



## Frequently Asked Questions: D2L

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### **1) What are Coursepacks?**

**SAGE Coursepacks** provide easy to import, highly customizable, and high-quality instructor and student content for your school's learning management system (LMS). Intuitive and simple to use, **SAGE**

**Coursepacks** are collections of book-specific instructor/student resources, as well as assessments, that allow you to focus on what really matters: customizing course content to meet your students' needs.

### Key Features:

Delivers SAGE textbook content **directly into your LMS**.

**The intuitive and simple-to-use format** allows for easy course integration with minimal effort.

**Pedagogically robust assessment tools** foster review, practice, and critical thinking, and offer a better, more complete way to measure student engagement. Tools include but are not limited to:

- Diagnostic chapter Pre-Tests and Post-Tests
- Test banks built on Bloom's Taxonomy

## 2) Which systems support Coursepacks?

The following table summarizes compatibility\* of Coursepacks with various systems and browsers.

System	Yes	No
Operating System		
Windows		
Macintosh		
Browser <i>We support current versions of browsers and one version back unless otherwise noted.</i>		
Chrome		
Firefox		
Internet Explorer		
Safari		

\* If you have questions regarding mobile compatibility or other LMS features, please contact your school's LMS administrator.

### 3) Are Coursepacks compatible with my LMS?

Coursepacks work with the most recent versions of popular learning management systems including Blackboard, Moodle, D2L (Desire2Learn), and Canvas. The learning management administrator/instructional technologist at your school can confirm the version of the LMS you're using.

LMS	Compatible
Blackboard Learn 9.1	
Canvas	
D2L 9.2 and above	
Moodle 2.8 and above	

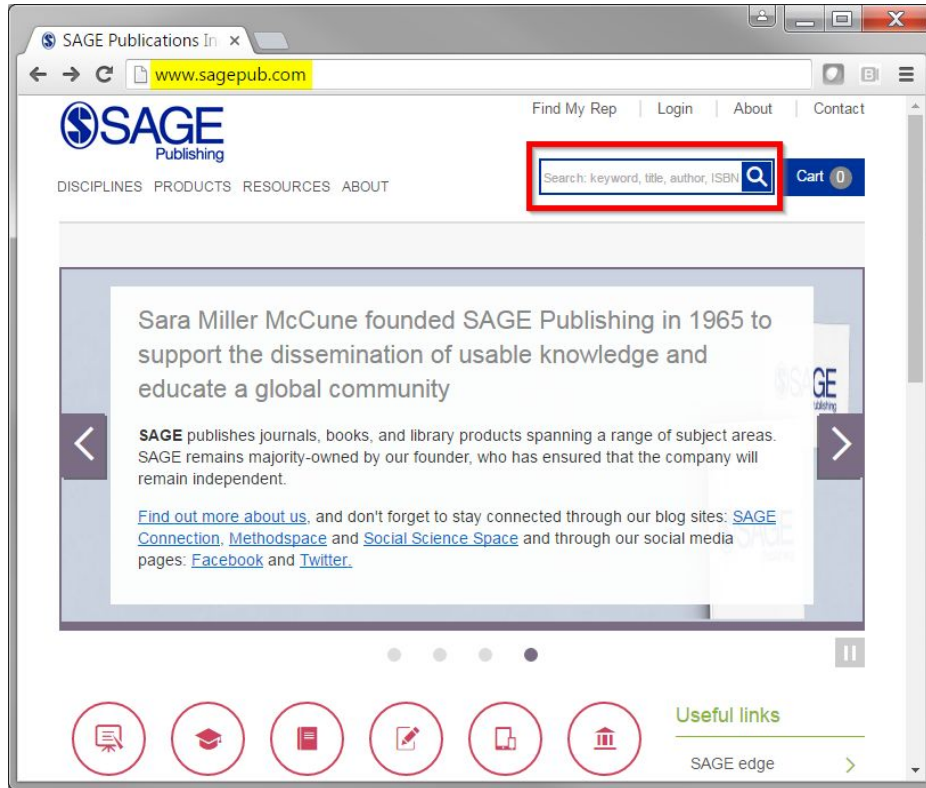
### 4) What is available in the Coursepacks?

