

Desire2Learn 9.4 Quick Reference for Designers: Course Builder

Open Course Builder

1. Select **Course Builder**.
2. Select **Start**.

Note: The welcome page can be avoided in the future by removing the checkmark next to **Always show this welcome page**.

Create a Module

1. Drag a **New Module** from the **Toolbox** panel to the desired location on the **Course Builder Canvas**.
2. Enter a **Name** for the new module.
3. *Optional:* Enter a description in the **Notes** area.
4. *Optional:* Select a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
5. Select **Create**.

Create a Placeholder for Content

1. Drag a placeholder icon from the **Build Structure** panel in the **Toolbox** to the desired location on the **Course Builder Canvas**.
 - a. Select the **Create a link placeholder** icon to add a link placeholder.
 - b. Select the **Create a file placeholder** icon to add a course file placeholder.
 - c. Select the **Create a discussion placeholder** icon to add a discussion topic placeholder.
 - d. Select the **Create a dropbox placeholder** icon to add a dropbox folder placeholder.
 - e. Select the **Create a quiz placeholder** icon to add a quiz placeholder.
2. Enter a **Name** for the placeholder.
 - a. *Optional:* Enter a description in the **Notes** area to describe the purpose.
3. Select **Create**.

Note: A **Placeholder** will not display in the **Content** area.

Edit Module, Placeholder or Object

1. Select the **Module**, **Placeholder**, or **Object** to edit.
 - a. To edit a module, select **Edit Module**.
 - b. To edit a placeholder, select **Edit Placeholder**.
 - c. To edit an object, select **Edit Placeholder**.
2. *Optional:* Update the **Name** for the module or placeholder or object.
3. *Optional:* Enter/Edit a description in the **Notes** area.
4. *Optional – for Modules & Objects only:* Enter a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
5. Select **Save**.

Copy a Module or Placeholder

1. Select the **Module** or **Placeholder** on the **Course Builder Canvas**.
2. Select the **Actions** dropdown menu.
 - a. For a **Module**, select **Copy Structure**.
 - b. For a **Placeholder**, select **Copy Placeholder**.
3. Select the parent module into which the **Module** or **Placeholder** will be copied.
4. Select **Paste** from the **Actions** dropdown menu.
5. Select one of the following options:
 - a. Select **Paste After**
 - b. Select **Paste Before**
 - c. Select **Paste As Child**

Move Module, Placeholder, or Object

1. To move a **Module**, **Placeholder**, or **Object** on the **Course Builder Canvas**, drag the item from its current location to the desired location.

Remove Module, Placeholder, or Object

1. Select the **Module**, **Placeholder**, or **Object** that is to be removed.
2. Select the **Actions** dropdown menu.
3. Select **Remove**.
4. Select **Remove** in the Confirmation dialog box.

Note: to delete the associated course file(s), refer to the *Manage Files: Using the Action Menu* step-by-step guide.

Create an HTML File

1. Drag the **Create an HTML file** icon from the **Create Objects** section of the **Toolbox** to the desired **Module** or **Placeholder** on the **Course Builder Canvas**.
2. Enter a **Name** for the topic.
 - a. *Optional:* Choose a destination for the file (within the **Manage Files** area).
3. Enter the content for the new file using the **HTML Editor**.
4. *Optional:* Enter a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
5. Select **Create**.

Create a Link

1. Drag the **Create a link** icon from the **Create Objects** section of the **Toolbox** to the desired **Module** or **Placeholder** on the **Course Builder Canvas**.
2. Enter a **Name**.
3. Select **Insert Quicklink**.
4. Select the category of the link from the **Category** dropdown list.

Note: To create a link to a website, select **Url**.
5. In the dropdown box that opens, select the item that the link will point to.

Note: If creating a **Url** link, enter the address of the website in the **Url** field.
6. Select **Insert**.

Note: This window may appear slightly different depending on the tool selected.
7. *Optional:* Enter a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
8. Select **Save**.

Create a Discussion

1. Drag the **Create a discussion** icon from the **Create Objects** section of the **Toolbox** to the desired **Module** or **Placeholder** on the **Course Builder Canvas**.
2. Select a **Parent Forum** for the **Topic** through one of the following options.
 - a. Select an existing **Forum** from the dropdown menu.
 - b. Select **New Forum** to create a new forum.
 - i. Enter a **Title** for the Forum.
 - ii. *Optional:* Enter a **Description** for the **Forum**.
 - iii. Select **Save**.
3. Enter a **Title** for the **Topic**.
4. *Optional:* Enter a **Description** for the **Topic**.
5. *Optional:* Select an existing **Grade Item** from the dropdown menu.
 - a. Enter maximum points possible in the **Score Out of** box.
6. *Optional:* Select **Allow anonymous messages to allow students to post anonymously**.
7. *Optional:* Select **Messages must be approved before being displayed**.
8. Select one of the following options for **Visibility**.
 - a. Select **Topic is always visible**.
 - b. Select **Hide this topic**.
 - c. Select **Topic is visible for a specific date range**.
 - i. Enter a **Start Date** and/or **End Date**.
 - ii. *Optional:* Select **Display in Calendar**.
9. Select **Create**.

