# New Faculty
# Information Technology Guide

## Gordon State College

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# Where to Get Technology Help

Gordon State's Information Technology Department is located in the **Instructional Complex Building, First Floor (in the computer lab), Room 109**.

We are open from **8:00-5:00 pm, Monday through Friday.**

***Calling IT:***

Gordon State Information Technology can be contacted at **678-359-5008**. If you leave a voicemail, please include the following:

- Your Name
- Your Title/Department
- Description of the Problem
- Call Back Number or Email
- Computer Number (if the issue is with your office computer)
- Building & Room Number (if the issue is in a room on-campus)

***Helpstar:***

Helpstar is our email ticketing system. Faculty & Staff (but not students) can email **helpstar@gordonstate.edu** to request assistance. In the helpstar email, please include:

- Your Name
- Your Title/Department
- Description of the Problem
- Call Back Number or Email
- Computer Number (if the issue is with your office computer)
- Building & Room Number (if the issue is in a room on-campus)

***Microsoft Office:***

Faculty & students can download Microsoft Office, which includes Word, Powerpoint, Excel, Outlook, etc., via the Gordon State Website. On the homepage, search "Office 365". Use the link on the website to download. Log in with your Gordon email username & password. The program can be downloaded on up to 5 devices, including Windows, Mac, or mobile devices.

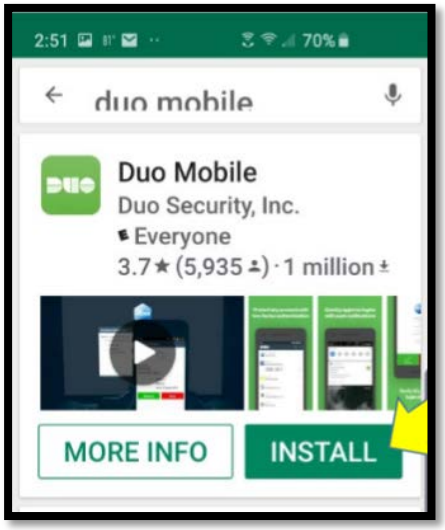
# Setting up Duo Authentication for OneUSG

Faculty will use OneUSG to view their pay statements and request time off. This program requires dual authentication, meaning that the faculty member must authentic into the program using two different devices (usually a computer and cell phone).

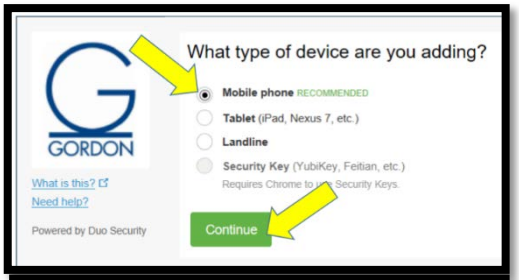
***Setting up Duo:***

The first time a faculty member logs into OneUSG, he/she is going to be prompted to set up dual authentication. Most faculty will choose to have a push notification sent to their cell phones.

1. Download the Duo Mobile App. The instructor should download the duo app from the app store.




2. Log into OneUSG.
    a. Scroll to the bottom of the Gordon website.
    b. Choose “Log-In Station”
    c. Choose “OneUSG”
    d. Pick Gordon State College
    e. Log in with Gordon email username and password.

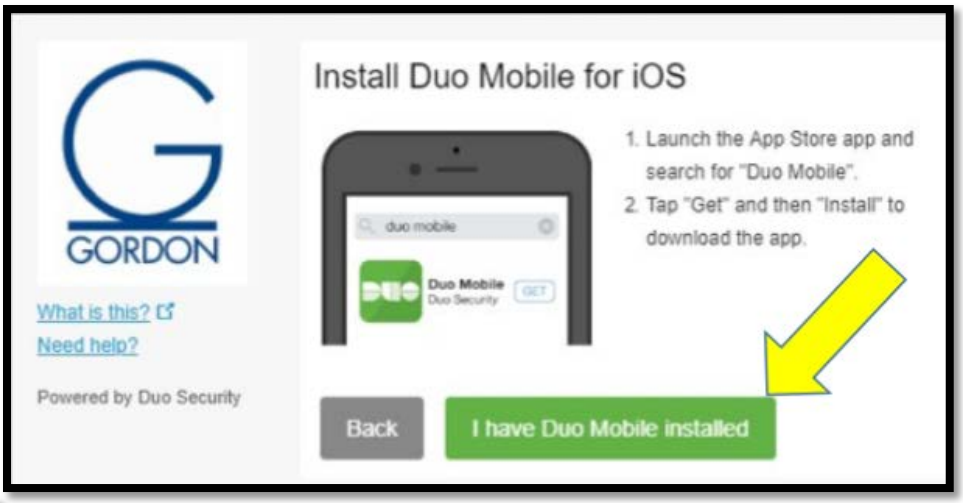


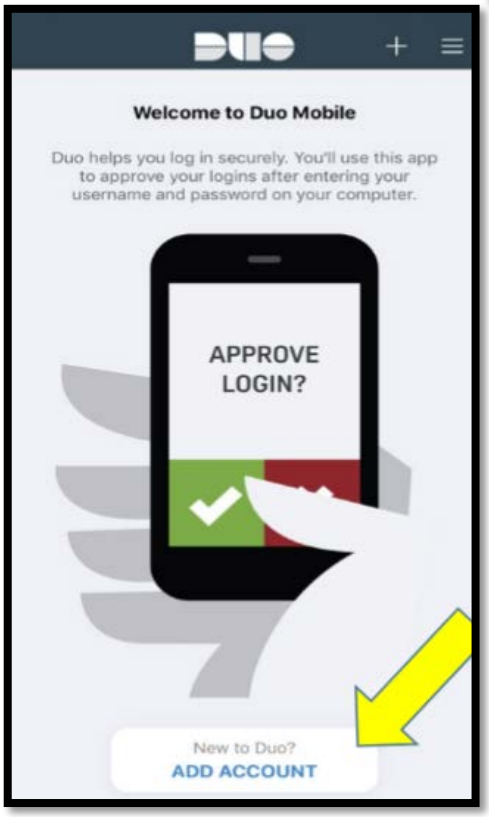



3. Faculty can choose to receive notifications via mobile (recommended) or landline. Input the phone number. If it is a mobile, choose the type of device.

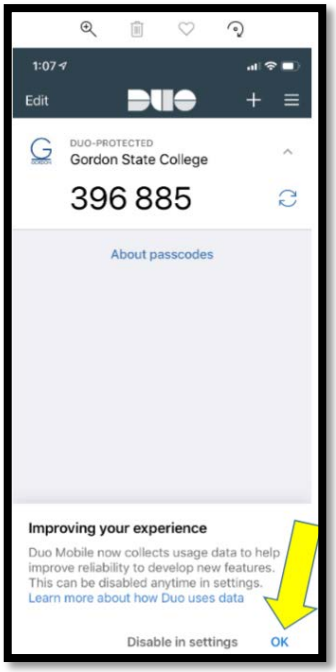
# Setting up Duo Authentication for OneUSG

4. Choose “I have Duo Mobile Installed”




5. In the app choose “Add Account” and “ok”.

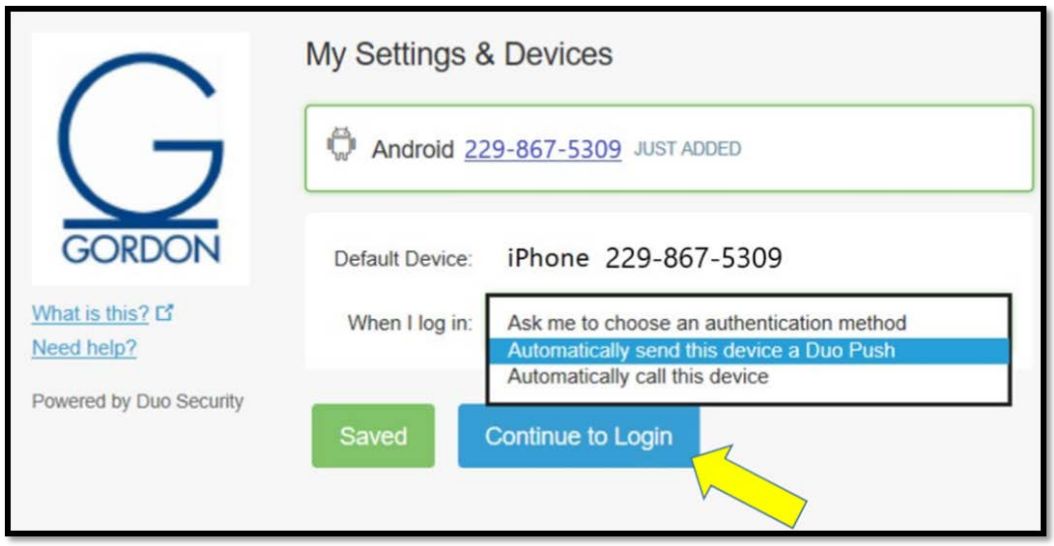




6. Use your phone to scan the QR code displayed on the computer screen.

# Setting up Duo Authentication for OneUSG

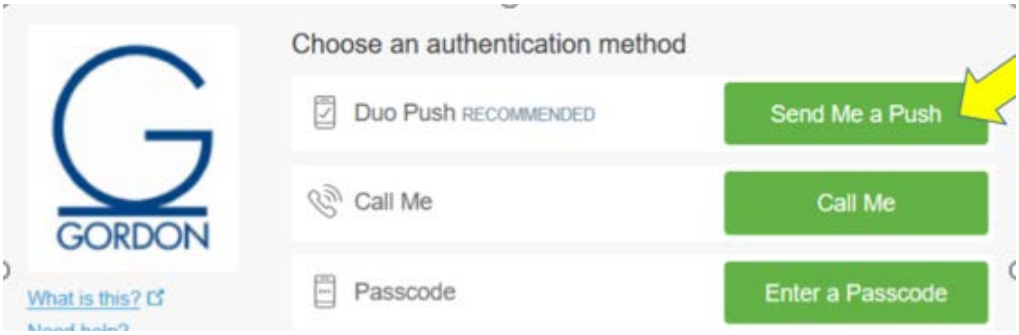
7. Choose to send a Duo push to the device when you log into OneUSG (2nd option)



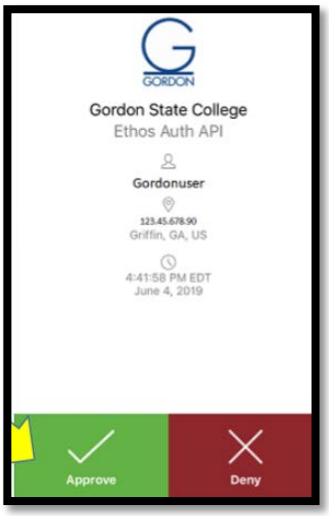

***Using Duo***

After initial setup, the faculty member will log into OneUSG using these steps:

1. Log into OneUSG from the Gordon Website.
    a. Scroll to bottom of page and choose "Log in Station"
    b. Choose OneUSG. Log in with Gordon email username and password
    c. Upon logging in, choose "send me a push"




2. Check your phone for a push. Choose "approve" to continue. The faculty member should then be logged into OneUSG.



# Locating Your Office Computer Number

Every Gordon State College computer will have a decal with a specific number. When you call or email (helpstar@gordonstate.edu) Information Technology, please provide this number.

This number is usually located on the computer tower (usually right above the CD drive). It is a blue sticker.

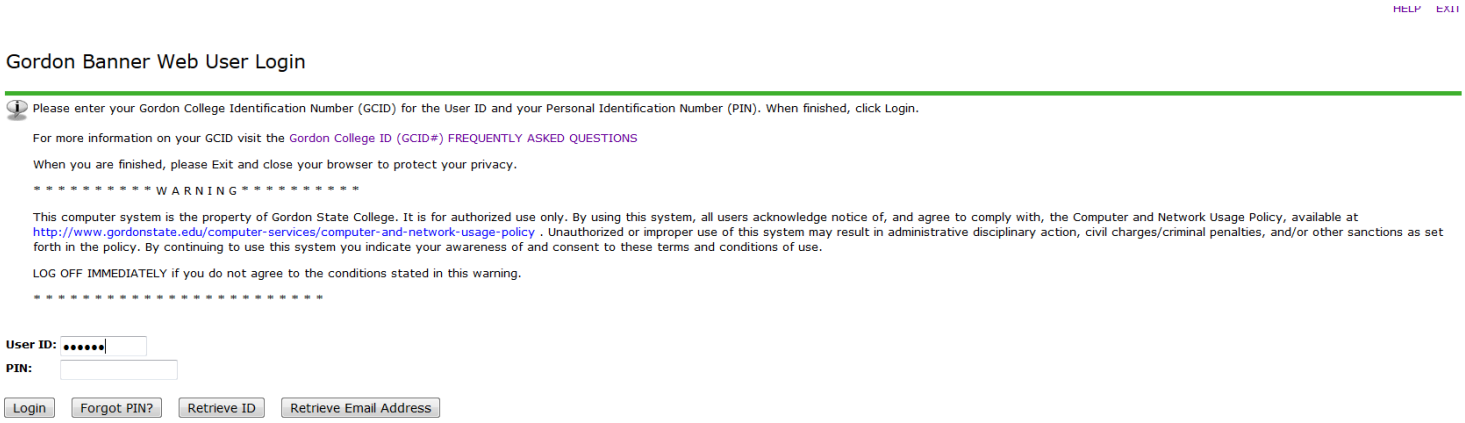
# Logging into Banner Web

Locate Banner Web:

- www.gordonstate.edu
- Scroll to very bottom of page (in blue)
- Banner Web Log In

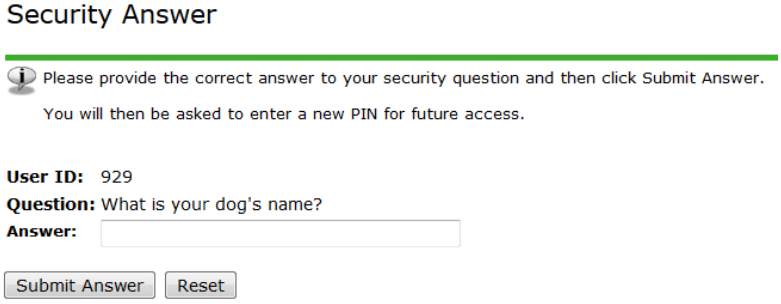
**Logging In:**

- **User ID: Your 929 Number**
- **Pin: You Set it! (6 Digits)**




**First Time Logging into Banner Web?**

Input your User ID (929 Number) and "678359" as your pin. You will then be prompted to reset your pin to something that you devise. You can also reset this pin by inputting your User ID (929 Number), choosing "Forgot Pin," answering the security question (that you are about to devise), and inputting a new pin.




