

## Turning On/Off Tools in a Course Site

This document explains how turn tools on and off within a D2L Brightspace course site. Doing so allows you to remove items from the default navbar that you are not utilizing for the instruction of your course. Be aware that turning some of tools off may affect other tools, so consider turning off only those tools that you do not wish to see on the navbar.

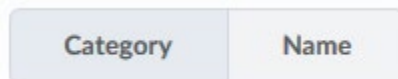
- Go to the **Tools** page by clicking on **Course Admin** on the navbar within a course site.

Course Home Materials ▾ Communication ▾ Assessments ▾ Resources ▾ **Course Admin**

- Click on the link titled **Tools**.



- The **Course Admin** page is sorted either by *Category* or by *Name*. If you sort by *Category* the **Tools** link will be under the **Administration** heading at the bottom of the page. Sorting by *Name* will show the links alphabetically. Click the buttons at the top of the page to switch how the links are sorted.



- To turn a specific tool off, find its name and change the status switch from “on” to “off” by clicking on it. A green check mark notes that the tool is “on” and the grey X marks that the tool is “off”.



## What are each of these tools?

It is important that to only turn off tools that you do not want to see appear in the navbar. Turning off specific tools beyond these can affect other tools that you are using within your course site.

The tools that you can turn off on the navbar are as follows:

- Assignments
  - The Assignments tool is used to create submission folders for students to upload documents and files into.

# eLearning



- Attendance
  - The Attendance tool can be used to track student attendance for specific dates/times.
- Calendar
  - The Calendar tool shows all the dates you have associated with other tools, and allows you to create personal or course site events.
- Chat
  - The Chat tool is used to create text chat rooms that can be private or used for the entire course site.
- Checklist
  - The Checklist tool is used to create virtual checklists for students to mark off items they have to complete.
- Class Progress
  - The Class Progress tool is used to see how much of the course site students have interacted with. Students can use this tool to check their own progress.
- Classlist
  - The Classlist tool shows all the instructors and students within a course site and their emails.
- Content
  - The Content tool is used to upload and organize course materials and link to other tools within the course site.
- Discussions
  - The Discussions tool is used to create online discussion boards for students and instructors to make posts and replies to.
- FAQ
  - The FAQ tool can be used by instructors to post commonly asked questions and their answers for students to view.
- Glossary
  - The Glossary tool can be used by instructors to post vocabulary used for a course and their definitions as a student resource.
- Grades
  - The Grades tool is used by instructors to post students' grades into and for students to view their own grades.
- Links
  - The Links tool can be used by instructors to post links to commonly used websites and materials outside of D2L Brightspace.

# eLearning



- Locker
  - The Locker tool is a limited personal storage space to upload and store files for students and instructors.
- LOR
  - The LOR (Learning Object Repository) tool is used to upload and download pre-built content modules for use within a course site.
- Quizzes
  - The Quizzes tool is used to create virtual quizzes for students to complete.
- Rubrics
  - The Rubrics tool is used to create virtual rubrics that can be attached to assessments and used for grading.
- Survey
  - The Survey tool is used to create virtual surveys for students to complete.

The following are tools/links that cannot be turned off/removed from the navbar at this time:

- Course Admin
  - Instructor only link to the Course Admin page where instructors can see links to all available tools within the D2L Brightspace course site.
- Course Home
  - Link to the course site's homepage.
- Email
  - The Email tool can be used to send emails directly from D2L Brightspace.
- Groups
  - The Groups tool can be used to put students into groups for assignments, discussions, and more.
- Resources
  - A dropdown of useful links for students and instructors.
- Video Assignment
  - The Video Assignment tool can be used to create assignments for your students to record videos of themselves and or their computer desktop which can be linked into Grades.
- Virtual Classroom
  - The Virtual Classroom tool can be used to create virtual meetings for you and your students to participate and interact together in simultaneously using audio from your microphone, visuals from your webcam, uploading documents, and sharing your computer screen.