

Course Admin

The Course Admin tool is your course management console. In Course Admin you have access to all of the course tools as well as the course **activate** (make course available to students) component. [Course shells are not active by default] The **Import/Export/Copy Components** course tool is located here also.

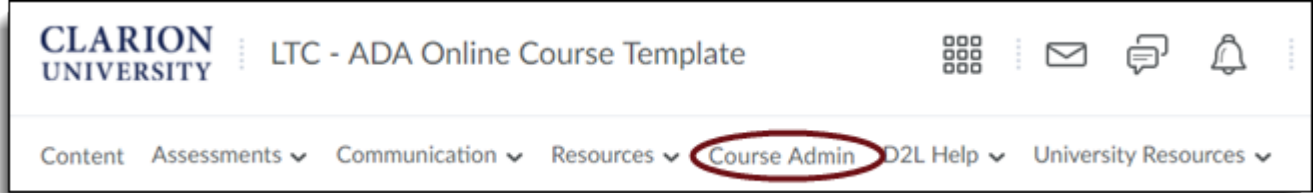
With Course Admin, you can also customize the look and feel of your course by changing title bar colors, create and customize Course Home widgets and homepages, and enable/disable course tools.

[Activate Course](#) | [Import/Export/Copy](#) | [Course Customization](#) | [Create a Course Banner](#)

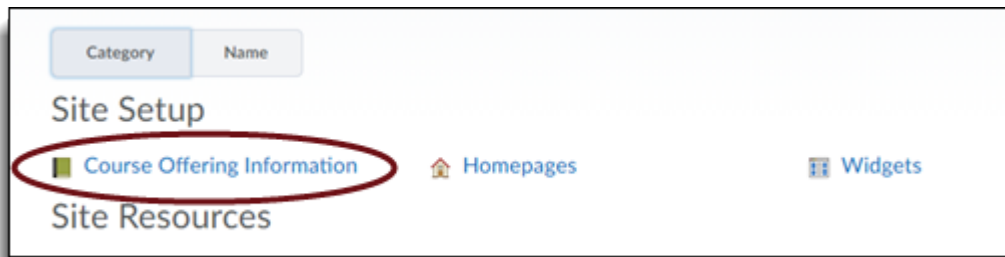
Activate Course

When courses are created 6-8 weeks before the start of the course, they are set to “inactive.” This means that you must activate your course for your students to be able to see it in their course list when they log into D2L. Courses can be made active the first day of class or set to become active [using the start and end date options](#).

1. Access Course Admin tools by clicking “Course Admin” on the navigation bar.

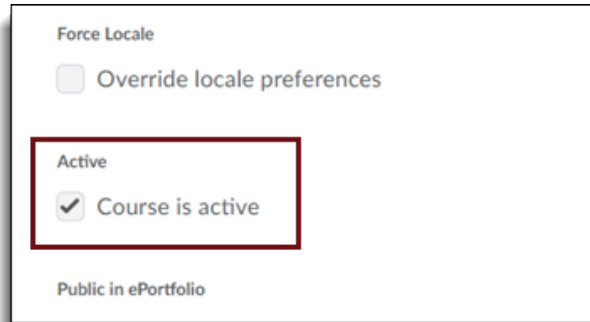


2. Click Course Offering Information



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3. To activate the course, click to check the select box next to "Course is Active." To make it inactive, clear the checkbox.



The screenshot shows a form with the following elements:

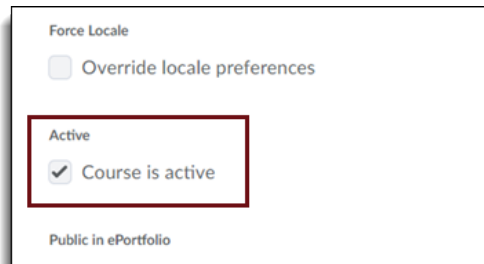
- Force Locale
 - Override locale preferences
- Active
 - Course is active
- Public in ePortfolio

4. Click the blue "Save" button to save changes.

Alternatively, activate course with Start/End Dates

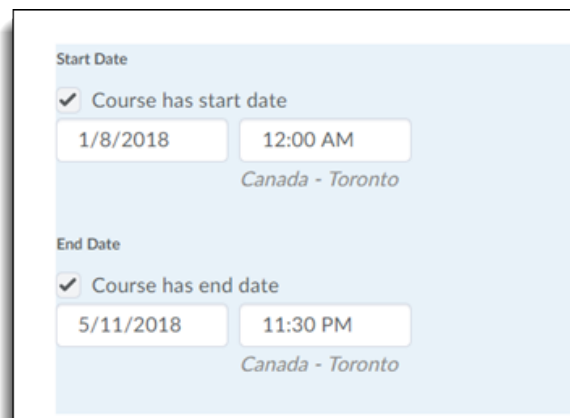
Start and end dates make the course available to students only during the set date range, becoming unavailable (not visible to them in D2L) even though the "course is active" select box is checked.

