

## Course Admin

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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 creating and customizing Course Home widgets and homepages, and enable/disable course tools.

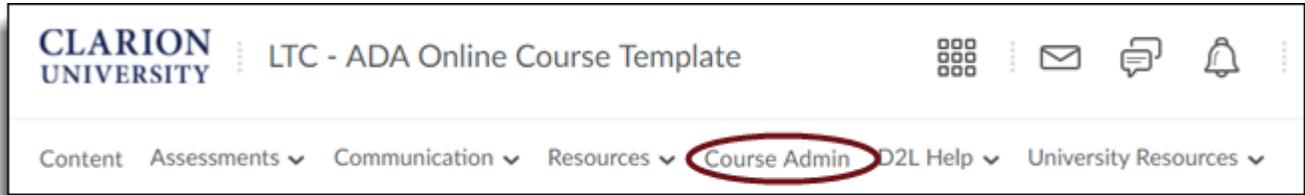
[Activate Course](#) | [Import/Export/Copy](#) | [Course Customization](#) | [Widgets](#) | [Create a Course Banner](#)

## Activate Course

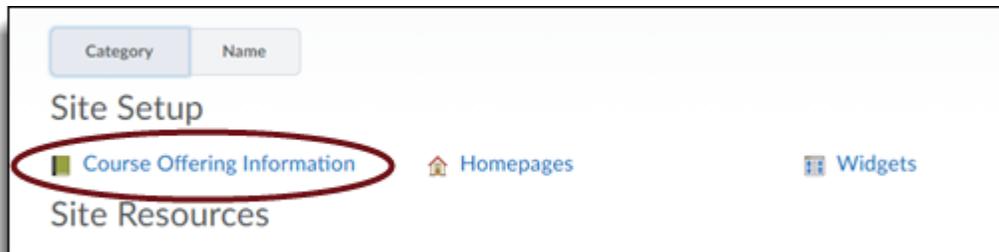
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When courses are created 8 weeks before the start of the course, they are set to “inactive.” This means that you must activate your course for your students to be able to see it in their course list when they log into D2L. Courses can be made active 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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- To activate the course, click to check the select box next to “Course is Active.” To make it inactive, clear the checkbox.

Force Locale

Override locale preferences

Active

Course is active

Public in ePortfolio

- 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.

- To activate the course click to check the box next to “Course is Active.”

Force Locale

Override locale preferences

Active

Course is active

Public in ePortfolio

- 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.

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

- Click the blue “Save” button to save changes.

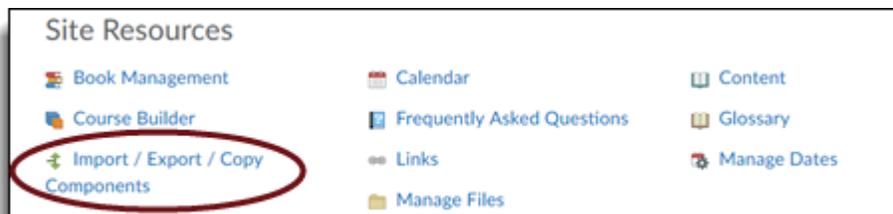
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## Import/Export/Copy Components

[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.

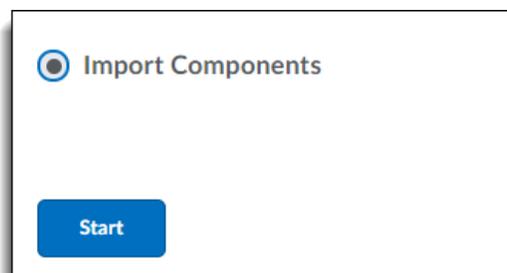
1. Access Course Admin tools by clicking “Course Admin” on the navigation bar.
2. Under the Site Resources Category, click on “**Import / Export / Copy Components**”.