**Security Question: (VERY IMPORTANT!)**

The first time you log into Banner Web as an employee, you will be asked to devise a security question. Please TYPE IN a question and TYPE IN an answer. This is a very important step because you will be asked to answer this security question when you reset your Gordon email password in the future. In the future, If you cannot remember the answer to your security question, you will need to submit a helpstar ticket (or have your department submit one on your behalf) in order for IT to delete the existing one and allow you to create a new one in Banner Web.

# Setting Up Your Gordon Email

**Note**: You will need to have already logged into Banner Web and set up your security question before attempting to set up your Gordon email. This is because you will need to be able to answer that security question in order to devise a password for your Gordon State email account. If you have not set up your security question, please see "Logging into Banner Web".

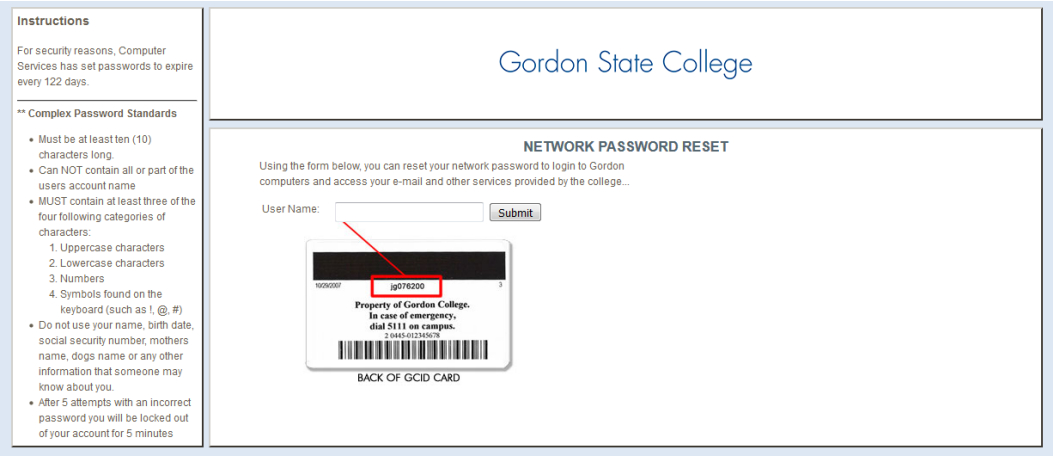
**Gordon Username Logic:**

| **Faculty Email Template:** | **Staff Email Template:** | **Student Email Template:** |
|---|---|---|
| First initial + last name | First name + Last Initial | First Initial + Last Initial + Last 6 digits of 929 number |
| Example:<br>bmartin | Example:<br>bettym | Example:<br>bm239843 |
| Email:<br>bmartin@gordonstate.edu | Email:<br>bettym@gordonstate.edu | Email:<br>bm239843@gordonstate.edu |

**Setting Up Your Gordon Email Password:**

Before logging into your Gordon email, you will need to set up your Gordon email password.

- www.gordonstate.edu
- My Gordon Link (top middle of page)
- Network Password Reset
- Include your Gordon Username (do not include @gordonstate.edu)
- You will be prompted to answer your Banner Web Security Question (devised the first time you logged into Banner Web)



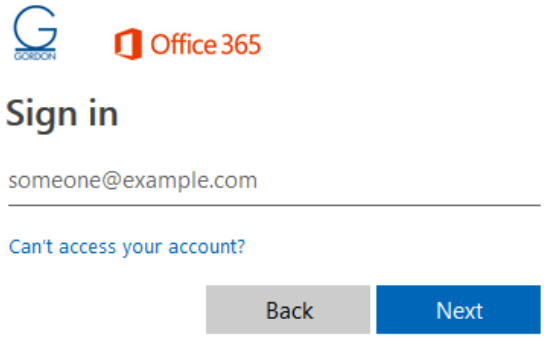

Your Password:

- Must be at least 10 characters
- Have uppercase letters, lowercase letters, numbers &/or symbols
- Cannot have your name or username

# Setting Up Your Gordon Email

**Logging into Gordon Email (from the Web)**

- www.gordonstate.edu
- Gordon Email (bottom of page in blue)
- Sign in: Gordon email (Include @gordonstate.edu)
- Enter Gordon email Password




Note: Faculty computers on-campus also have Outlook (Gordon Email) installed on the computer. Faculty can also access their email by opening the app on their computer (rather than using the web version).

Sign in to your Office365 Portal with your Gordon State College username and password. NOTE: Your username must include the @gordonstate.edu domain suffix (i.e. jd123456@gordonstate.edu). DO NOT USE THE PASSWORD RESET FEATURE IN THE OFFICE365 PORTAL.

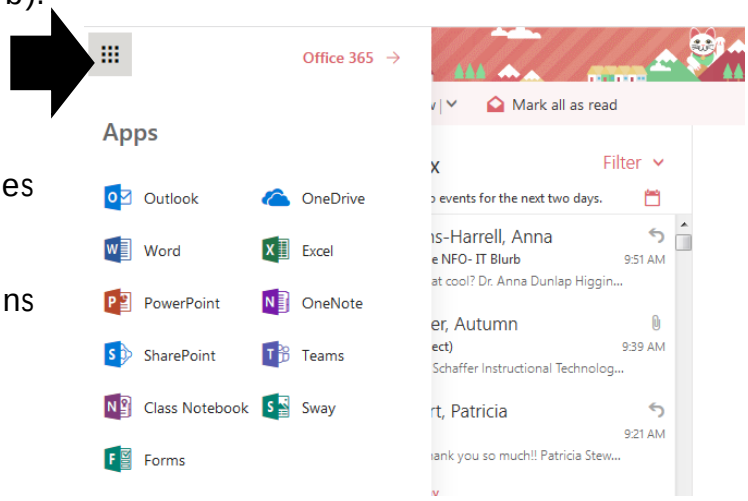
You will also use your Gordon email username & password to log into:

- Your Office Computer (& computers on-campus)
- Brightspace by D2L
- Gordon Wifi

**OneDrive (Built in Cloud Storage) via Gordon Email**

When logged into your Gordon email on the web, you can also access OneDrive, a built in cloud storage area. You will be able to access these files anywhere when you log into your Gordon email (using the web).

- Log into Gordon Email (on the web)
- Choose waffle icon in top left
- Choose "OneDrive"
- Choose "New" and create folders & files




You can also use the built-in online versions of Word, Powerpoint, etc. These versions auto-save, allowing you to work on the same document from multiple locations.

# Connecting Gordon Email to Your Smart Device

Faculty, staff, and students may choose to link their Gordon email to their smart devices in order to receive/send emails on-the-go.

Note: You will need to set up your Gordon email (with your own devised password) before attempted to link it to your device.

Instructions for Linking to Various Devices can be located at:

- www.gordonstate.edu
- My Gordon Link (top middle of page)
- Gordon Email
- Smartphone Email Setup

**Instructions for Android Devices:**

1. From the Menu button select 'Settings'.
2. Choose 'Accounts & sync'.
3. Click the 'Add Account' button.
4. Select 'Corporate' or it may say 'Exchange'.
5. Enter the following information on the 'Set up email' screen:
    1. Email address: Enter your full Gordon email address. For example, **ab123456@gordonstate.edu**
    2. Password: Enter your current network password
6. Click Next.
7. Autodiscovery should pick up the correct server settings however some devices may ask for additional information. If so, enter the following information on the 'Server Settings' screen:
    1. Domain: **gordon.nt**
    2. Username: **<<Gordon username>>** (e.g., ab123456, jdoe)
    3. Password: Enter your current network password again if it is not already added
    4. Exchange Server:
        1. Students: **outlook.office365.com**
        2. Faculty/Staff: **mail.gordonstate.edu**
    5. Check the box 'Use secure connection (SSL)'
    6. Check the box 'Accept all SSL certificates'
8. Click Next
9. Choose email preferences as desired and click Next. *Recommended Email Check Frequency - Automatic (PUSH)*
10. Enter a name to identify your e-mail account on your phone such as 'Gordon Email' and then fill in your name which will appear on all outgoing messages.
11. Click Done

# Connecting Gordon Email to Your Smart Device

**Instructions for Apple Devices:**

1. To add an Exchange account to your iPhone tap **Settings > Mail > Accounts > Add Account > Exchange**.
2. Next Enter:
    1. EMAIL: **username@gordonstate.edu (ex: ab123456@gordonstate.edu)**
    2. PASSWORD: **enter your network password**
    3. DESCRIPTION: **enter any description here you would like.**
3. Your iOS device will now try to locate your Exchange Server using Microsoft's Auto discovery service. If it cannot locate the server, you will see another screen. Enter your front-end Exchange Server's complete address in the Server field.

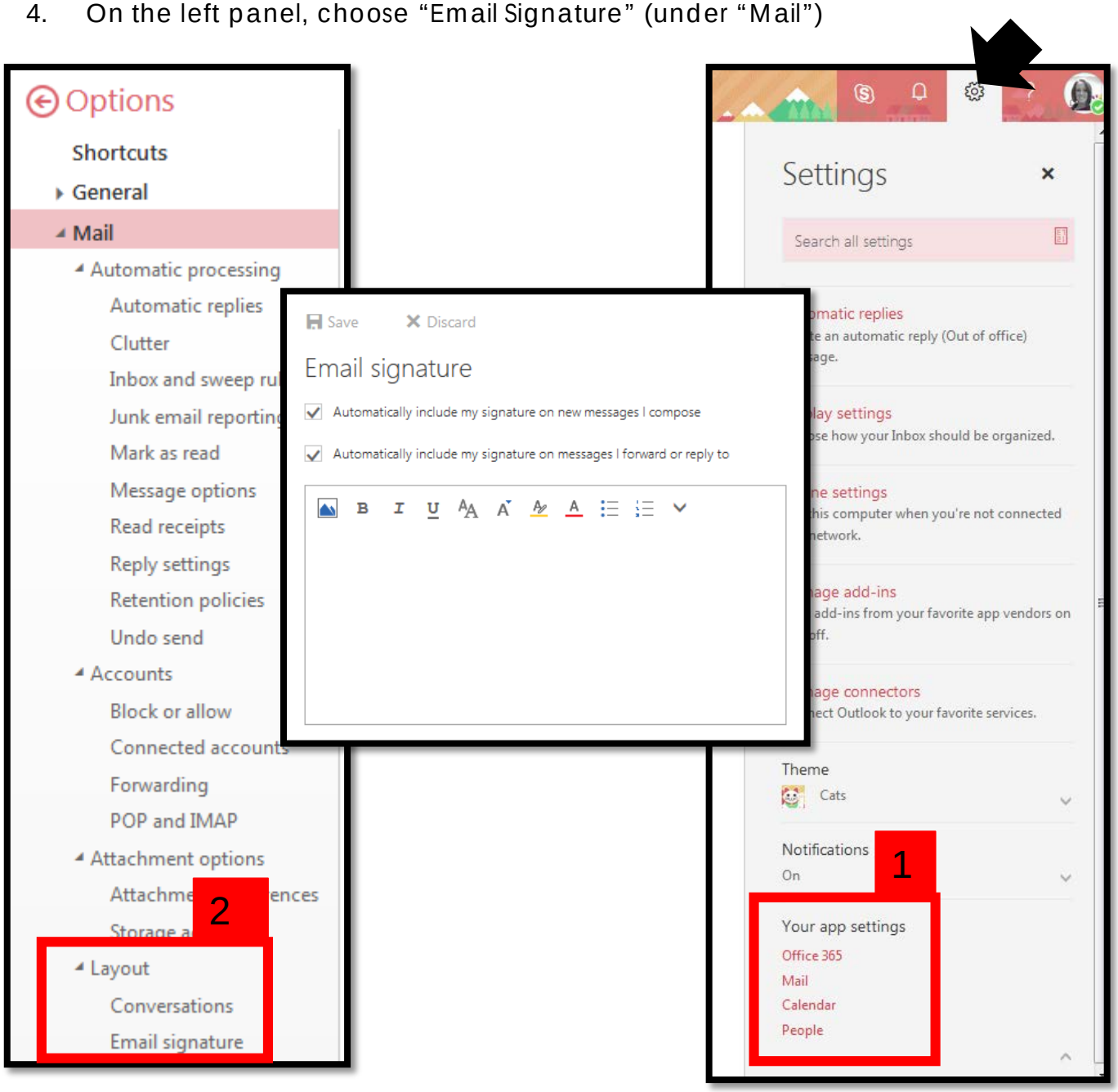
*4. Server:* **outlook.office365.com**
*5. Domain:* **leave blank**
*6. Username:* **username@gordonstate.edu (ex: ab123456@gordonstate.edu)**

Note: If you reset your Gordon email password at any time, you will need to go into your device settings and update the password in order for emails to continue to sync. (You will not have to complete the whole connection process again).

