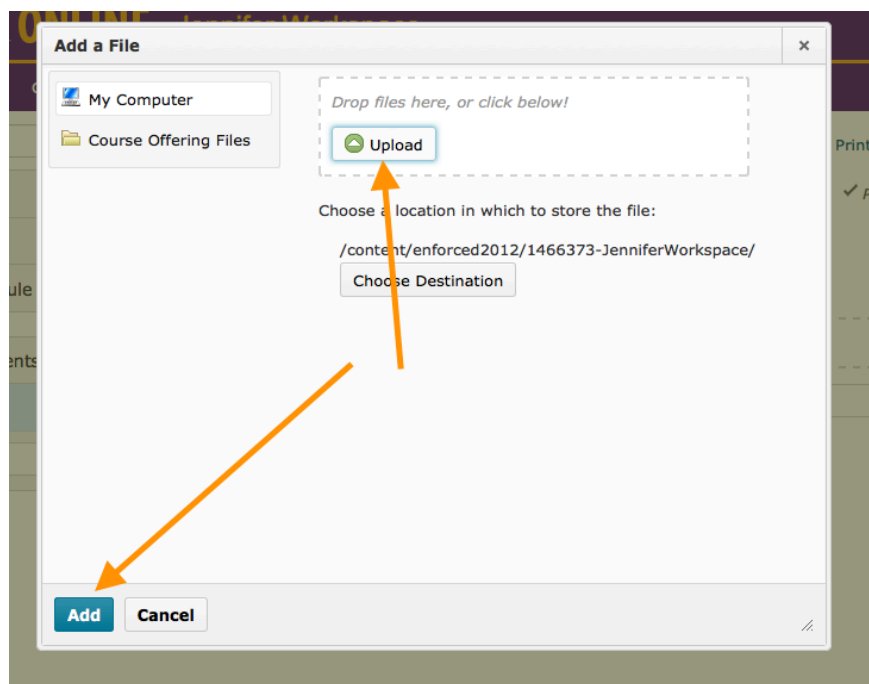
When you get to Content, you will want to create a module called syllabus. To do this, click where it says **Add a module** directly below **Table of Contents** and type in a meaningful module name like **Syllabus** or **Start Here**.



In your newly created module, go to the **New** dropdown and select **Upload Files**.



Click **Upload**, find and select your file. Once you see the file name appear, click **Add**.



## SETTING UP THE GRADEBOOK

After you log in to your course in D2L, click on the **Grades** link on the navigation bar.

### Grades Setup Wizard

When creating a Gradebook for the first time, the Grades **Setup Wizard** will take you through several steps that are designed to help you select options that best fit your gradebook needs. The first screen in the Wizard will tell you the current settings in your gradebook. Once you have finished reviewing the settings, select **Start** to begin the Wizard. **Please note:** The Grades **Setup Wizard** will not start automatically if you already have an existing Gradebook in the course. In that case, simply select the **Setup Wizard** tab.

**Step 1** of the **Setup Wizard** is **Choose Grading System**.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#)

**Step 1 of 6**

Step 1: Choose Grading System

**Grading System**

☐ Weighted ?

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)  
  
Final Grade: /100%

☒ Points ?

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)  
  
Final Grade: /240 points

☐ Formula ?

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

Continue Cancel

**Step 2** of the **Setup Wizard** focuses on **Grade Calculations**.

- Choose the options that best suit your needs.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#)

Step 2 of 6

Step 2: Grade Calculations

Ungraded Items

☒ Drop ungraded items

☐ Treat ungraded items as 0

Auto Update

☒ Automatically keep final grade updated

Continue

Go Back

Cancel

**Drop ungraded items:** If this option is selected, grade items that have not been assigned a grade value will be ignored when final grades are calculated. This option creates a running total in your gradebook. **If a student has received a 0 for an assignment, it is important that you enter a score of 0 for that assignment.** If you don't, the student's final grade will not be accurate.

**Treat ungraded items as 0:** When this option is selected, grade items with no grade value will automatically be given a grade value of 0. Selecting this option makes it look as though your students are failing for at least half of the course because they have not yet completed all grade assignments.