## Import

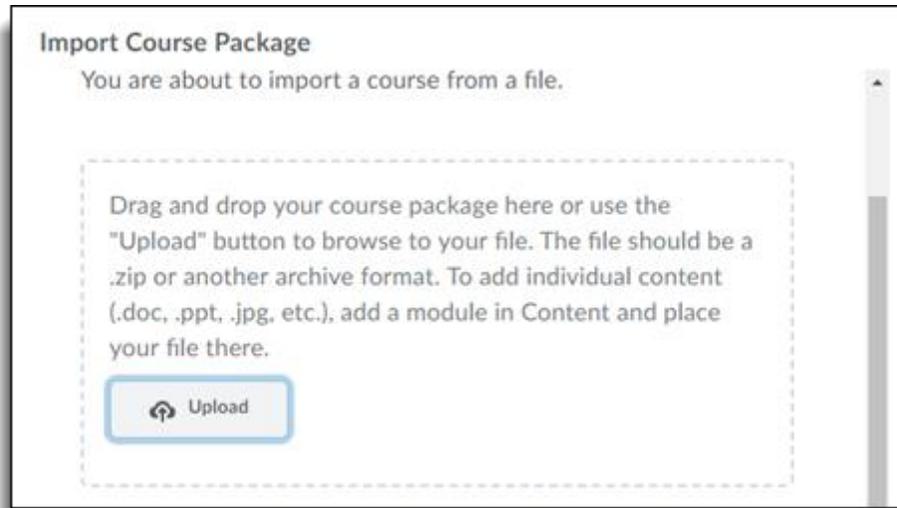
Use the import feature to upload D2L course content that is in the form of a .zip file. Imported D2L course content will automatically be placed in the D2L course area that it was extracted (exported) from. For example, any exported Quizzes in the .zip file will be imported into the D2L Quizzes area. 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

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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.

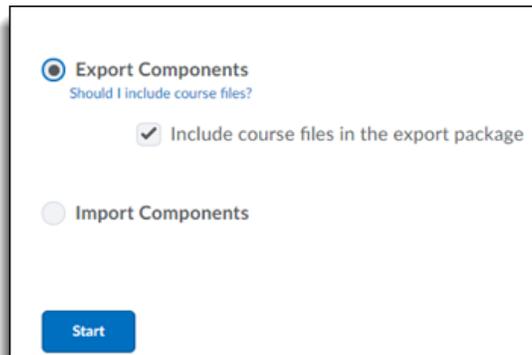
**Note:** Exported D2L course content does not include student data or custom widgets and homepages:

- 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 and widgets
- Any external tool content (wikis, blogs, journals, online room archives, McGraw-Hill Campus, or feedback or mark-up in Turnitin Feedback Studio)

**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.**”

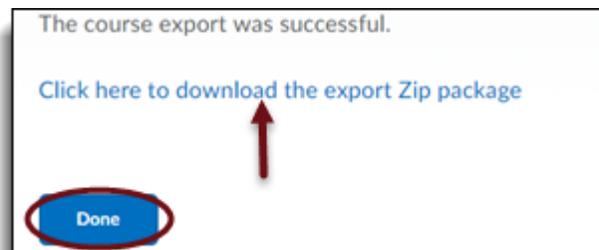


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- Wait for the files to export, and then click “Finish.”



