

D2L Brightspace

Course Learning Objective (CLO) Setup and Alignment Instructions

Step-by-step instructions for creating a learning objective,
linking it to a gradebook assignment, and activating assessment settings

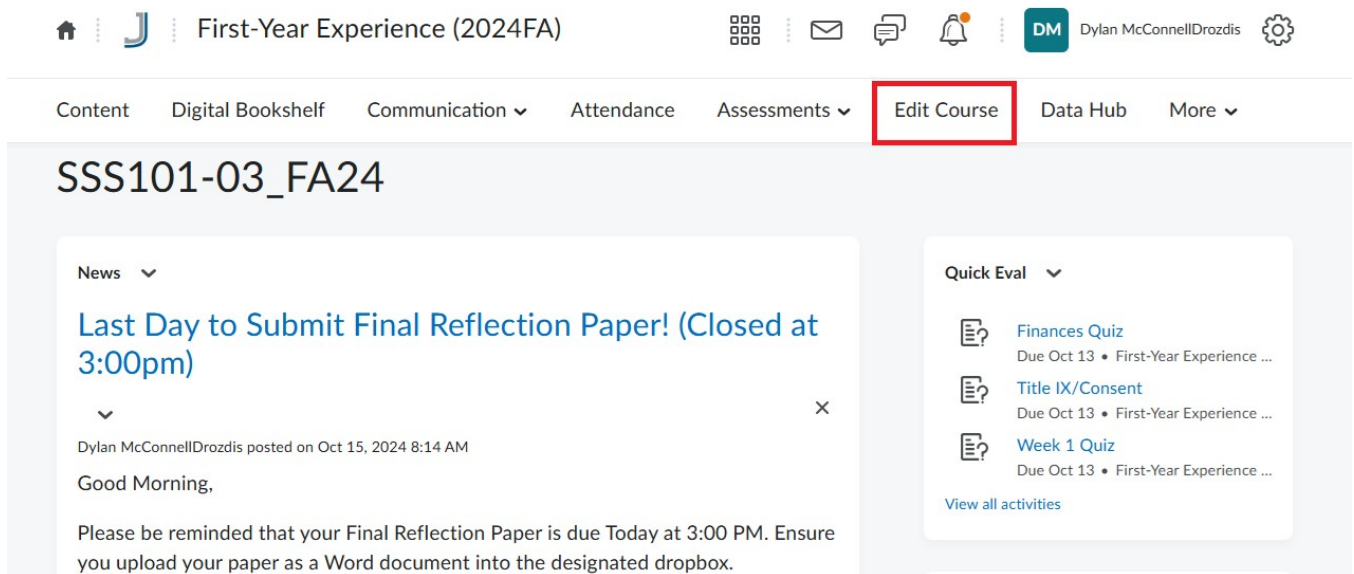
PART 1 | Create the Course Learning Objective

PART 2 | Attach and Evaluate the Learning Objective

PART 1 | CREATE THE COURSE LEARNING OBJECTIVE

Step 1: Access Course Editing

1. Log into your D2L (Brightspace) course.
2. Navigate to the course homepage.
3. Locate the top navigation bar.
4. Click “Edit Course” (highlighted in red in the image).