The answer to this question depends on the SAGE title being utilized. For example, one title may include SAGE Data Maps with assessments attached to them, while another title may include educational videos provided by the author of the text. The core materials within Coursepacks are:

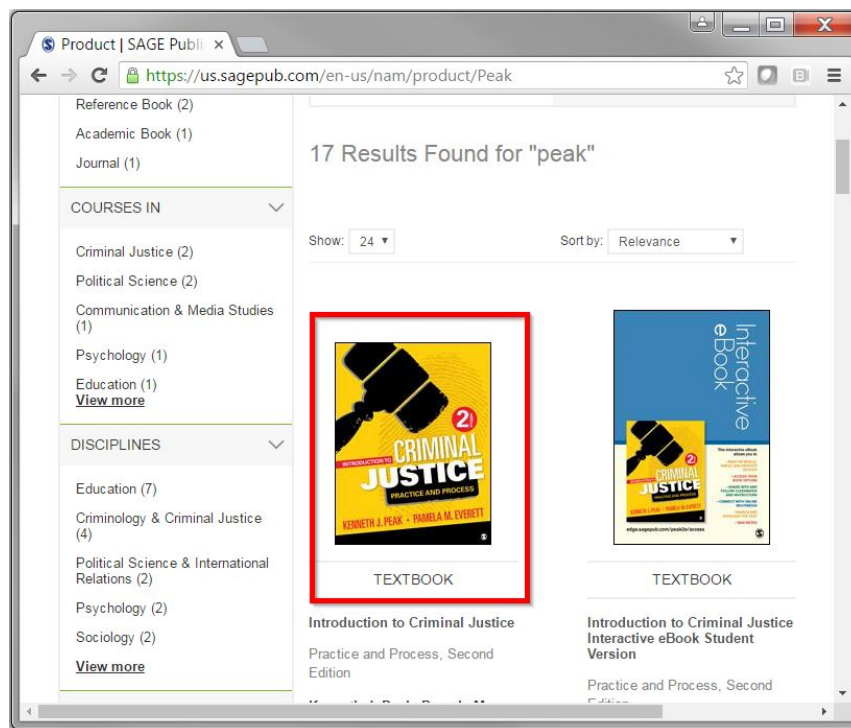
- Textbook Information: This page provides basic information including a description of the book, a link to purchase the eBook, and SAGE technical support information.
- Student Resources: These materials are provided for the student to enrich their learning of the subject being taught.
- Instructor Resources: These materials are only visible to the instructor and are provided to help with the teaching of the class.
- Assessments: The assessments are available for instructors and students and can only be deployed/published by the instructor.

### 5) How do I access my Coursepacks file?

Navigate to <https://www.sagepub.com> and search for the title of your textbook.



Click on the title of your textbook.



Click the **Resources** tab.

Book > Textbooks > Criminal Justice

## Introduction to Criminal Justice

Practice and Process

SECOND EDITION  
[Kenneth J. Peak](#) - University of Nevada, Reno  
[Pamela M. Everett](#) - University of Nevada, Reno

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Courses:  
[Introduction to Criminal Justice](#)

January 2016 | 504 pages | SAGE Publications, Inc.

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DESCRIPTION CONTENTS **RESOURCES** REVIEWS FEATURES PREVIEW

\*This text provides a clear and interesting format through which

BUNDLES

Next, scroll down and click **Instructor Resource site**.

text highlight common student misconceptions in criminal justice. The authors address the student responses and provide explanations to these important topics.

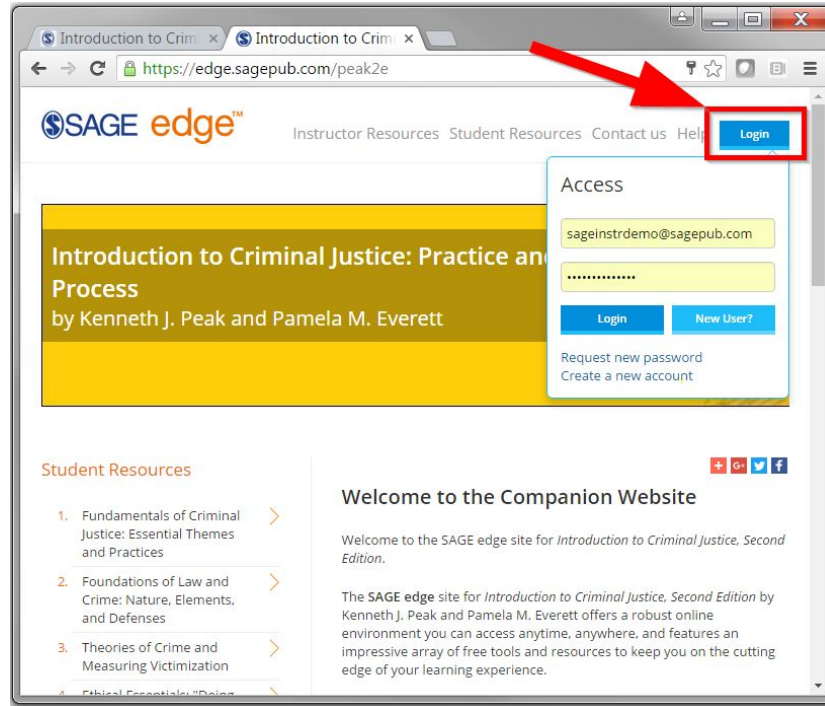
- **Video and multimedia content** includes original SAGE videos that appeal to students with different learning styles

