

Build Your

TECHNOLOGY-ENABLED COURSE

in **D2L**



Build your technology-enabled course in D2L



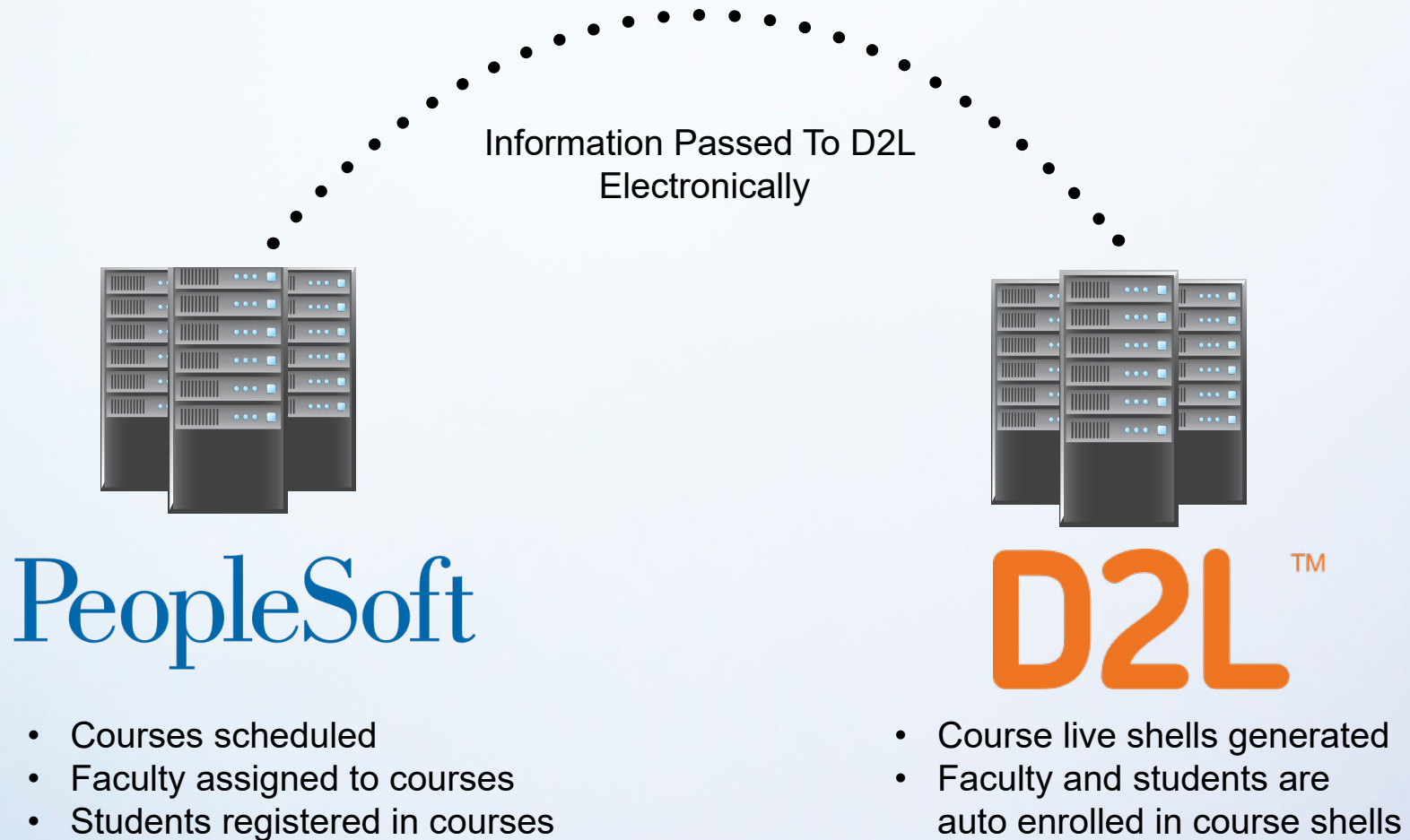
At NSCC we use D2L to support our classroom delivery (technology-enabled).

This guide will help you build your course to meet NSCC's minimum requirements. It lists the steps and provides examples and links to how-to videos for each step.