1. To activate the course click to check the box next to "Course is Active."



This screenshot is identical to the one above, showing the 'Course is active' checkbox checked.

2. On the Same page, click the box next too "Course has start date" or "Course has end date." Then, select the date and time that you would like your D2L course site to be available/unavailable to students. This would typically be the first day of classes through the date grades are due in to the Registrar.



The screenshot shows the following settings:

- Start Date
 - Course has start date
 - 1/8/2018 12:00 AM
 - Canada - Toronto
- End Date
 - Course has end date
 - 5/11/2018 11:30 PM
 - Canada - Toronto

3. Click the blue "Save" button to save changes.

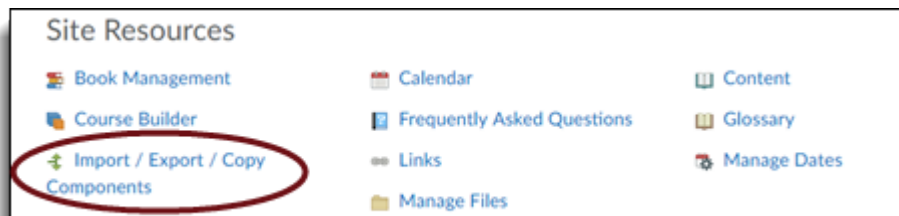
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Import/Export/Copy Components

[Import](#) | [Export](#) | [Copy](#)

Use **Import** to upload course cartridges from publishers, test banks, or course content previously exported. Use **Export** to export course content. Use the **Copy** option to copy content from one course shell to another. Each of these functions enable instructors to import/export/copy an entire course or specifically selected components of a course.

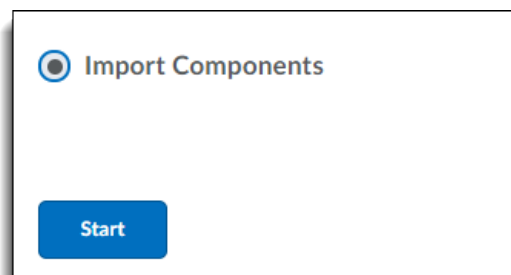
1. Access Course Admin tools by clicking “Course Admin” on the navigation bar.
2. Under the Site Resources Category, click on “**Import / Export / Copy Components**”.



Import

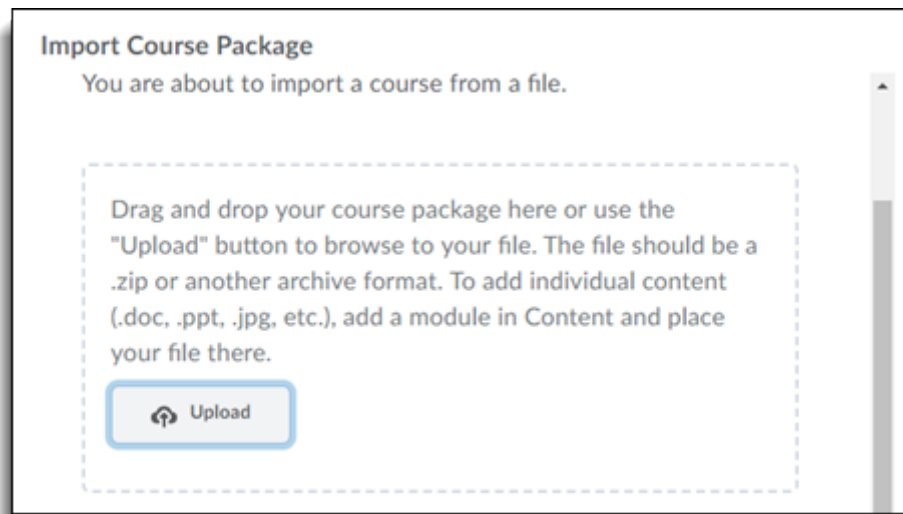
Use the import feature to upload D2L course content that is in the form of a .zip file. Imported D2L course content will automatically be placed in the D2L course area that it was extracted (exported) from. For example, any exported Quizzes in the .zip file will be imported into the D2L Quizzes area. Use the import function to also upload files downloaded from textbook publishers sites. This tool is NOT for individual files that would normally be uploaded in the content area such as .docx, .pdf, .jpg., etc.

1. Select “Import Components” and click “Start”



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2. Click **Upload** and navigate to the .zip file you would like to import. (or drag the .zip file into the upload placeholder). If you want to import the entire file, click “Import All Components”. If you only want parts of the file (such as just quizzes), click “Advanced Options” and select only the components of the file you would like to import.



3. After the file is done importing, click “View Content” or click “Import Another Package” if you have more files you would like to import into your course.

Export

Use the *Export* feature to save D2L course content in the form of a .zip file. This is a quick way to archive your course content.

