

D2L Admin Tools

Instructor Guide



Course Administration Tools exist to serve you as an instructor. This workshop will walk you through some of the admin tools available to instructors. After completing this workshop you can be well on your way to making your course content work for you. The tools covered in this workshop include Copy Components, Manage Dates, Course Offering Information, and Intelligent Agents.

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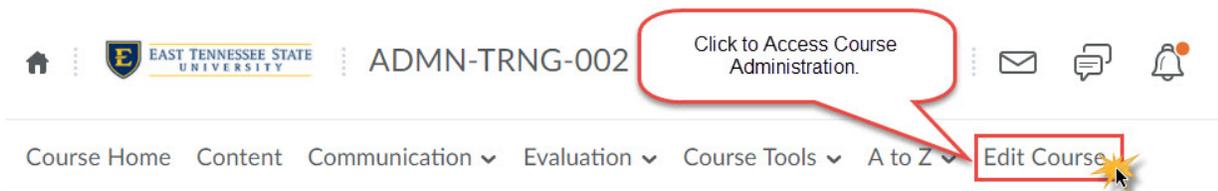
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Import/Export/Copy Components

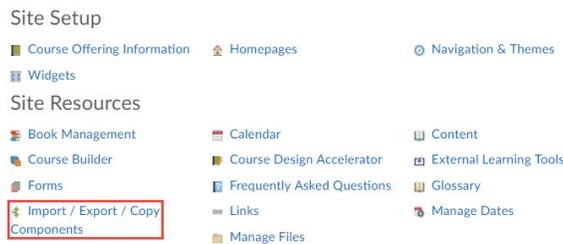
The Import/Export/Copy Components admin tool is used to copy course content and learning activities across course shells. You can use this tools to import course documents, quizzes, discussion board topics and forums, and even your grade book. Using this tool in collaboration with the manage dates tool will save you time when a new semester arrives. Once you have your content, assignments, discussions, etc. set up the way you like, you can copy them to another course or to your empty course shell for the upcoming semester.

Accessing Copy Components

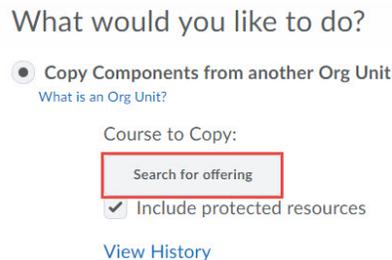
1. Click the **Edit Course** link located in the lower right corner of your navigation bar. This will take you to the tools used to manage your course. This link is not visible to students in your course.



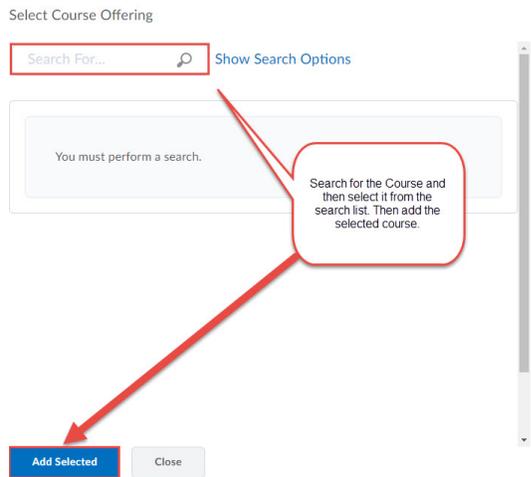
2. Select **Import/Export/Copy Components** from the available choices.



3. Copy Components from Another Org Unit will be pre-selected. Click the **Search for Offering** button to search for and select the course from with you will copy materials.

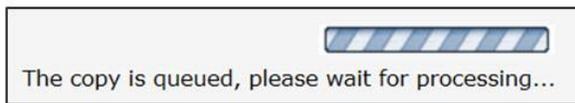


4. The list of courses to which you have instructor and / or Teaching Assistant access will appear. Select the course containing the materials, or search for the course. Click Add Selected after locating and selecting the Source Course. **You may only copy content from courses in which you are enrolled as a teaching assistant or instructor.**

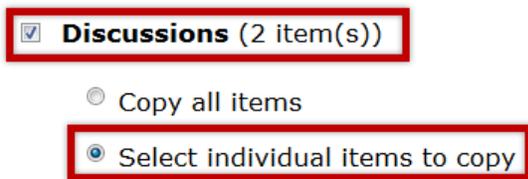


5. After selecting the course offering the page will refresh and the option to **Copy all Components** and **Select All Components** will be active and available.

a. **To copy everything into the source course— Copy All Components.** All of the items will be selected and everything will be copied into the source course. You will immediately see a status bar indicating that the course copy is taking place. When the copy is complete you will see a confirmation message and green circle with a white checkmark.



b. **To select individual items to copy—** Choose the tool that you wish to copy and then choose **Select individual items to copy**. Click **Next**.



- Select the individual item that you wish to copy. Click **Next**.



c. **If you are copying only content—** Make sure you select both **Content** and **Course Files**. Your links will be broken if you select Content without Course Files.

Content (57 item(s))

- Copy all items
- Select individual items to copy

Content Display Settings

- Copy all items

Course Files (53 item(s))

- Copy all items
- Select individual items to copy

6. The Confirm Components to Copy screen will appear. Click **Next** when you are sure everything looks okay.

7. The Copy Summary page will show the progress of the copy. Click **Done** when the copy has completed.

Manage Dates

The Manage Dates tool is located in the Course Administration menu. Navigate to this menu by clicking the **Edit Course** link on the default course nav bar. The Manage Dates tool is located in the *Communication* category.