Create a Dropbox

1. Drag the **Create a dropbox** icon from the **Create Objects** section of the **Toolbox** to the desired **Module** or **Placeholder** on the **Course Builder Canvas**.
2. Enter a **Title** for the **Folder**.
3. *Optional:* Enter **Custom Instructions** for the **Folder**.
4. *Optional:* Select a **Grade Item** from the dropdown menu.
 - a. Enter maximum points possible in the **Out of** box.
5. *Optional:* Select **Add a File**.
 - a. Select **Course Offering Files** to access files in the **Manage Files** area.
 - i. Select the desired file with a checkmark.
 - ii. Select the **Select File** button.
 - b. Select **My Computer** to access files stored on the computer or USB key.
 - i. Select **Browse**.
 - ii. Locate the file on the computer.
 - iii. Select **Open**.
 - iv. Select **Upload**.
6. *Optional:* Select the **Record Audio** button to attach an audio message to the **Folder**.
 - a. Select the **Record** button to record your audio message.
 - b. When complete, select the **Pause** button to stop the recording.
 - c. Select **Add**.
7. *Optional:* Enter a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
8. Select **Create**.

Create a Quiz

1. Drag the **Create a quiz** icon from the **Create Objects** section of the **Toolbox** to the desired location on the **Course Builder Canvas**.
2. Enter a **Name**.
3. *Optional:* Select an existing **Grade Item** from the dropdown menu.
4. *Optional:* Select **allow attempt to be set as graded immediately upon completion**.
 - a. *Optional:* Select **allow automatic export to grades**.
5. Select the status of the quiz from the **Status** dropdown menu.
 - a. Select **Active**.
 - b. Select **Inactive**.
6. *Optional:* Enter a **Start Date** and/or **End Date**.
 - a. *Optional:* Select **Display in Calendar**.
7. Select **Create**.

Create and Associate a Grade Item

1. Drag the **Create and associate a new grade item** icon from the **Create Objects** section of the **Toolbox** to the desired object on the **Course Builder Canvas**.
2. Enter a **Name** for the grade item.
3. *Optional:* Select an existing grade **Category** from the dropdown menu.
4. *Optional:* Enter a **Description**.
 - a. *Optional:* Check the box to allow users to view the description.
5. Enter the **Maximum Points** possible.
6. *Optional:* Select **Can Exceed to allow for bonus points**.
7. *Optional:* Select **Bonus to make the entire grade item extra credit**.
8. *Optional:* Select **Exclude from Final Grade Calculation**.
9. *Optional:* Select a grade scheme from the **Grade Scheme** dropdown menu.
10. Select grade item **Visibility** from one of the following options:
 - a. Select **Grade item is always visible**.
 - b. Select **Hide this grade item**.
 - c. Select **Grade item is visible for a specific date range**.
 - i. Enter a **Start Date** and/or **End Date**.
 - ii. *Optional:* Select **Display in Calendar**.
11. Select **Create**.

Browse Course Files

1. Select **Course Files** from the **Browse Objects** section of the **Toolbox**.
2. *Optional:* Select **Create Folder**.
 - a. Enter a **Name** for the new folder.
 - b. Select **Create**.
3. Select an existing folder where the file will be stored.
4. Select **Upload Files**.
5. Select **Browse**.
6. Select the file to be uploaded.
7. Select **Open**.
8. *Optional:* Select **Add** to upload additional files.
9. Select **Upload**.
10. Select one of the following options to add files to the **Content** area.
 - a. Drag the file from the **Course Files** panel of the **Toolbox** (one at a time) to the desired location on the **Course Builder Canvas**.
 - b. Place a checkmark to the left of the desired file(s).
 - c. Select **Add to Course**.
 - i. Select the desired location to add the selected object(s).

Browse Discussions

1. Select **Discussions** from the **Browse Objects** section of the **Toolbox**.
2. *Optional:* **View** topics in a specific forum.
 - a. Select a **Forum** from the **View** dropdown menu.
 - b. Select **Apply**.
3. Select the desired **Topic** to edit.
4. Select **Edit Discussion**.
5. *Optional:* Select a new parent forum for the topic using one of the following options:
 - a. Select an existing **Forum** from the **Forum** dropdown menu.
 - b. Select **New Forum** to create a new forum.
 - i. Enter a **Title**.
 - ii. *Optional:* Enter a **Description**.
 - iii. Select **Save**.
6. *Optional:* Edit the **Title**.
7. *Optional:* Edit/Enter a **Description**.
8. *Optional:* Select the **Grade Item** from the dropdown menu.
 - a. Enter maximum points possible in the **Score Out of text** field.
9. *Optional:* Select **Allow anonymous messages**.
10. *Optional:* Select **Messages must be approved before being displayed**.
11. Determine **Visibility** by selecting one of the following options:
 - a. Select **Topic is always visible**.
 - b. Select **Hide this topic**.
 - c. Select **Topic is visible for a specific date range**.
 - i. Enter a **Start Date** and/or **End Date**.
 - ii. *Optional:* Select **Display in Calendar**.
12. Select **Save**.
13. Add a **Discussion Topic** to the **Content** area in one following ways:
 - a. Drag the **Topic** from the **Discussions** panel of the **Toolbox** to the desired location on the **Course Builder Canvas**.
 - b. Place a checkmark to the left of the desired **Discussion Topic(s)**.
 - c. Select **Add to Course**.
 - i. Select the desired location to add the selected object(s).