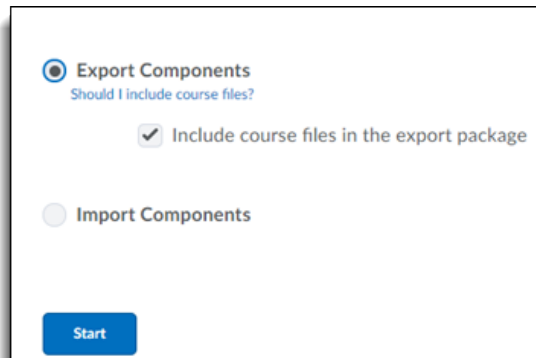
Note: *Exported D2L course content does not include the following:*

- Student Dropbox submissions, comments or feedback, including audio;
- Student Discussion Board posts or replies, or file attachments, including audio;
- Submitted Quiz attempts, comments or feedback;
- Student grades, comments or feedback;
- Custom homepages or widgets
- Any external tools content (wikis, blogs, journals, online room archives, McGraw-Hill Campus, or feedback or mark-up in Turnitin)

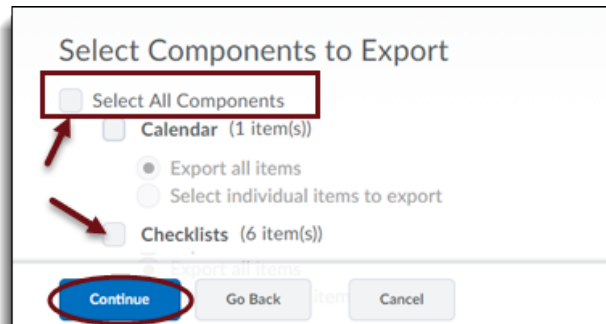
Note: *Exporting course content does not remove content from the course you are exporting files from.*

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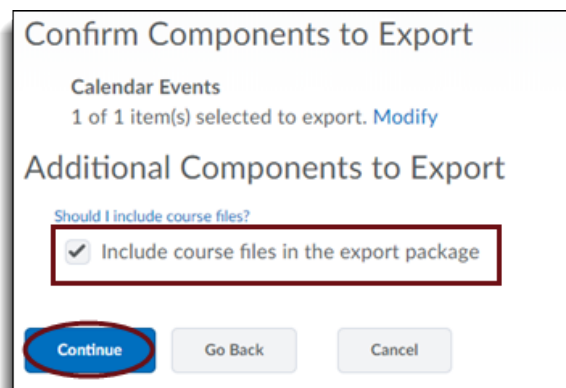
1. Select “Export Components,” check the “Include course files in the export package” box, and click “Start”



2. Select the content from your course you would like to export by choosing either “**Select All Components**” to export all course content, or check the box(es) next to **specific components** you would like to export. Select to **Export all items** or **select individual items** to choose specific files within the component area. Click “**Continue.**”



3. To select individual items, click the + sign and check the box beside the item(s) you want to export. Click **Continue.**
4. Confirm the files you would like to export, and make sure the “Include course files in the export package” box is checked. Then click “**Continue.**”



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- Wait for the files to export, and then click “Finish.”



- At the prompt, click to download and save the .zip file . Then click “Done.”

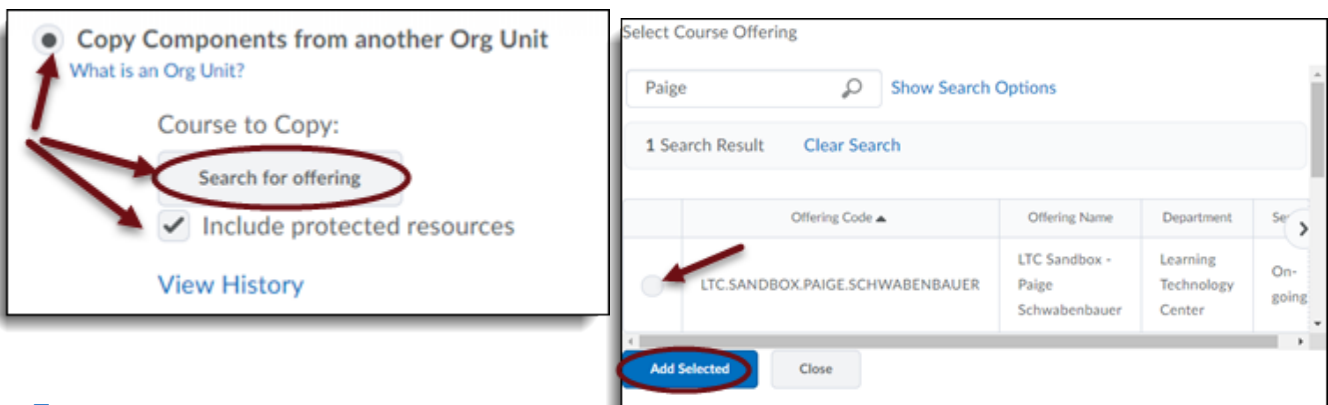


Copy Components

Use the **Copy Components** feature to copy content from one course to another.