What are the minimum requirements for using D2L to build a technology-enabled course?

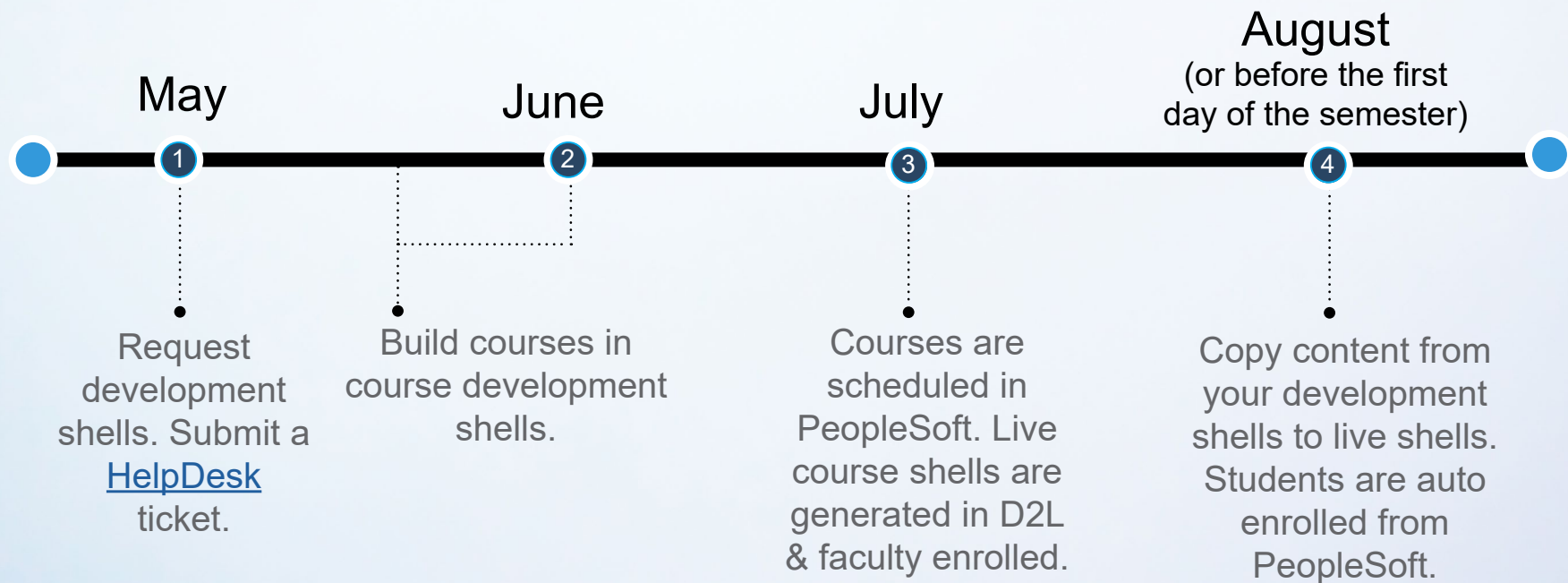
- ✔ **PROFILE:** Post your Profile picture
- ✔ **CONTENT:** Add Course Content:
 - Course overview
 - Course outline/workplan
 - Course materials
- ✔ **GRADES:** Set up Grade book and add grade items
- ✔ **CALENDAR:** Post due dates and course events
- ✔ **NEWS:** Post a welcome message
- ✔ **MANAGE FILES:** Add a copyright folder

PeopleSoft and D2L Intergration



EXAMPLE

Preparing for fall semester



Let's start to build your course.

Is this your first time using D2L? You may want to start by viewing these two videos. They will introduce you to NSCC's D2L and show you a few things before you start to build your course.