# Adding a Signature to Your Gordon Email

**Using the Web Version of Email:**

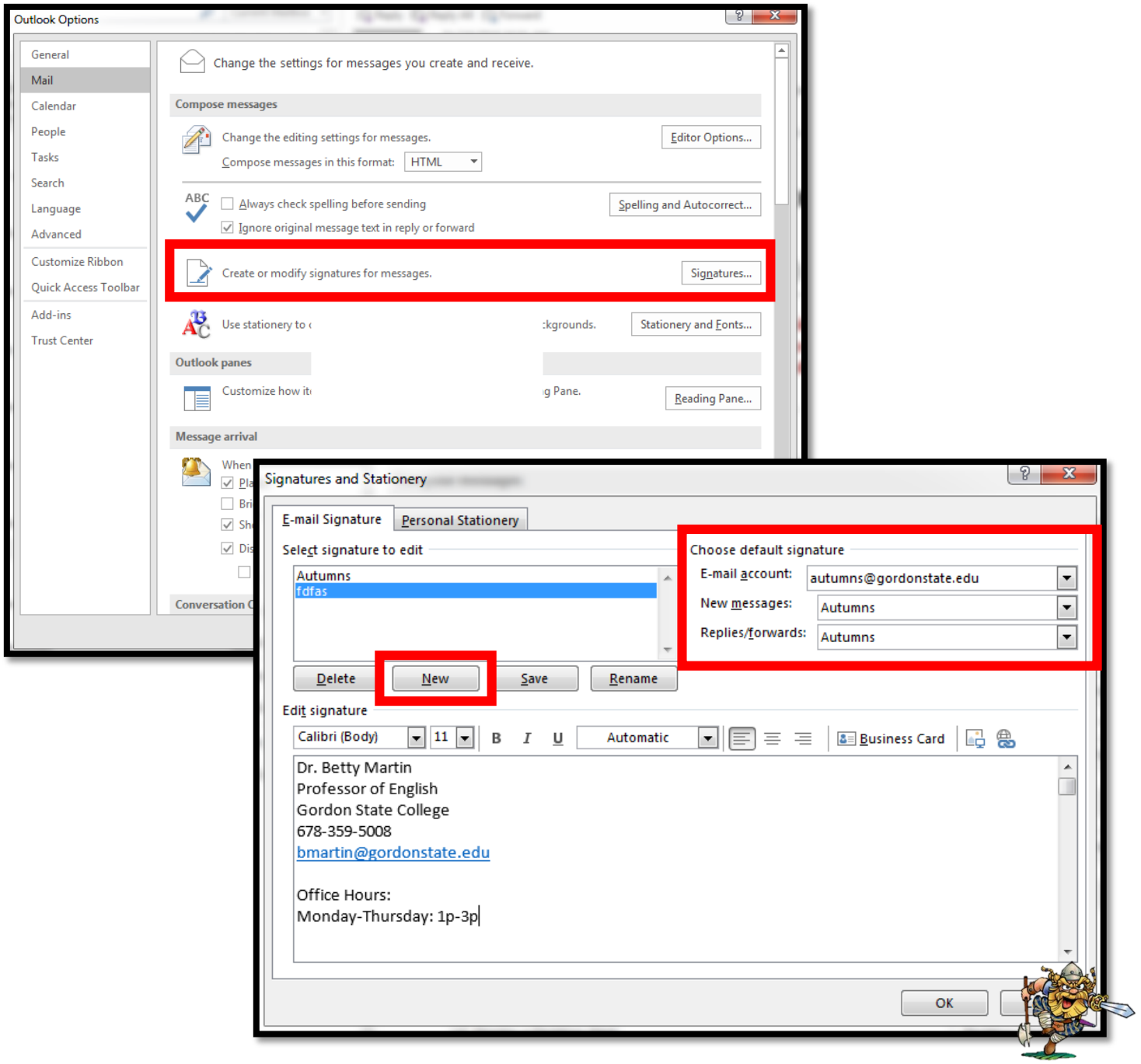
1. Log into Your Gordon Email
2. Choose the Gear Icon in the top right corner
3. Under "Your App Settings" choose "Email"
4. On the left panel, choose "Email Signature" (under "Mail")



# Adding a Signature to Your Gordon Email

**Using the Desktop Application of Outlook Email:**

1. Open Outlook on your Desktop
2. Choose “File”
3. Choose “Options”
4. Choose “Mail”
5. Choose “Signatures”
6. Choose “New”
7. Type in Signature Information (Name, Department, Office Number, Office Hours, etc.)
8. Choose it as the default for new messages and reply messages

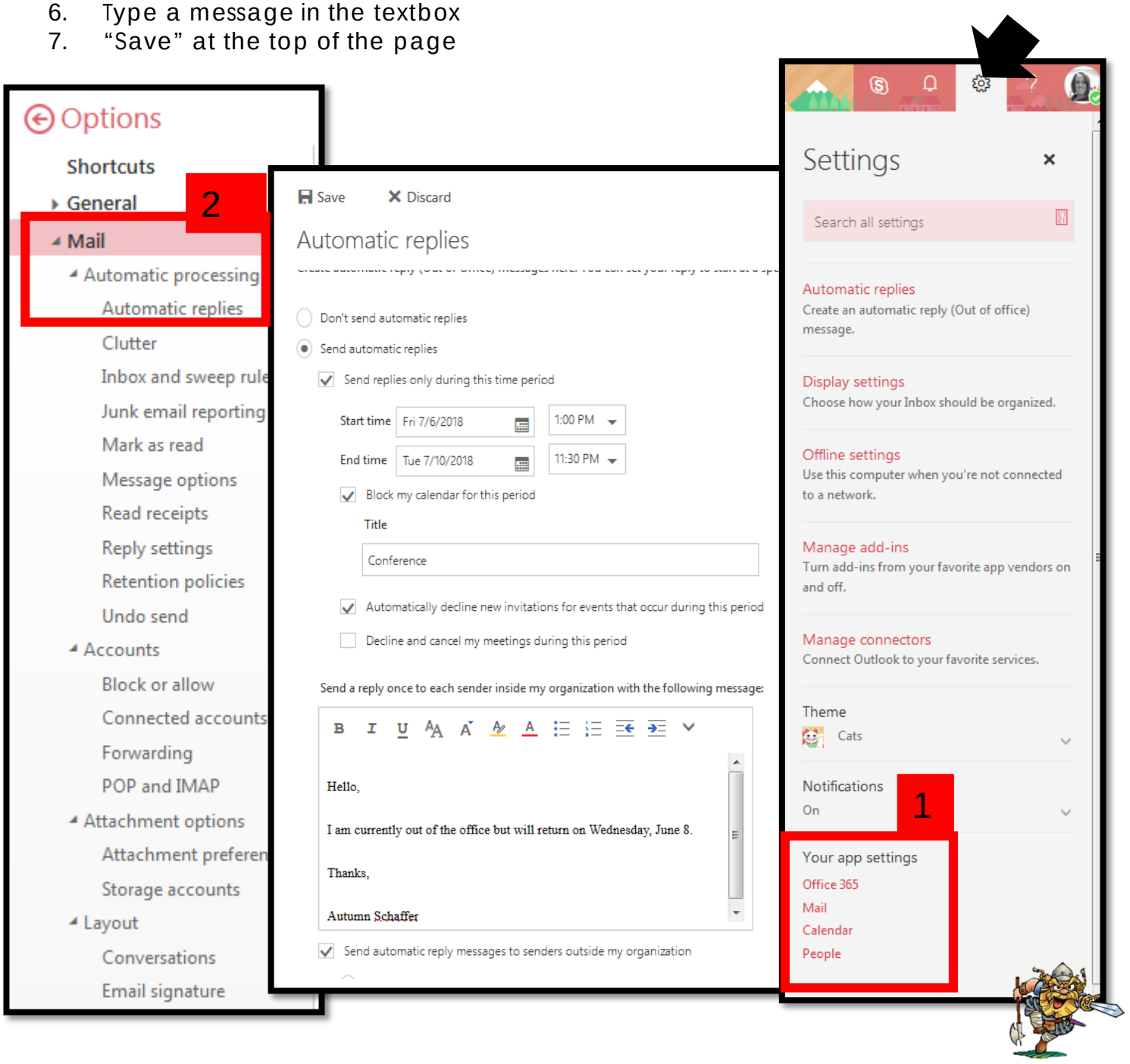


# Setting Up an Out of Office Reply for Email

When you are out of the office for an extended period of time, you might consider setting up an out of office reply explaining that you are not currently in the office and providing a time when you might be able to respond to emails.

**Using the Web Version of Email:**

1. Log into Your Gordon Email
2. Choose the Gear Icon in the top right corner
3. Under "Your App Settings" choose "Email"
4. On the left panel, choose "Automatic Replies" (under "Mail")
5. Select "send automatic replies" and include a start and end time.
6. Type a message in the textbox
7. "Save" at the top of the page



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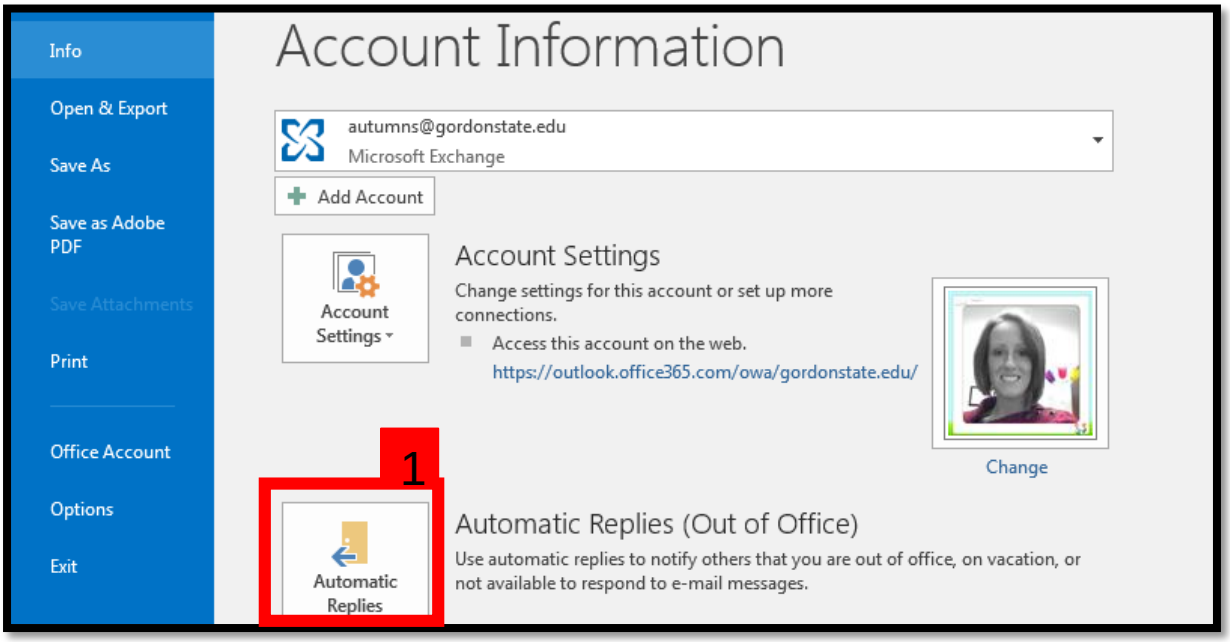
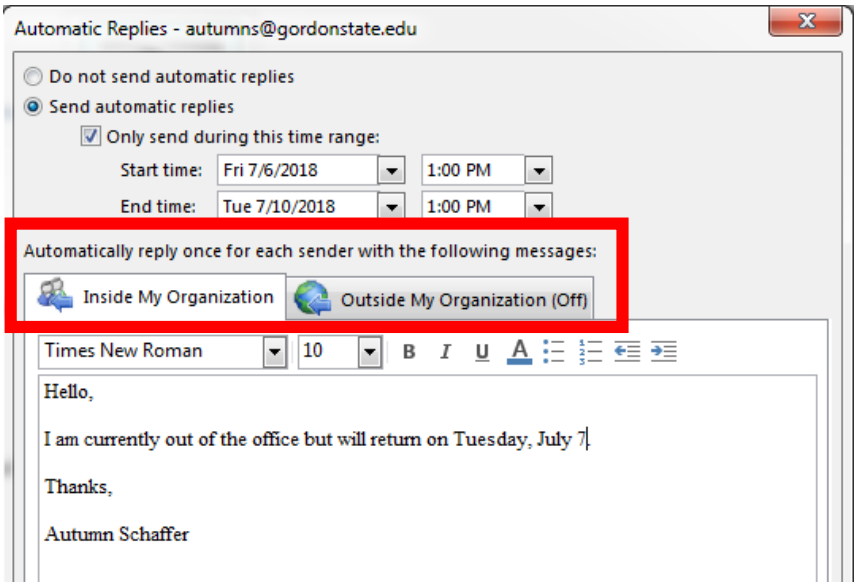


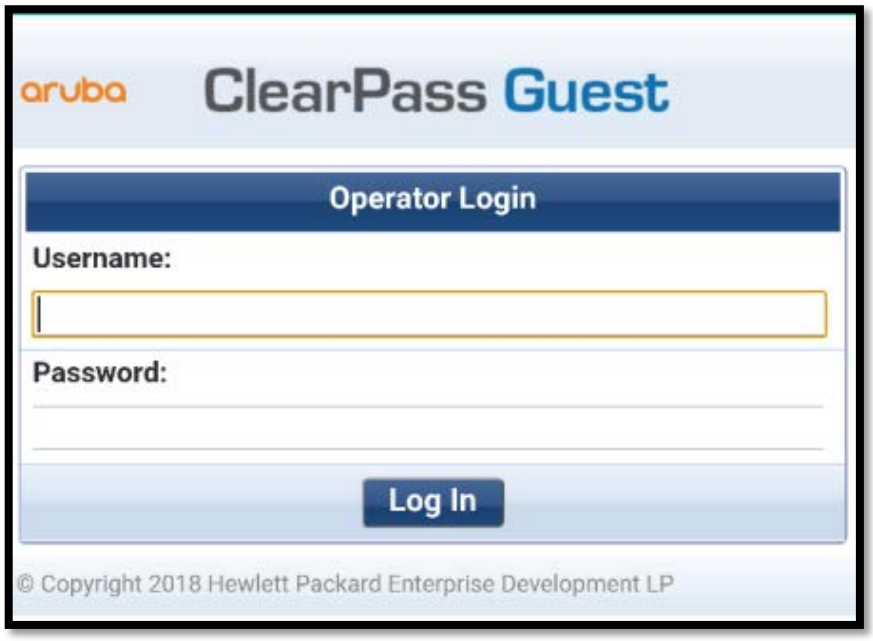




Notice that you can send automatic replies to emails from inside of the organization (emails from other @gordonstate.edu users) and/or emails from outside (from parties without Gordon State emails).

