

Initial Grades Setup

- Click on *Grades* on the course Navbar
- Click on *Setup Wizard* on the menu on the left
- Follow the on screen instructions



Tip: All of the default fields are selected for a typical CNA course

Grades

Create a New Grade Item

- Click on *Grades* on the course Navbar
- Click *Manage Grades* in the menu on the left. The *grades List page is displayed*
- To create a new grade item, click *New Item*
- Click *Numeric*
- Assign a name to the grade item, assign points and weight and click *Save*
- Click *Grades List* icon to return to *Grades List* page



Create a New Grade Category

- Click on *Grades* on the course Navbar
- Click *Manage Grades* in the menu on the left. The *grades List page is displayed*
- To create a new category, click *New Category*
- Assign a name to the category, assign a weight and click *Save*
- Click *Grades List* icon to return to *Grades List* page



Edit Grade Items

- Click on *Grades* on the course Navbar
- Click *Manage Grades* on the menu on the left
- Click the title of the grade item you want to edit
- Make your changes and click *Save*

Re-Order Gradebook Items

- Click on *Grades* on the course Navbar
- Click *Manage Grades* on the menu on the left
- Click *Re-Order* icon
- Use the numbers to reorder Grade items
- Click *Save*



Manually Enter Grades in an Item

- Click on *Grades* on the course Navbar
- Click *Grade* icon in the item column
- Enter grades for each student
- Click *Save*



Manually Enter Grades for a Student

- Click on *Grades* on the course Navbar
- Click on the student's name in listing
- Enter grades for each item for that student
- Click *Save*

Grading Quizzes

View Student Answers, Grade Long Answers, Provide Feedback

- Click *Quizzes* on the course Navbar
- Click on *Grade* icon next to Quiz name
- Click *attempt* under student's name
- Scroll down to view answers, grade answers and enter feedback
- Click *Save*



Submission Views

- Click *Quizzes* on the course Navbar
- Click on Quiz name
- Click on *Submission Views* tab
- Click *Default View*
- Under *Show Questions*, select the radio button next to *Yes*
- Check the boxes next to *Show question answers*, *Show question score and out of score*, *Show class average* and *Show score distribution*
- Click *Save View*

Working With Groups

Create a Group Category

- Click on *Groups* on the course Navbar. The group *Category List* page is displayed
- Click *New Category*
- Enter the Name for the Category
- Provide a description (Optional)
- Select enrollment type from the dropdown menu i.e., **Groups of #** or **# of Groups**
- Enter the number you want for either option
- Select *Additional Options*
 - Check the box next to *Setup Discussion Areas* (optional)
 - Check the box next to *Setup locker* (optional)
 - Check the box next to *Setup Dropbox* (optional)



- Click *Create*

Creating Restricted Discussion Areas for Groups

- When you create a new Group Category and select *Setup Discussion Areas*, you will be prompted to assign a Discussion Forum.
- Select a Forum from the dropdown menu or click *New Forum*
- Click *Create and Next*

Creating Dropbox Folders for Groups

- When you create a new Group Category and select *Setup Dropbox*, you will be prompted to assign a Dropbox Folder.
- Enter a title for the Dropbox Forum
- Assign a *Grade Item* and "Out Of" (optional)
- Click *Create*



- Note:** When you create a new Group Category and select *Setup locker*, the group lockers are set up automatically
- Click *Done*

Final Grade

Final Grade Troubleshooting

- If you see an underscore (_) instead of a grade, check that the *Initial Grades Setup* tasks are completed, and check to make sure there are grades entered for this student
- If you see the *calculator* icon (), make sure the *Automatically Keep Final Grade Updated* option is selected in *Grades Setup > Grade Calculations* area

Releasing Final Grade to Students

- To ensure the Final Grade column remains hidden from students, click the *Grade* icon () in the column heading, and ensure the check box next to the *Release Final Adjusted Grade* is **not** checked

Dropbox

Creating a Dropbox Folder

- Click *Dropbox* link in navbar
- Click on the *New Folder* icon
- Complete form (create Grade Item if desired)
- Set time/date restrictions
- Click *Save*

Downloading all New Files in a Dropbox

- Click *Dropbox* link in navbar
- Click the title of the Dropbox folder
- Click on the Files tab
- Choose *Show Unread* in the 'Read status' dropdown menu
- Check the box at the top of the listings to select all
- Click on the *Download* button at top
- Save file where desired
- Unzip file to access student files

Email Students Who Have Not Submitted


- Click *Dropbox* link in navbar
- Click the title of the Dropbox folder
- Under the Users tab, Choose *Users Without Submissions* in Submissions dropdown menu
- Select the textbox next to student names.
- Click on the email icon () to send email.