**Auto Update:** When this option is selected, the **Calculated Final Grade** will re-calculate automatically when any change that affects final grade calculations (i.e. modifying a user's grade, changing the 'bonus' property of a grade item, etc.) is made. If this option is **NOT** selected, the **Calculated Final Grade** must be manually re-calculated. Out-of-date final grades are indicated by a small calculator icon beside a user's final grade.

Keep the **Auto Update** option checked.

**Step 3** of the **Setup Wizard** allows you to select a **Grade Scheme** for your course.

The default **Grade Scheme** is **Percentage**. If you have not yet created any grade schemes for your course, only the default grade scheme will be available to you. For now, leave the setting as is and go to the next step.

**Please note:** You can create a custom grade scheme (like a letter grade scheme), but that is covered in the document **Creating and Applying a Grade Scheme**.

[Enter Grades](#) [Manage Grades](#) [Schemes](#) [Setup Wizard](#) [Settings](#) [Help](#)

Step 3 of 6

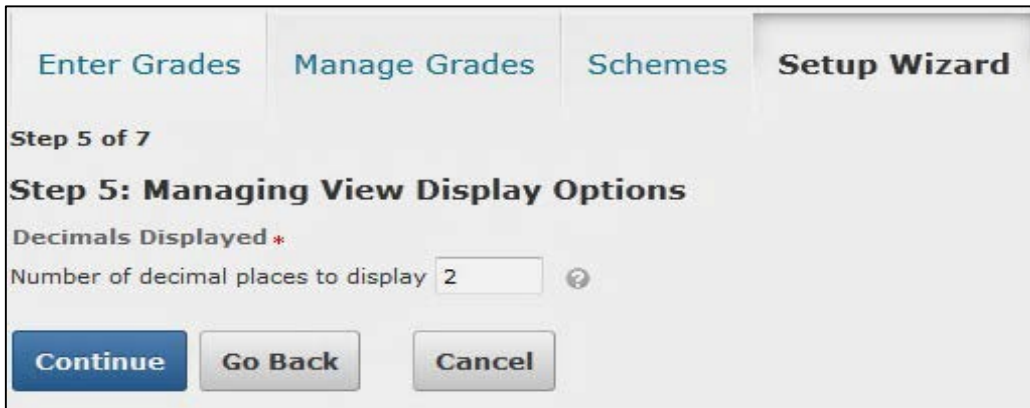
Step 3: Choose Default Grade Scheme

| Scheme Name          | Default Scheme                   | Preview |
|----------------------|----------------------------------|---------|
| Organization Schemes |                                  |         |
| Percentage           | <input checked="" type="radio"/> |         |
| Letter Grade         | <input type="radio"/>            |         |

**Step 4** of the **Setup Wizard** allows you to set how many decimal places will be displayed in the Gradebook.

- *It is recommended that you leave the default setting at 2.*

(Only applies when you have auto graded quizzes/ assignments where students can get a value such as 89.75. You can manually change this to a 90 or an 89 in the Gradebook.)



