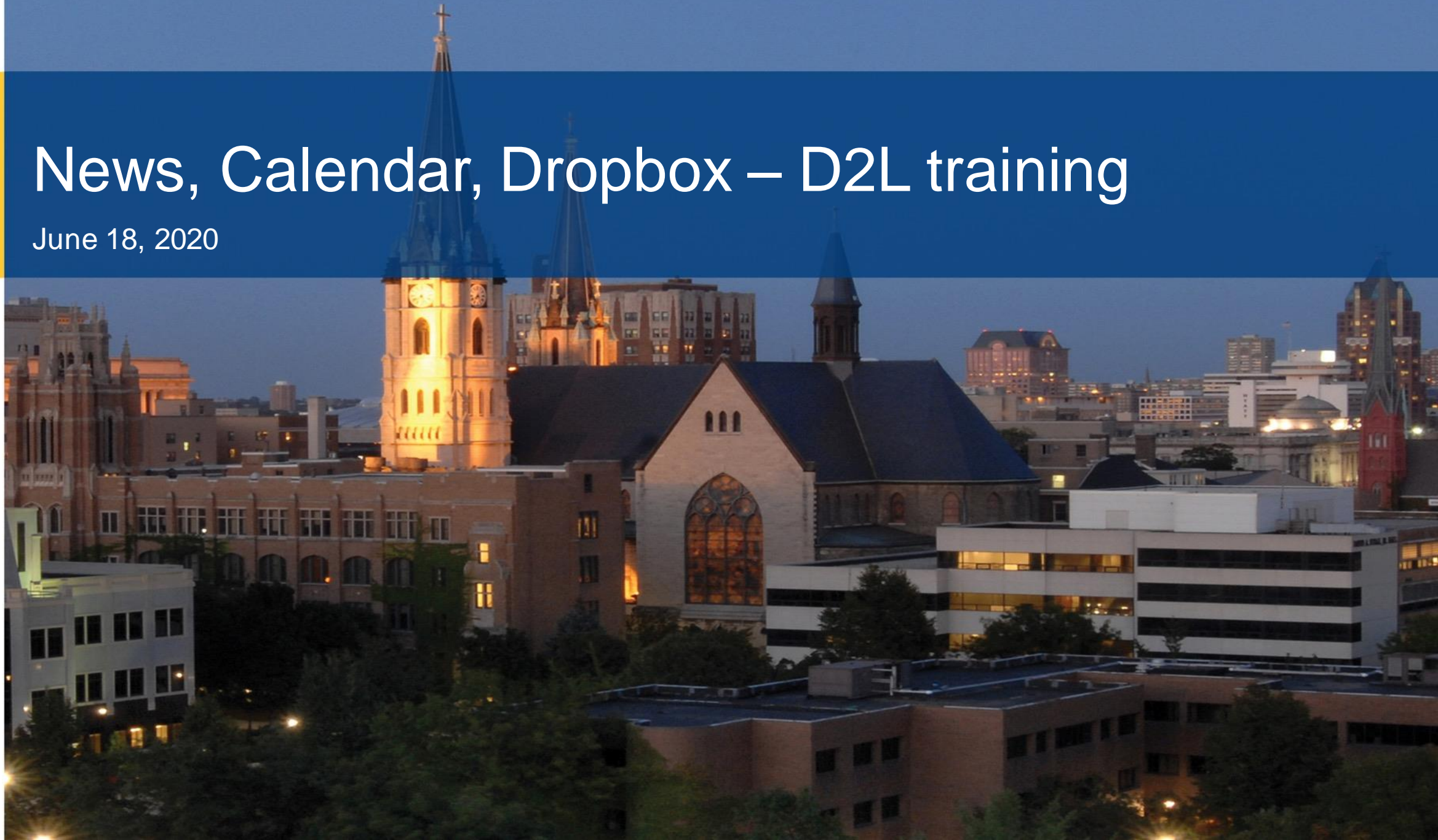


# News, Calendar, Dropbox – D2L training

June 18, 2020



# Presenters



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# Presentation Agenda

- News function  
(5 to 10 minutes)
- D2L calendar  
(5 to 10 minutes)
- Dropbox  
(10 to 15 minutes)
- Q&A and Open Discussion  
(15 minutes)