# Connecting to Gordon Wireless/Wifi


1. Open the "Settings" on your device
2. Choose "Gordon Wireless" as the network
3. You will have two options:
   a. ***Internet Access***: This is for immediate access, but you will have to reconnect each time.
   b. ***Register Device***: This involves a few more steps, but you will auto-connect to Gordon Wireless after registration. *This is recommended)*

Before making your selection, copy the MAC address listed here (you will need it to register your device).



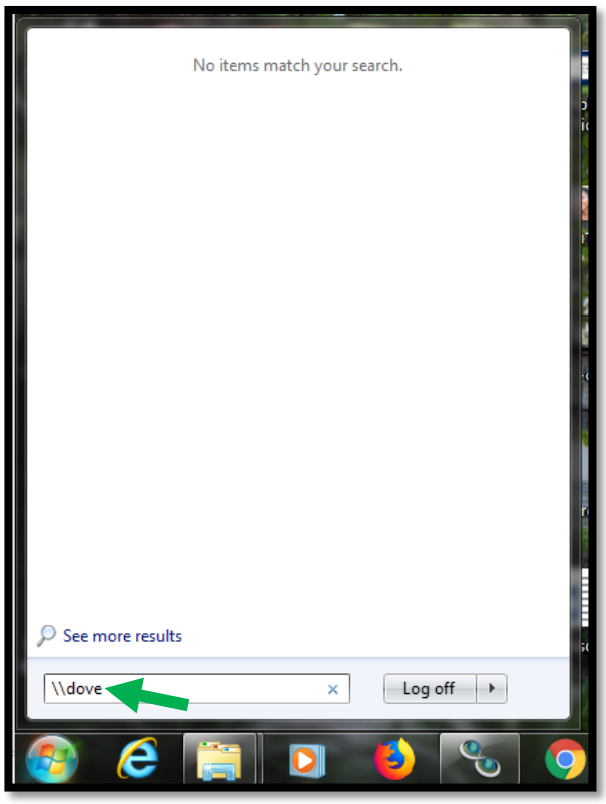

4. Enter your Gordon email username (do not include @gordonstate.edu) and your current Gordon email password.

5. Input Mac Address (copied from previous screen)

6. After initially connecting to Gordon wireless, disconnect for 2 mins.

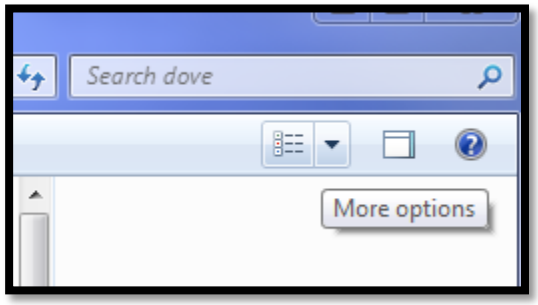
7. Reconnect to Gordon wireless to stay auto-connected.

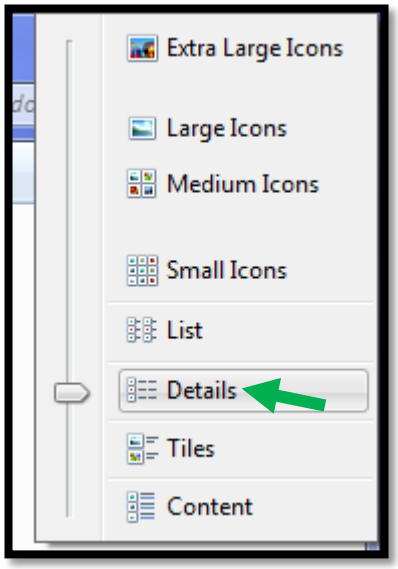
# Connecting to Copier/Printer

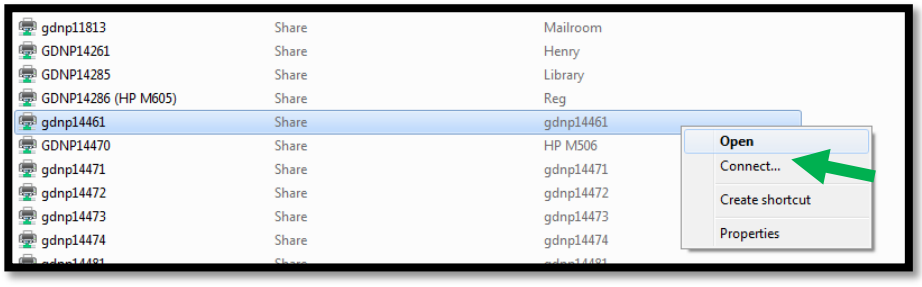



You may choose to connect your office computer to the copier/printer in your department.

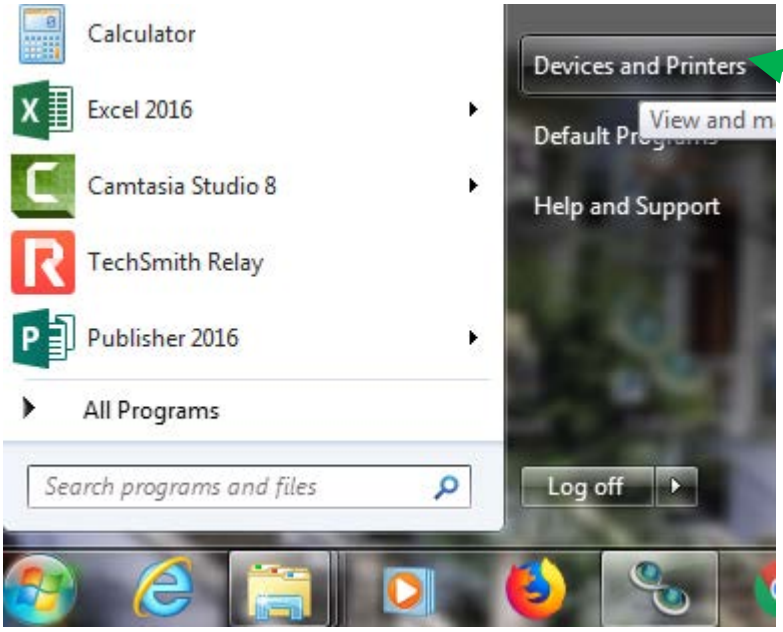
1. On your office computer, open up the search area and input \\dove
2. In the popup, choose the view area (in the top right corner) to “Details”.
3. Find the printer for your department/building. Right click and choose “connect”.



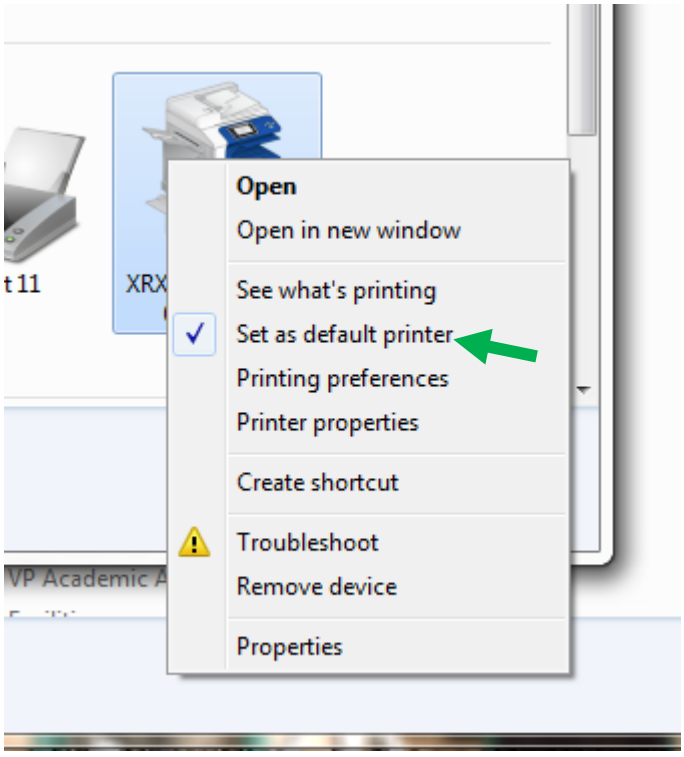




# Connecting to Copier/Printer

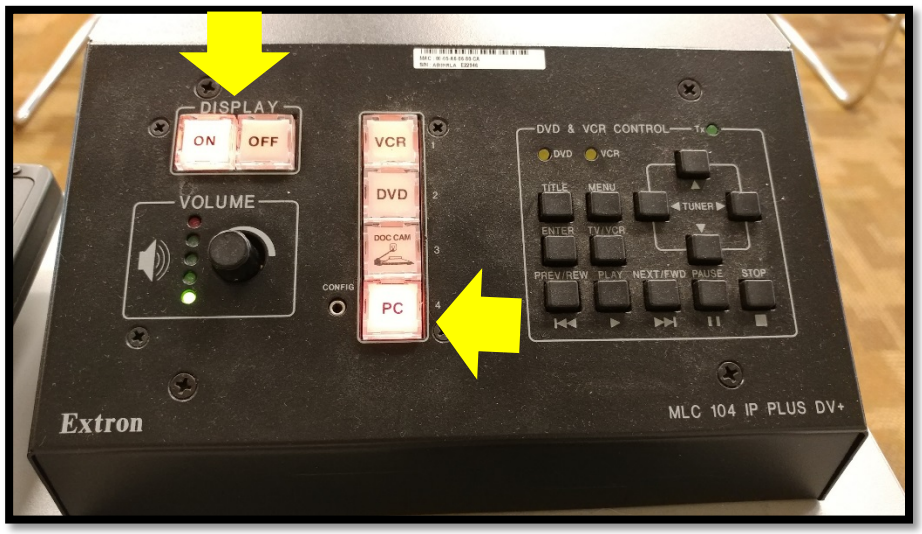



4. You can make this your default printer by using the search bar, selecting “devices and printers” and right clicking on the print to choose “set as default printer”.




# Classroom Multimedia

Most classrooms have a desktop computer connected to a projector. You can use this to project the computer screen to the class.




On the computer station (or sometimes on the wall), there should be a controller to turn on the display. Then choose "PC" to project the PC on the screen.

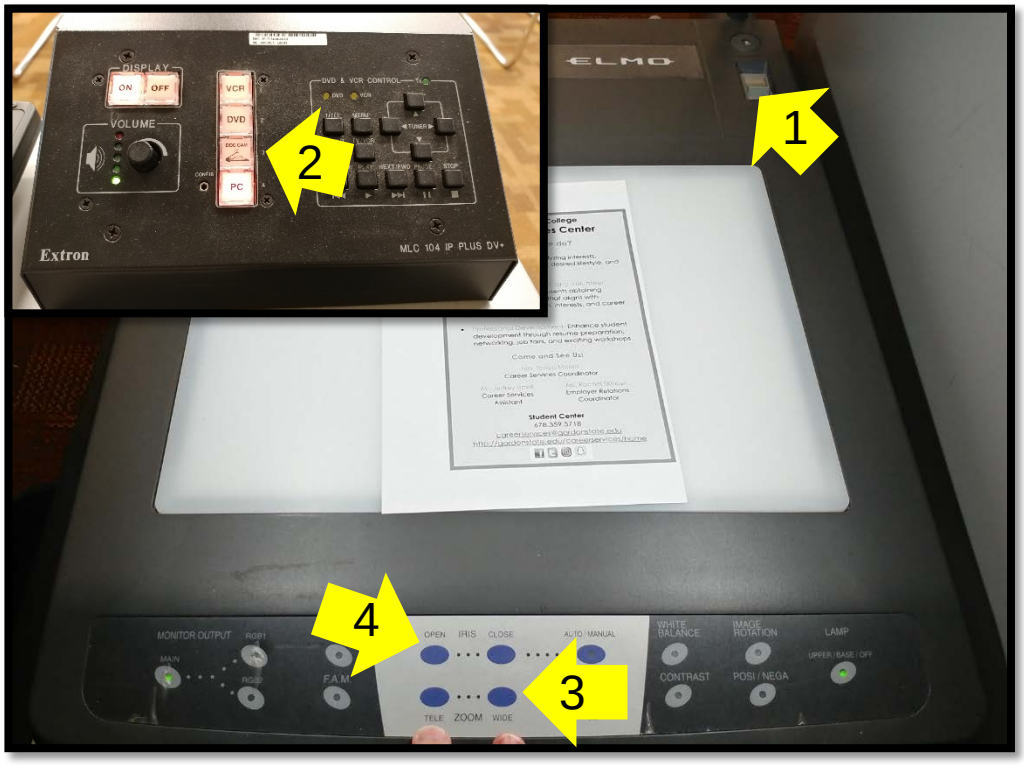
**PLEASE MAKE SURE TO TURN THE DISPLAY "OFF" WHEN YOU LEAVE THE ROOM.** This will preserve the life of the blubs in the projectors.

Most rooms also have a document camera, which allows you to project documents onto the screen.

Turn the document camera on (1). On the controller, make sure to choose 'Doc Cam' (2).

You can use the zoom feature to enlarge the document (3).

You can use the IRIS feature to brighten or darken the display (4)




# Classroom Multimedia

Some classrooms have a remote mouse, which allows you to move through your presentations without standing at the host computer. The remote mouse has two pieces: the mouse and the dongle. It requires both to function. There are different versions of remote mice, so they made look a little different.

**Remote Mouse**

**Dongle**

Note: The dongle often looks like a flash drive, but it is not. If the dongle is removed from the computer and taken elsewhere, the remote mouse will no longer work. The remote mice are not interchangeable without the dongle (so you cannot just take the remote mouse out of one room and use it in another- without taking the dongle too).

If you accidently remove the dongle from the classroom computer- please bring it back.

If you notice that the remote mouse is not working, remove the dongle from the computer and plug it into the bottom of the remote mouse. Wait a few seconds.