- [Take a Tour of NSCC's D2L](#)
- [Explore Commonly used Tools](#)

*You are now ready to **start to build your course.***

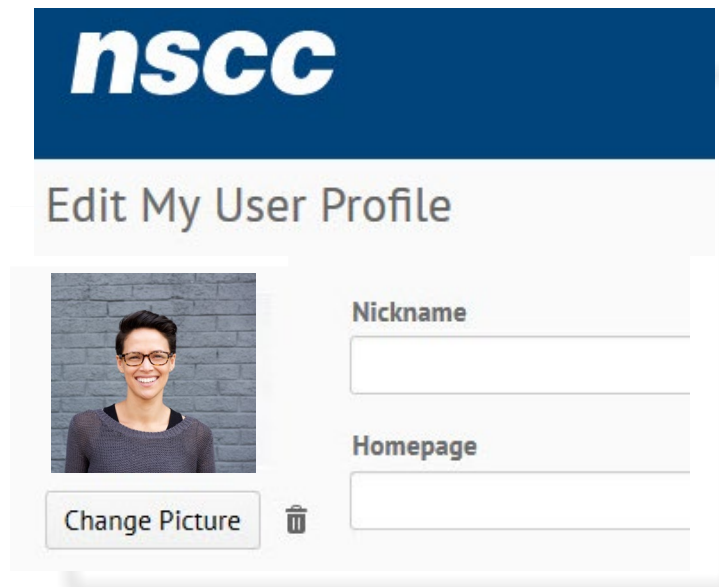
STEP 01

UPLOAD A PROFILE PICTURE

STANDARD


A close up photo of you is uploaded to your profile.


EXAMPLE



nscC

Edit My User Profile



Change Picture 

Nickname

Homepage

HOW-TO-VIDEO



View the video [Create a Personal Profile](#) to see how to upload your picture.

TO COMPLETE STEP ONE

1. Get a close up picture of yourself.
2. Upload your picture.

STEP 02(A)

ORGANIZE YOUR COURSE: SET UP MODULES

STANDARD

All courses have a welcome or introduction module and all module titles are descriptive and consistent.

EXAMPLE



☰ Table of Contents	28
☰ Welcome	5
☰ Module 1 - Inventory of Personal Resources	6
☰ Module 2 - Learning and Work Exploration	9
☰ Module 3 - Life/Work Building	5

HOW-TO-VIDEO

-  View the how to video [Organize Your Course](#) to see how to organize your course.

TO COMPLETE STEP TWO (A)

1. Add a Welcome module. You can name it welcome, introduction, start here, etc.
2. Add module one. Give it a descriptive title.

There is a Course Template that you can use. It has the required modules already setup. To get information on how this works, click [TEMPLATE](#).

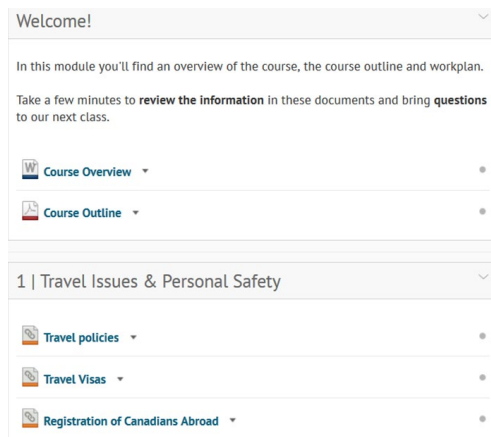


STEP 02(B)

ADD CONTENT

- STANDARD** All courses have:
- A. Course overview
 - B. Course outline including due dates for all evaluations in the schedule
 - C. Course materials (ppt, course notes, videos, assignments, etc)

EXAMPLE



HOW-TO-VIDEO



View the video [Add Content: Upload Files and Rearrange & Delete Modules and Topics](#) to see how to upload content to your modules.

TO COMPLETE STEP TWO (B)

1. Upload the course overview to the welcome module.
*A course overview lets the students know why they are taking the course and provides information to help them get off to a great start.
Click [Course Overview](#) to see an example.*
2. Upload your Course outline to the welcome module.
3. Upload your course materials to your first module.
This can be any of the resources or handouts that you give your students to complete the unit of work along with the assignment (if there is one).