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

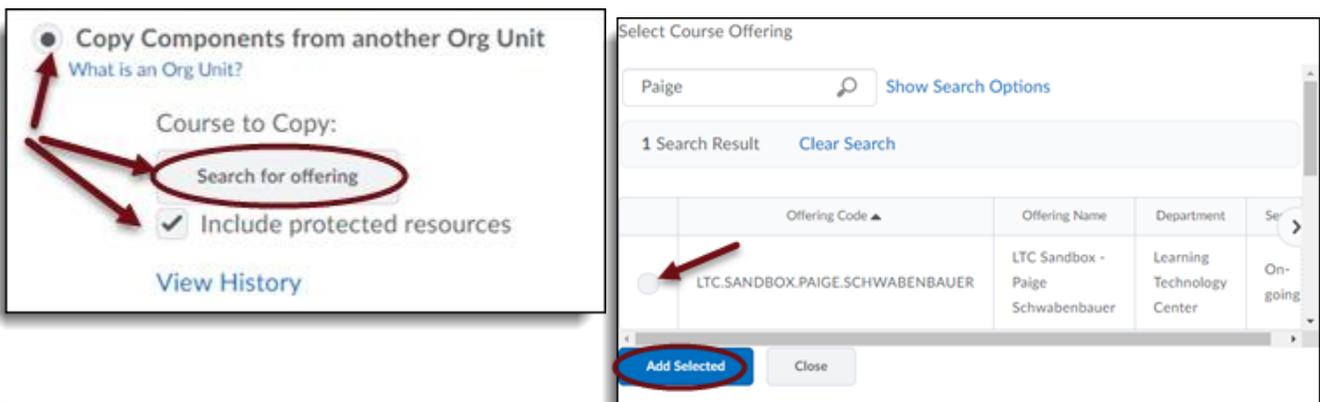


## Copy Components

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

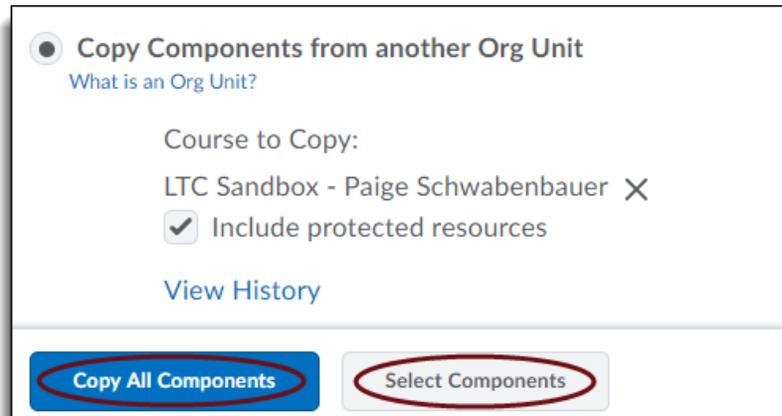
**Note:** D2L pulls the files FROM the course you want to copy, rather than pushing INTO a new course shell. Start the copy process in the course you want to copy INTO.

- 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)

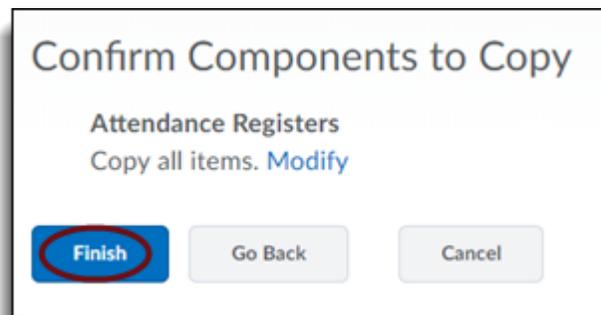


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3. Check the radial button next to the course you want to copy components from, and then click the “Add Selected” button.
4. Click the “**Copy All Components Button**” to copy all of the components from the course. Alternatively, click the “Select 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.

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## Customize Course Homepage

D2L allows you to customize the homepage for your course by changing the layout and adding or removing widgets or custom images. This allows you to personalize and organize a course homepage in a manner that best fits the course design.

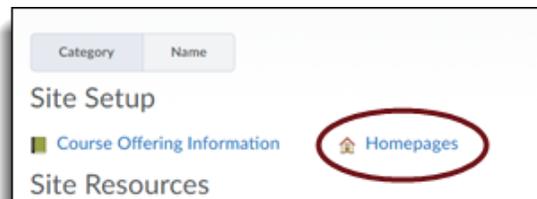
[Working with Widgets](#) | [Creating a Banner in PowerPoint](#) | [Customizing Course Banner](#)

### There are two main steps to customizing a course homepage:

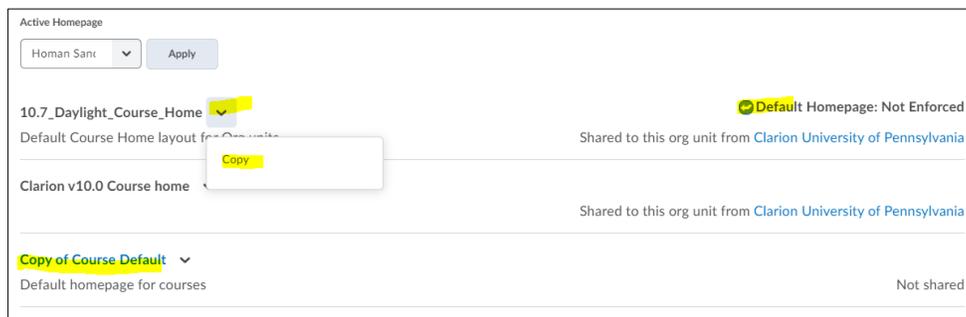
1. First, create a NEW homepage COPY. For ease of use, we recommend 'copying' the default homepage layout and then making modifications to the 'copy' instead of starting from a blank page.
2. Second, Add Widgets. These can be system widgets or custom widgets that you create. D2L has several 'system' widgets to choose from. However, not all system widgets are applicable to Clarion's D2L instance, such as 'Kaltura'. Instructors can also create their own widgets. Custom widgets you might want to create or add include: Instructor contact Info, Library, Attendance, etc.

