Organizing Courses in D2L

Presented by: eLearning Staff

Session Agenda

- Determining Course Layout in D2L

- Creating Consistency in D2L

- Adding Course Content

- Editing Modules and Topics

- Review/Update Course Information and Announcements

- Reviewing Course & Course Materials for Accessibility

- Gradebook Set-up in D2L

- Course Design Best Practices/ Tips and Tricks in D2L

Determining Course Layout in D2L

- **How will the course be organized?**

  - Weeks? Units? Modules?

  - Module folders form the backbone of your course.

  - Determine the content/topic breakdown.

  - Determine when assignments and assessments are assigned and due.

Creating Consistency in D2L

- Course structure should mirror the course schedule.

- Course should be consistent from week to week with an organized, logical flow to the order of content.

- Be consistent with titles in all areas of a course- Content, Assignments, Gradebook, Syllabus, Course Schedule, etc. (ie. Exam 1 vs. Test 1)

- Provide clear due dates.

- Minimize clutter.

- Set up minimal "clicks" to get to course content.

Adding Course Content

- Copy a Course - Past Course or Master Course

- Copy Components from Past/Master Course

- **Avoid Duplication!** When copying, content adds to, not overwrites, any content that might have already be in the course.

- Upload/Create New Content Items

- Linking Existing Activities in Content

Editing Modules and Topics

- Edit Module or Topic Titles

- Use Module and Topic Descriptions for Clarity

- Set Module or Topic Visibility

- Delete Modules or Topics

- Use Bulk Edit for Quick Updates

Review/Update Course Information and Announcements

Course Information

- Personalize Course Information by filling in the bold text, or customize the text to fit your course.

Course Announcements

- Delete old Announcements that are no longer needed.

- Update the start date to reflect the current semester, or turn off the start date.

- End Date announcements you don't want students to see, not dismiss.
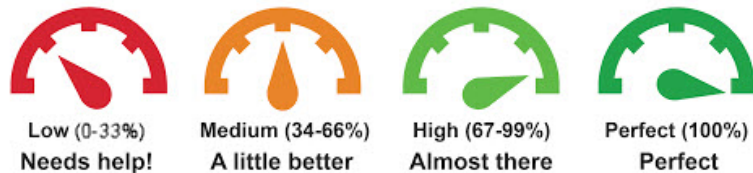
Review Course & Course Materials for Accessibility

- Make materials accessible prior to uploading into D2L

- Follow the Accessibility Guidelines and Fixes by Content Type
  - https://elearning.lcc.edu/cms-accessibility/ally/correcting-issues/

- View individual accessibility scores for course materials

| Low (0-33%) | Medium (34-66%) | High (67-99%) | Perfect (100%) |
| Needs help! | A little better | Almost there | Perfect |

- Access the *Course Accessibility Report* to view the course score
  - Manage Course > Accessibility Report

Gradebook Set-Up in D2L

- Verify the D2L gradebook is set up and reflects the current semester.

- Check category weights to ensure they align with the course syllabus.

- Remove duplicated gradebook items.

- Delete items no longer relevant to the course.

- Release final grades to allow students to track their overall progress in the course throughout the semester.

Course Design Best Practices

- Provide a Course Schedule.

  - *Course Schedule Template* available on the Instructor Resource Site

- Use a Start Here or Getting Started folder to provide important course information.

- Check that dates, links, and assignment instructions reflect the current semester.

- Be sure the final calculated grade is released from the start of the semester.

Tips & Tricks in D2L

- Use the handles to quickly rearrange Content Modules and Topics.

- Use Manage Dates to quickly update Start/End/Due dates.

- Use Bulk Editing in the Gradebook for Updating Categories and Items.

- Provide a path for students to follow with Module and Topic Descriptions, Checklists, and Consistent Organization.

Perform a Final Review!

- Confirm the course is organized and consistent from module to module.

- Check for duplication in Content, Assessments, and the course gradebook.

- View the course from the Student Role to verify available and unavailable items.

Course Development and Review Resources

eLearning Instructor Resource Site

• D2L Help Pages

• CMS Course Review Scorecard

• Start/End of Semester Checklists

• Meet with an eLearning Instructional Designer

eLearning Contact & D2L Course Design Resources

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Virtually
By Appointment