Note:

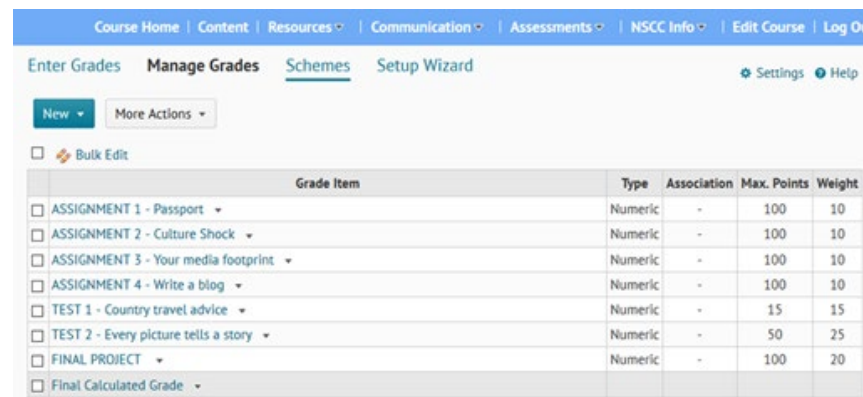
If you are using the “Course Template,” there are place holders for the required content.

STEP 03

SET UP GRADE BOOK AND ADD GRADE ITEMS

STANDARD All courses now use Grades in D2L to give students access to their marks during the semester. At the end of the semester, the final grades are imported into PeopleSoft. You'll use Grades in D2L to set up your Grade book, add grade items and enter marks.

EXAMPLE



The screenshot shows the D2L Grades interface. At the top, there is a navigation bar with links for Course Home, Content, Resources, Communication, Assessments, NSCC Info, Edit Course, and Log Out. Below this, there are tabs for Enter Grades, Manage Grades, Schemes, and Setup Wizard. A 'New' button and a 'More Actions' dropdown are visible. A 'Bulk Edit' checkbox is also present. The main content is a table with the following columns: Grade Item, Type, Association, Max. Points, and Weight. The table lists several grade items, including assignments, tests, and a final project.

Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/> ASSIGNMENT 1 - Passport	Numeric	-	100	10
<input type="checkbox"/> ASSIGNMENT 2 - Culture Shock	Numeric	-	100	10
<input type="checkbox"/> ASSIGNMENT 3 - Your media footprint	Numeric	-	100	10
<input type="checkbox"/> ASSIGNMENT 4 - Write a blog	Numeric	-	100	10
<input type="checkbox"/> TEST 1 - Country travel advice	Numeric	-	15	15
<input type="checkbox"/> TEST 2 - Every picture tells a story	Numeric	-	50	25
<input type="checkbox"/> FINAL PROJECT	Numeric	-	100	20
<input type="checkbox"/> Final Calculated Grade				

HOW-TO-VIDEO



View [Set up your Grade book](#) and [Create Grade Items](#) to see how to set up your grade book in D2L and create a grade item for each evaluation.

TO COMPLETE STEP THREE

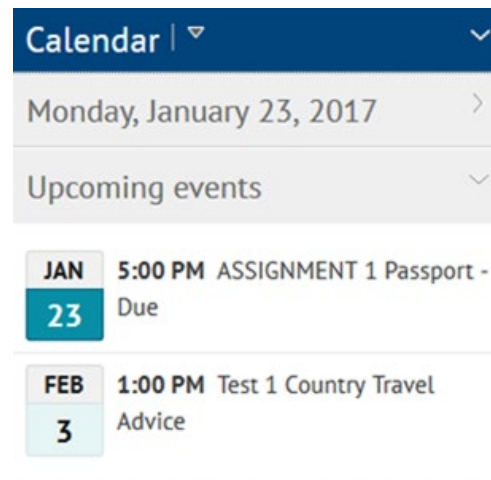
1. Set up your Grade book using the Setup Wizard.
2. Using the information in your course work plan, add a grade item for each evaluation.

STEP 04

SET UP COURSE CALENDAR

STANDARD The course calendar is used to let students know when course evaluations are due and when events in the course will happen.

EXAMPLE



The screenshot shows a mobile application interface for a course calendar. At the top, there is a dark blue header with the text "Calendar" and a downward arrow. Below the header, the date "Monday, January 23, 2017" is displayed with a rightward arrow. Underneath, there is a section titled "Upcoming events" with a downward arrow. Two events are listed: the first is "JAN 23 5:00 PM ASSIGNMENT 1 Passport - Due", where "JAN 23" is highlighted in a dark blue box; the second is "FEB 3 1:00 PM Test 1 Country Travel Advice", where "FEB 3" is highlighted in a light blue box.