Step 2: Navigate to Competencies

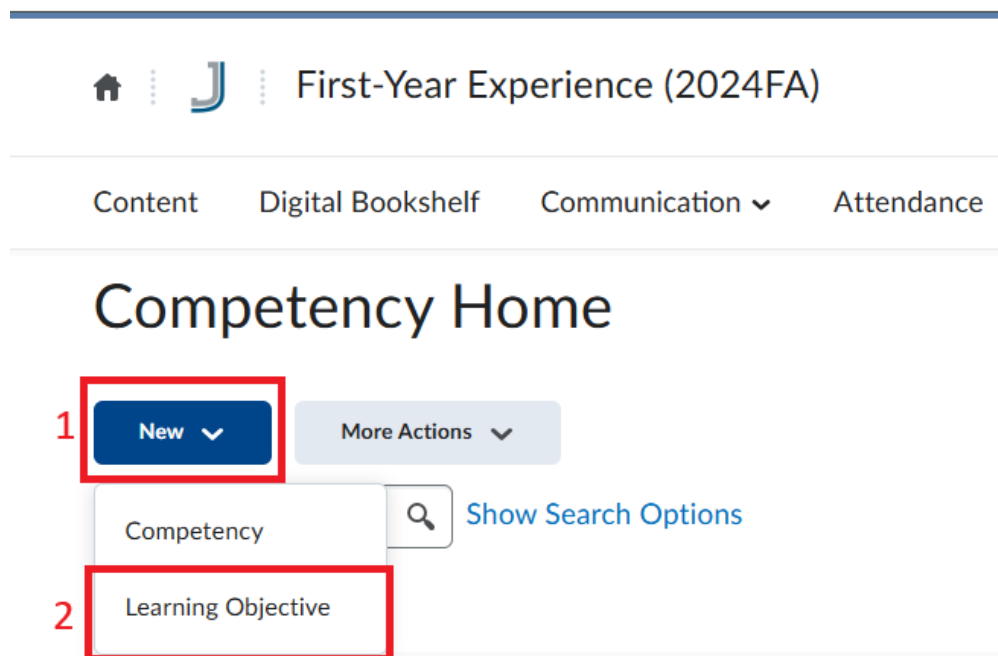
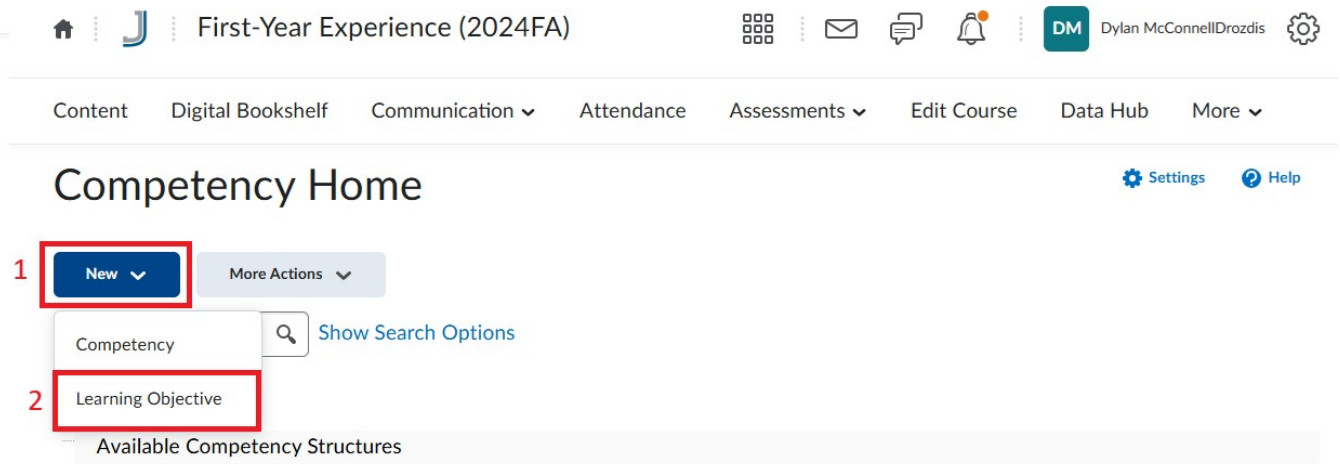
1. After clicking Edit Course, you will be taken to the Course Administration page.
2. Scroll down to the Assessment section.
3. Locate and click “Competencies.”

Course Administration

Category	Name
Site Setup	
Availability Date Defaults	Course Offering Information
Navigation & Themes	Widgets
Site Resources	
Calendar	Content
Course Design Accelerator	External Learning Tools
Glossary	Import / Export / Copy Components
Links	Manage Dates
Learner Management	
Attendance	Class Progress
Groups	Locations
Sections	Classlist
Assessment	
Awards	Checklists
Dropbox	Grades
	Competencies
	Learning Outcomes

Step 3: Create a New Learning Objective

1. From the Competency Home screen:
 - Click the “New” dropdown button.
2. Select “Learning Objective.”



Step 5: Finalize and Save the Learning Objective

1. Scroll to the bottom of the New Learning Objective page.
2. Under Ready for evaluation:
 - Select “Yes”
3. Click “Save”

Note: The enforced evaluation method cannot be changed once the learning objective is saved.

Enforced Assessment Method

- ☒ No ?
- ☐ Yes ?
- ☐ Discussions ?
- ☐ Dropbox ?
- ☐ Grades ?
- ☐ Manual Assessment ?
- ☐ Quizzes ?
- ☐ Surveys ?

Ready for evaluation

- ☐ No ?
- 1 ☒ Yes ?