Accessing Intelligent Agents

The Intelligent Agents tool is located in the Course Administration menu. Navigate to this menu by clicking the **Edit Course** link on the default course nav bar. The Intelligent Agents tool is located in the *Communication* category.

The screenshot shows the top navigation bar of a course page. The breadcrumb trail includes: Home, East Tennessee State University, ADMN-TRNG-002 - ATS 2 Traini..., and a grid icon. Below the breadcrumb trail is a horizontal menu with the following items: Course Home, Content, Communication (with a dropdown arrow), Evaluation (with a dropdown arrow), Course Tools (with a dropdown arrow), A to Z (with a dropdown arrow), and Edit Course (highlighted with a red box). Below the navigation bar is the 'Communication' category header. Under this header are three items: Chat (with a person icon), Discussions (with a speech bubble icon), and Intelligent Agents (with a gear icon and highlighted with a red box). Below these items are several small, partially visible icons.

A Note about Creating Intelligent Agents

You can create, delete, and edit preexisting intelligent agents from the Agent List page. When creating an agent you must consider the following:

- What criteria must the student meet in order to trigger an email?
- What will the content of the email message include?
- How often should D2L “run” these agent checks?

Once you’ve answered these three questions, creating the intelligent agent will flow smoothly.

Create an Agent

Agent Details

New Agent

Agent Name: *

▼ Edit Description

Description:

Status:
 Agent is enabled

1. Click **Edit Course** from the default course nav bar.
2. Click **Intelligent Agents** under the *Communication* category.
3. From the Agent List page, click the **New** button.
4. Enter an agent **name** (required) and a **description** (optional).
5. Select **Agent is Enabled** to activate the agent immediately after you create it. The setting is necessary if you plan to schedule your agents.

Agent Criteria

Login Activity / Course Activity / Release Conditions

1. Criteria

Role in Classlist

All users visible in the Classlist
 Users with specific roles:

Login Activity

Take action when the following login criteria are satisfied:

User has not logged in for at least ___ day(s)
 User has logged in during the past ___ day(s)

Course Activity

Take action when the following course activity criteria are satisfied:

User has not accessed course for at least ___ day(s)
 User has accessed course during the past ___ day(s)

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

6. Establish the criteria the agent will use:
 - Select the **Take action when the following course activities criteria are satisfied** checkbox if you want the agent to send an email to a student who has not accessed your course recently.
 - Select the “**User has not accessed the course at least __ days**” radio button and enter the number of days in the associate textbox.

- If you prefer the agent send an email once a student performs a particular action within the course you must create and attach a *release condition*. Click the **Create and Attach** button to create a release condition.

Create a New Release Condition

Release this item when the following condition is met:

Condition Type

-- Select Condition Type --

-- Select Condition Type --

- Checklist
 - Completed checklist
 - Incomplete checklist
 - Completed checklist item
 - Incomplete checklist item
- Classlist
 - Group enrollment
 - Org unit enrollment
 - Section enrollment
 - Role in current org unit
 - Date of enrollment in current org unit
- Competencies
 - Competency achieved
 - Competency not yet achieved
 - Learning objective achieved
 - Learning objective not yet achieved
 - Score on associated rubric
- Content
 - Visited content topic

Create Cancel

- Release Conditions are positive attribute-related, meaning, you cannot create a release condition to identify a student who **has not** performed an action inside of the course. (i.e. quiz not attempted)

Agent Action

Action Repetition / Schedule

- Choose one of the two options in the Action Repetition section to determine if you prefer the agent to run repeatedly.
 - **Take action only the first time the agent's criteria are satisfied for a user** will allow the agent to run only once.
 - **Take action every time the agent is evaluated and the agent's criteria are satisfied for a user** will allow the agent to run any time the conditions are met.
 - If you want the agent to run automatically, select the **Use Schedule** checkbox, and then click the **Update Schedule** button.
 - Set the frequency and dates in the fields provided in the **Update Agent Schedule** window and click **Update**

Update Agent Schedule

Repeats:

Daily

Repeats Every: *

day(s)

Schedule Dates:

Has Start Date

1/30/2018 Now

Has End Date

2/6/2018 Now

Update Cancel

Constructing the Email

8. Enter the appropriate **replace string** in the TO, CC, BCC fields.
 - Information regarding replacement strings are located at the end of this document.
 - Use the **{InitiatingUser}** replacement string in the TO/CC/BCC field.
9. Enter a **subject** line – a replace string can be used here too
10. Compose your email body in the Message field.
11. Click **Save and Close**

Replacement Strings

Replacement strings are lines of code that you can enter in automated emails that retrieve user and course-specific information. For example, using a replacement string in place of the TO: field of an email triggers D2L to automatically replace that code with the email address of the student who has met the specific agent criteria. Refer to the table below for a list of replacement strings you can use in the subject line and body of an email message.

Replacement String	Resulting Information
{OrgUnitCode}	your class number (e.g., ENG_000_101_0920)
{OrgUnitName}	the name of your class
{InitiatingUserFirstName}	the student's first name
{InitiatingUserLastName}	the student's last name
{InitiatingUserUserName}	ETSU username
{InitiatingUserOrgDefinedId}	the student's E-number
{LoginPath}	the web address for D2L

Running an Agent Manually

If you did not set up a schedule for your intelligent agent, follow these steps to run the agent manually:

1. From the *Agent List* page, click the drop-down arrow next to the agent you wish to run.
2. Select **Run Now** from the menu.
3. Click **Run** once the confirmation box appears.