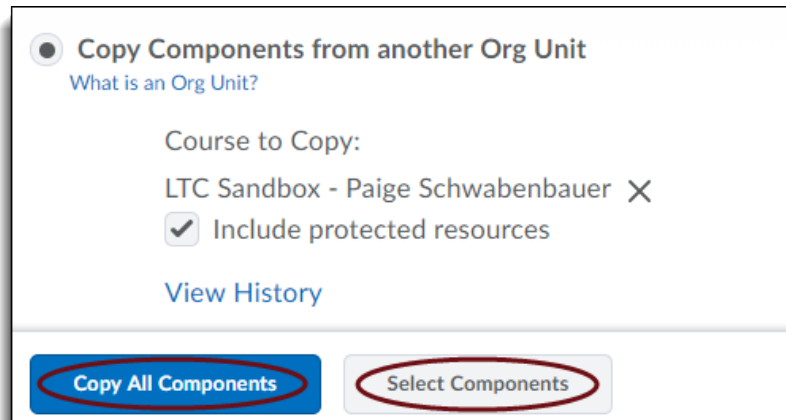
Note: D2L pulls the files FROM the course you want to copy, rather than pushing INTO a new course shell. Start the copy process in the course you want to copy INTO.

- Select “**Copy Components**,” make sure the “Include protected resources” box is checked.
- Click “Search for offering” button to search for the course you want to copy FROM, or select from the list of available courses. (You must be enrolled as instructor in both courses)

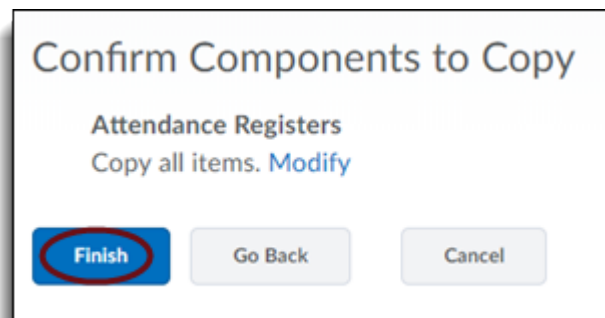


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3. Check the radial button next to the course you want to copy components from, and then click the “Add Selected” button.
4. Click the “**Copy All Components Button**” to copy all of the components from the course . Or, click the “Select Components” button to copy select items from the course.
5. If you chose to “Copy All Components,” wait for the components to load and then click “**View Content.**” If you chose to “Select Components,” check the components you want to copy and click “**Continue.**”



6. Confirm the files you would like to copy, and then click “Finish.”



7. Click the “View Content” button to view the components copied into your course.

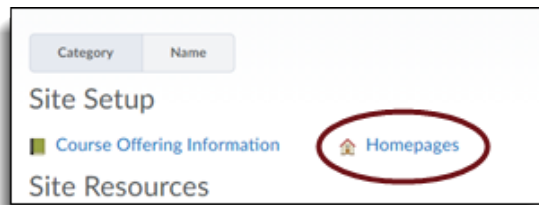
Customize Course

[Customizing Homepage](#) | [Customizing Colors](#) | [Widgets](#) | [Creating a Banner](#)

Customizing Current Course Homepage

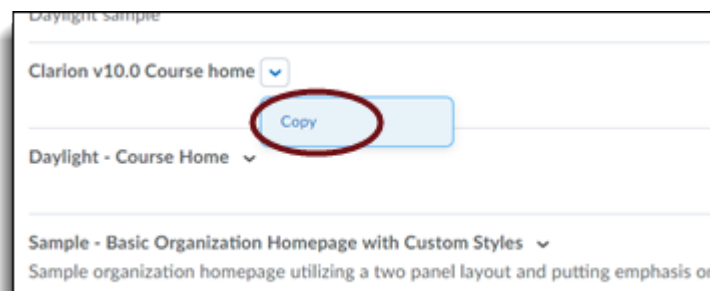
D2L allows you to customize the homepage for your course. This allows you to organize what widgets are available in your course, as well as where those widgets are located in the homepage. The Learning Technology Center provides some course homepages that are available to be customized to your course needs. It is suggested that you use one of The Learning Technology Center's homepages.