[Instructor Resource site](#)

**SAGE edge** offers a robust online environment featuring an impressive array of tools and resources for review, study, and further exploration, keeping both instructors and students on the cutting edge of teaching and learning. **SAGE edge** content is open access and available on demand. Learning and teaching has never been easier!

**SAGE edge for Instructors** supports your teaching by making it easy to integrate quality content and create a rich learning environment for students.

Log in with your SAGE credentials. If you have not signed up yet, you can do so by clicking the **New User?** button.



Click **Instructor Resources** and then the **SAGE coursepacks** link on the left.

The screenshot shows a web browser window with the URL <https://edge.sagepub.com/node/35988/instructor-resources>. The page features the SAGE edge logo and navigation links for Instructor Resources, Student Resources, Contact us, Help, and Logout. A green notification bar indicates successful login. The main content area displays the book title "Introduction to Criminal Justice: Practice and Process" by Kenneth J. Peak and Pamela M. Everett, Second Edition. Below this, the "Instructor Resources" section is visible, with a list of links: 1. SAGE coursepacks, 2. Test Bank, 3. PowerPoint® Slides, and 4. Lecture Notes. The "SAGE coursepacks" link is highlighted with a red box and a red arrow. To the right, there is a paragraph of text explaining the purpose of the resources.

Next, at the bottom of the page, click the **Download SAGE coursepack** link to begin downloading the file for D2L.

The screenshot shows a web browser window with the URL <https://edge.sagepub.com/node/35988/instructor-resources/sage-coursepacks>. The page lists various learning management systems (LMS) and provides a "Download SAGE coursepack" link for each. The "D2L" row is highlighted with a red box, and a red arrow points to the "Download SAGE coursepack" link. The table below shows the LMS options:

Blackboard 9	› Download SAGE coursepack	› Help
Canvas	› Download SAGE coursepack	› Help
D2L	› Download SAGE coursepack	› Help
Moodle 2.8	› Download SAGE coursepack	› Help

Below the table, there is a note: "Questions? Email [textbooktechsupport@sagepub.com](mailto:textbooktechsupport@sagepub.com) or call 800-818-7243." The footer includes "© 2015 SAGE Publications" and links for Terms of Service, Copyright Notice, and Privacy Policy.



## 6) How do I import Coursepacks into the D2L LMS?

For a detailed step-by-step guide, click on the following link:

<https://edge.sagepub.com/system/files/How%20to%20Import%20a%20SAGE%20Coursepack%20into%20D2L.pdf>

## 7) How do my students access the interactive eBook?

Students can navigate to the Textbook Information section where they will find a link and instructions for how to access the eBook through the VitalSource website. Students may either purchase access to the book, or, if already purchased, redeem an access code. Each chapter of Student Resources also has a corresponding link to that chapter in the eBook. Once students have purchased the eBook and/or redeemed their access code, they are able to access the eBook through your LMS.

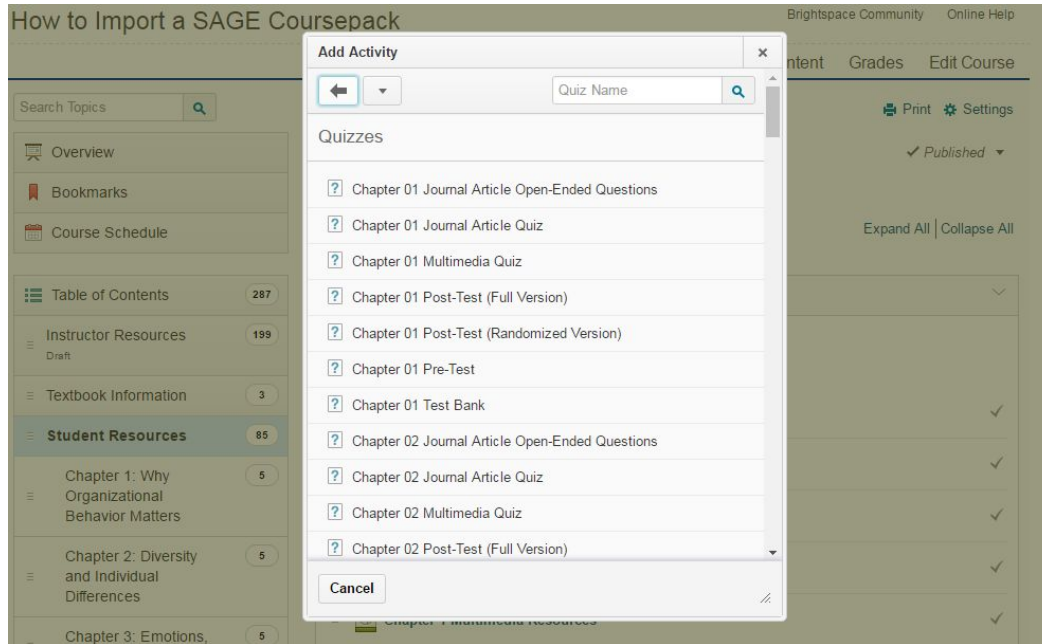
## 8) How do I make a quiz available to my students?