Month	Date	Time	Event
JAN	23	5:00 PM	ASSIGNMENT 1 Passport - Due
FEB	3	1:00 PM	Test 1 Country Travel Advice

HOW-TO-VIDEO



View the video [Set Up Course Calendar](#) to see how to add due dates for evaluations and events for your course.

TO COMPLETE STEP FOUR

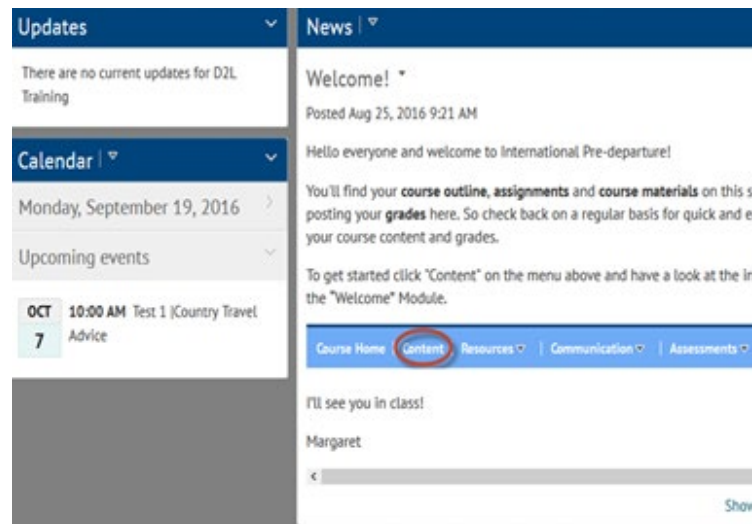
1. Using the schedule in your work plan, add due dates to your course calendar.
2. Throughout the semester, add dates for events in your course (i.e. guest speakers).

STEP 05

POST WELCOME MESSAGE UNDER NEWS

STANDARD All courses have a welcome news item. The welcome message will let students know where to go when they land on the Course Home Page.

EXAMPLE



The screenshot displays a course home page interface. On the left, there are three main sections: 'Updates' (with a message: 'There are no current updates for D2L Training'), 'Calendar' (showing 'Monday, September 19, 2016'), and 'Upcoming events' (listing 'OCT 7 10:00 AM Test 1 | Country Travel Advice'). The right side features a 'News' section with a 'Welcome!' message posted on 'Aug 25, 2016 9:21 AM'. The message text reads: 'Hello everyone and welcome to International Pre-departure! You'll find your course outline, assignments and course materials on this site. You'll also find your grades here. So check back on a regular basis for quick and easy access to your course content and grades. To get started click "Content" on the menu above and have a look at the information in the "Welcome" Module.' Below the message is a navigation menu with 'Course Home', 'Content' (circled in red), 'Resources', 'Communication', and 'Assessments'. The message concludes with 'I'll see you in class!' and the name 'Margaret'.

HOW-TO-VIDEO



View the video [Create and Edit a News item](#) to see how to create a news item in your course.

TO COMPLETE STEP FIVE

Create and post a welcome message under News in your course. To use the information in the example, click [Sample Welcome News Item](#).

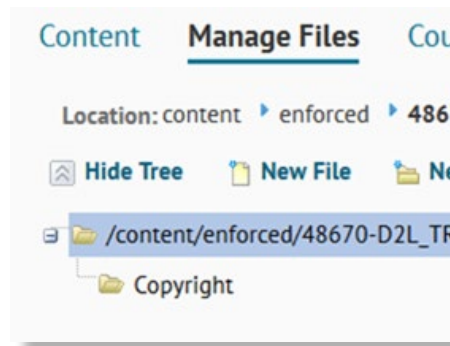
Note: *If you are using the “Course Template,” a welcome message is posted. You will need to edit it.*

STEP 06

ADD A COPYRIGHT FOLDER TO MANAGE FILES

STANDARD A “Copyright” folder is set up in Manage Files in your courses and all copyright permissions are uploaded there. Your course can be audited for copyright so you’ll need to have your copyright permissions available. To make sure copied content qualifies as fair dealing or as an educational use exception in the Copyright Act or is posted under a permission or license agreement, contact the Copyright Office at copyright@nsc.ca.