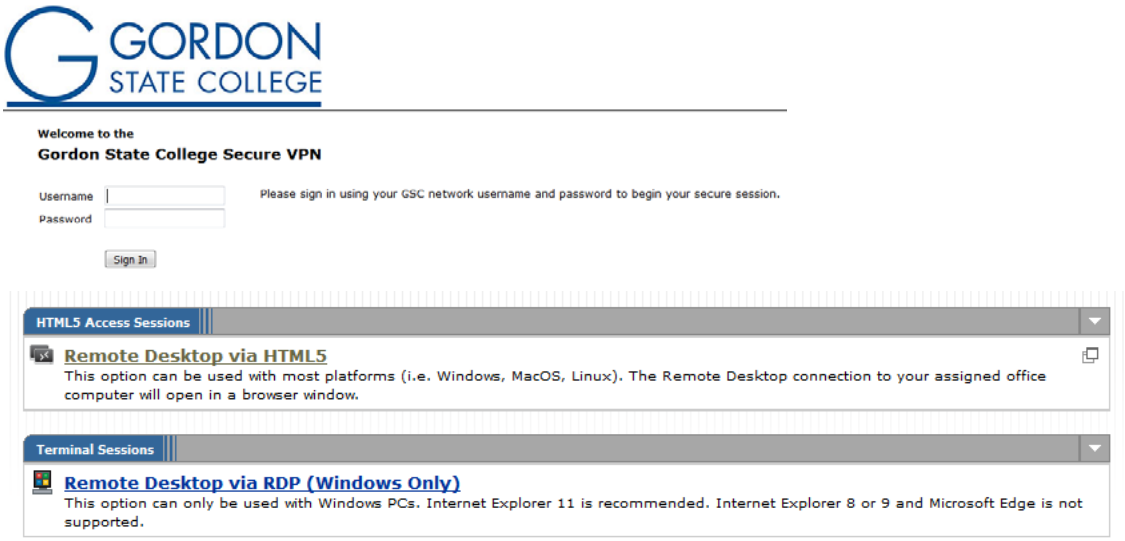

Plug the dongle into a USB port on the computer.

Note: Sometimes the dongles are plugged into the back of the computer tower.

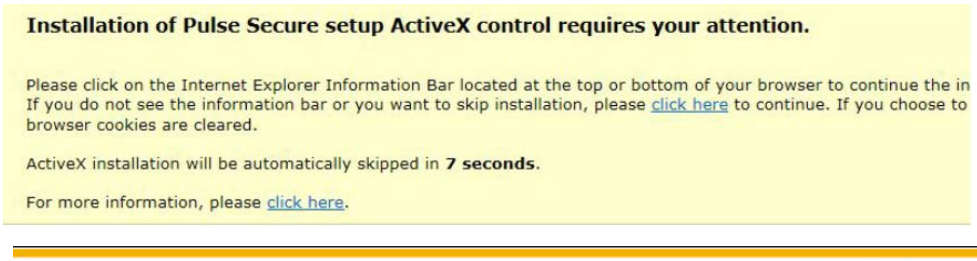
# Remoting into Your Computer From Home

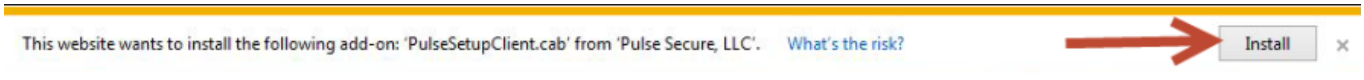
If you have an office computer assigned to you, you can remote into the computer from home. Your office computer must be turned on in order for you to remote into it.

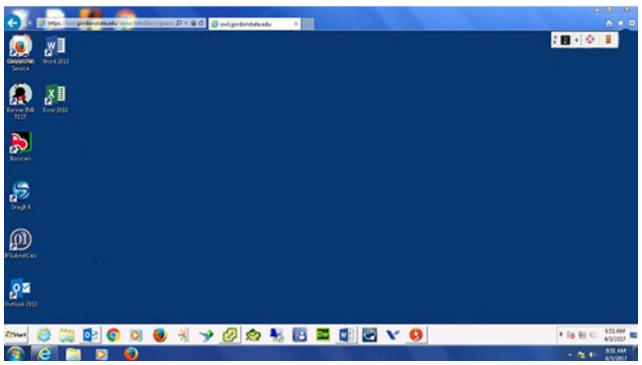
1. Navigate to https://owl.gordonstate.edu,
2. Log in with your Gordon Email username (do not include @gordonstate.edu) and your current Gordon email password.
3. Choose “Remote Desktop HTML5” (preferred). When you remote in, the display will be in a different browser so you can toggle between you remoted screen and the other applications on your computer.




4. When you access the Secure VPN for the first time, the ActiveX setup client may need to be installed depending on your web browser. By default, Internet Explorer will try to block ActiveX and will display a yellow information bar at the bottom of the page. You will have 15-seconds to click ‘Install’ on the information bar and install the ActiveX control.



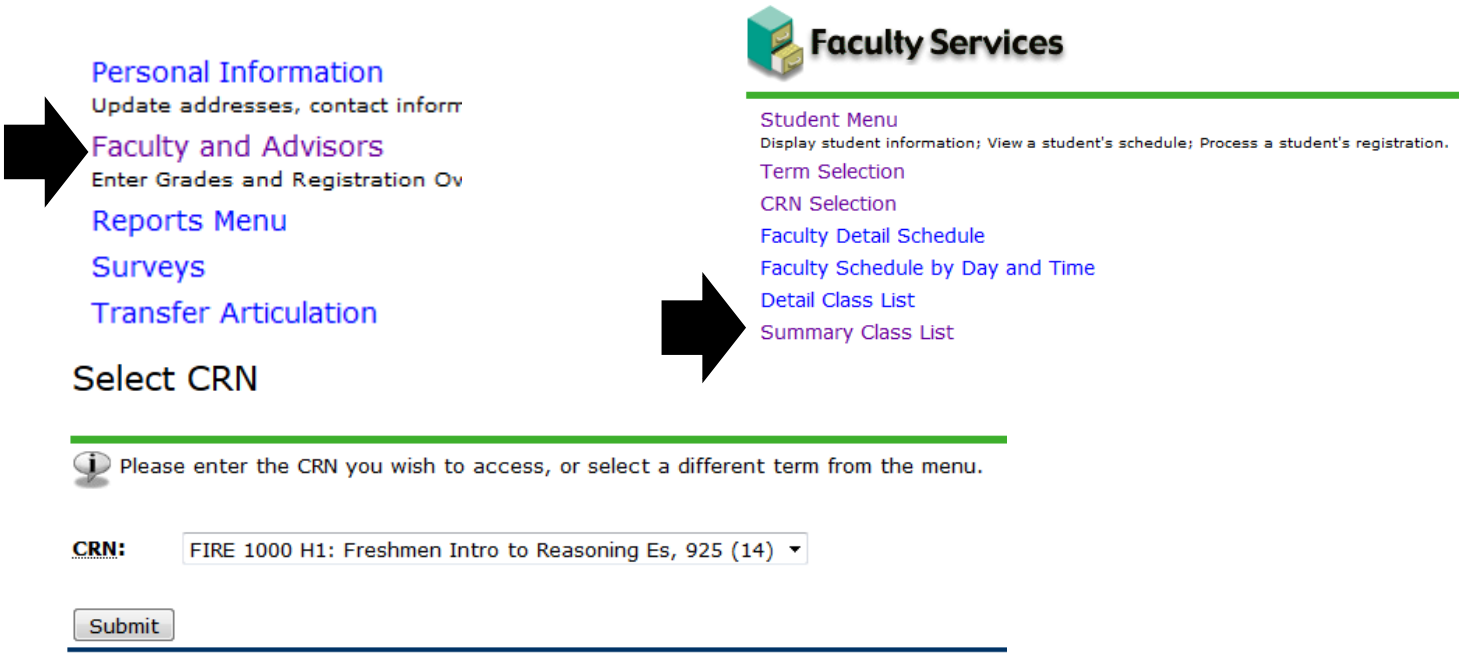



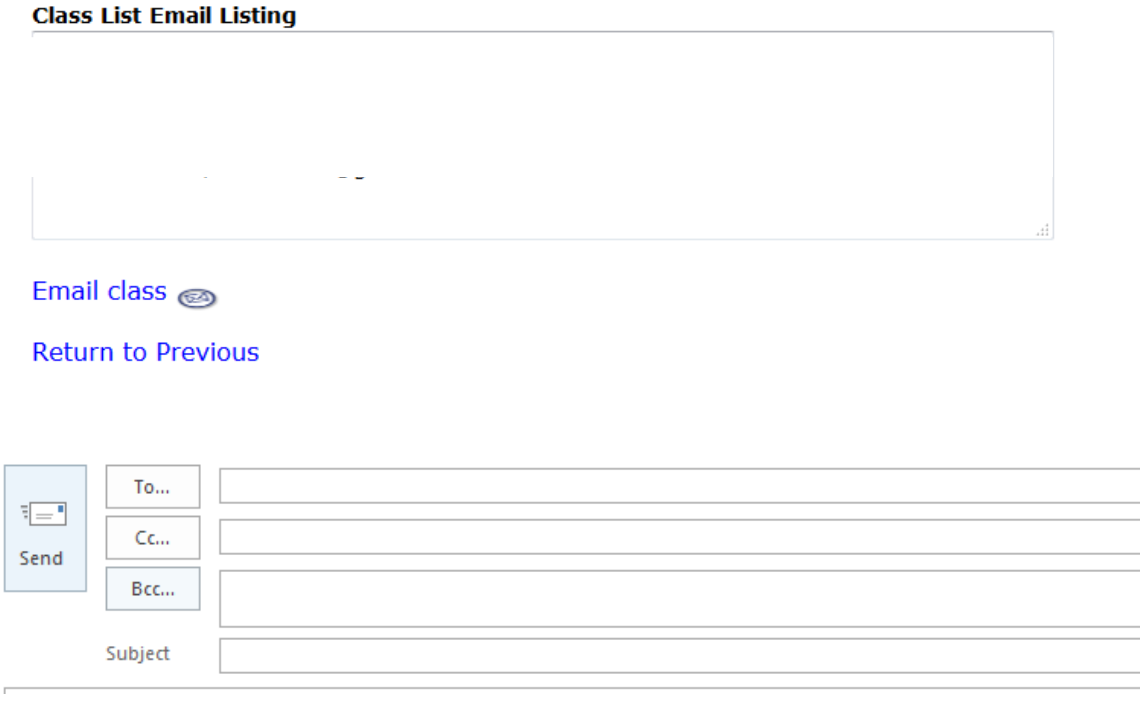
# Emailing Your Class Roster from Banner Web

You can see and email your class roster for each of your course sections within Banner Web.

1. Log into Banner Web and choose “Faculty & Advisors”. Then choose “Summary Class List” and choose the correct CRN from the dropdown.




2. Scroll to the bottom of the page and choose “email class”. This should pre-populate an email with all of the students’ Gordon emails. If not, you can choose “display email list” and copy/paste the email listing into your email.




# Submitting Attendance Verification in Banner Web

At the beginning of every semester, you will be asked to submit attendance verification for those who have attended your class. You will receive an email regarding the date and time in which the verification should be submitted.

1. Log into Banner Web and choose “Faculty and Advisors” and then “Mid Term Grades”. Make sure you select the correct term and CRN (course).


2. Make these selections:

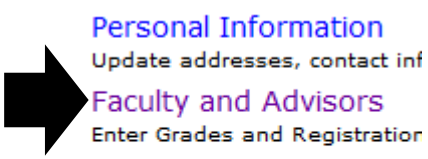
- For students who have **attended at least one class**, post the number **one** (“1”) in the Attend Hours column.
- For students who have **never attended class**, post a **zero** (“0”) in the Attend Hours column.

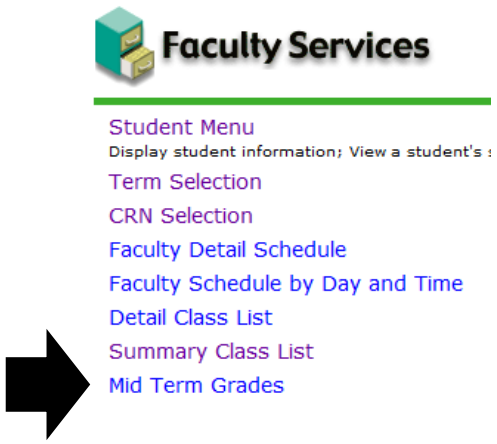
3. Make sure to submit! Also- some students may roll over to a second page, so make sure to that you move to the next page and submit for everyone!

# Submitting Midterm Grades in Banner Web

Near midterm of every semester, you will be asked to submit notices in Banner Web for midterm grades. You will receive emails with reminders to do so.

1. Log into Banner Web and choose “Faculty and Advisors” and then “Mid Term Grades”. Make sure you select the correct term and CRN (course).




2. The Grade column will display “None” for most students. To post the mid-term grade, click on the down arrow; select the appropriate grade; click on the grade to post it.

The column headed ***Registration Status*** gives you the registration status of the students. If the column indicates that the student has dropped the course, you can leave the grade as “None”. Withdrawn Passing or Drop Course Passing in the Registration Status column indicates the student withdrew without grade penalty by the midterm. If you fail to notice the registration status, it will not matter. If you record the grade of F or F% the grade will be overwritten with a W. There is no harm.

3. Make sure to submit! Also- some students may roll over to a second page, so make sure to that you move to the next page and submit for everyone!