Enter Grades Manage Grades Schemes Setup Wizard

Step 5 of 7

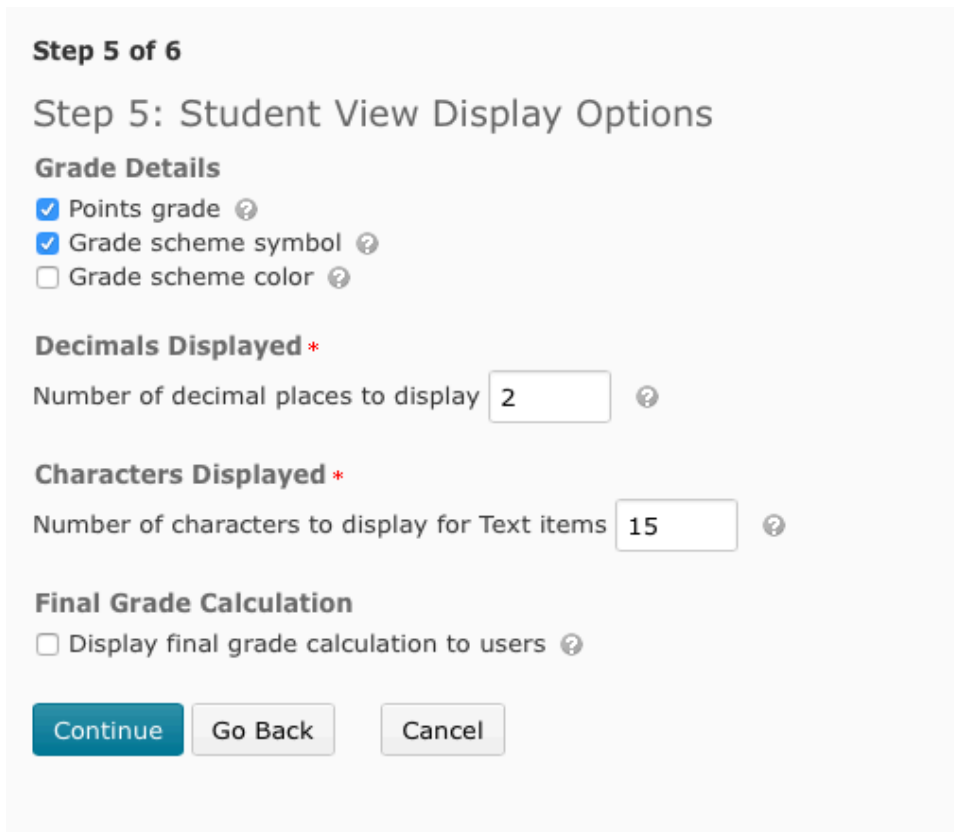
**Step 5: Managing View Display Options**

**Decimals Displayed \***

Number of decimal places to display 2 ?

Continue Go Back Cancel

**Step 5** of the **Wizard** allows you to set display options for your students.



Step 5 of 6

**Step 5: Student View Display Options**

**Grade Details**

☒ Points grade ?

☒ Grade scheme symbol ?

☐ Grade scheme color ?

**Decimals Displayed \***

Number of decimal places to display 2 ?

**Characters Displayed \***

Number of characters to display for Text items 15 ?

**Final Grade Calculation**

☐ Display final grade calculation to users ?

Continue Go Back Cancel

Displaying the **Final Grade Calculation** to users allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much, which grade items were bonus grades, and whether their grade was adjusted.

**Note:** This option is only available in the **weighted** and **points** grading systems.

**Step 7** of the **Setup Wizard** gives you a summary of all of the options you selected.

- Click **Finish** to complete the **Setup Wizard**.

## CREATING A GRADEBOOK CATEGORY

Gradebook categories let you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

There are two options for creating Gradebook Categories:

1. You can begin creating your grade categories immediately after completing the Grades Setup Wizard. To do so, select **Create a New Grade Category**.



2. If you had completed the **Setup Wizard** earlier, or are just coming back to create a new category do the following:

From the **Manage Grades** area, select **Category** from the **New** dropdown menu.



You can now create a **New Category**.

Type a **Name** for the category.

- If you want, type a **Short Name** to display in the Gradebook (optional).
- If you want, type a **Description** of the category (optional).
- Select the **Allow users to view description** check box if you want to make the category description available to users (optional).

## New Category

Properties

Restrictions

### General


Name \*

Short Name

?

Hide Description

Description



☐ Allow users to view description

- Leave the **Can Exceed** box unchecked.
- Leave the **Exclude from Final Grade Calculation** box unchecked unless you want to exclude this whole category from the Final Grade.
- If all your grade items under this category have the same point values, choose **Distribute points across all items**.
- Enter the **Points per item**.
- If you wish to drop the lowest score in this category: Enter the number of items to drop.
- Choose what you would like students to see for this category: Select **Display class average to users** or **Display grade distribution to users** or none.
- Click **Save** to save this newly created category or **Save and New** to
- start creating another one
- Once you have finished creating your categories, you can start creating your grade items.