### Copy the Default Homepage:

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



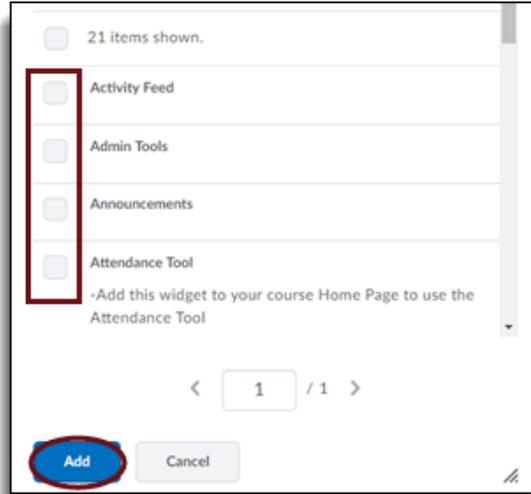
3. Click on the "Copy" option in the dropdown menu next to the "Default Homepage". The default homepage has the basic system widgets and column format. Then, click on the copy (it will be blue) to edit the homepage.



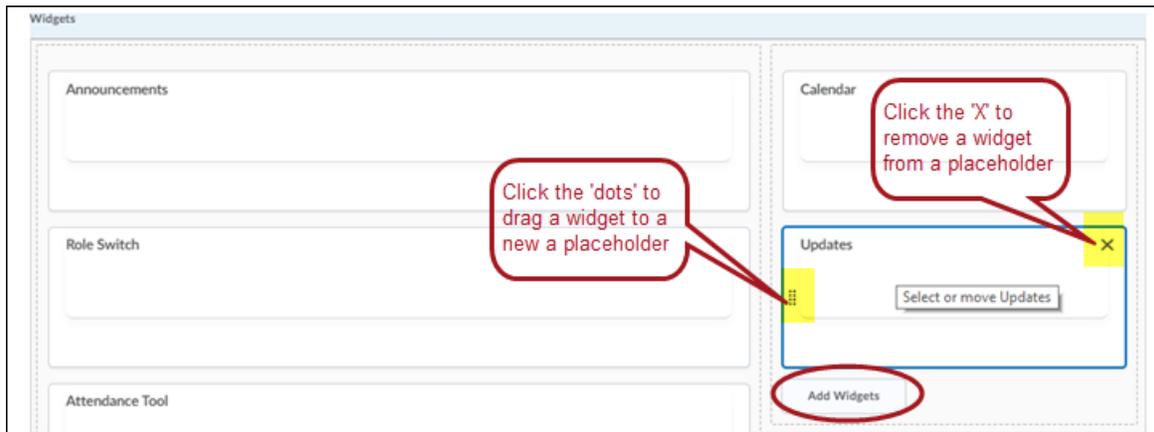
**Note:** If you want to create a new blank homepage, click on "Create Homepage" button at the top of the page.

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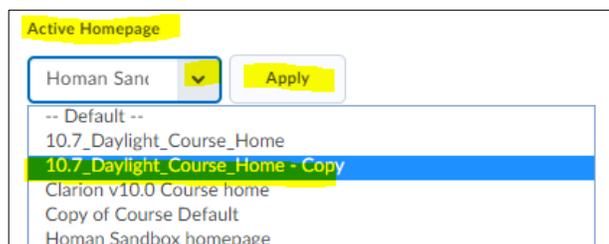
- Click “Add Widget” to add widgets from the System or Custom Widgets to your homepage. Place a checkmark in front of the widgets that you would like to add to your homepage. Then Click “Add.”