# News function - Best Practices



# News tool

🏠 Sandbox - Mari Pares-Toral

Course Home Content Classlist Communication ▾ Assessments ▾ Resources ▾ Edit Course



Sandbox - Mari Pares-Toral

News ▾

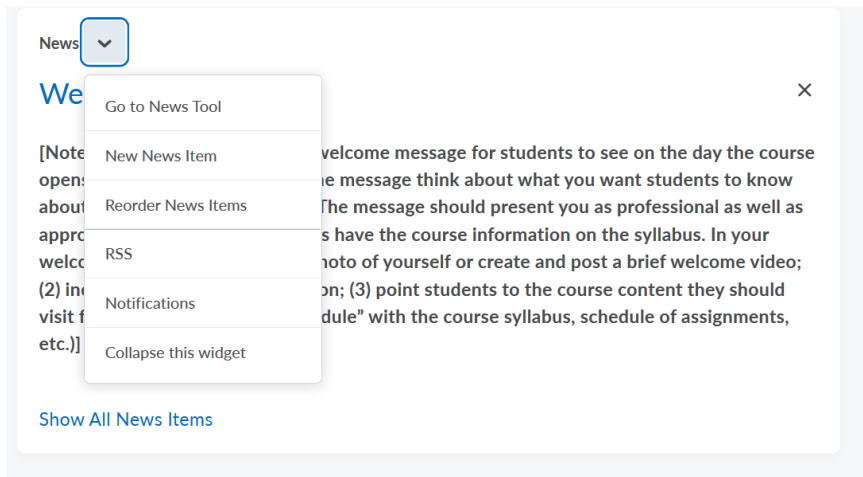
Welcome Message ▾ ×

[Note to instructor: Post a warm welcome message for students to see on the day the course opens. When creating the welcome message think about what you want students to know about you, not about the course. The message should present you as professional as well as approachable. Remember students have the course information on the syllabus. In your welcome message: (1) include a photo of yourself or create and post a brief welcome video; (2) include your contact information; (3) point students to the course content they should visit first (e.g., the "Start Here Module" with the course syllabus, schedule of assignments, etc.)]

[Show All News Items](#)

- News is your students' "first impression"
- The 'beginning of class announcements'?
- Commentary / a primary way students get to know you and feel a personal connection

# News tool



- News tool shows all options
- Attachments available
- Don't try to duplicate or replace content screen

## New Item

### General

Headline \*

Content \*

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, indent, font family, font size, background color, table, and more. The editor area is empty.

### Availability

Show Start Date

☒ Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

6/18/2020 8:50 AM Now  
United States - Chicago

End Date

☐ Remove news item based on end date

6/19/2020 12:00 AM Now  
United States - Chicago

### Attachments

Add a File Record Audio

### Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.



# Calendar - Best Practices



# D2L Calendar

- Provides a time – oriented view of course deadlines
- Automatically shows ‘due dates’ from quizzes, dropbox, discussions etc.

The screenshot displays the D2L LMS interface for a course titled "Sandbox - Mari Pares-Toral". The user is logged in as Joseph Stathus. The navigation bar includes links for Course Home, Content, Classlist, Communication, Assessments, Resources (highlighted), and Edit Course. A dropdown menu for Resources shows options for Calendar, Attendance, and Locker. The main content area is titled "Upcoming events" and features a "Create Event" button, "Set Dates", and "More Actions" options. A filter bar allows selection of various event types: Dropbox, Checklists, Discussions, Events, Grades, Materials, Modules, Quizzes, and Surveys. A list of 8 items is shown, including "Final Project - Due" (Jun 27, 2020 11:59 PM) and several "Concept Check Quiz - Due" items with due dates ranging from Jul 11 to Aug 15, 2020. A "Misc - Available" item is listed for Oct 1, 2020 12:00 PM. On the right, a calendar for June 2020 is visible, showing dates 1 through 30, with some dates highlighted in blue.