### Grading

**Can Exceed**  
☐ ?

**Exclude from Final Grade Calculation**  
☐ ?

**Distribution**  
☐ Distribute points across all items ?  
 Points per item ?  
 Number of highest non-bonus items to drop for each user ?  
 Number of lowest non-bonus items to drop for each user ?

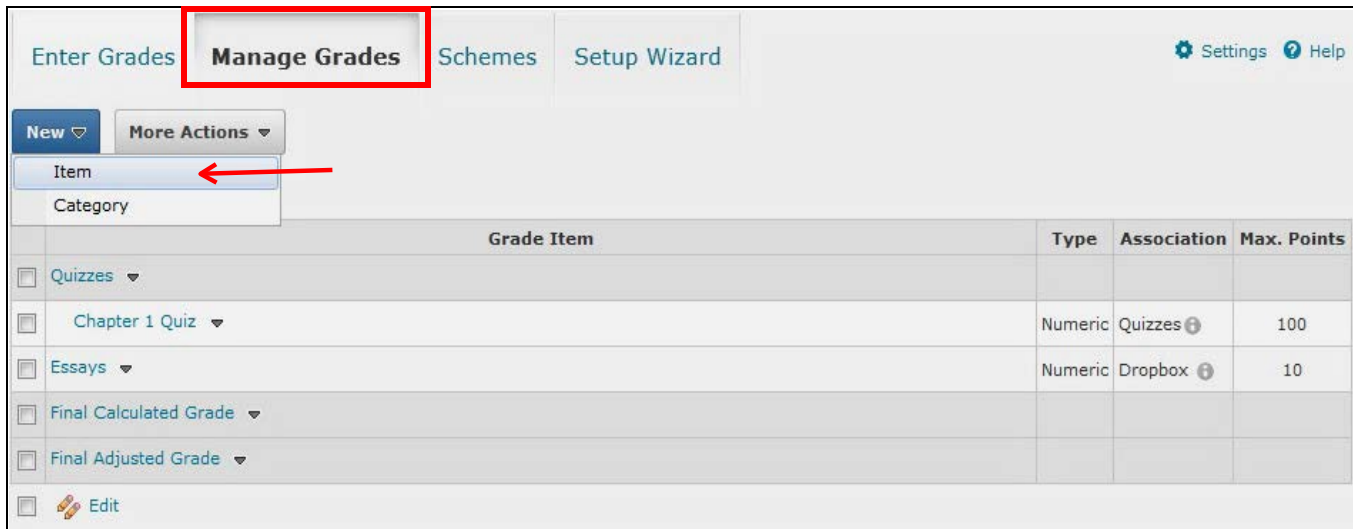
**Display Options**  
[Hide Display Options](#)

**Student View**  
☐ Display class average to users ?  
☐ Display grade distribution to users ?  
☐ Override display options for this item ?