The midterm failing grade will appear on the student’s academic summary so that the student and his/her advisor can see it:

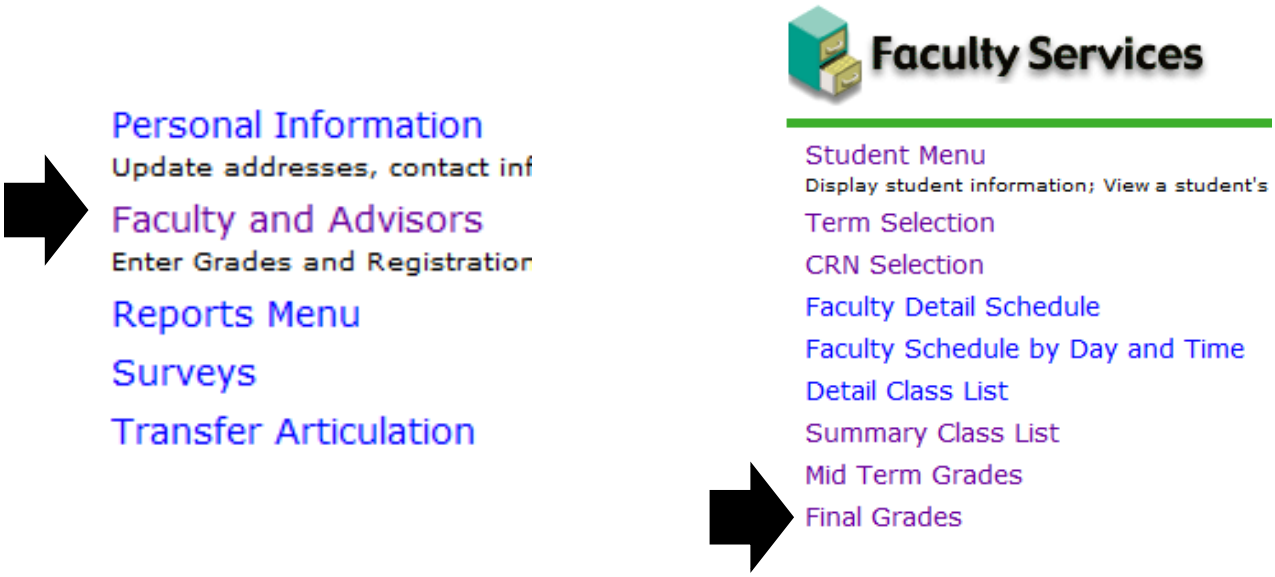
**SCHEDULE - SPRING 2018**

| TIME | DAYS | CRN | SUBJ | NUMB | SECT | TITLE | HRS | STATUS | MID GRD | PROFESSOR | LOCATION |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2:00 - 3:15 | TR | 275 | ENGL | 1101 | J1 | English Comp I | 3 | RW | F | Professor’s Name | Academic Bldg-212 |
| 1100 - 1215 | TR | 697 | POLS | 2401 | A | Global Issues | 3 | RW | | Professor’s Name | Instr Complex-206 |

# Submitting Final Grades in Banner Web

At the end of every semester, you will be asked to submit the final grade for each student in Banner Web. These are letter (and not numeric) grades. While you may store your grades in other places (Brightspace by D2L, Excel, personal gradebook, etc.), Gordon's official final grade will come from Banner Web.

1. Log into Banner Web and choose "Faculty and Advisors" and then "Final Grades". Make sure you select the correct term and CRN (course).




2. The Grade column will display "None" for most students. To post the final grade, click on the down arrow; select the appropriate grade; click on the grade to post it.

- The following grades may be posted for courses numbered ***1000 and above***:
- A, B, C, D, F, and WF.
- The following grades may be posted for ***Learning Support courses***:
- A%, B%, C%, F%, IP%, and WF%.
- The following grades may be posted for ***GFYE 0097 and STAR 0098 classes***:
- A@, B@, C@, D@, F@, and WF@.
- All other grades will be posted by the Registrar's Office with appropriate documentation.

***W or WF*** will already be posted for students who withdrew from the class during the semester. ***V*** will already be posted for students who audited the class. ***I*** will be already posted for students who received approval for an Incomplete in the class. These grades cannot be changed on Banner Web.

# Submitting Final Grades in Banner Web

Submit the final grade as None if the final grade falls into one of these categories:

- Incomplete with administrative approval ***(I)***
- Student Petition for withdrawal without penalty after midterm due to extenuating circumstances approved by Dean or Department Chair ***(W).***

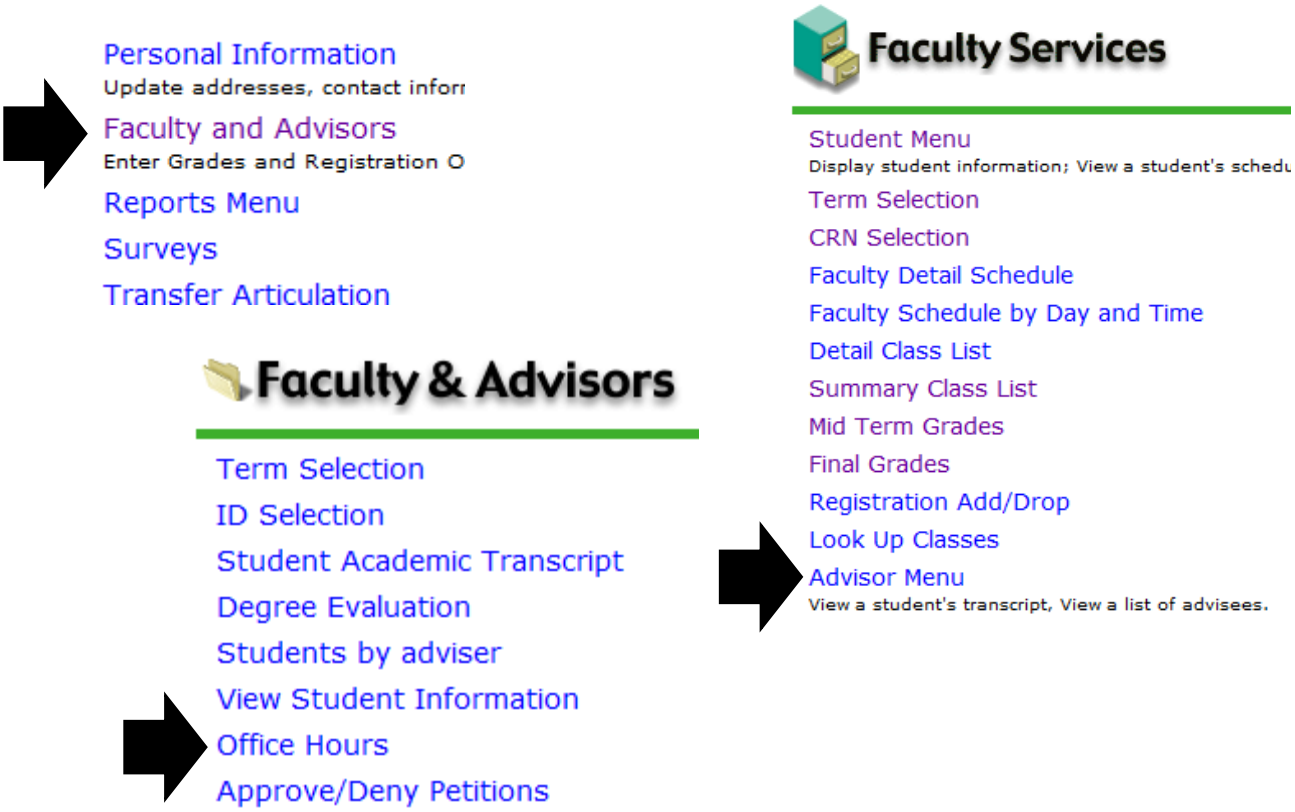
**A date of last attendance is required for all grades of F and WF posted by faculty.** Follow this procedure to report dates of last attendance when you assign final grades of F or WF. For students who attended at least one class, use the column marked ***Last Attend Date***. Follow the required date format as indicated in the column heading: MM/DD/YYYY (example: 02/07/2018). Enter the last date you have a record of the student attending the class. If you do not take attendance, use the date of the student's last participation in the class (exam taken, assignment submitted, participation in online discussion, etc.). Submitting a grade of F or WF without a last attend date will result in the error message "Last date of attendance required for this grade." When entering a date, be sure to list the year as 2018 rather than 18. Using any format other than the required format will result in the error message "You have entered a date in an invalid format" which will require you to correct the date format.

| Registration Status | Grade | Rolled | Last Attend Date MM/DD/YYYY | Attend Hours 0-999.99 | Registration Number | Graduation Candidate |
|---|---|---|---|---|---|---|
| **Web Registered** A Apr 04, 2018 | | Y | | 1.00 | 3 | |
| **Web Registered** A May 23, 2018 | | Y | | 1.00 | 6 | |
| **Web Registered** A May 07, 2018 | | Y | | 1.00 | 5 | |
| **Web Registered** A Apr 03, 2018 | | Y | | 1.00 | 1 | Yes |

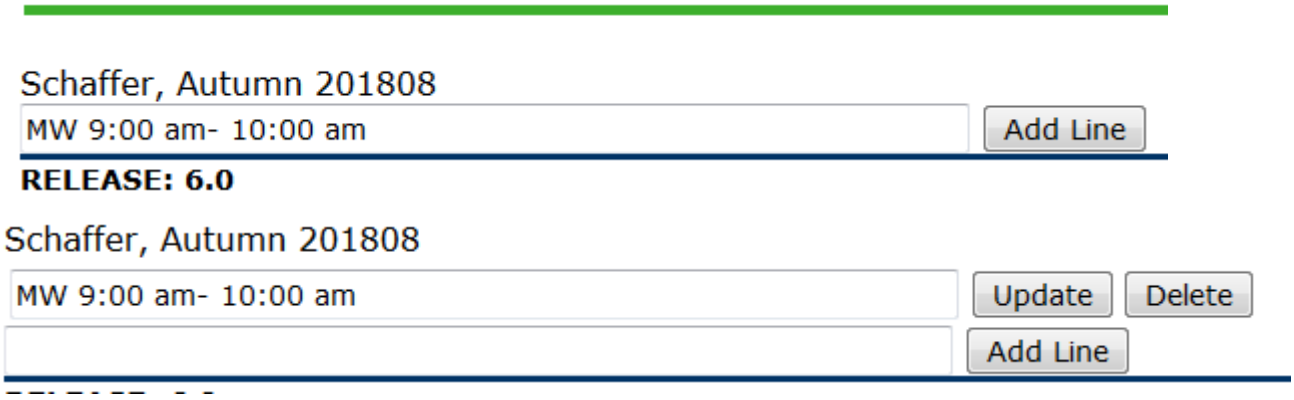
# Inputting Office Hours to Display on Website

Full-time faculty are required to have office hours each week. You will need to include your office hour schedule in Banner Web. This information will display to the public (including students) as they navigate to the Faculty Credentials area of the website: https://apps.gordonstate.edu/faculty/

1. Log into Banner Web and choose “Faculty & Advisors,” “Advisor Menu,” and “Office Hours”.




2. Input hours. You may choose “Add Line” to include additional areas.




# Setting Up Your Office Phone

If you have an office on-campus, you will probably have an office phone. There are two types of phones at Gordon State College, so please use the procedures for your correct phone. You should see your extension in the display area of the phone. All Gordon State Phone Numbers follow: **678-359-XXXX**.

***It is very important that you reset the greeting for your voicemail. The voicemail may be set to the prior owner of the phone, so you will need to record your own greeting.*** If the display (with your name) is not correct, please send a helpstar@gordonstate.edu ticket and include the phone extension and your office building/number. If you do not know the voicemail password, please send in a helpstar@gordonstate.edu and the extension so it can be reset.

**Faculty Edge IP** (Most Faculty will have this phone)

| Checking Voicemail | Setting up a Greeting | How to Change Voicemail Password |
|---|---|---|
| 1. Choose "Message" on right panel<br>2. Enter password (1379 should be default) and #<br>3. Option **1** to listen to messages<br>• **1**: Replay<br>• **2**: Go to Next Message<br>• **3**: Delete Message<br>• **4**: Forward/Reply/Call Back<br>• **6**: Save Message | 1. Choose "Message" on right panel<br>2. Enter password (1379 should be default)<br>3. Option **4**: Manage Greetings<br>• **4**: Re-Record greeting<br>• **5**: Revert back to auto-greeting<br>• **6**: Record new greeting | 1. Choose "Message" on right panel<br>2. Enter password (1379 should be default)<br>3. Option **6**: Manage Account Preferences<br>4. Option **3**: Change Voicemail Password<br>5. Enter new password & # |

For a full guide on the campus phones, please consult: https://www.gordonstate.edu/departments/computer-services/campus-phones/index.html

# Setting Up Your Office Phone

**Faculty Edge 700, 8-button**
(Nursing Building, Student Center)


| Checking Voicemail | Setting up a Greeting | How to Change Voicemail Password |
|---|---|---|
| You will see a red MSG blink<br><br>1. Dial **4500** and #<br>2. Enter password (1379) should be the default<br>3. Option **1** to listen to messages<br>• **1**: Replay<br>• **2**: Go to Next Message<br>• **3**: Delete Message<br>• **4**: Forward/Reply/Call Back<br>• **6**: Save Message | 1. Dial **4500** and #<br>2. Enter Extension and #<br>3. Enter password (1379 should be default)<br>4. Option **4**: Manage Greetings<br>• **4**: Re-Record greeting<br>• **5**: Revert back to auto-greeting<br>• **6**: Record new greeting | 1. Dial **4500** and #<br>2. Enter Extension and #<br>3. Enter password (1379 should be default)<br>4. Option **6**: Manage Account Preferences<br>5. Option **3**: Change Voicemail Password<br>6. Enter new password & # |

This model does not have a default voicemail button (to enter voicemail directly). You may request a shortcut to be programed via helpstar@gordonstate.edu.

For a full guide on the campus phones, please consult:
https://www.gordonstate.edu/departments/computer-services/campus-phones/index.html

# Logging into Brightspace by D2L

Brightspace by D2L is Gordon's official learning management system. This program is often used for hybrid or online classes. All classes, however, have a D2L shell. This means that the instructor can use D2L as much as he/she wishes. Students are loaded into their D2L shells shortly before the semester begins and gain access on the first day of the semester.

Faculty should gain access to their D2L shells shortly after midterm of the prior semester. **Students will NOT gain access to their D2L courses until the first official start date of the class.**

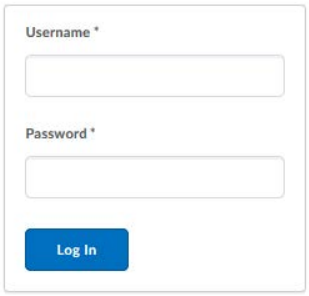
There is a delay in the time students register for courses and when they gain access to the shells in D2L. This is usually an overnight delay but may take up to 24 hours.

