

Recommended activities for the instructor to complete before the beginning of each semester. All resources listed can be found at http://www.eiu.edu/d2lsolutions.

Before the Semester Begins

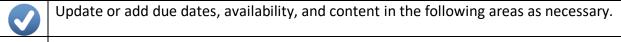


If you teach two sections of the same course, you may request to have the sections combined (cross listed) in D2L. This should be done before any content is added to either section.

Resource: https://www.eiu.edu/d2lsolutions/htd2l startup combine.php



Copy course content in D2L from a previous or existing course. Resource: https://www.eiu.edu/d2lsolutions/htd2l content copycourse.php



- Assignment Dropbox; Resource: https://www.eiu.edu/d2lsolutions/htd2l assign overview.php
- Quizzes; Resource: https://www.eiu.edu/d2lsolutions/htd2l_guizzes_overview.php
- Discussions; Resource: https://www.eiu.edu/d2lsolutions/htd2l_discussion_overview.php
- Content; Resource: https://www.eiu.edu/d2lsolutions/htd2l content overview.php
- Calendar





Update the syllabus and upload to the course replacing the existing syllabus file. Resources: https://www.eiu.edu/d2lsolutions/htd2l startup syllabus.php

Test the course and course components from the student view. (Select your name in the top right corner of the course site, then, select "View as Student.")

Post a new or update existing welcome and getting started message in the news widget. Resource: https://www.eiu.edu/d2lsolutions/htd2l_startup_welcome.php

Send a welcome email including syllabus, required materials, technical requirements, and the date the course will become available in D2L. Resource: https://www.eiu.edu/d2lsolutions/htd2l startup emailclass.php

Activate the course when you are ready for students to access the course. Resource: https://www.eiu.edu/d2lsolutions/htd2l startup active.php