

D2L Fall 2009 **Basic** Training

Basic training sessions are designed for those who did not attend spring training and/or those who would consider themselves beginners at using the learning management system. The Thursday session is a repeat of the Wednesday session. Sessions meet for one hour and fifteen minutes.

If you do not currently have a D2L account or do not have a course in your Construction Site so you can practice in a “non-live” course, contact Ginger Dewey (dewey@yorktech.com) or Denise Every (devery@yorktech.com) to create one. You may request a “sandbox” generic class for practice or request a former class (include course number, section, and term).

Date	Room	Time	Topic
Wednesday, September 30	A-246	3:30 – 4:30	Login, News, E-mail, Schedule – Log in and change your password, create news items, and explore the global nature of D2L e-mail and the schedule (calendar). Preregister with dewey@yorktech.com .
Thursday, October 1	A-250	3:30 – 4:30	
Wednesday, October 7	A-246	3:30 – 4:30	Content – Distinguish between the table of contents and the file manager. Upload files, create links, and manipulate the table of contents. Learn computer settings for saving proper file types. Preregister with dewey@yorktech.com .
Thursday October 8	A-250	3:30 – 4:30	
Wednesday, October 14	A-246	3:30 – 4:30	Dropbox, Discussions – Create assignments and discussion boards and utilize the features of the dropbox and discussion tools. Connect an assignment and discussion to the gradebook. Preregister with dewey@yorktech.com
Thursday October 15	A-250	3:30 – 4:30	
Wednesday, October 21	A-246	3:30 – 4:30	Quizzes – Create and edit a quiz. Formulate quiz settings. Connect a quiz to the gradebook. Preregister with dewey@yorktech.com .
Thursday October 22	A-250	3:30 – 4:30	
Wednesday, October 28	A-246	3:30 – 4:30	Gradebook – Use the wizard to establish a framework for your gradebook, create categories and items (columns) to record and calculate student grades. Preregister with dewey@yorktech.com .
Thursday October 29	A-250	3:30 – 4:30	

D2L Fall 2009 Tune-Up Training

Tune-up training sessions are designed for those who are using D2L and would like to learn more about and/or add features to their classes. These are primarily question and answer sessions.

Date	Room	Time	Topic
Wednesday, September 9	A-246	3:30 – 4:30	Quizzes and Gradebook: Find answers to questions such as: “How do I get my quiz grades in the gradebook?” “Why does my gradebook look odd?” “How can I pull questions from several tests to form one test?” Use this opportunity to ask all your questions about quizzes and gradebook.
Wednesday September 16	A-246	3:30 – 4:30	Last Date of Attendance and Intelligent Agents: Discover how to determine students’ last date of attendance and how to set up and use an Intelligent Agent. An Intelligent Agent will help you in find the students who have not logged in to your course within a specific number of days.
Friday, September 18	A-250	9:00 – 10:00	
Friday, November 13	A-250	9:00 – 10:30	D2L Hodgepodge: Wrap up the fall semester and get ready for spring! Review how to: <ul style="list-style-type: none"> • Export grades from D2L to your computer. • Copy your courses to the next semester’s course shells. • Share your courses with other instructors. • Reset your intelligent agent for the next semester. • Run the grade wizard to reset your gradebook. • Attach conditions (with an honor code, for example) to prevent students from seeing content until they have performed a specific task. (Helpful to determine “never attended.”)
Tuesday, December 15	A-250	9:00 – 10:30	