



Course Management Quick Start Guide

Activate Course

When you activate a D2L course it becomes visible to students who are enrolled in it.

Activate a Course from the My Home page

1. Locate the title of your course under **My Courses and Organizations**.
2. Click on the **pencil icon** located to the right of the course title.
3. In the **Course Offering Information** page, locate "**Active: Course is Active**".
4. Check the box next to **Course is active**.

Course Offering Information

Development Course for Susan Eldridge

Cancel

*Course Offering Name: Development Course for Susan Eldridge
*Course Offering Code: DEV_SELDRIDGE
Course Template Name: Course Default
Course Template Code: COURSEDEFAULT
Department: Development Courses
Semester: Ongoing
Language: US English
Force Language: No
Active: Course is active
Public in ePortfolio: ALL individuals enrolled in this course may be added enrolled in this course
Registration: False
Start Date: None
End Date: None
*Course Offering Path: /content/enforced2/121689-DEV_SELDRIDGE/
Course Address Book: Show course address book
Dark Color:
Light Color:
Soft Color:

5. Click **Save**.

Activate a Course from the Course Home Page

- Click **Edit Course** > click **Course Offering Information**.
- Check the **Course is Active** checkbox > click **Save**.

Homepages

The course homepage is the first page instructors and users see when they enter a course. The course homepage is comprised of widgets that provide information (such as the News widget) and links to tools via the course navigation bar. Widgets, system and custom, can be added to the course homepage.

To create an editable homepage:

- Click **Edit Course** > **Homepages** > Locate **Course Default** and click to copy the Course Default > click **Set** (to activate).

To add/remove widgets:

- Click **Copy of Course Default** > click **Content/Layout** tab.
- Click down arrow next to widget to move/remove.
- Select **Add Widget** > Check the box next to desired widget > click **Save**.

Widgets




You can create a **Custom Widget** or select a **System Widget** to add to the course homepage.

- Click **Edit Course** > select **Widgets**
 - **System Widget** tab allows you to view (only) already made widgets.
 - Click **New Widget** > provide a **Name** (appears in the header) > select the **Content** tab > add your info to **Content** > **Save**.
 - Go to **Homepages** to add your widget(s) to your homepage.


Navigation Bar

The default course navigation nar contains the links to certain tools, such as Content, Dropbox, Classlist, etc. Links to tools can be added/removed from the course NavBar.

To create an editable NavBar:

- Click  **Edit Course** >  **Navigation** > Locate **Course Default** and click  to copy the Course Default.
- Under Active NavBar click **Change** > select **Copy of Course Default** from the drop down menu > Click **Apply** > click **Set Active** to activate the new NavBar.

To add/remove links:

- Click **Copy of Course Default** > click the **Links** tab.
- In the **Bottom Left Link Area** click down arrow  next to links to move/remove them or click **Add Links** > check the box next to desired link/tool > click **Add**.
- Click **Course Home** to activate links.

Useful Available Tools/Links: Attendance, Checklist, Groups, Links, Rubrics, Surveys.

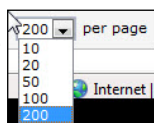
Classlist

The **Classlist** tool is a central area for viewing information about and contacting users. You can view user profiles, ePortfolios, blogs, and progress in the course; email users; print a classlist; check enrollment reports; and change enrollment information, including enrolling and removing users.







Classlist Main Page

You can **Print** or **Email everyone on this tab**.

View up to 200 students at once by changing # per page



Icons:





	• Email selected users.
	• Print a list of selected users in a new window.
	• Change enrollments for selected users.
	• View progress for user.
	• View group enrollments for user.
	• View blog for user.

To Add Participants: click **Add Participants** > **Add an existing user** > **Search** user (campus ID is best) > check the box next to name > **Select a Role** (such as Teaching Assistant) > **Enroll Selected Users**.

To View Enrollment Numbers and Withdrawals: click **Report**

Copy Course

The **Copy Components** utility lets you copy quizzes, content, grade items, discussion forums, dropbox folders, and other course materials (no student data) from previous courses.

- While in the course you want to bring materials in to: Click  **Edit Course** > click  **Import/Export/Copy Components**.
- Make sure **Copy Components from Another Org Unit** is selected, and then click **Next**.
- In the **Copy the selected course components from** section, choose **Existing Offering** and the course you want to copy. Or click **Search for offering** to get a pop-window of your courses with a bit more information for each.
- After you select the desired course, the bottom section of the page expands to list the components available. Select the components you want to copy using the check box next to each component (**If you select Content you must also select Course files**) or click the **Select All Components** checkbox > click **Next**.
- The **Confirm Components to Copy** page lists all of the items and any sub-items to be copied > click **Next** > **Copy Summary**  = success,  = fail to copy > click **Done**.

For more information, see our [BeachBoard Help Pages](#).