1. Access Course Admin tools by clicking "Course Admin" on the navigation bar.
2. Click on "Homepages."



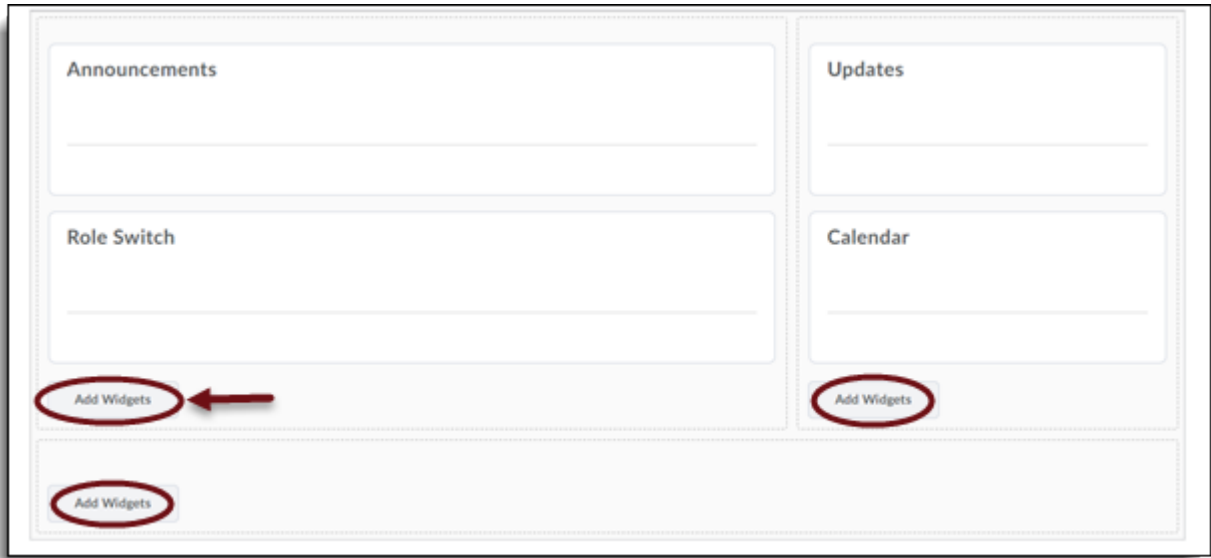
3. Click on the "Copy" option under the drop down menu beside the course homepage you would like to use. We recommend copying the default homepage which includes the basic system widgets. Then, Click on the copy of the course homepage you copied.

Note: If you want to create a new blank homepage, click on Create Homepage instead of the Copy icon. Follow the same basic steps

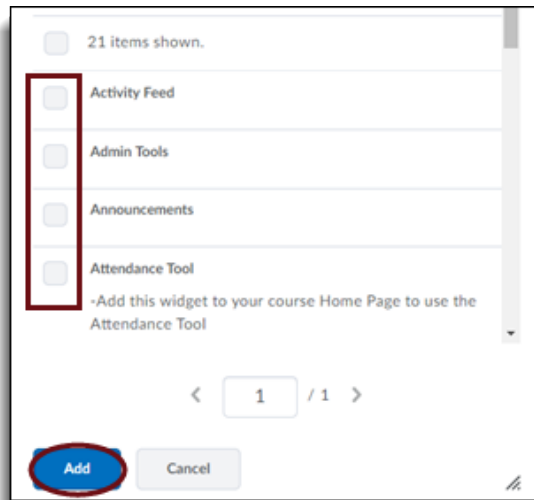


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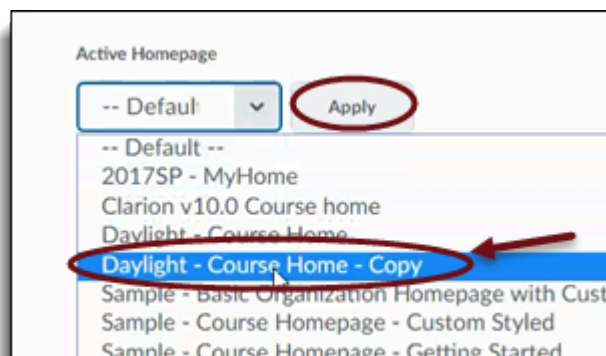
- 4. Click “Add Widget” to add widgets from the System or Custom Widgets to your homepage. You can add widgets to any of the sections within the homepage.



- 5. Place a checkmark in front of the widgets that you would like to add to your homepage. Then Click “Add.”

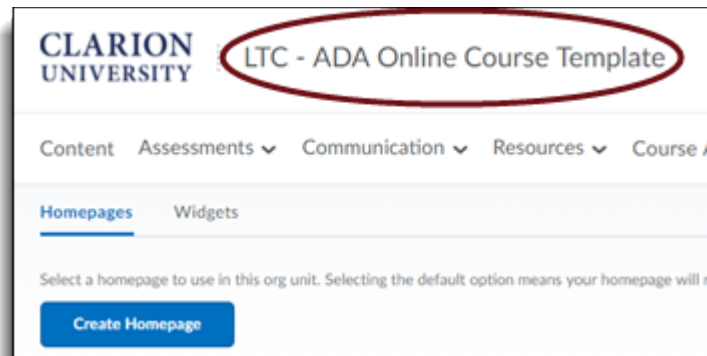


- 6. Click the blue “Save and Close” button at the bottom of the page.
- 7. Under the Active Homepage dropdown menu, select the homepage copy you chose to use and click “Apply.”



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- Click on the course link on the navigation bar to view your new homepage.



