

Course Preparation

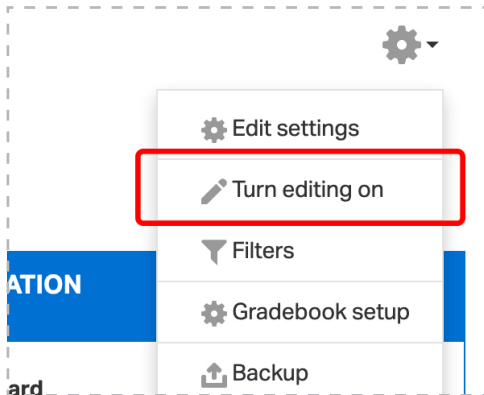
Adding your syllabus.
Initial Grade Book set up
Activating your course

DotED Course Preparation

Uploading Your Syllabus

The easiest way to start using **DotED** is to upload your syllabus and a few files that you think might be useful to your students. Many of our users utilize the 24/7 availability of the platform to provide an easily accessible library of course related content.

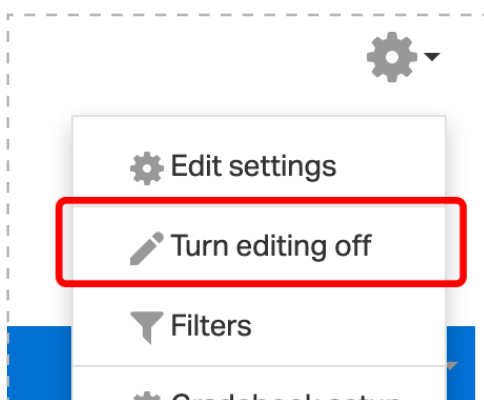
- a. Click the **Gear Icon** and select **Turn Editing On** from the dropdown menu. You can also press the **Turn On Editing** link located under **Course Administration** in the sidebar.



- b. Drag the file from your computer and drop it into the section that you would like it added to.



- c. Repeat the process to add any additional files to your DotED Course.
- d. Click the **Gear Icon** and Select **Turn Editing Off** from the dropdown menu. You can also press the **Turn Editing Off** link located under **Course Administration** in the sidebar.



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Initial Gradebook Set Up

Digital Teaching & Learning supports the **Grade Book** using “**Natural**” aggregation. Please use the directions below to configure the Grade Book in your course.

- Click the **Gradebook Setup** link located under **Course Administration**.
- Next, click the **Edit** link in the **Actions** column next to the course name and select **Edit Settings**.

Gradebook setup

Gradebook setup

Name	Max grade	Actions
Information Design - 21SP Sec 02	-	Edit
Course total Simple weighted mean of grades.	100.00	Edit settings Hide

Save changes

- Change the **Aggregation** setting, located under **Grade Category**, to **Natural**.

Grade category

Category name

Aggregation

Show more...

Category total

Grade type

Scale

Use no scale

Mean of grades
Weighted mean of grades
✓ Simple weighted mean of grades
Mean of grades (with extra credits)
Median of grades
Lowest grade
Highest grade
Mode of grades

Natural

Collapse all

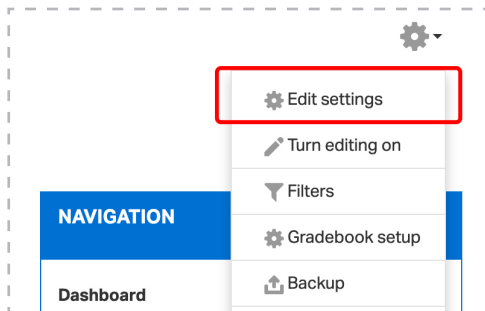
- Click **Save Changes**.

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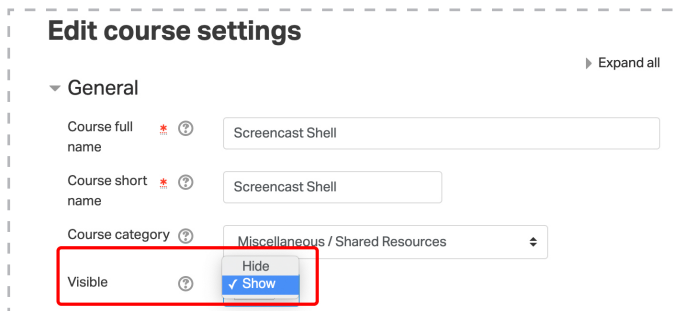
Activating Your Course

All **DotED** courses are hidden from student view by default so that instructors can add content and a syllabus. Follow the steps below to make your **DotED** course accessible to the enrolled students.

- a. Click the **Gear Icon** and select **Edit Settings** from the dropdown menu. You can also press the **Edit Settings** link located under **Course Administration** in the sidebar.



- b. Change the **Visible** setting from **Hide** to **Show**.



- c. Scroll down and press **Save and Display**.