- You can also move or remove widgets for any of the placeholder sections within the homepage. To remove a widget, hover over it, and then click on the “x” in the upper right corner. Use the dots to grab and drag the widget to another ‘placeholder’.

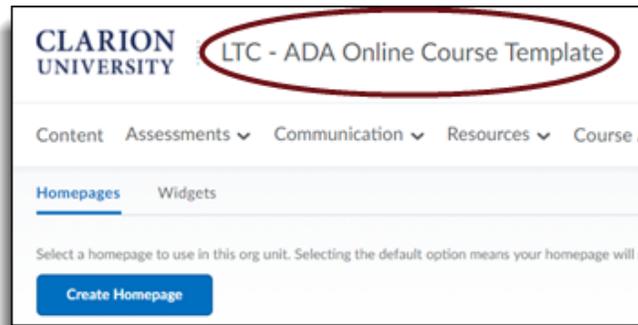


- Click the blue “Save and Close” button at the bottom of the page.
- Now that you have customized your homepage layout, you must make it the “Active” homepage. Under the **Active Homepage** dropdown menu, select the homepage copy you wish to use and click “Apply.”



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

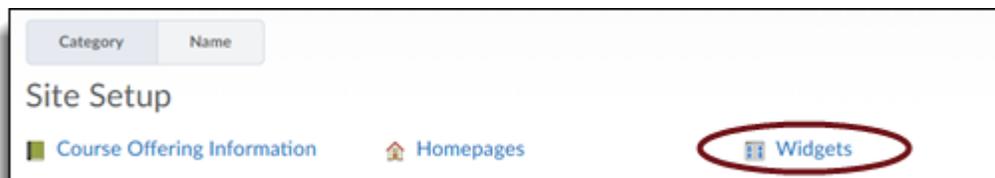


## Widgets

Widgets are a way for you to customize your course homepage to the needs of your course. **NOTE:** Before you can add or remove widgets, you must create a copy of the Default homepage in your course. Follow the [Copy 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 graphic for your homepage, or a contact information widget.

### System Widgets

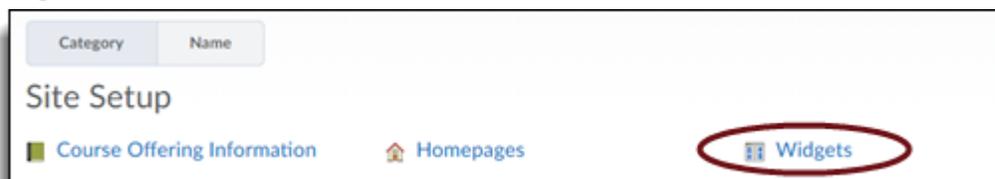
- Access Course Admin tools by clicking “Course Admin” on the navigation bar.
- Click on Widgets



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

### Custom Widgets

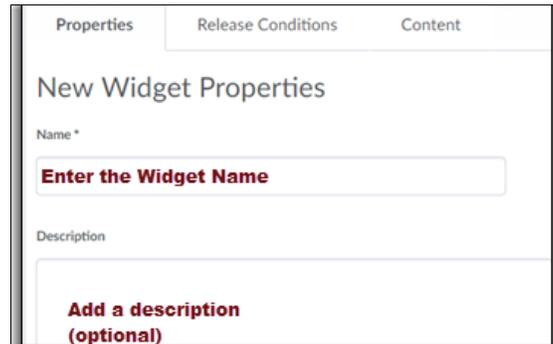
- Access Course Admin tools by clicking “Course Admin” on the navigation bar.
- Click on Widgets