Customizing Colors

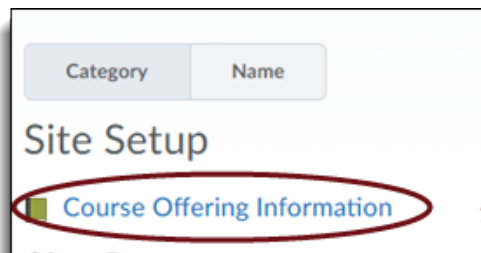
You can enhance or change the appearance of your course and help users identify your course more easily by modifying the colors used in your course. D2L uses three color settings to render the areas within a course:

Dark Color: used for the title bar in the border surrounding the central area of each page and is used in pop-ups. White text is shown against this color.

Light color: is not used in most areas. D2L recommends that you use the same color selected for Dark Color. White text is shown against this color.

Soft Color: is used for Tabs. Black text is shown against this color.

- Access Course Admin tools by clicking "Course Admin" on the navigation bar.
- Click on Course Offering Information



- Click the arrows next to each of the color settings.



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- Click on the color you would like for each of the color settings.



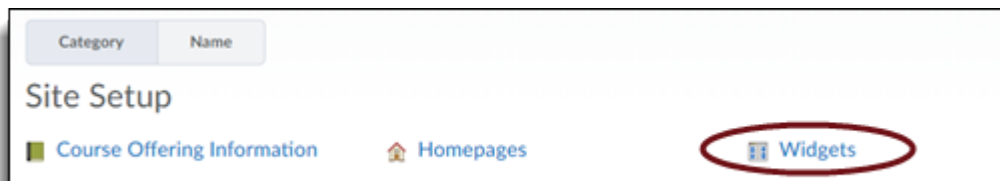
- Click the blue "Save" button to save changes.

Widgets

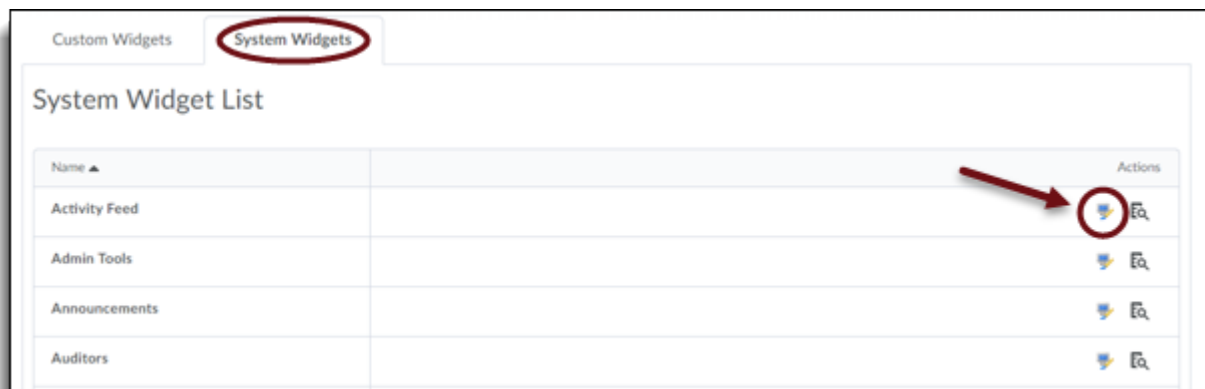
Widgets are a way for you to customize your course homepage to the needs of your course. You can add widgets to your homepage through the [Customizing Current Homepage](#) instructions above. This section explains how to customize the widgets on your homepage, as well as how to create custom widgets. An example of a custom widget is a banner for your homepage.

System Widgets

- Access Course Admin tools by clicking "Course Admin" on the navigation bar.
- Click on Widgets



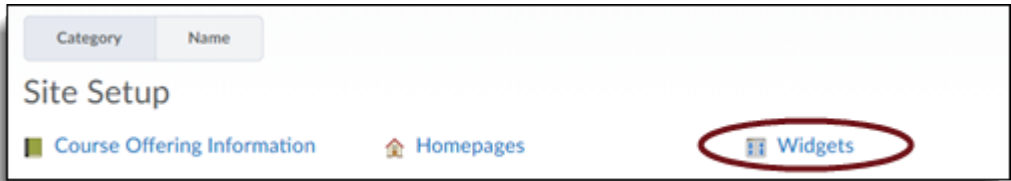
- This screen shows the available widgets from D2L that you are able to add to your course homepage. You can click on the computer icon to make some adjustments to the system widgets if you chose.



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Custom Widgets

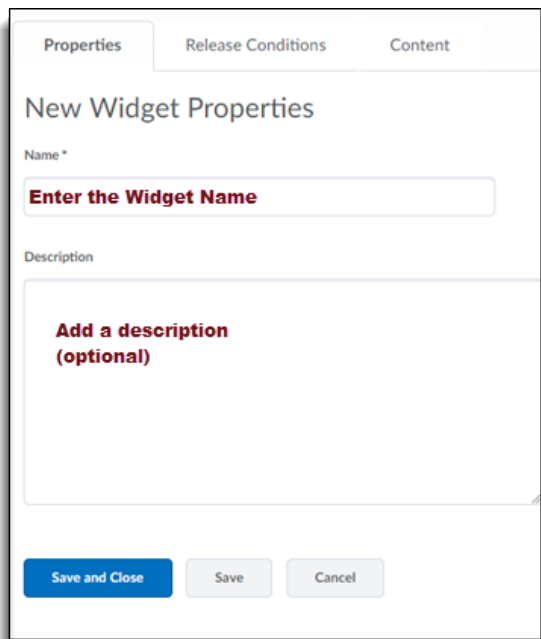
1. Access Course Admin tools by clicking “Course Admin” on the navigation bar.
2. Click on Widgets



3. Click on “Custom Widgets”
4. This page shows Custom Widgets you have created. You can click on the computer icon to make some adjustments to the Custom Widgets if you chose.
5. To create a new widget for your course, click on the “Create Widget Button.”