# D2L Calendar

Home

ACCO 6000 101 Accounting Foundations

Grid

Mail

Chat

Notifications

Joseph Stathus

Settings

Course Home

Content

Classlist

Communication

Assessments

Resources

Edit Course

Agenda

Day

Week

Month

List

Print

Settings

Search Events

<

>

Upcoming events

Filter By:

Dropbox

Checklists

Discussions

Events

Grades

Materials

Quizzes

Surveys

☐

8 items shown

☐

Final Project - Due

Jun 2

☐

1.2 Concept Check Quiz - Due

Jul 1

☐

2.3 Concept Check Quiz - Due

Jul 1

☐

3.4 Concept Check Quiz - Due

Jul 2

☐

4.3 Concept Check Quiz - Due

Aug

☐

5.3 Concept Check Quiz - Due

Aug

☐

6.1 Concept Check Quiz - Due

Aug 1

☐

Misc - Available

Oct

All Calendars ( 178 )

Select a calendar to filter

ACCO 6000 101 Accounting Foundations

ACCO 6100 101 Managerial Accounting

ACCO 6200 101 Mngrl Acco for Decision Making

BUAD 2930 101 Special Topics in Business:

BUAD 6000 101 Acct/Finance: Non-Financi Mngr

BUAD 6000 102 Acct/Finance: Non-Financi Mngr

BUAD 6005 101 Econ Fndtns Marktng Decisions

BUAD 6005 101 Econ Fndtns Marktng Decisions

Corporate Finance EXBU 6530 101

Marquette University

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# D2L Calendar

- **Due dates** show on calendar automatically
- **Start / end dates** show only if checked to display (avoid)

Edit Quiz - 1.2 Concept Check Quiz ▾

Properties

**Restrictions**

Assessment

Objectives

Submission Views

Reports Setup

☐ Hide from Users

**Due Date**

☒ **Has Due Date**

7/11/2020

11:59 PM

Now

United States - Chicago

**Availability**

☐ **Has Start Date**

6/18/2020

9:07 AM

Now

United States - Chicago

☐ **Has End Date**

6/25/2020

2:07 PM

Now

United States - Chicago

☐ **Display In Calendar**

# D2L Calendar

- Set dates: takes you to the place to add due dates (use if something is missing)
- Delete will only remove entry from calendar
- Visibility allows conditional display

The screenshot shows the 'Upcoming events' section of the D2L Calendar. At the top, there are navigation arrows and the title 'Upcoming events'. Below this are three buttons: 'Create Event' (blue), 'Set Dates' (light blue), and 'More Actions' (light blue with a dropdown arrow). The 'More Actions' dropdown menu is open, showing options: 'Change Event Visibility', 'Offset Dates', 'Import Events', and 'Delete'. Below the buttons, there is a 'Filter By' section with links for 'Dropbox', 'Checklists', 'Quizzes', and 'Surveys'. A list of events is shown, with the first event '8 items shown' and the second event 'Final Project - Due' (marked with a green dot). A 'Set Visibility' dialog box is open in the foreground, showing a dropdown menu with options: 'Visible' (selected), 'Hidden until', 'Hidden starting', 'Visible between', and 'Hidden'. The dialog also includes a 'Save' button and a 'Cancel' button.



# D2L Calendar

- Adding other events
- Use cautiously
- Important dates that are not part of course function
- \* Students' calendars show all their classes \*  
(be careful or it can become a mess for them)

## Create Event

Sandbox - Britney Manning

Title

Add Content

Extra Credit guest speaker

Description

Paragraph **B** *I* U ...