To make a quiz available, click **Add Existing Activities** then click **Quizzes**.

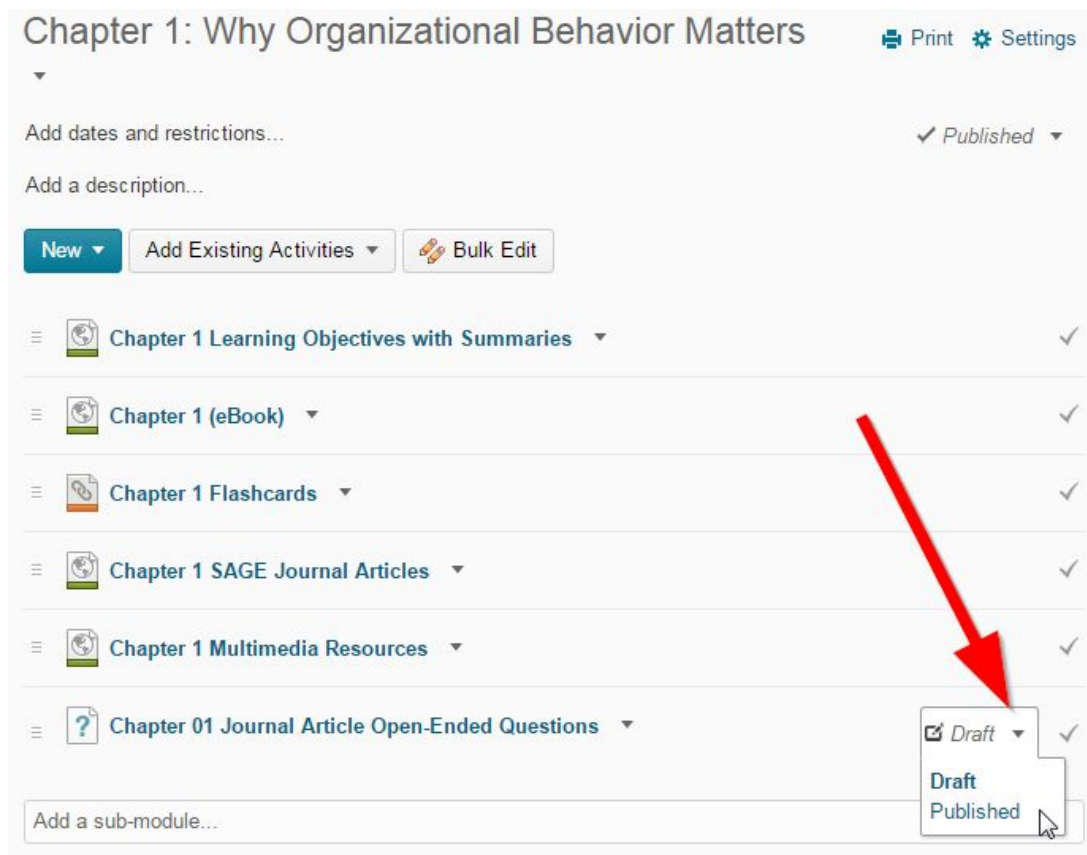


Select the quiz you'd like to publish.





Then change its status from “Draft” to “Published”.



If you are unfamiliar with working with quizzes in D2L, please contact **your school's LMS support team**.

## 9) How long do I have access to this content?

Access to SAGE digital content embedded in or linked to from Coursepacks will be available for the life of the edition of the textbook. All other information will remain available inside the course in which Coursepacks are imported.