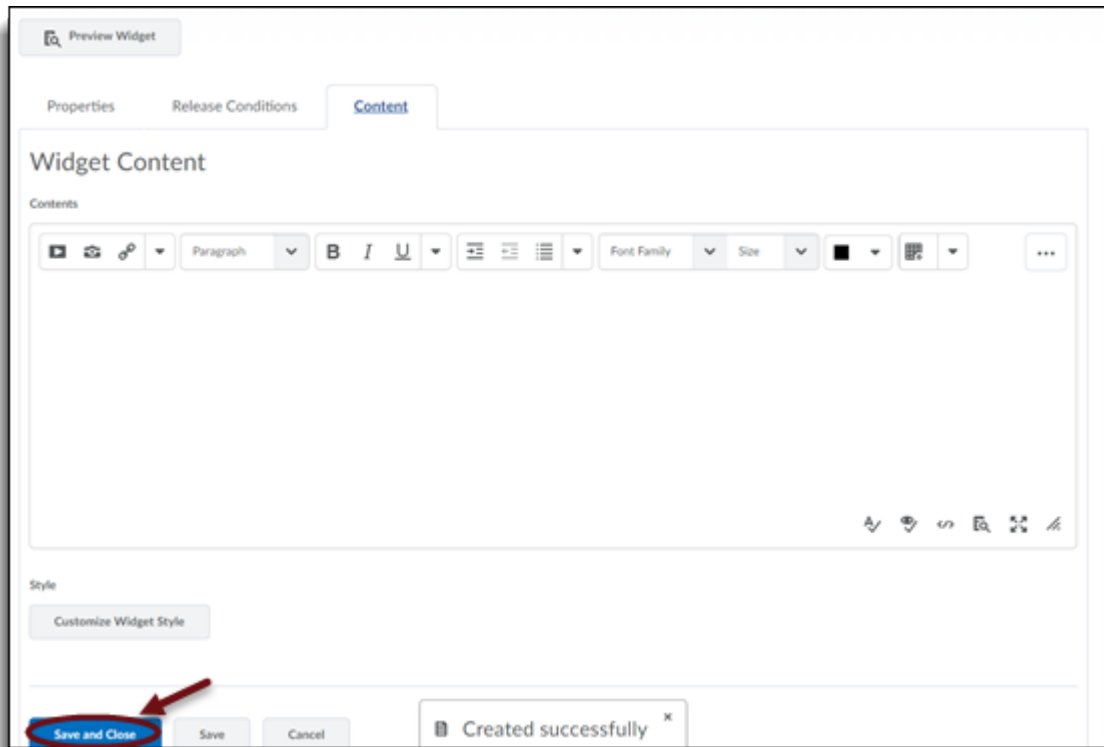


6. On the Properties tab, create a title for your widget and add a description, if you would like.



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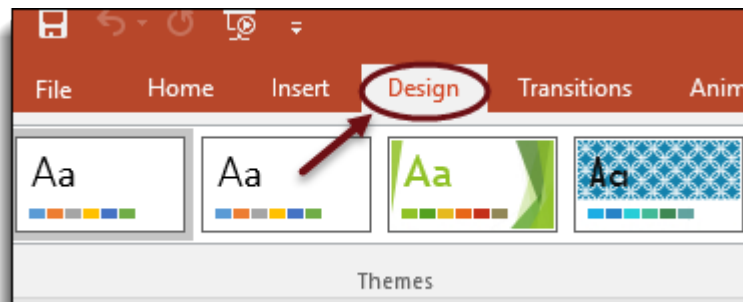
- On the Content tab, add the content you would like to be in your widget. If this was a banner widget, this is where you would add the image.
- Click on the blue “Save and Close” button. Remember to follow the steps in Customizing Current Homepages to add this widget to your homepage.



Creating a D2L Course Banner in PowerPoint

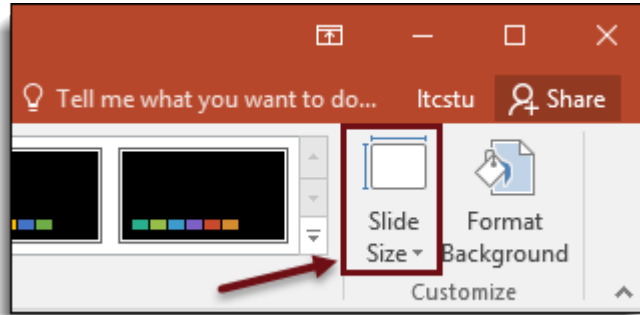
If you would like to create a banner for your course homepage, you can create the image in Microsoft PowerPoint and then upload it to D2L using Custom Widgets.

