

Start of Semester Checklist for D2L Brightspace

Use the following list to help in completing your “start of semester” tasks.

Desire2Learn Checklist

✓ **New MSUM instructor or using D2L Brightspace for the first time?**

If you are a new MSUM instructor or using D2L Brightspace for the first time, request a ‘development’ course.

Complete a Desire2Learn Development Course Request for *at least one* of your upcoming courses. This will create a working/archive course and also set up your ‘teacher’ account on D2L Brightspace.

To request a ‘devel’ course, go to the [Desire2Learn Development Course Request Form](https://my.mnstate.edu/ITS/Forms/RequestD2LDevelopmentCourse) at:
<https://my.mnstate.edu/ITS/Forms/RequestD2LDevelopmentCourse>

Enter your StarID and password to log into the form.

✓ **Request a Course Shell for the new semester**

Go to the [D2L Brightspace Course Request Form](https://my.mnstate.edu/ITS/Forms/RequestD2LShell) at:
<https://my.mnstate.edu/ITS/Forms/RequestD2LShell>
Enter your StarID and password to login to the form.

- Request your course shells for Summer & Fall 2018. Use the D2L Brightspace shell request form (<https://my.mnstate.edu/ITS/Forms/RequestD2LShell>) to submit your request online.
- Starting Summer 18 shells can be requested March 14-April 26th. On April 27th, all unrequested summer sections will be created as single section course shells.
- Fall 18 shells can be requested April 27th-August 7th. On August 8th, all unrequested fall sections will be created as single section course shells.

✓ **Find your courses on the D2L Brightspace “My Home” page**

1. Log into [D2L Brightspace](#) and check for your courses.
2. Use the waffle, the 9 point image at the top of your My Home page, to display your courses by the numbers for the term. For example, Summer 2018 courses begin with 20191. Fall 2018 courses begin with 20193.

✓ **Verify course access dates for students**

By default, D2L Brightspace courses are set to open at 12:00 a.m. the first day of classes and close at 11:59 p.m. the last day of finals.

If you would like to allow your students **early access** or **extend the closing date** of the course, follow the instructions for [Course Start/End Dates](#).

✓ **Copy course materials from your development course (or previous semester)**

If you have taught this course before on D2L Brightspace , you can copy the content from your Development Course (or a previously taught course) to the new Course Shell.

For step-by-step instructions, go to [Copy Course Materials](#).

✓ **Update your course components**

Announcements

- Post a welcome message in Announcements on the Course Home page.
- Click **Announcements** and review any messages that you may have copied over from a previous semester.
- All messages listed in **Published** status will display to your students. If you want to hide a published message, you can delete the message or change the status to “Expired.” To expire a message, click on the message link, select the check box for “Remove news item based on end date,” change the date and/or time if you wish, and click **Update**.
- Clicking the ‘X’ to dismiss the announcement item on your Course Home page does NOT hide it from your students. It only **dismisses** the message **from your view**.
- Be sure to change roles temporarily to Student to see what a student might see on the Announcements widget and update as appropriate.

Gradebook

- Run through the Grade Wizard at least one time to make sure your settings are correct.
- Add or update your grade items on Manage Grades as necessary.

Content

- Edit your modules and/or topic titles as needed. Be sure to check for places where you indicated due dates in the titles.
- Upload your new syllabus.
- Add or update the other content in your course as necessary.
- Check ALL links.

Discussions

- Add or edit discussion forums and topics.
- Make any necessary changes to Groups if using small group discussions.

Assignments

Add or edit assignments.

Quizzes

Add or edit quizzes.

✓ **Enter new Start Dates and End Dates**

- **Quizzes:**

To edit the Start and/or End Dates for a quiz:

1. Open the quiz.
2. Display the **Restrictions** tab.
3. Change the Start and End dates.
4. Click **Save and Close**.

- **Assignment:**

To edit the Start, End, and/or Due Date for an assignment folder:

1. Click on the drop-down next to the name of the Assignment and select Edit Folder.
2. Display the **Restrictions** tab and change the Start and End dates.
3. Click **Save and Close** to save your changes to the assignment folder.
4. Alternatively, you can edit multiple folders at one time using the following steps:
 - a. Select which folders you wish to edit (or the all check box at the top of the list).
 - b. Click **More Actions**.
 - c. Click the “Bulk Edit” icon above the list of Assignment folders.
 - d. Make any necessary changes and click **Save and Close**.

- **Discussions:**

To edit the Start, End, and/or Due Date for a discussion folder:

1. Click on the drop-down for the Discussion topic and select the **Edit** option.
2. Under the Locking Options heading, select the option button for “Unlock topic for a specific date range” (if it is not selected already).
3. Select the “Has End Date” check box (if it is not selected already).
4. Change the date and time in the “Has End Date” field to the new due date.
5. Click **Save and Close**.

For More Information

[D2L tutorials](http://www.mnstate.edu/instructional-technology/desire2learn/faculty/) for faculty are available on the Instructional Technology Services web site:
<http://www.mnstate.edu/instructional-technology/desire2learn/faculty/>

Please contact Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.