***How might you use D2L?***

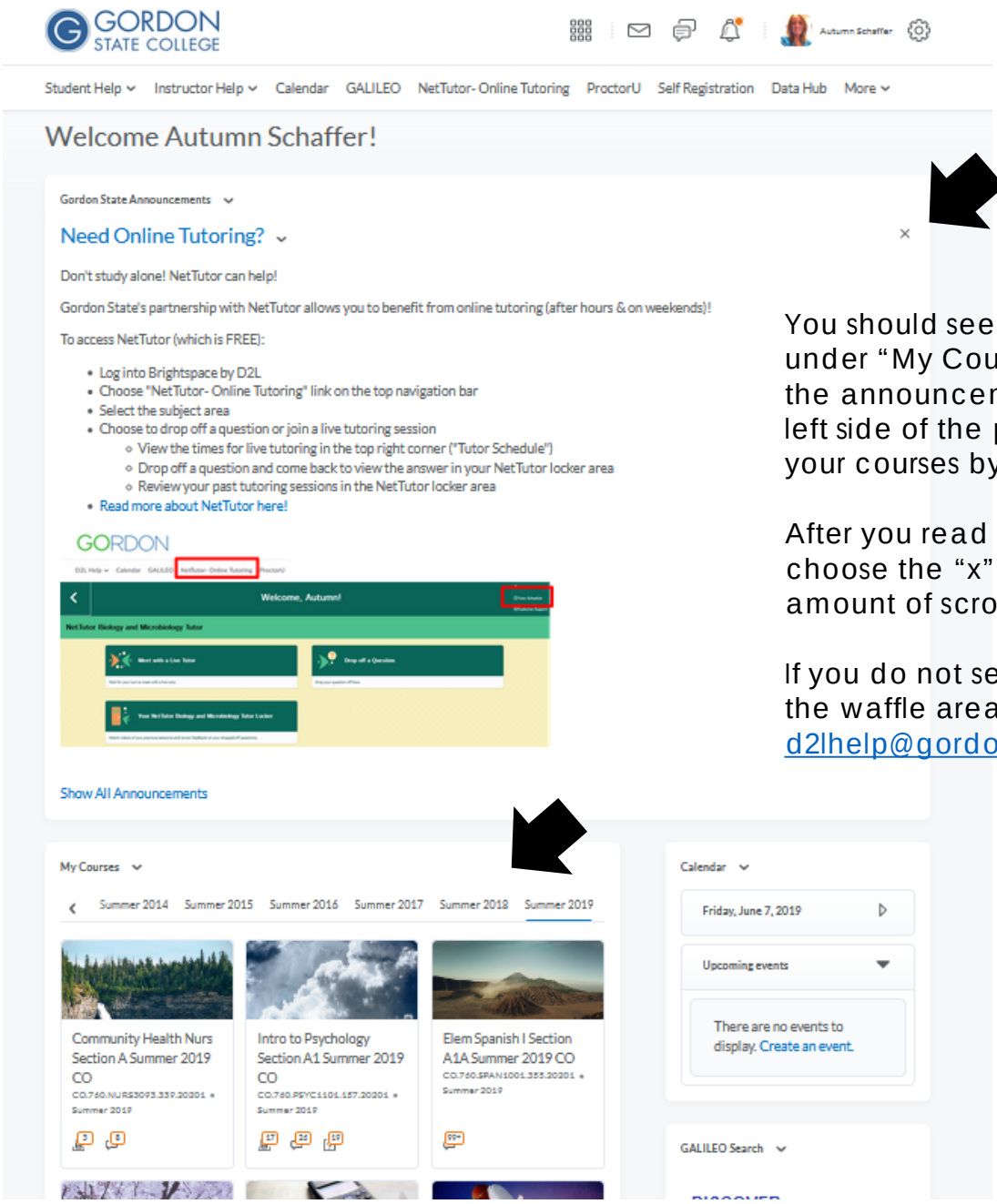
- Post grades so that students can see them at any time
- Load files so that you or the student do not have to print them
- Post announcements for the class
- Allow students to submit their assignments to D2L so that they are sent through Turnitin (plagiarism detection service)
- Have students complete auto-graded quizzes
- Use the discussion board to converse outside of class

1. Navigate to www.gordonstate.edu
2. Scroll to the bottom of the page (in blue)
3. Choose "***Brightspace by D2L***"
4. ***Username***: Gordon email username (do not include @gordonstate.edu)
   ***Password***: Current Gordon email password

**If you cannot log in, try resetting your Gordon email password (link on log in page). This will reset your password for Gordon email, wireless, etc.



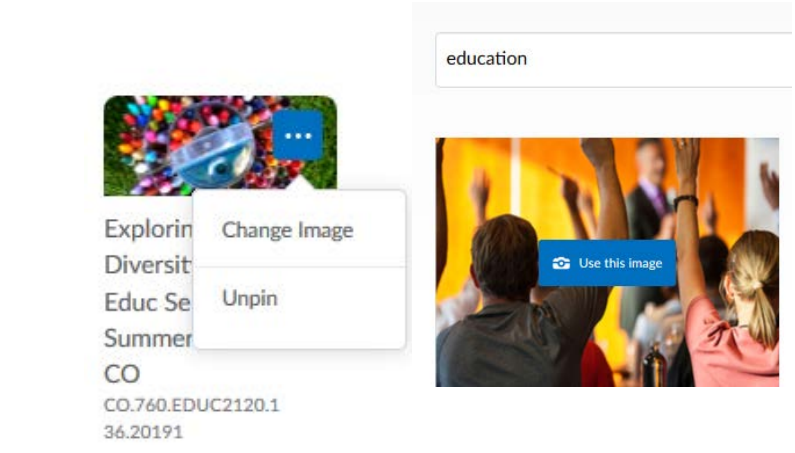

# Logging into Brightspace by D2L




You should see your listing of classes under “My Courses”. This is below the announcements area on the left side of the page. You can see your courses by semester.

After you read the announcement, choose the “x” to minimize the amount of scrolling.

If you do not see the course under the waffle area, please email d2lhelp@gordonstate.edu




You are also encouraged to change the banner image of your course to something that is appropriate (they are randomly assigned). In the “My Courses” area, choose the (...) on the icon and “change image”. Search a term that might relate and choose “use this image”.

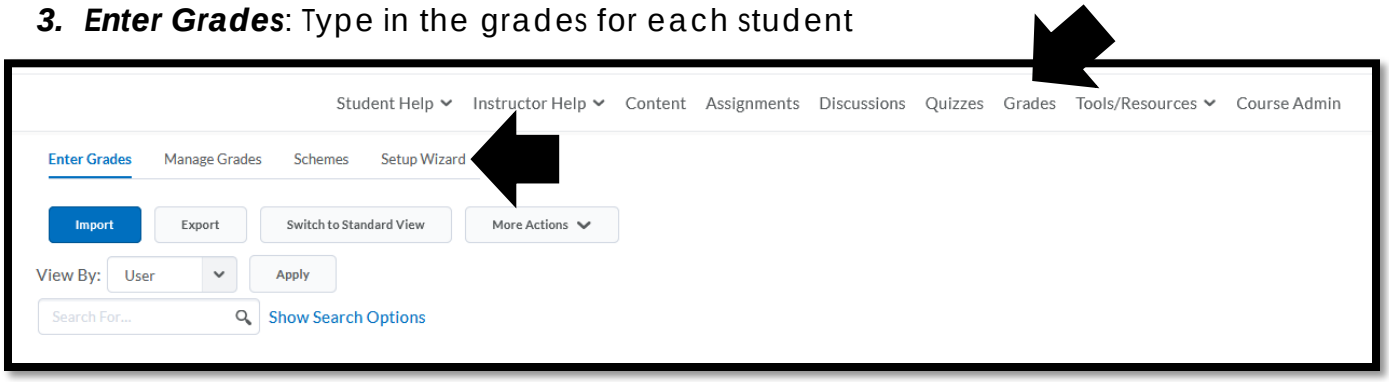
# Setting Up the D2L Gradebook

The Brightspace by D2L gradebook allows you to post grades for students to see at any time. You can also set up the gradebook so that it configures the average based upon your weights and categories. The average will automatically update as you put in new grades. You can also choose to release that final grade to students at any time.

***Note: While you can use D2L's gradebook (which reports numeric grades), you will still need to report your final letter grade to Banner Web. Banner Web final grades are official.***

Setting up the D2L Gradebook involves 3 steps:

1. ***Setup Wizard***: Set the overall scheme of the gradebook.
2. ***Manage Grades***: Enter the grade items
3. ***Enter Grades***: Type in the grades for each student




Go into the course and choose "Grades" from the navigation bar.

***Step 1: Setup Wizard:***

Choose Setup Wizard from the mini-bar and choose "Start" at the bottom of the page

1. Determine if you are using a "weighted" or "points" scheme.
    a. *Weighted:* If at any time you say that something is a % of the final grade:
        1. Discussions are 30% of final grade
        2. Quizzes are 20% of final grade
        3. Final is 50% of final grade
    b. *Points*: If everything is equally weighted & points simply add up.
        1. Test 1: 100 points
        2. Test 2: 100 points
        3. Discussion 1: 20 points
        4. Homework: 10 points

        Total grade: x/130
2. Choose "Calculated Final Grade" and "Automatically release final grade" (if you want students to see the average at any time).

# Setting Up the D2L Gradebook

***Step 1: Setup Wizard:***

3. Choose to "drop ungraded items" or "treat ungraded items as 0":
    a. "*Drop ungraded items*": This option will give the students a true average at any time. If there is not a grade for each grade item, it simply omits it from the average.
    b. "*Treat ungraded items as 0*": This option pre-populates the entire gradebook with "0" for all assignments. As you input grades, they change from a 0 to the true grade. The student doesn't see their true average until all grades are input.

Check to "automatically keep final grade updated"

4. Leave the default scheme as percentage
5. Choose the number of decimal places to display (D2L does use common rounding procedures).
6. Select:
    a. Points Grade
    b. Grade Scheme Symbol (which is the %)
    c. Grade Scheme Color
    **Uncheck "weighted grade"

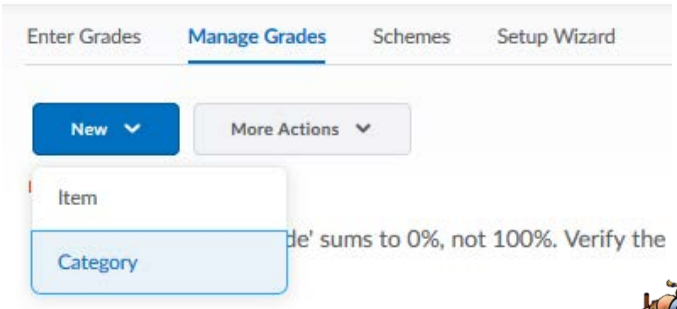
Check "display final grade calculation to users" if you want them to see the current average.

7. Save changes. If you need to go back and make changes, make sure to go all the way through the setup wizard and "finish" changes.

***Step 2: Manage Grades:***

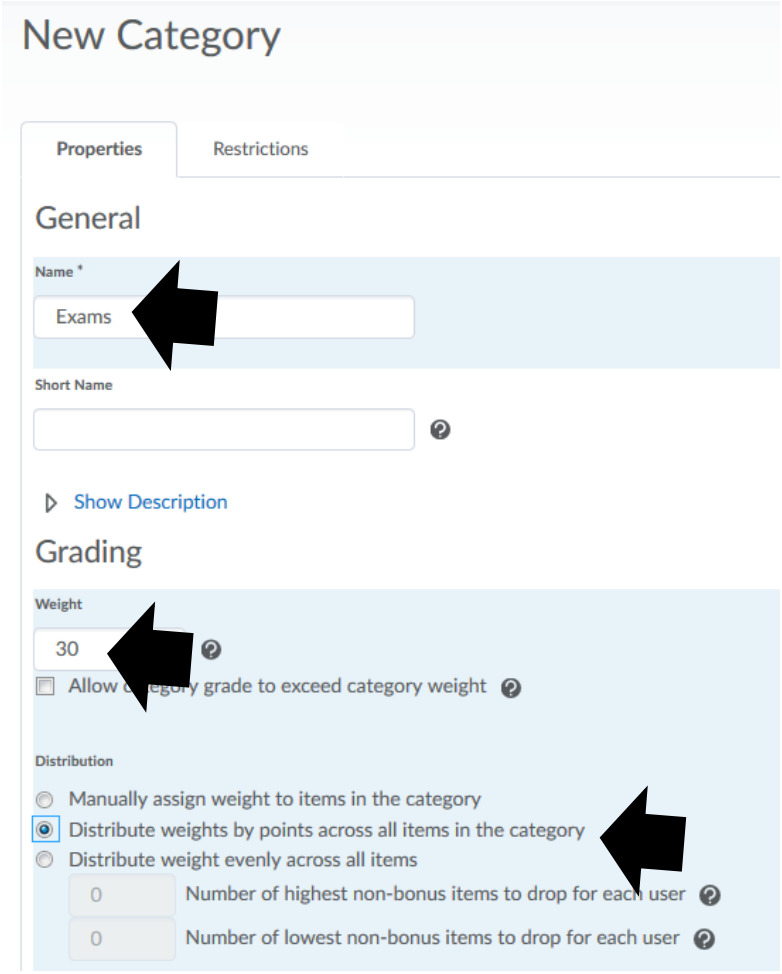
1. Choose "Manage Grades" from the grades mini-bar.
2. Categories: If you are using a "Weighted" system, you will need to set up your categories. If you are using a "Points" system, you don't need to set up categories (unless you plan to drop grades).

