

Using D2L to...

Decrease Paper Usage in Your Classroom!

1

Post class PowerPoint presentations to Content area...

Consider allowing students to use laptops in class to access materials (such as PowerPoint slides) so they do not have to print them. This also allows students to take notes directly on the slides during the lecture. You can also consider providing students with an outline of your presentation before the course and then posting your full presentation in D2L after the course.

2

Use the Dropbox to collect assignments...

The Dropbox is a tool in D2L that allows for file exchange between student and instructor. You have to configure your D2L site to accept certain documents to accept papers and/or assignment submissions. Directions can be found [HERE](#) and a quick demonstration can be found [HERE](#) (make sure your computer sound is on).

3

Use Word and Adobe Reader to comment on student work...

Word has a built-in track changes and commenting feature allowing you to make changes to a document while highlighting those changes so a student can accurately know what and where you commented about. Find this feature in Word by going to the "Review" tab/area and selecting "Track Changes" and/or adding "New Comment". Adobe Reader has a feature that allows you to insert "Sticky Notes" and "Comments". A tutorial how to use track changes and comments in Word can be found [HERE](#). A tutorial how to use comments in Adobe Reader can be found [HERE](#).

4

Create a rubric and copy/paste in feedback areas...

It is always good practice to create a rubric for assignment grading. When you allow students to submit items digitally via the D2L dropbox, you can easily provide feedback to the student by using the copy/paste feature to insert the students results of the rubric directly into the feedback box. For a demonstration about this and two other feedback options, click [HERE](#).

5

Open multiple windows and learn to toggle...

To increase your efficiency while reviewing documents from students learn to toggle between screens. This will allow you to keep multiple items open at the same time while using key strokes to get from one file to another, and from one program to another. On a PC click Alt+Tab; on a Mac click Command+Tab to cycle through active applications and Apple+~ to cycle through various files within a program.

6

Use the Quizzes feature for self-check assignments...

If you use activities that allow students to self-assess their progress, consider using the Quiz feature in D2L to create these self-assessments. The quizzes can be taken online by students and parameters can be set on attempts. Quizzes can be formatted to be graded by the D2L system allowing for ease in self-check for students. For a complete users guide on the quiz function in D2L click [HERE](#).

7

Add direct library links...

There are many types of content that you can add to the "Content" area in D2L. However, one of the best ways to ensure students are accessing the articles you desire and to ensure you are adhering to copyright laws, always consider adding direct links from the library databases. Click [HERE](#) for information on how to do so from four popular databases.

Additional assistance...

Kristin Koepke
Instructional Designer
Center for Advancing Teaching and Learning
email: koepke.kris@uwlax.edu
Phone: 785-6873
Office: 182 Wing Technology Center