See renowned economist Dr. Smith in the AMU Ballrooms

A/ [icon] <> E& [icon] //

Attendees

Everybody in the Course Offering

Add Groups/Sections

When

☐ All day

6/18/2020

9:30 AM

to

6/18/2020

10:00 AM

United States - Chicago

United States - Chicago

Add Recurrence

Add Restriction

Location

AMU Ballrooms

# Dropbox - Best Practices



# Dropbox

- Preview: allows you to simulate student's steps
- Event log: shows what you did in dropbox
- Hide & make visible: manually hide and show folders to students

Folders

Category

## Dropbox Folders

New Folder

Edit Categories

More Actions ▾

Bulk Edit

|                          | Folder                               | New Submissions | Completed | Evaluated | Feedback Published | Due Date              |
|--------------------------|--------------------------------------|-----------------|-----------|-----------|--------------------|-----------------------|
|                          | No Category                          |                 |           |           |                    |                       |
| <input type="checkbox"/> | Wolfgang Keller Case Analysis Pa     |                 | 27/28     | 28/28     | 28/28              | Oct 12, 2019 11:59 PM |
| <input type="checkbox"/> | How To Coach Yourself ▾              |                 | 26/28     | 28/28     | 28/28              | Oct 5, 2019 11:59 PM  |
| <input type="checkbox"/> | Personal Leadership Reflection ▾ 🔒   |                 | 28/28     | 28/28     | 28/28              | Oct 16, 2019 11:59 PM |
| <input type="checkbox"/> | Submit Observer Report Graphs ▾ 🔒    | 1               | 27/28     | 28/28     | 28/28              | Oct 5, 2019 11:59 PM  |
| <input type="checkbox"/> | Submit Career Management Report ▾ 🔒  |                 | 28/28     | 28/28     | 28/28              | Sep 21, 2019 11:59 PM |
| <input type="checkbox"/> | Submit Job Description ▾ 🔒           |                 | 28/28     | 28/28     | 28/28              | Sep 21, 2019 11:59 PM |
| <input type="checkbox"/> | Job Description Assignment ▾ 🔒       | 1               | 28/28     | 28/28     | 28/28              | Sep 21, 2019 11:59 PM |
| <input type="checkbox"/> | DISC Summary Assignment ▾ 🔒          |                 | 27/28     | 27/28     | 27/28              | Sep 7, 2019 11:59 PM  |
| <input type="checkbox"/> | Leadership Philosophy Assignment ▾ 🔒 | 1               | 28/28     | 28/28     | 28/28              | Sep 21, 2019 11:59 PM |
| <input type="checkbox"/> | 360 Feedback Assignment ▾ 🔒          |                 | 27/28     | 28/28     | 28/28              | Oct 5, 2019 11:59 PM  |
| <input type="checkbox"/> | Questions with Mentor Assignment ▾ 🔒 |                 | 27/28     | 28/28     | 28/28              | Sep 28, 2019 11:59 PM |
| <input type="checkbox"/> | DISC Group Submissions ▾             |                 | 0/28      | 0/28      | 0/28               |                       |
| <input type="checkbox"/> | Headshot Photo in D2L Profile ▾      | 4               | 4/28      | 0/28      | 0/28               |                       |
|                          | Values Clarification Worksheet       |                 |           |           |                    |                       |
| <input type="checkbox"/> | Values Clarification Worksheet ▾ 🔒   |                 | 27/28     | 27/28     | 27/28              | Aug 31, 2019 11:59 PM |



# Setting up folders

- Attachments: additional instructions (if long, if already existing in .pdf)
- Files allowed – will this submission require more than one file? E.g. excel and PowerPoint for same assignment
- Notification email: send to you or TA when submission occurs