**Show**  
☒ Points grade  
☒ Grade scheme symbol  
☐ Grade scheme color

## CREATING A NUMERIC GRADE ITEM

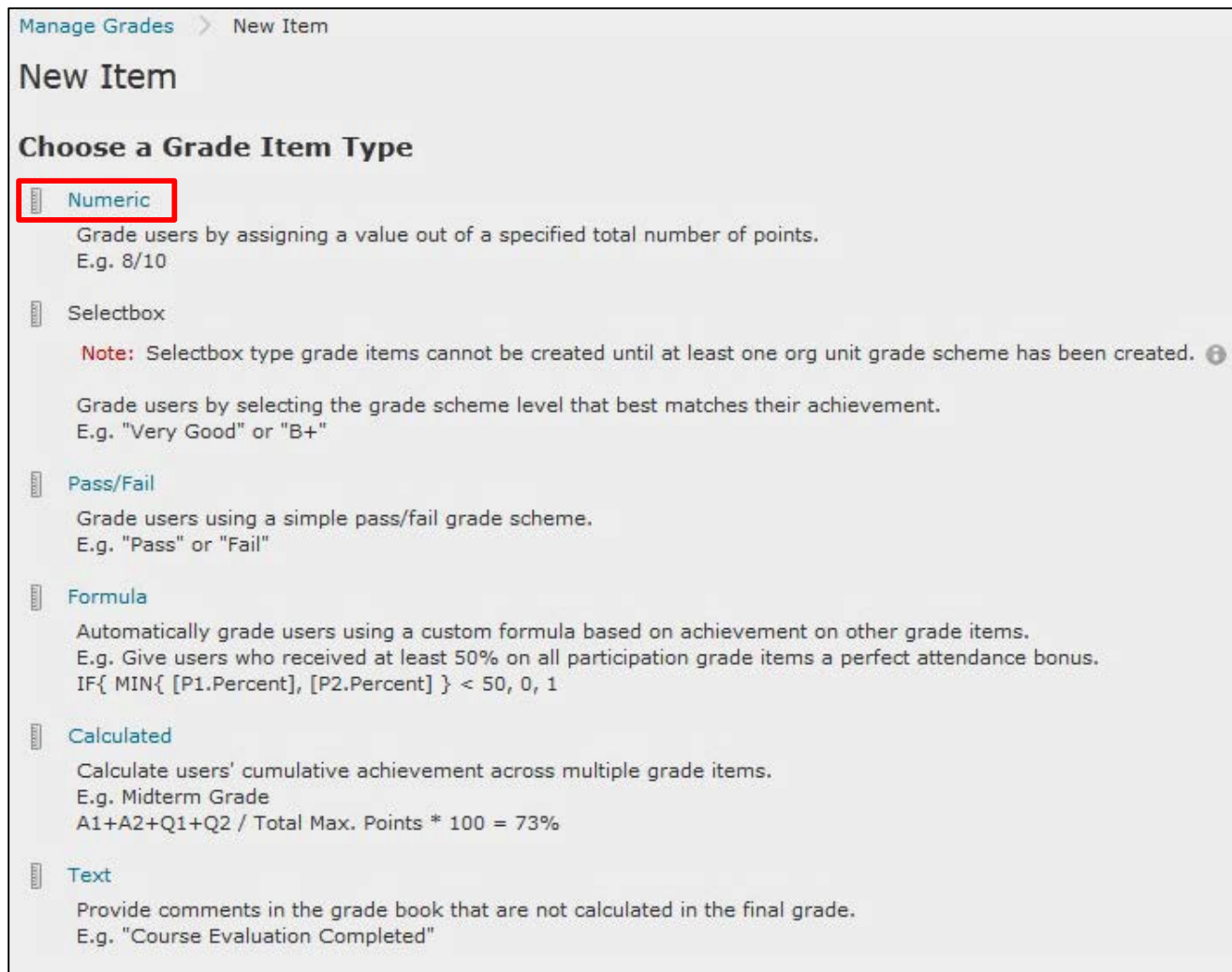
- From the **Manage Grades** area, select **Item** from the **New** dropdown menu.



The screenshot shows the 'Manage Grades' tab selected in the top navigation bar. Below it, the 'New' dropdown menu is open, and 'Item' is highlighted with a red arrow. The main table lists existing grade items.

|                          | Grade Item               | Type    | Association | Max. Points |
|--------------------------|--------------------------|---------|-------------|-------------|
| <input type="checkbox"/> | Quizzes ▾                |         |             |             |
| <input type="checkbox"/> | Chapter 1 Quiz ▾         | Numeric | Quizzes ⓘ   | 100         |
| <input type="checkbox"/> | Essays ▾                 | Numeric | Dropbox ⓘ   | 10          |
| <input type="checkbox"/> | Final Calculated Grade ▾ |         |             |             |
| <input type="checkbox"/> | Final Adjusted Grade ▾   |         |             |             |
| <input type="checkbox"/> | Edit                     |         |             |             |

- Select **Numeric**.



The screenshot shows the 'New Item' form with the 'Numeric' option selected and highlighted with a red box. The form provides descriptions and examples for various grade item types.