Browse Dropboxes

1. Select **Dropboxes** from the **Browse Objects** section of the **Toolbox**.
2. Select the desired **Dropbox** (Folder).
3. Select **Edit Dropbox**.
4. *Optional:* Edit the **Name**.
5. *Optional:* Enter/Edit **Custom Instructions** for the dropbox assignment.
6. *Optional:* Select an existing **Grade Item** from the dropdown menu.
7. *Optional:* Enter the maximum points possible in the **Out of text** field.
8. *Optional:* Select **Add a File**.
 - a. Select **My Computer** to upload a file from the computer or USB key.
 - i. Select **Browse**.
 - ii. Select the desired file.
 - iii. Select **Open**.
 - iv. *Optional:* Select **Add** to upload additional files.
 - b. Select **Upload**.
9. Select **Course Offering Files** to add a file from the **Manage Files** area.
 - a. Place a checkmark next to the file(s) to attach.
 - b. Select the **Select File(s)** button.
10. *Optional:* Enter/Edit the **Start Date** and/or **End Date**.
11. *Optional:* Select **Display in Calendar**.
12. Select **Save**.
13. Add a **Dropbox** to the **Content** area in one of the following ways:
 - a. Drag the **Dropbox** from the **Dropbox** panel of the **Toolbox** to the desired location on the **Course Builder Canvas**.
 - b. Place a checkmark to the left of the desired dropbox folder(s).
 - i. Select **Add to Course**.
 - ii. Select the desired location to add the selected object(s).

Browse Quizzes

1. Select **Quizzes** from the **Browse Objects** section of the **Toolbox**.
2. Select the **Quiz** to edit.
3. Select **Edit Quiz**.
4. *Optional:* Edit the **Name**.
5. *Optional:* Enter/Edit the **Description** for the quiz.
 - a. *Optional:* Select **on** to display the description to students.
7. *Optional:* Select an existing **Grade Item** from the **Grade Item** dropdown menu.
8. *Optional:* Select **Allow automatic export to grades**.
9. *Optional:* Select **Allow attempt to be set as graded immediately upon completion**.
10. Update the status of the quiz from the **Status** dropdown menu.
 - a. Select **Active**.
 - b. Select **Inactive**.
11. *Optional:* Enter/Edit the **Start Date/time** and/or the **End Date/time**.
 - a. *Optional:* Select **Display in Calendar**.
12. Select **Save**.
13. **Quizzes** can be added to **Content** in one of the following ways:
 - a. Drag the **Quiz** from the **Quizzes** panel of the **Toolbox** to the desired location on the **Course Builder Canvas**.
 - b. Place a checkmark to the left of the desired **Quizzes(s)**.
 - i. Select **Add to Course**.
 - ii. Select the desired location to add the selected object(s).

Browse Grade Items

1. Select **Grade Items** from the **Browse Objects** section of the **Toolbox**.
2. Select the **Grade Item** to edit.
3. Select **Edit Grade Item**.
4. *Optional:* Edit the **Name**.
5. *Optional:* Select a category from the **Category** dropdown menu.
6. *Optional:* Enter/Edit a **Description**.
 - a. *Optional:* Select **on** to display the description to students.
7. *Optional:* Enter/Edit point value in the **Max Points** field.
 - a. *Optional:* Select **Can Exceed** to allow for bonus points.
 - b. *Optional:* Select **Bonus** to make the entire grade item a bonus.
 - c. *Optional:* Select **Exclude from Final Grade Calculation**.
 - d. *Optional:* Select a grade scheme from the **Grade Scheme** dropdown menu.
8. Determine grade item **Visibility** by selecting one of the following options:
 - a. Select **Grade item is always visible**.
 - b. Select **Hide this grade item**.
 - c. Select **Grade item is visible for a specific date range**.
 - i. Enter a **Start Date** and/or **End Date**.
 - ii. *Optional:* Select **Display in Calendar**.
9. Select **Save**.
10. **Grade Items** can be associated with **Discussions Topics**, **Dropbox Folders**, or **Quizzes** located on the **Course Builder Canvas** in one of the following ways:
 - a. Drag the **Grade Item** from the **Grade Items** panel of the **Toolbox** to the desired object on the **Course Builder Canvas**.
 - b. Place a checkmark to the left of the desired **Grade Item**.
 - i. Select **Add to Object**.
 - ii. Select the desired location to add the selected object(s).