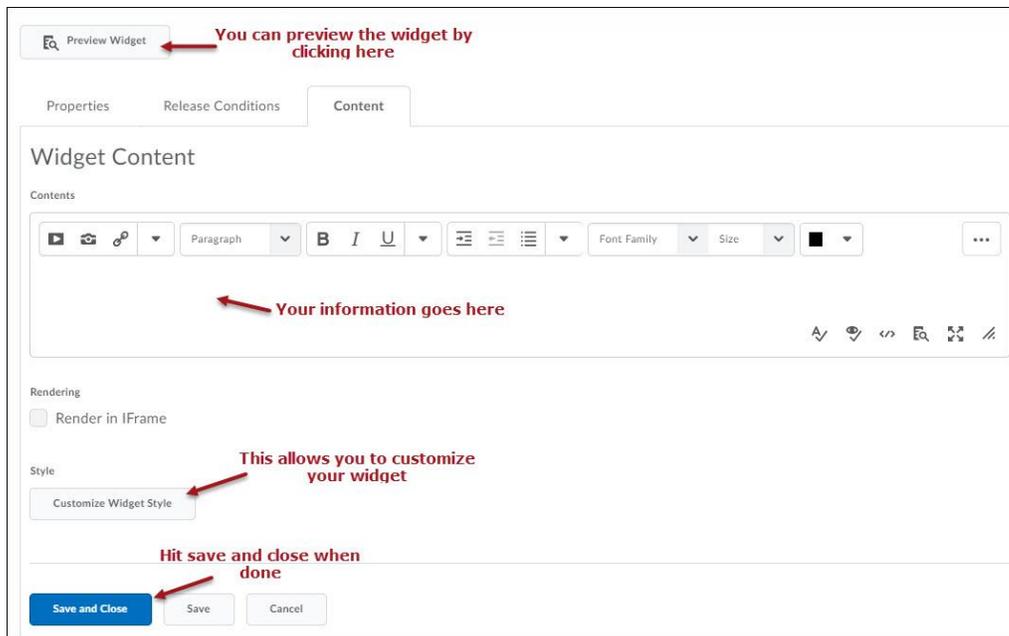
- Click on “Custom Widgets”
- This page shows any Custom Widgets you have already created.
- To create a new widget for your course, click on the “Create Widget Button.”

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



- 7. 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.
- 8. Click on the blue "Save and Close" button. Remember to follow the steps in Customizing Current Homepages to add this widget to your homepage.



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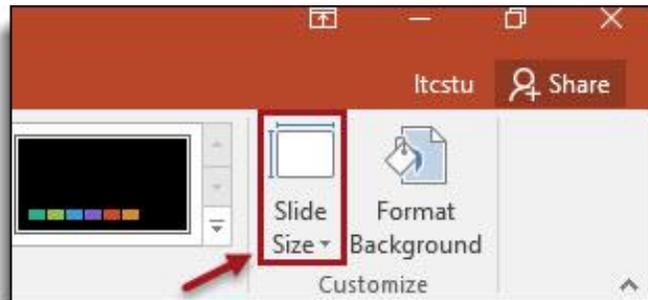
## Creating a D2L Course Banner in PowerPoint

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 Custom Widgets.

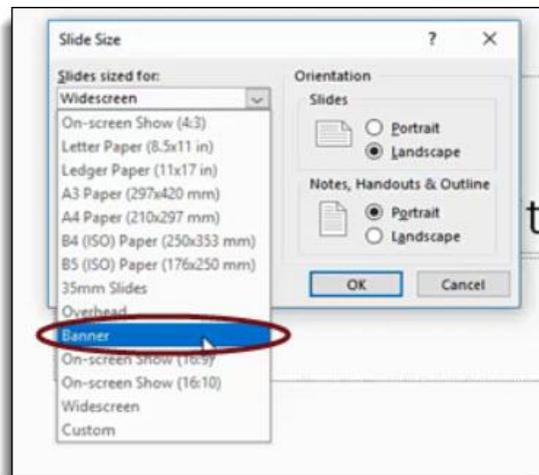
1. Open up Microsoft PowerPoint on your computer.
2. Click on the “Design Tab.”



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

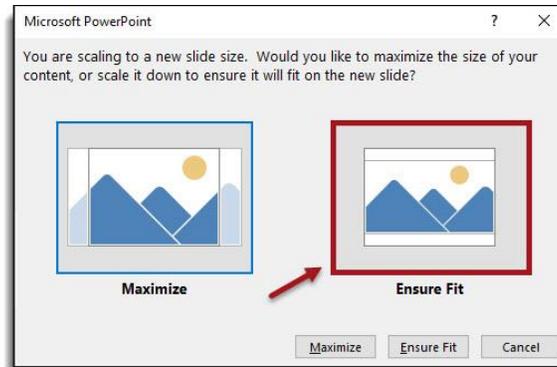


4. In the Custom slide size dialog box, click the arrow next to “Slides sized for” and select the “banner” option. Then click “Ok.”