Please be aware that SAGE does not have control over third-party multimedia links. Over time, links may become inactive, so it is recommended that before you begin teaching your course you review media links to ensure they are working.

## 10) My web browser prevents me from viewing a video or other content. What do I do?

Although unlikely, it is possible that web browsers may block media that they interpret are coming from an unverified source. Links that go to external content have been verified by SAGE, so in most cases it is fine to allow your web browser to load the content by selecting the appropriate option when prompted. Also, links to some external sites or media may open in a pop-up window, so any pop-up blockers should be disabled. For help with managing your browser's pop-up blocker or other features, contact your university's IT department. If you encounter problems accessing external links or media, contact the SAGE support team.

- Call us at 1 (800) 818-7243 ext. 7080 [toll free] / 1 (805) 410-7080 [direct]
- Email us at [textbookstechsupport@sagepub.com](mailto:textbookstechsupport@sagepub.com)

## 11) Whom do I contact if I have trouble using my LMS?

For help using, navigating within, or managing your D2L courses, contact your institution's instructional technology department or LMS administrator.

For additional support, you may consult the Brightspace Help website:

<https://documentation.brightspace.com/index.html>

## 12) Whom do I contact for support with Coursepack content?

For support questions about the materials in this Coursepack or other SAGE digital products, visit [www.sagepub.com/support](http://www.sagepub.com/support).

- Call us at 1 (800) 818-7243 ext. 7080 [toll free] / 1 (805) 410-7080 [direct]
- Email us at [textbookstechsupport@sagepub.com](mailto:textbookstechsupport@sagepub.com)

### 13) Where are the SAGE premium videos located?

For many titles that have an interactive eBook, all SAGE premium videos are available exclusively within that eBook. Your students will need to purchase access (and/or redeem their access code) for the eBook in order to view the videos.

### 14) Where are the quizzes that go with the SAGE premium videos, and how do they work?

If your Coursepack has SAGE premium videos, then any quizzes that align with those videos are located in your Coursepack. They may be found in the “Quizzes” section of your course after you’ve imported the Coursepack into D2L. For some Coursepacks, videos are located directly within the quizzes. However, for many Coursepacks, the videos are located separately, within the interactive eBook.

If, for your Coursepack, the SAGE premium videos are located in the interactive eBook, here is how the quizzes work:

- Within each quiz, each question contains a link that takes the student to the video in the interactive eBook. Clicking the link will open up VitalSource Bookshelf in a new browser tab. The student will need to log in to Bookshelf if that hasn’t yet been done.
- Once logged in, the student will be brought directly to the eBook page in which the video is located. Students should follow the directions contained in the quiz question: click the link to access the video in the eBook, watch the video, then return to the test and answer the question.

[News Clip 2.1: Kagan's Supreme Court Hearing Opening Statement](#)

[Link to video in interactive eBook](#)

*Click on the above link to access the Interactive eBook. Once you've signed in, scroll to page 60 and watch the video. When you've finished watching the video, come back to the test and answer the following question:*

In “rendering impartial justice,” Kagan is referring to the Supreme Court's:

- a. Authority to hear and decide cases
- b. Ability to pass laws
- c. Regulations of legislation
- d. Requirement to execute laws

### 15) What is the Media Guide (also known as Video Guide) and how do I use it?

The Media Guide (or Video Guide) provides an overview of every media asset offered to complement the textbook. The Guide organizes all media by chapter and learning objective, and also lists all quiz questions that align with the media (e.g., SAGE premium video quizzes). Once you’ve imported your Coursepack, quiz questions can be found in “Quizzes” for testing purposes.

In some Coursepacks, the Media Guide is in two different file formats rather than one (or more) Word document:

1. A customizable/filterable Excel spreadsheet that organizes all media by chapter and learning objective
2. A Word document that lists the questions for the SAGE premium videos

You may use the Media Guide as a quick reference to help you review and select media assets and assessments for use in your course.

## 16) What if my Coursepack file un-Zips automatically after I download it?

On Macs, Zip files will automatically un-Zip upon download. Be sure that the file you import into D2L is the correct format. It should be a Zip file, so this may mean you will need to re-Zip the file prior to importing.

## 17) When I edit a question in a quiz or within the Question Library, are my updates saved everywhere?

When making edits to a question in D2L, you will be prompted to check a box for any location in Quizzes or the Question Library in which the question you are trying to edit is located. The edits will be made in every location you select.

**Question In Use**

This question is used in more than one place.  
Select all the items you want the changes to apply to then click the **Save** button.

**Question Library**

Question Library

**Quizzes**

Editing Question Library Testing

**Save** **Cancel**



