Basic D2L Setup

D2L (aka Brightspace by D2L) is a learning management system (LMS) that is designed to give you greater reach when it comes to engaging with your students. Think of it as a suite of tools grouped into a private web site (course shell) for each of your courses. Radford University automatically creates a course shell for each of your courses prior to the start of each semester. The site provides restricted access to only the instructor and students of record for the course. While there isn't any requisite software setup, you should login to D2L with each of your internet capable devices and make sure your course is listed and that you have no problems accessing it: 1) Browse the web to my.radford.edu and login with your Radford Credentials; 2) Click the Desire to learn icon; 3) If you encounter problems or cannot find your course(s) contact the Radford University Help Desk 540-831-7500 or submit a tick via ITOneStop.

If you are a regular user of D2L, you are good-to-go. Use the tools at your disposal as you best see fit. If you are not a regular user here is a quick start for the most essential tools as you shift to online teaching:

Create an Assignment for Students to Submit Work

1) Login to my.radford.edu; 2) Click the D2L icon; 3) Click the *select a course* icon ⊞; 4) Find your course in the list and click the course title; 5) Click *Assignments* in the menu bar; 6) Click *New Assignment*; 7) Fill-in assignment properties (e.g. availability dates, due date, etc.) and click *save and close.*

> **Detailed Step-by-Step Instructions**
>
> https://documentation.brightspace.com/EN/le/assignments/instructor/create_submission_folder.htm?Highlight=create%20an%20assignment

Create an Online Multiple Choice / Fill-in-the-blank / Essay Quiz

See steps 1 – 4 above. 5) Click *Quizzes* in the menu bar; 6) Click *New Quiz*; 7) Fill-in quiz properties (e.g. questions, availability dates, due date, etc.) and click *save and close.*

> **Detailed Step-by-Step Instructions**
>
> https://documentation.brightspace.com/EN/le/quizzes/instructor/create_quiz.htm?Highlight=Create%20a%20Quiz

Share files with students via a content module

See steps 1 – 4 above. 5) Click *Content* in the menu bar; 6) Click *Add a module* and enter a module name (e.g., 'Week 5', 'Unit 2', 'Handouts', etc.); 7) Click *upload/create* to add files to the module. You can continue to add additional files to your module or create additional modules (unlimited times).

> **Detailed Step-by-Step Instructions**
>
> https://documentation.brightspace.com/EN/le/content/instructor/content_tool_intro.htm