- 2

PART 2 | ATTACH AND EVALUATE THE LEARNING OBJECTIVE

Step 6: Open the Assignment from the Gradebook

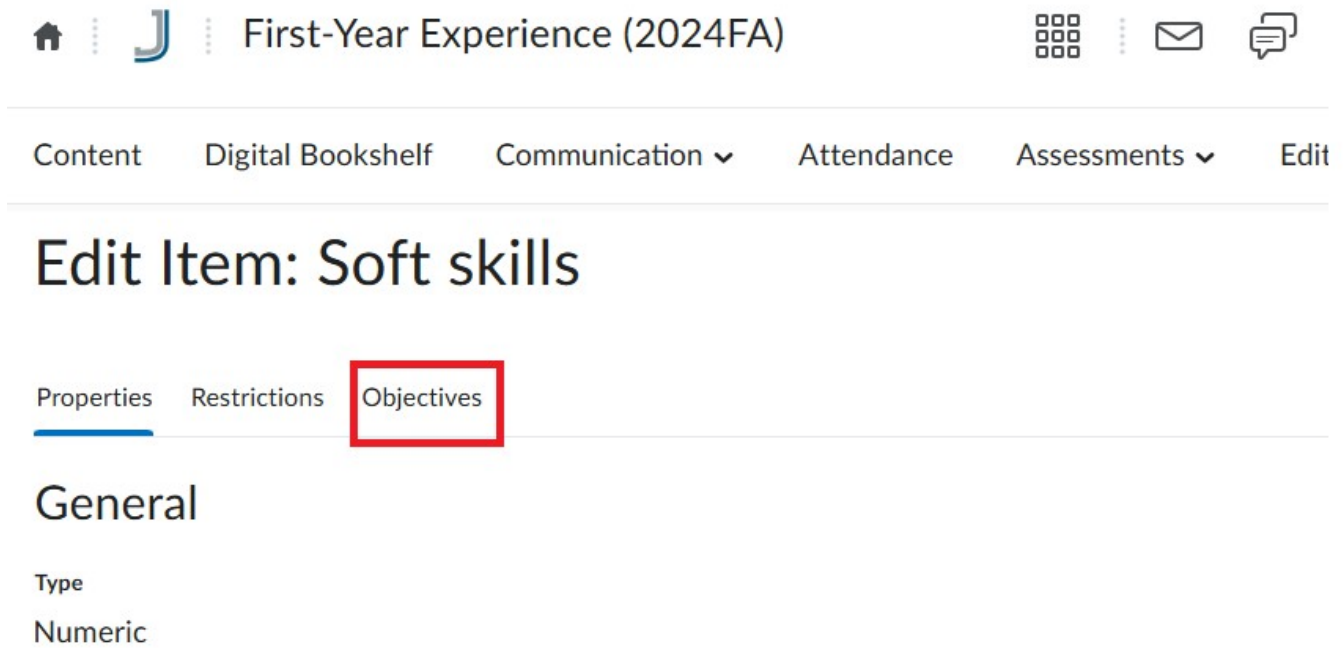
1. Go to the Gradebook in your course.
2. Locate the assignment (grade item) you want to attach the CLO to.
3. Click the dropdown arrow next to the assignment name.
4. Select "Edit."

Final Grades	Discussions ▼			
Final Calculated Grade ▼	Introduce Yourself ▼	Learning Styles ▼	Soft skills ▼ 1	NeedsWants Evaluation ▼
A ⓘ	10 / 10	15 / 15	15	15 / 15
A ⓘ	10 / 10	15 / 15	15	15 / 15
B ⓘ	10 / 10	15 / 15	8	15 / 15
F ⓘ	10 / 10	10 / 15	0	15 / 15
C+ ⓘ	10 / 10	15 / 15	15 / 15	15 / 15
C ⓘ	10 / 10	13 / 15	13 / 15	15 / 15