- Open up Microsoft PowerPoint on your computer.
- Click on the “Design Tab.”

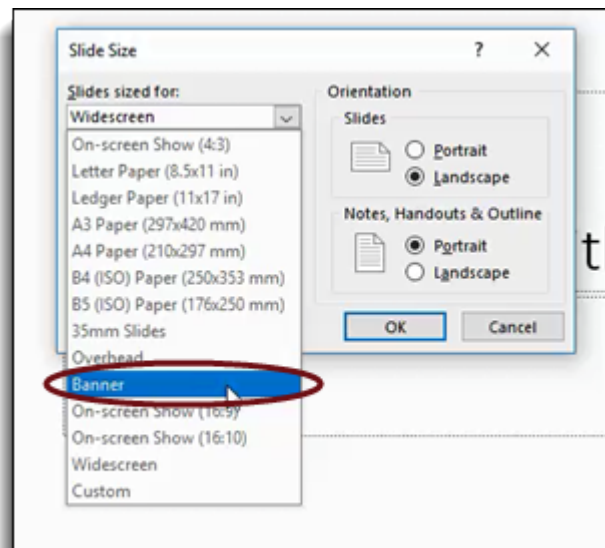


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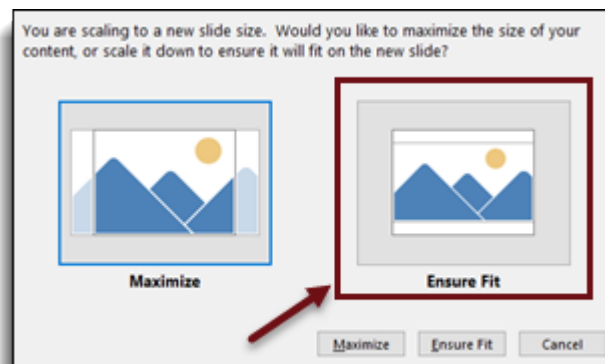
3. Click on “Slide Size” and click on “Custom slide size.”



4. In the Custom slide size dialog box, click the arrow next to “Slides sized for” and select the “banner” option. Then click “Ok.”

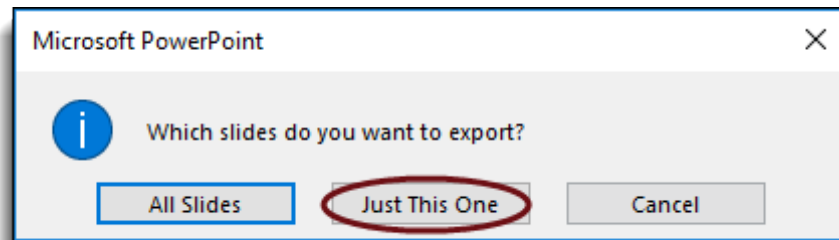
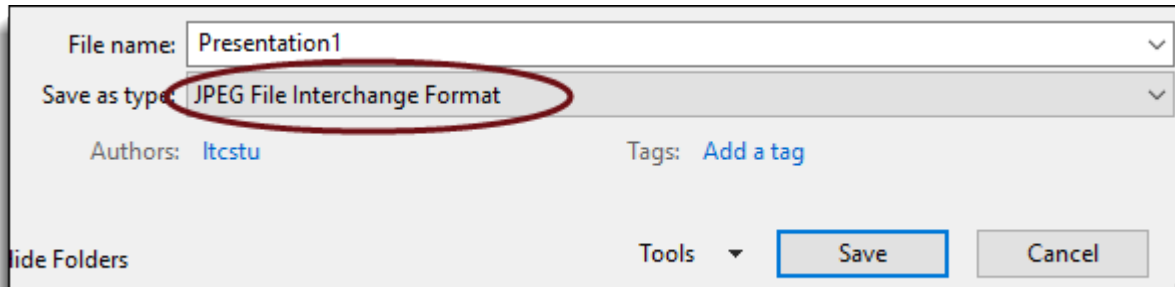


5. Click on “Ensure Fit” in the next dialog box that comes up.



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- Use “Themes” and “Varients” to decorate your banner. Then, add text to your banner (this is where you would put your course title). You should avoid using fancy fonts because those often appear blurry in D2L.
- Save the Image to your computer. You should save your banner as a PowerPoint first so you can edit it later. Then, save the file as a .jpeg image by selected “JPEG File Interchange Format” from the “Save as type” dropdown menu. Then click “Just This One” on the dialog box that comes up on the screen. This .jpeg file is what you upload into the “content” area of your widget. You should center this image in the content area of the widget. Use the instructions under Create a [Custom Widget](#) and [Customize Current Homepage](#) to create your banner widget.



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