EXAMPLE



HOW-TO-VIDEO



View the video [Add a Copyright Folder to Manage Files](#) to see how to add a folder to Manage Files and add content to it.

TO COMPLETE STEP SIX

Add a copyright folder to your course in Manage Files. If you have copyright permissions for your course, add them here.

Note: *If you are using the “Course Template,” a copyright folder is already in Manage Files.*

Resource: [Copyright Decision Tool](#)

This is a resource that will help you determine if your use of a copyright-protected work qualifies as fair dealing or an education exception

STEP 07

COPY COURSE CONTENT FROM DEVELOPMENT SHELL TO THE LIVE SHELL

STANDARD If you are working in a course development shell, you need to copy the content to your live course shell before the first day of the semester.

HOW-TO-VIDEO



View the video [Copy Course Components](#) to see how to copy your course components from your development shell to the PeopleSoft generated course shell in D2L.

TO COMPLETE STEP SEVEN

Copy your course.

Checklist for Minimum Requirements

- Posted my profile picture.
- Created the Welcome module and module one.
- Added the course overview, course outline to welcome module.
- Added module resources and/or assignments to module one.
- Set up the Grade book and added grade items.
- Added due dates to the course calendar.
- Posted a welcome message in News.
- Added a copyright folder in Manage Files.
- Copied content from the development shell to the live shell.
(When live course shells are available in D2L)

Student Orientation

Your course is ready to go. The last step is to prepare an orientation for your students.

Here Are A Few Tips:

- Highlight the benefits of using D2L and the features to enhance the student experience.
- Set the expectations for what they can find in their course on D2L and how often they should visit.
- Show features of the Brightspace Pulse App for notifications and updates
Video: [Pulse – Overview for Learners](#).
- Show students where to find help documents.



The slide is titled "Getting Started" in a dark blue header. Below the header, the text "NSCC uses D2L to deliver courses" is displayed. To the left of the main content area, there is a vertical list of four items, each with a circular icon and text: "Take a Tour Video" (play button icon), "D2L Go to Guide" (D2L logo icon), "Give D2L a try!" (book icon), and "How to get your textbook(s) and other resources" (laptop icon). A red arrow points from the "D2L Go to Guide" item towards a cluster of colorful icons on the right. These icons include a cloud with people, an information symbol, a download arrow, a search magnifying glass, a question mark, and an envelope. At the bottom right of the icon cluster are two stylized human figures, one male and one female.

Support

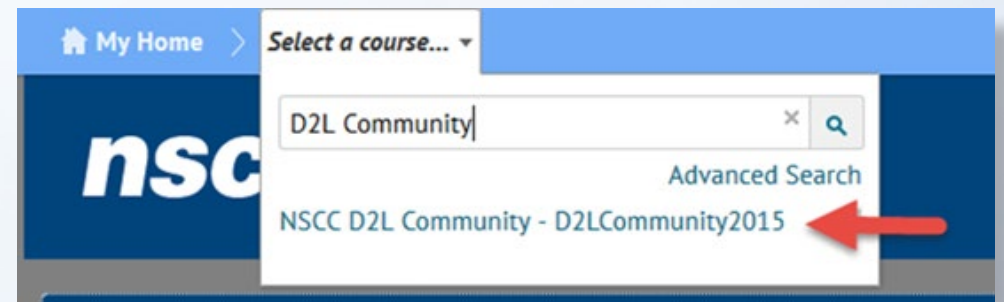
1. [Video: Build Your Technology-Enabled Course](#)

2. [Quick Steps for D2L](#)

3. NSCC D2L Community

Go to D2L Community to:

- Ask questions
- Share ideas
- Participate in “First Friday” webinars
- Stay updated on News



4. Technology Service Desk

- Submit a [ServiceDesk](#) ticket.