SUPPORTING FACULTY IN BUILDING A TECHNOLOGY-ENABLED COURSE
Academic Chair Guide
NSCC uses D2L to support classroom delivery

This guide provides you with information to support faculty as they prepare their technology-enabled courses using D2L.
PeopleSoft and D2L Integration

- Courses scheduled
- Faculty assigned to courses
- Students registered in courses

Information Passed To D2L Electronically

- Course live shells generated
- Faculty and students are auto enrolled in course shells
Faculty Preparation Time Lines for September 2017

Anytime
- Faculty can request course development shells to learn and develop courses in D2L
  - Access training materials and videos on NSCC’s D2L Learning & Support site
  - Participate in NSCC’s D2L Community

February & March
- Faculty train the trainer sessions

April
- Campus training schedules for faculty are ready

May & June
- Training delivered to faculty
  - Faculty develop courses

August
- Faculty copy content from course development shells to live shells
  - New faculty hired – sandbox, course development shells, D2L Community, D2L Learning & Support Site, training
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
Post a profile picture

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

**EXAMPLE**

![Profile Picture Example](image)

**Edit My User Profile**

- **Nickname**
- **Homepage**

[Change Picture]
Content: Set up modules

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

**EXAMPLE**

![Table of Contents]

- **Welcome**
- **Module 1 - Inventory of Personal Resources**
- **Module 2 - Learning and Work Exploration**
- **Module 3 - Life/Work Building**
- **The Final Steps - Portfolio and Interview**
Content: Add Course 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

MINIMUM REQUIREMENT
Set up Grade book and add grade items

STANDARD  All courses 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  

MINIMUM REQUIREMENT
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**

![Calendar screenshot](image)
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**

- **Welcome!**
  - Posted Aug 25, 2016 12:1 AM
  - Hello everyone and welcome to International Pre-departure!
  - You'll find your course outline, assignments, and course materials on this site. Republic posting your grades here. So check back on a regular basis for quick access to your course content and grades.
  - To get started click “Content” on the menu above and have a look at the list of the "Welcome" Module.

- **Country Travel Advice**
  - Oct 7 10:00 AM

**MINIMUM REQUIREMENT**
All courses should have a “Copyright” folder in Manage Files in D2L and all copyright permissions are to be uploaded to this folder. Your course can be audited for copyright so you’ll need to have your copyright permissions available.

**EXAMPLE**

![Image of Manage Files interface with a Copyright folder]

**STANDARD**

Add a Copyright Folder to Manage Files

**MINIMUM REQUIREMENT**
COURSE TEMPLATE

There is a course template that faculty can import into their development shell.

The template has:

• The required welcome module and a couple of others are set up (titles can be easily edited)
• Placeholders in the welcome module for the required content
• Placeholders in module one for course materials
• Welcome message in News that can be edited
• Copyright folder in Manage Files

To get information on what it looks like and how to import it, click “TEMPLATE.”
Student Orientation
Faculty will provide an orientation for their 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 how to set up notifications so they will get an email or text when grades are posted, content added, dates are updated etc.
• Show students where to find the help documents.
Training & Support

1. Training for faculty
   One-day face-to-face workshops will be offered at your campus by D2L trainers. For more information, click NSCC D2L Training.

2. Guide: Build Your Technology-enabled course
   This guide shows how to build a technology-enabled course that meets NSCC’s minimum requirements. It lists the steps and provides examples and links to how-to-videos for each step. Click GUIDE to access it.
3. NSCC D2L Community

Go to D2L Community to:
• Ask questions
• Share ideas
• Participate in “First Friday” webinars
• Stay updated on News

4. Service Desk

• Submit a Service Desk ticket
Changes for September

D2L Course Titles

Course titles will contain Subject code, catalog nbr, course title, online or blended information, instructor name, and class nbr. You will be able to search on any one of these features.

Example

ECSP1200-Learning Through Play I (O) – Doucette, Michelle 5543

- Subject code + Catalog nbr
- Course Title
- Online or Blended (O or B)
- Instructor names
- Class nbr
Changes for September

D2L Course End Date

The end date on the courses will be extended so students do not lose access to their courses on the last day of the semester.

Student Email Address

A student’s NSCC email address will now come over to D2L. NOT their preferred email.
Ad Hoc Section Associations
(formerly Combined Sections)

What is an Ad Hoc Section Association?
This functionality provides the ability to group class sections together into one D2L Shell.

Why Associate Sections?
To manage content and learning more efficiently across multiple sections of the same or similar course.

What is the process to have sections associated?
Faculty will complete the request form and send to their Academic Chair. Academic Chair’s will review and if approved send to their Administrative Assistants to complete in PeopleSoft.

Note: All Ad Hoc Section Associations must be completed in PeopleSoft before the 1st day of classes.
NSCC Definitions
Integrating Technology into the Classroom

Below is a list of terms commonly used to describe the different methods of learning delivery when integrating technology into the classroom.

Learning Management System
A software application for administration of course materials and delivery of courses electronically and online. NSCC’s current Learning Management System is called Desire2Learn (D2L).

Technology-Enabled Courses or “Tech-Enabled”
Face-to-face courses that incorporate various classroom and online technologies where the primary learning activities occur in the physical classroom. This could include use of a Learning Management System, sharing electronic documents and resources, streaming video, recorded class sessions, polling or voting, and various other online technologies.

Blended Courses
Face-to-face classes that have a purposeful and integrated use of online activities to complement, or replace some component of the face-to-face activities.

Online Courses
Courses delivered entirely online. Variations include:

- **Asynchronous**: No common time established for course delivery. Course is scheduled with start and end dates.
- **Synchronous**: Components of the course are scheduled at a specific time that students attend via web-based technology.
- **Continuous Intake**: Self-paced, students can join the course at any time and regulate their pace within an established time frame.
NSCC Definitions
Integrating Technology into the Classroom

**Distributed Courses**
Courses delivered synchronously from one classroom location to another classroom location (commonly using videoconferencing).

**Multi-access Courses**
Courses delivered synchronously from a classroom, with remote students able to connect via technology from any location (commonly using web conferencing).

**Blended Programs**
Programs combining online and face-to-face learning that have a reduction in the “usual” classroom instructional time. E.g. courses taught online with hands on components delivered face-to-face on campus in a classroom or lab/shop.

*Faculty and Staff are encouraged to use College supported technologies within their classroom environment.*