Grade/Provide Feedback for Dropbox

- Click *Dropbox* link in navbar
- Click the title of the Dropbox folder
- Across from the student's name, click *Leave Feedback* on right
- Enter point grade, comments, feedback
- Click *Submit*

Quizzes

Create a Quiz

- Click *Quizzes* on the course Navbar
- Click *New Quiz* icon in toolbar 
- Assign a name to the Quiz
- Create Grade Item or assign existing grade item if grade is to be included in the Final Grade calculation
- Select the **Auto Export to Grades** and **Automatic Grading** options, if desired
- Click on the *Restrictions* tab to set time and dates
- Click on the *Attempts* tab to set attempts allowed
- Click *Save Quiz*

Set Special Access for Quiz

- Click *Quizzes* on the course Navbar
- Click on Quiz name
- Click on the *Restrictions* tab and scroll to bottom
- Click on the *Add Special Access* button
- Make access choices and settings for individuals or groups as needed
- Save changes


Edit Point Values for Quiz

- Click *Quizzes* on the course Navbar
- Click on Quiz name
- Click on the *Layout/Questions* tab (far right)
- Click on the *Add/Edit Questions* button
- Select the checkbox next to the question or questions you wish to edit
- Click on *Edit Values*
- Edit the values
- Click *Save*

Create a Random Set of Questions in a Quiz

- Click *Quizzes* on the course Navbar
- Click on Quiz name
- Click on the *Layout/Questions* tab (far right)
- Click on the *Add/Edit Questions* button
- Choose *Add a Random Section* from dropdown menu and press *Go*
- Assign a name to the section and click *Save*
- Click on random section (purple folder)
- Click on the *Import* button
- Select questions from question library
- Click *Save*
- At the top of the page, enter how many questions to randomly choose from the list and assign the point value for each question
- Click *Save* and return to Quiz

Reset a Quiz Attempt


- Click *Quizzes* on the course Navbar
- Click on *Grade* icon () next to Quiz name
- Click on the *Display Options* link and select the checkbox next to *Allow Reset* (if necessary)

Note: If the trashcan does not display, click on the 'Display Options' link and check the box next to *Allow Reset* Select the checkbox next to student's attempt


- Click on the *Trashcan* icon at top of the listing
- Click *Save*

Upload Course Files

Upload an Individual File

- Click *Content* on the course Navbar
- Click the *Manage Files* link on the menu on the left
- Access the folder in which you want to upload your files
- Click on the *Upload* icon 
- The *Upload File* window will pop up
- Click on the *Browse* button and locate the file on your computer
- Click *Upload*

Upload Multiple Files

- Locate the files and/or folders on your computer and highlight/select them.
- Create zip file (Windows XP or later: right mouse click and choose *Send to Compressed (zip) Folder*)
- Upload the zip file to the folder in which you wish to unzip the files
- Once uploaded, locate the zip file and click on the unzip icon to the right of the file name 
- Click *Okay* in the dialog box
- The files will unzip to the folder


Tip: Once you've completed the process, you should delete the zip file to save space

Discussions


Create a New Discussion Forum

- Click on *Discussions* on the course Navbar
- Click on the *Create New Forum* button
- Complete form including name, description, availability (if desired)
- Click on the *Save and Add Topic* button
- Complete the topic form and then press *Save* or *Save and Add Topic*

Create a New Discussion Topic in Existing Forum

- Click on *Discussions* on the course Navbar
- Click on the Edit icon () next to the existing forum title
- Edit forum and/or topic information as needed
- Scroll down and click on the *Save and Add Topic* button
- Complete topic title and description
- Click *Save*

See Discussion Statistics (Postings Written and Read)

- Click on *Discussions* on the course Navbar 
- Click on the *Statistics* button next to the Forum or Topic

Support/Contact Information


DLS Help Desk

Email: dlshelp@cna.nl.ca


Phone: 1-877-465-2250 (opt. 3) (toll free)
466-6961 (local)

Manage Course Content


Adding a New Module

- Go to *Manage Content*
- Click *Add Module* icon 
- Enter module name in the *Title* textbox and *Save*


Add Topic from New File

- Go to *Manage Content*
- Click *Add Topic* icon next to module title 
- Choose *Create New File*
- Enter topic title (what students see as a link)
- Enter a file name
- Choose a destination where you will save the new file
- Add content in HTML editor
- Click *Save* in lower right corner


Add Topic from Existing File

- Click *Content* on the course Navbar. The *Manage Content* page is displayed. 
- Click *Add Topic* icon next to module title
- Choose *Course File*
- Enter topic title (what students see)
- Browse for Course File (must already be uploaded)
- Click *Save*


Create Quicklink (Link to Course Tool or URL)

- Go to *Manage Content*
- Click *Add Topic* icon next to module title
- Choose *Quicklink*
- Click on the *Quicklink*  icon next to the URL textbox.
 - For course tool** - use pulldown menus to select tool and then specific aspects of the tool
 - For URL** - use pulldown menu and choose URL, enter the URL (including "http://")
- Check *Open in New Window*
- *Save*


Create Multiple Topics from Existing Files

- First, ensure that the files have been uploaded to the course
- Click *Content* on the course Navbar. The *Manage Content* page is displayed. 
- Click on *Add Multiple Topics* icon
- Select the files you wish to add and edit the titles
 - Note:** The order in which you select the topics is the order in which they will appear in the Table of Contents
- Click on the *Add* button in lower right

Delete Multiple Content Links

- Go to *Manage Content*
- Select the checkbox next to items or modules to remove 
- Click on the *Trashcan* icon at top of page
- Click *Delete Selected*

Hide or Reveal a Topic or Module

- Go to *Manage Content*
- Click the *Edit* icon on the same row as the topic or module title 
- Click on the *Restrictions* tab
- Check or uncheck *Hide This Topic/Module* and click *Save*