The screenshot shows the 'Properties' tab of a Canvas LMS assignment setup. The 'Name' field contains 'Wolfgang Keller Case Analysis Paper'. The 'Instructions' field contains a paragraph with a link to a case analysis paper. The 'Attachments' section shows a file named 'Wolfgang Keller Analysis (1).pdf' (75.78 KB) has been added. The 'Submission, Completion and Categorization' section shows the 'Assignment Type' set to 'Individual assignment' and the 'Group Category' set to 'DISC Groups'. The 'Submission type' dropdown is set to 'File submission', and a callout menu is open showing options: 'Text submission', 'File submission', 'Text submission', 'On paper submission', and 'Observed in person'. The 'Files allowed per submission' section shows 'Unlimited' is selected. The 'Submissions' section shows 'All submissions are kept' is selected. The 'Notification Email' field is empty. At the bottom, there are buttons for 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

Properties Restrictions Objectives Turnitin®

Name \*

Wolfgang Keller Case Analysis Paper

Instructions

Paragraph B I U Font Family Font Size

You can find the case analysis here: <https://hbsp.harvard.edu/import/635529>

You will need to purchase them for approx. \$7.

Attachments

Add Attachment Record Audio

Wolfgang Keller Analysis (1).pdf (75.78 KB) X

Submission, Completion and Categorization

Assignment Type

Individual assignment Group assignment

Group Category DISC Groups

Disabled: One or more submissions present.

Submission type

File submission

Disabled: One or more submissions present.

Files allowed per submission

Unlimited One file per submission

Submissions

All submissions are kept Only the most recent submission is kept Only one submission allowed

Notification Email

Save and Close Save and New Save Cancel


# Setting up folders

Keep organized if many?

If trying to gradebook item


An interesting option that allows you to grade without knowing who submitted (unconscious bias?)

Category

No Category  [\[New Category\]](#)

## Evaluation and Feedback

Score Out Of



Student View Preview

- / -



Rubrics

[Add Rubric](#)

No rubrics selected.

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

Default Scoring Rubric

No default selected  

Anonymous Marking

☐ Hide student names during assessment

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

# Setting up folders

Manually hide and show

Automatically hide and show

Show only when...

For students who may be allowed more time, can set different dates / times

Properties **Restrictions** Objectives Turnitin®

☐ Hide from Users

Due Date

☐ Has Due Date

6/25/2020 2:57 PM Now

United States - Chicago

Availability

☐ Has Start Date

6/18/2020 9:57 AM Now

United States - Chicago

☐ Has End Date

6/25/2020 2:57 PM Now

United States - Chicago

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Special Access

☒ Allow users with special access to submit outside the normal availability dates for this folder

☐ Allow only users with special access to see this folder

Add Users to Special Access

Save and Close Save and New Save Cancel



# Dropbox assignment feedback

## Feedback can be provided in several ways:

- Typed comments - a few short sentences of general feedback
- File upload – You can use Word ‘reviewing’ features to provide detailed comments, make corrections etc. Adobe Reader also allows annotating with typewriter tool
  - **Add feedback files** button allows you to download entire folder, make edits or comments within each file, then re-upload the files with feedback
- Brightspace Assignment Grader app - for iOS or Android **tablets only** (not available for PC, Mac or phones)

# Dropbox assignment feedback

The submissions  
tab under  
Assessments->  
Dropbox

Note: easy way to email  
students without submissions,  
remind as due date approaches,  
Inform them of a missed deadline

The screenshot shows the Dropbox interface for a course titled 'MBA 6160 101 Leadership Coaching & Developmt'. The user is logged in as Joseph Stathus. The navigation bar includes links for Course Home, Content, Classlist, Communication, Assessments, Resources, and Edit Course. The current view is 'Folder Submissions' for the 'Wolfgang Keller Case Analysis Paper'. Below the navigation bar, there are buttons for 'Publish All Feedback', 'Edit Folder', 'Email Users Without Submissions', 'Add Feedback Files', and 'Submission Log'. The 'Submissions' tab is selected, showing a list of submissions. The list includes columns for Submission(s), Submission Date, and Last Name, First Name. The submissions are as follows:

| Submission(s)   | Submission Date       | Last Name, First Name |
|---|-----------------------|-----------------------|
| <a href="#">Wolfgang Case Analysis - Rebecca Anbu.docx</a> (35.16 KB)     | Oct 12, 2019 6:28 PM  | Anbu, Rebecca         |
| <a href="#">Keller Case Analysis - Griffin, Bliler.docx</a> (21.17 KB)    | Oct 12, 2019 1:14 PM  | Bliler, Griffin       |
| <a href="#">Wolfgang Keller Case Analysis - Borchert.docx</a> (22.78 KB)  | Oct 11, 2019 9:27 PM  | Borchert, Brian       |
| <a href="#">Wolfgang Keller Case Analysis - Jodie Box.docx</a> (26.21 KB) | Oct 12, 2019 10:59 PM | Box, Jodie            |
| <a href="#">HBR Assignment.docx</a> (23.45 KB)                            | Oct 12, 2019 2:32 AM  | Carli, Ryan           |
| <a href="#">Konigsbrau Case Discussion .docx</a> (24.33 KB)               | Oct 8, 2019 10:54 PM  | Cooper, Christian     |
| <a href="#">wolf case analysis.docx</a> (24.84 KB)                        | Oct 12, 2019 1:32 PM  | Dobernig, Edward      |
| <a href="#">Keller Case.docx</a> (17.13 KB)                               | Oct 12, 2019 1:18 PM  | Due, Christopher      |
| <a href="#">Wolfgang Keller Case Analysis copy.docx</a> (17.41 KB)        | Oct 12, 2019 10:42 PM | Gainer, Tyler         |

# Dropbox assignment feedback

Feedback can be provided several ways:

The screenshot shows the Dropbox assignment feedback interface. At the top, there's a breadcrumb trail: < Back to Folder Submissions > Wolfgang Keller Case Analysis Paper Due: 10/12/2019 11:59 PM • MBA 6160 101 Leadership Coaching & Developm. Below this, there's a link: < Back to User Submissions >. The main content area shows the assignment title 'Wolfgang Case Analysis - Rebecca Anbu.docx (35.16 KB)' and the submitter 'By: Rebecca' with a submission date of 'Submitted: Oct 12, 2019 6:28 PM'. The document preview shows the title 'Wolfgang Case Analysis', the author 'Rebecca Anbu', the course 'MBA 6160', the instructor 'Dr. Skoien', the institution 'Marquette University', and the date 'October 12, 2019'. On the right side, there's a sidebar for the user 'Rebecca' (Id: 005813278) with links to 'Show Folder Information' and 'Show Dropbox Folder Dates'. Below these links is the 'Evaluation and Feedback' section, which includes a 'Rubrics' section with 'No Rubric Selected.' and links to '[Associate Rubric]' and '[Create Rubric]'. There's also a 'Score' section with a text input field containing '10' and a '/ 10' label. Below the score is a 'Student View Preview' section showing '10 / 10'. At the bottom of the sidebar is a 'Feedback' section with a text area containing the text 'No one was "perfect" in this situation. There are many root causes you could "point the finger" at. Regardless, some of the reasons that went wrong should help'. Below the text area are buttons for 'Add a File' and 'Record Audio'. At the very bottom of the sidebar are 'Update' and 'Retract' buttons. A blue arrow points from the text on the right towards the 'Update' button.

On first pass, buttons appear as Save or Publish. Publish releases feedback to students immediately. Save just saves, you can publish all later, i.e. after due date.



# TurnItIn originality checking

- Provides a [Similarity Report](#), which compares a student's work to a continuously updated database of:
  - Previously submitted student papers
  - Journal articles
  - Accessible internet sites

See excellent LibGuide:

<https://libguides.marquette.edu/turnitin/D2L-instructors>



The screenshot shows the 'New Folder' interface in Turnitin. It has three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'Properties' tab is active. Under 'Folder Properties', there is a 'Name \*' field with the text 'Dropbox Folder With Turnitin'. Below this, the 'OriginalityCheck' section is highlighted with a red box. It contains a checked checkbox and the text 'Enable for this folder' followed by a link 'How does originality checking work?'.

# Questions & Discussion