### New Item

#### Choose a Grade Item Type

- Numeric**  
Grade users by assigning a value out of a specified total number of points.  
E.g. 8/10
- Selectbox**  
**Note:** Selectbox type grade items cannot be created until at least one org unit grade scheme has been created. ⓘ  
Grade users by selecting the grade scheme level that best matches their achievement.  
E.g. "Very Good" or "B+"
- Pass/Fail**  
Grade users using a simple pass/fail grade scheme.  
E.g. "Pass" or "Fail"
- Formula**  
Automatically grade users using a custom formula based on achievement on other grade items.  
E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1
- Calculated**  
Calculate users' cumulative achievement across multiple grade items.  
E.g. Midterm Grade  
 $A1+A2+Q1+Q2 / \text{Total Max. Points} * 100 = 73\%$
- Text**  
Provide comments in the grade book that are not calculated in the final grade.  
E.g. "Course Evaluation Completed"

After you have selected the Numeric Grade Item Type complete the following:

- Enter a **Name** for the grade item.
- Enter a **Short Name** to display in the Gradebook (optional).
- If you want the grade item to be associated with a category you just created, select the appropriate category from the **Category** drop-down.
- Enter a **Description** of the grade item (optional).
- If you want to make the description available to users, select **Allow users to view grade item description** (optional).

### New Item

Properties

Restrictions

Objectives

#### General

Type  
Numeric

Name \*

Short Name  
 ?


Category  

None ▼

[\[New Category\]](#)

Hide Description

Description  



☐ Allow users to view grade item description

- Enter the value you want the item graded out of in the **Max. Points** field.

### Grading

**Max. Points \***

10 ?

**Can Exceed**

☐ ?

**Bonus**

☐ ?

**Exclude from Final Grade Calculation**

☐ ?

**Grade Scheme**

-- Default Scheme -- (Percentage) ?

**Rubrics**

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

### Display Options

Hide Display Options

**Student View**

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

**Show**

☒ Points grade

☒ Grade scheme symbol

☐ Grade scheme color

**Managing View**

☐ Override display options for this item ?

**Show**

☒ Points grade

☒ Grade scheme symbol

☒ Grade scheme color

Save and Close

Save and New

Save

Cancel

**Please Note:** This field will be grayed out if you have placed this item under a category and have defined a point value to be distributed evenly.

- If you want users' grades to be able to exceed the max points, select **Can Exceed** (e.g. 12/10).
- Select the **Bonus** checkbox if you want this grade item to be counted as extra credit.

**Please Note:** Bonus items are **NOT** counted towards the total possible points for a category or the final grade. They are added to the students' total only.

- If you want to exclude this grade from the Final Calculation, choose **Exclude from Final Grade Calculation**.
- The default scheme is 'Percentage'. Leave the default setting unless you have created your own grade scheme (more advanced).
- Under **Display Options**: Choose your preferred **Submission View** options.
- Under **Display Options**: Choose your preferred **Managing View** options.
- Select **Override display options for this item**, if you want to customize your display settings for students.

Select **Points Grade** and the **Grade Scheme Symbol** if you want students to see the Points (Example 10/10) and the Percentage (Example 100%) for this Grade Item.

**Please Note:** These options are already checked by default if you have successfully completed the [Grades Setup Wizard](#).

When you have finished creating all of your **Grade Categories** and **Grade Items**, your **Manage Grades** area show a list of grade categories and items. Below is a screenshot of an example:

Enter Grades

Manage Grades

Schemes

Setup Wizard

Settings

Help

New

More Actions

Edit

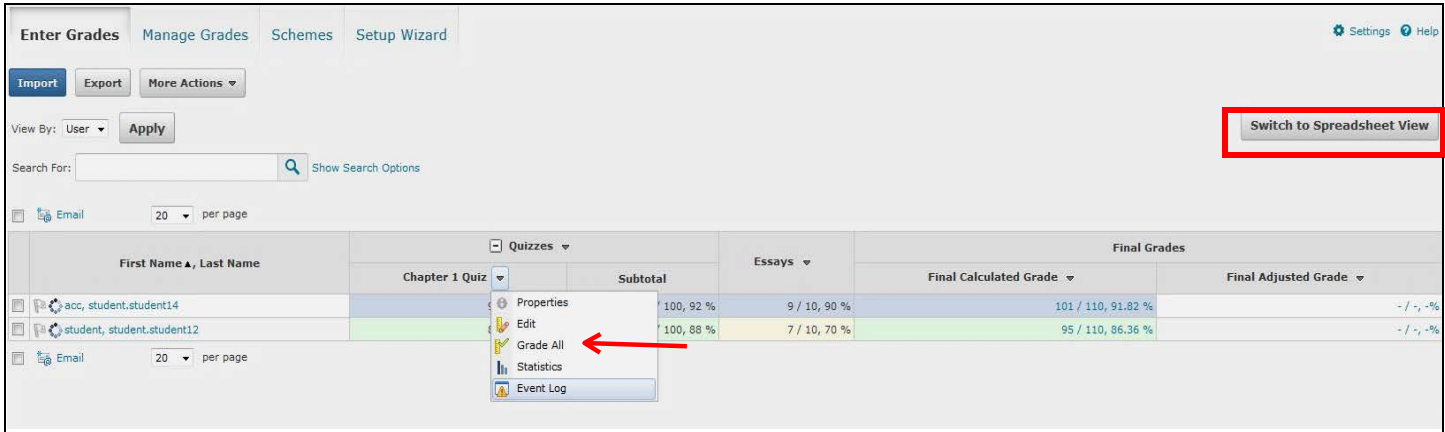
|  | Grade Item                 | Type    | Association | Max. Points |
|--|----------------------------|---------|-------------|-------------|
| <div><div></div><div>Quizzes</div><div></div></div>                | <div>← Category Item</div> |         |             |             |
| <div><div></div><div>Chapter 1 Quiz</div><div></div></div>         | <div>← Grade Item</div>    | Numeric | Quizzes ⓘ   | 100         |
| <div><div></div><div>Essays</div><div></div></div>                 |                            | Numeric | Dropbox ⓘ   | 10          |
| <div><div></div><div>Final Calculated Grade</div><div></div></div> |                            |         |             |             |
| <div><div></div><div>Final Adjusted Grade</div><div></div></div>   |                            |         |             |             |

Edit

You can now start Entering Grades by clicking on the **Enter Grades** tab.

Students are listed on the first column followed by your Grade Items. To start entering grades either:

1. Select **Switch to Spreadsheet View** in the upper right area, OR
2. Click on the  **Grade All** icon from the Grade Item dropdown menu



The screenshot shows the D2L 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below these are buttons for 'Import', 'Export', and 'More Actions'. A 'View By:' dropdown is set to 'User', and a search bar is present. A red box highlights the 'Switch to Spreadsheet View' button in the top right corner. The main area displays a table with columns for 'First Name', 'Last Name', 'Quizzes', 'Subtotal', 'Essays', 'Final Calculated Grade', and 'Final Adjusted Grade'. A dropdown menu for 'Chapter 1 Quiz' is open, showing options like 'Properties', 'Edit', 'Grade All', 'Statistics', and 'Event Log'. A red arrow points to the 'Grade All' option.

| First Name                 | Last Name | Chapter 1 Quiz | Subtotal     | Essays             | Final Calculated Grade | Final Adjusted Grade |
|----------------------------|-----------|----------------|--------------|--------------------|------------------------|----------------------|
| acc, student.student14     |           | 100, 92 %      | 9 / 10, 90 % | 101 / 110, 91.82 % | - / -, -%              |                      |
| student, student.student12 |           | 100, 88 %      | 7 / 10, 70 % | 95 / 110, 86.36 %  | - / -, -%              |                      |

## QUESTIONS?

For further D2L assistance, feel free to contact the Teaching Learning Center at [tlc@ccd.edu](mailto:tlc@ccd.edu).

You can also find D2L guides and videos at [D2L Help for Faculty](#).