OU D2L - Instructor Quick Start Guide

**OU D2L Navigation Overview**

The minibar resides along the top of each page in OU D2L. The minibar hosts a course selector dropdown (search for, pin, and access courses), alerts, and a personal preferences area (upload a profile picture and setup notifications). On the OU D2L homepage there is a link to Help Resources. In this area, you can find instructor help videos, guides, and a link to our knowledge base articles. Also located on the homepage, be sure to read the updates from the OU D2L Admins!

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**Content: it’s more than just a syllabus.**

It is currently required that a syllabus for each course be uploaded to OU D2L. However, the content tool is capable of much more than just that! Easily post links to other sites, embed videos, or upload additional resources. You can also incorporate links to course assignments and activities from directly within content.

Click in the “Add a module...” box and type a module name to get started. You can quickly drag-and-drop files from your desktop to upload content to OU D2L.

*Tip: From Table of Contents, under the “Related Tools” dropdown, view reports to access content view counts.*

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**Keep your students informed!**

News items are a great way to post course updates, reminders, or share interesting information. When students sign up for notifications, they are instantly sent news items - allowing them to stay engaged with your course! We encourage instructors to post a “Welcome” message to their students. If you’re comfortable you can even record from your webcam. Already know you have a future announcement to make? You can schedule items ahead of time too.

[Learn OU.edu](http://learn.ou.edu)  325-HELP  @OUD2L  /OUD2L

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**Table of Contents**

- Overview
- Bookmarks
- Upcoming Events

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**Table of Contents**

- Course Information
  - Add a description...
    - New
    - Add Activities
  - Student Survey
    - Due Aug 30, 2014 11:00 AM
      - Course Syllabus
        - Please be sure to read the syllabus before the first day of class.
          - Published
          - Add dates and restrictions...

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**News**

There is no news to display. Create a news item.
Students are increasingly requesting prompt feedback on assignments, and OU D2L provides a safe environment to meet this request. The OU D2L gradebook provides students with a quick look at their current standing in all of their courses.

OU D2L supports points and weighted grading systems. Grade items are the individual grade records that are input for each student. Grade categories are groupings of grade items, such as quizzes, and only provide a subtotal. The gradebook can automatically calculate the final grade for you, which you have the ability to adjust and release to students.

Don’t forget the gradebook!

Launching soon: We’ll be saving you time with final grade exports from OU D2L to oZone!

Remember

#1 Points or weighted? Know your grading style prior to setup!
#2 Tie in OU D2L assignments from discussions, dropbox, quizzes, etc.
#3 Categories are for organization, and items are for grading.

Grab your tablet and download these applications.

Assignment Grader: Will you be utilizing the OU D2L dropbox to accept online homework submissions? Download this application for iOS to grade directly from your iPad! The app allows for offline grading, annotating/highlighting submissions, and written/audio/video feedback.

Binder: Enables content to be stored offline and accessible without an active internet connection. It also allows for annotation and markup of various documents. Binder is available for on the App Store, Google Play, and Window’s Store.

Need help? We’re ready. Here’s how.

We aim to provide a unified support experience for OU D2L users via the OU IT Service Center.

To receive assistance:
- By phone, call 325-HELP
- Submit an online request at support.ou.edu
- Search the knowledge base by visiting itanswers.ou.edu

If you’d prefer to receive assistance in person, we also offer IT Digital Spaces office hours in the Engineering Laboratory building, room 250 on:
- Mondays, 2-4pm
- Thursdays, 9-11am

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Fall 2014

In the OU D2L gradebook, you can see a table of grade items and their corresponding types, associations, and max. points. The table is as follows:

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Type</th>
<th>Association</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>Numeric</td>
<td>-</td>
<td>25</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Numeric</td>
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<tr>
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<td>Numeric</td>
<td>Quizzes</td>
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<tr>
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<td>Numeric</td>
<td>Dropbox</td>
<td>40</td>
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<tr>
<td>Group Assignment 1</td>
<td>Numeric</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Equation Sheet</td>
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<td>-</td>
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</tr>
<tr>
<td>Final Calculated Grade</td>
<td>Numeric</td>
<td>-</td>
<td>20</td>
</tr>
<tr>
<td>Final Adjusted Grade</td>
<td>Numeric</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>