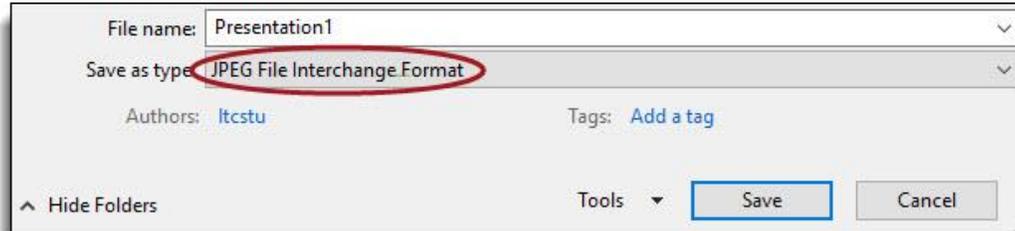


5. Click on “Ensure Fit” in the next dialog box that comes up.

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6. Use design themes to change the background as desired or leave blank. Add any custom images or artwork to the banner. It is not advisable to place text on your banner as it can appear blurry in D2L or may be cut off if enlarged.
7. Save your banner as a PowerPoint file so you can edit it later.



8. Then, save the file again as a .jpeg image by selecting "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 [Custom Widgets](#) and [Customize Current Homepage](#) to create your banner widget.



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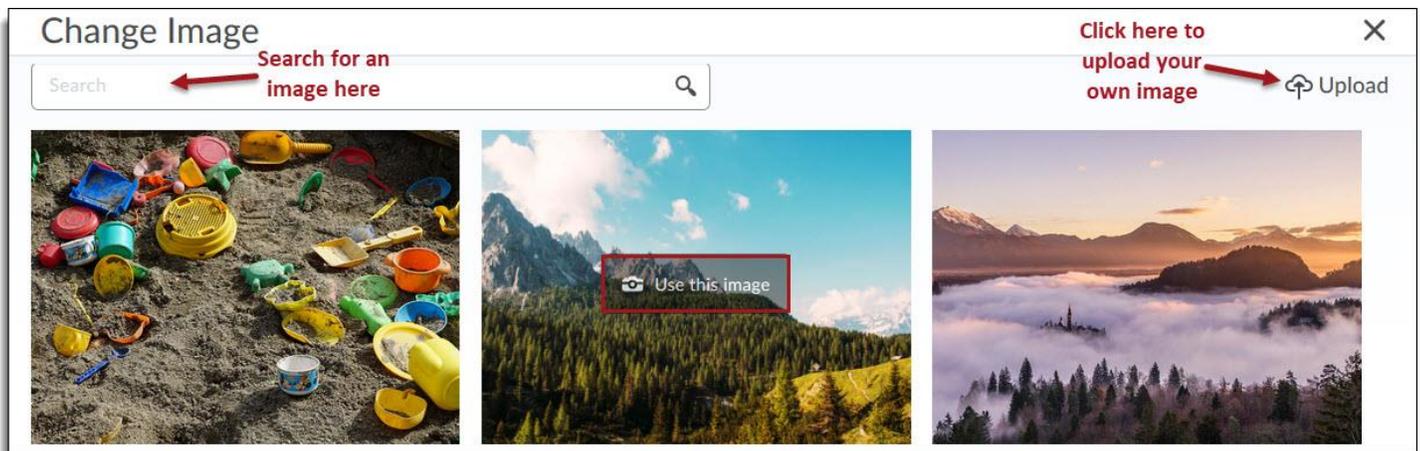
## Customizing Course Banner

There are several ways to add a custom banner to your D2L site. The simplest method is to change your banner from the course homepage. The banner image can be any type of image file, there is an option to create your own banner. To create your own banner image, try using PowerPoint.

1. Go to the homepage of the course you want to change.
2. Click the banner settings in the top right of the banner.
3. In the drop down box, click 'Change Image'.



- a. Here you can also choose to customize the banner text or remove the banner.
4. You can choose to use one of the provided images by clicking 'Use this image' on your preferred picture or upload your own.



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