Choose "New" & "Category"

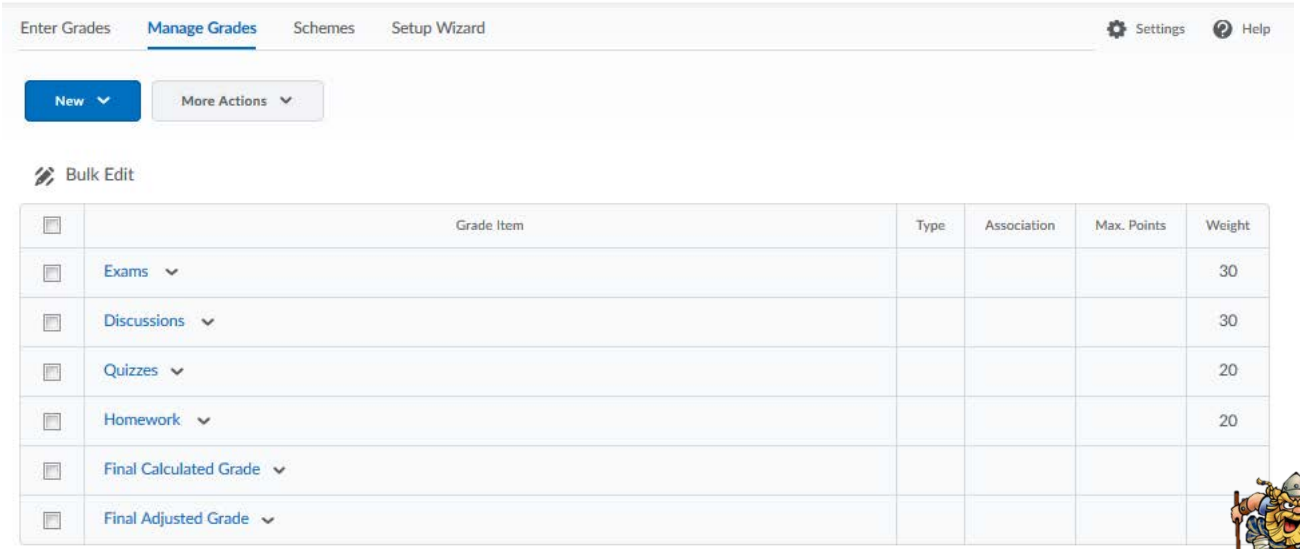



# Setting Up the D2L Gradebook

3. Include the name of the category & the percentage it counts for the final grade (ie: Exams count 30% of the final grade). In most cases, you will choose to "Distribute weights evenly by points across all items in the category" (option 2). Save & New to continue to add categories.

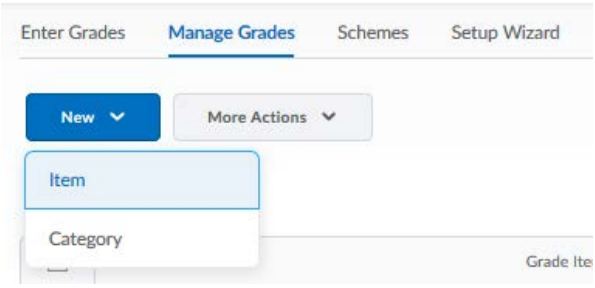


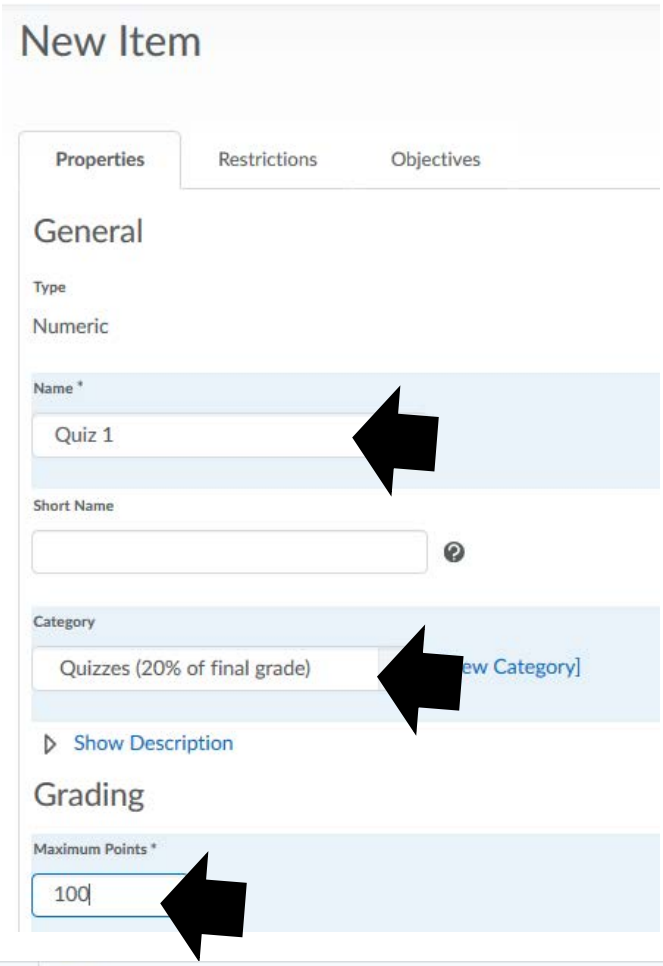

When you have completed adding categories, you should be able to see a listing under "Manage Grades" (and they should all add up to 100%).




# Setting Up the D2L Gradebook

4. Now that categories are set up (for weighted schemes only), you will need to include the grade items (for weighted and points schemes). In the "Manage Grades" area, choose "New" & "Item". Most grades are going to be "Numeric".

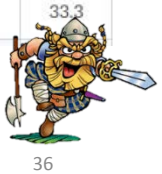



You will need to include a name for the item (ie: Quiz 1), place it in the correct category (if using a weighted scheme) and include the maximum points (or the highest amount of points that can be earned for that grade item). Save & New to continue adding grade items.

When complete, you should see all of the grade items listed under (and slightly indented) the appropriate categories.

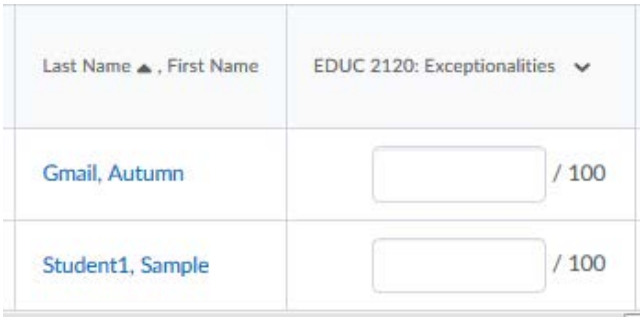
| | | | | | |
|---|---|---|---|---|---|
| ☐ | Quizzes | | | | 20 |
| ☐ | Quiz 1 | Numeric | - | 100 | 33.3 |
| ☐ | Quiz 2 | Numeric | - | 100 | 33.3 |
| ☐ | Quiz 3 | Numeric | - | 100 | 33.3 |



# Setting Up the D2L Gradebook

***Step 3: Enter Grades:***

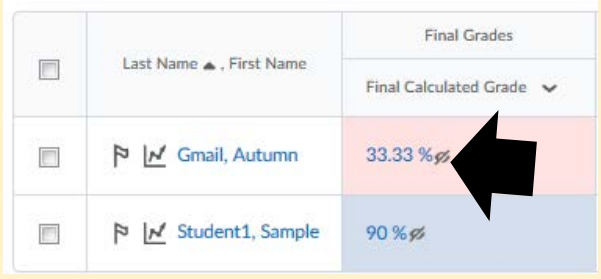
1. Choose “Enter Grades” from the Grades mini-bar. Make sure the option on the far right side is set to “Switch to Spreadsheet View”. You will see a listing of all of the students in the course & all of the grade items. Like in Excel, type in the correct grade into the spreadsheet and save.

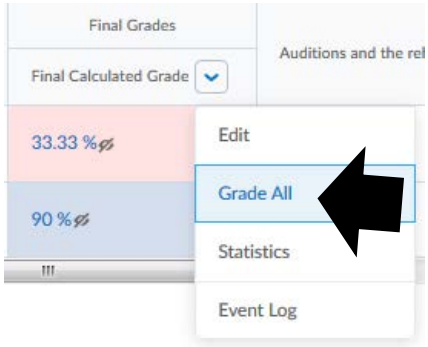



***Releasing the Current/Final Average:***

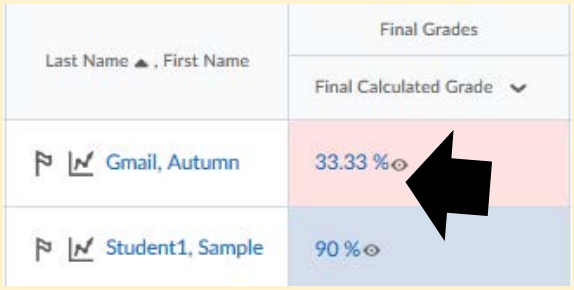
1. Under the “Enter Grades” area will be a “Final Calculated Grade” column.
2. If there is a crossed-out eyeball, then the current/final grade is not visible to students. To release it, choose the dropdown by the name of the “final calculated grade” and choose “Grade All”. Select all the columns and choose “Release/Unrelease” and then “Save & Close”. You should now see an open eyeball symbol- meaning that students can now see this current/final grade. It will remain open.

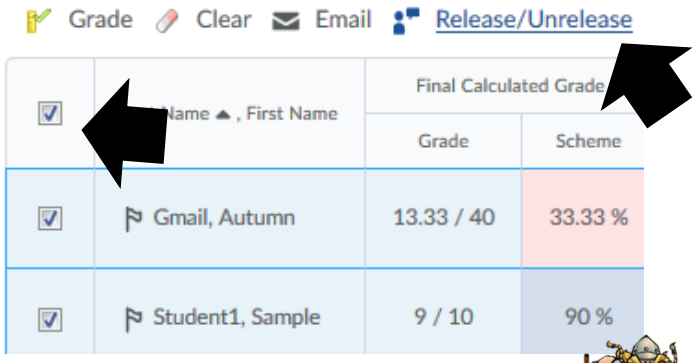
**Not Released**




**Released**

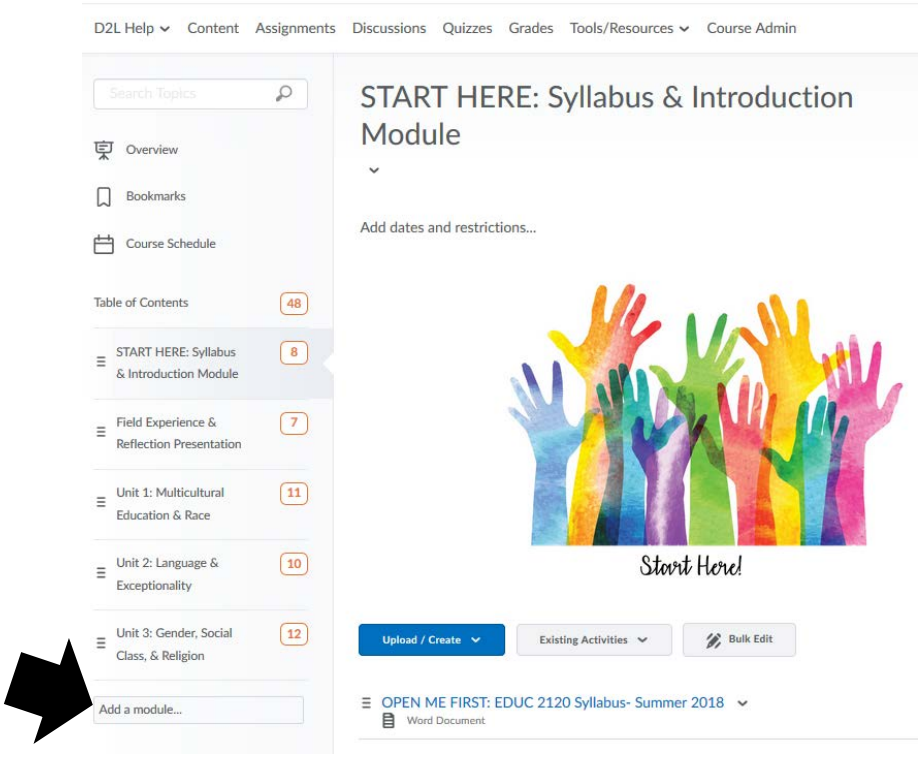


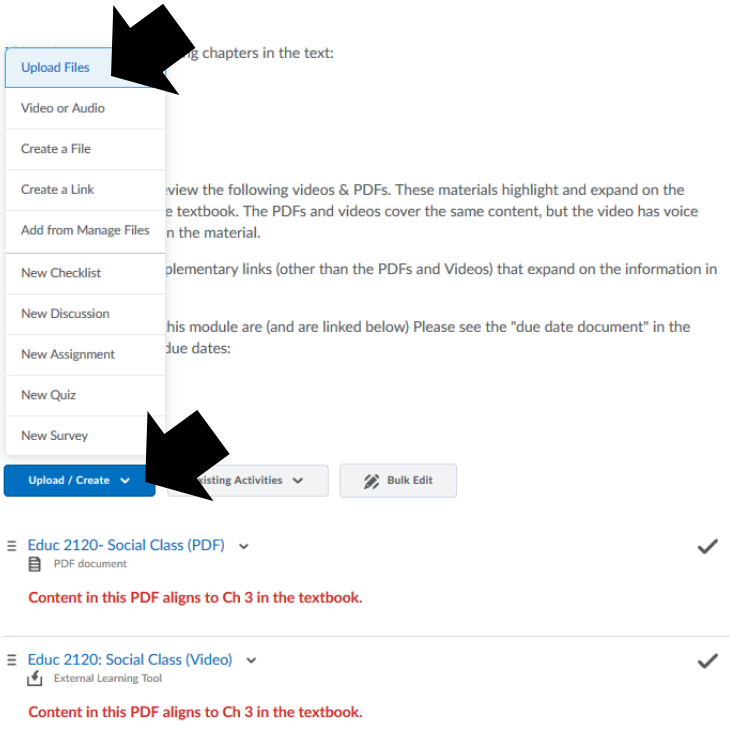




# Loading Files into D2L

You can upload files into D2L so that the students can view or print them. You can also include web links to other sites or videos.

1. Choose “Content” on the course navbar. On the far left side of the page, include the name for the module (you may choose to organize content by week, unit, file type, etc.).




2. After creating the module, choose “upload & create”. You may choose to “upload files” from somewhere on your computer. You may also choose to “create a link” to include the URL of another website or video.