- Properties
- Edit 2
- Enter Grades
- View Statistics
- View Event Log

Step 7: Go to the Objectives Tab

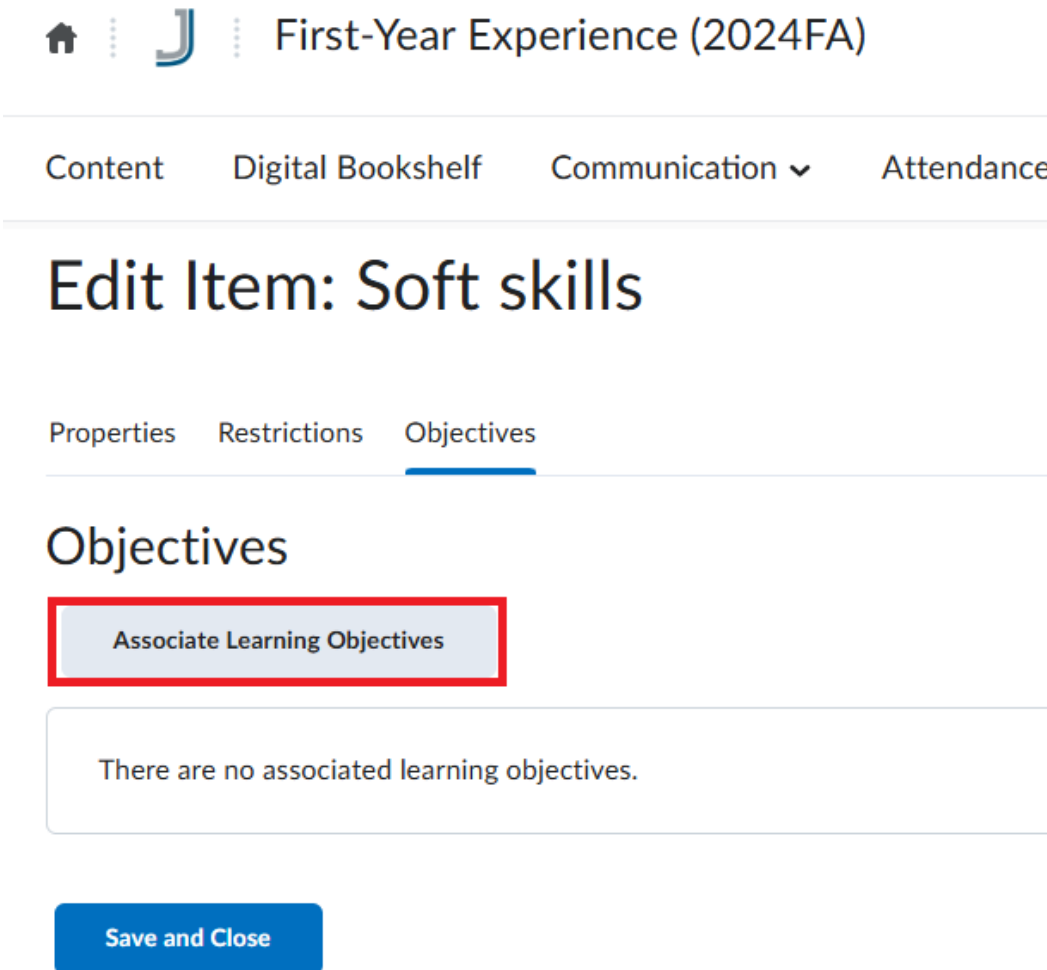
1. Once inside the assignment (grade item) edit screen:
 - Locate the top menu options: Properties | Restrictions | Objectives
2. Click on “Objectives.”



The screenshot shows the D2L interface for editing an item titled "Soft skills". At the top, there is a navigation bar with a home icon, a "J" logo, and the text "First-Year Experience (2024FA)". To the right of this bar are icons for a grid, an envelope, and a speech bubble. Below the navigation bar is a horizontal menu with the following items: "Content", "Digital Bookshelf", "Communication" (with a dropdown arrow), "Attendance", "Assessments" (with a dropdown arrow), and "Edit". The main heading of the page is "Edit Item: Soft skills". Below this heading is a sub-menu with three tabs: "Properties", "Restrictions", and "Objectives". The "Objectives" tab is highlighted with a red rectangular border. Under the "Objectives" tab, the section "General" is visible, followed by the label "Type" and the value "Numeric".

Step 8: Attach the Learning Objective to the Assignment

1. In the Objectives tab:
 - Click “Associate Learning Objectives.”
2. A selection window will appear:
 - Locate the CLO you created earlier
 - Select the checkbox next to it
3. Click “Add selected”
4. Click “Save and Close”



Home : J : First-Year Experience (2024FA)

Content Digital Bookshelf Communication ▾ Attendance

Edit Item: Soft skills

Properties Restrictions **Objectives**

Objectives

Associate Learning Objectives

There are no associated learning objectives.

Save and Close

Step 8: Attach the Learning Objective to the Assignment (continued)

View All Parents/Children

Browse

Search

Browse Competency Structures

Expand each structure to browse for available competency and learning objective elements, or use the search tab to find an element by its name or description.

Available Competency Structures

1

☐

Independent Learning Objectives

2

☒

Develop skills necessary for success in college and career

3

Add Selected

Cancel

Step 9: Add an Assessment Method (Activate the CLO)

1. After attaching the Learning Objective, locate the message:
 - “This Learning Objective is not being evaluated”
2. Click “Add Assessment Method”

Edit Item: Soft skills

Properties Restrictions **Objectives**

Objectives

Associate Learning Objectives



Develop skills necessary for success in college and career



This Learning Objective is not being evaluated. [Add Assessment Method](#)

Save and Close

Step 10: Configure the Assessment Settings

1. Under Assessment Type:
 - Leave as Numeric (recommended)
2. Check:
 - “The activity is required to complete learning objective”
3. Set the Overall Threshold:
 - Enter Benchmark
4. Click “Save”

First-Year Experience (2024FA)

Content Digital Bookshelf Communication Attendance Assessments Edit Course Data Hub More

Add Assessment for 'Develop skills necessary for success in college and career'

Specify how the performance on the learning objective in this activity should be measured.

Assessment Type

Numeric

1 ☒ The activity is required to complete learning objective

Overall Threshold

> 80 % 2

3

Step 11: Save and Finalize the Objective Alignment

Edit Item: Soft skills

Properties Restrictions Objectives

Objectives

Associate Learning Objectives



Develop skills necessary for success in college and career

Assessment Method

Numeric

Performance Required

> 80 %

Save and Close