

## Support Resources for Instructional Design and Development

Most of the support resource materials are developed jointly by the DSU Manager of Instructional Technology and Instructional Design Specialist, and provided to faculty in varied course sites in D2L. The sites include:

1. Online Course Design and Development (9 content modules and 61 topics)
2. Designing and Developing Blended Learning and Hybrid Courses (6 modules and 35 topics)
3. DSU D2L Support Resources for Instructors (16 modules and 197 topics)
4. DSU Online Course Accessibility Awareness (11 modules and 71 topics)

Faculty group trainings and individual consultations are provided both online and on-site, periodically and as needs arise.

### Online Course Design and Development

1. Read Me First
  - a. Online Courses vs Onsite Courses
  - b. Course Set Up
  - c. Student Enrollment
  - d. Course Mail
  - e. Make Use of D2L Tools
  - f. Course Maintenance and Backups
2. Planning and Preparation
  - a. What should I do first?
  - b. Course Content Materials
  - c. Timeline
  - d. Get Acquainted with Quality Assurance Rubric
  - e. Set Up Learning Objectives
  - f. Design Assessments
  - g. Design Learning Activities
  - h. Course Planning Checklist
3. Introductions and Communications
  - a. Overview
  - b. Syllabus
  - c. A Welcome/Introduction Letter
  - d. Class Communication
  - e. Technical Requirements
  - f. Grading Policies
  - g. Be a Good Communicator
4. Content Development
  - a. General Suggestions
  - b. Copy and Reuse Content
  - c. Benefits of Using Content in D2L
  - d. Video

- e. Course Accessibility
  - f. ADA Compliance for Online Course Design
- 5. Course Homepage and Organization
  - a. Course Organization
  - b. Course Homepage Layout
- 6. Time Management
  - a. Allow Some Extra Time
  - b. Keep Students Aware of Course Schedule
  - c. Monitor Students Progress
  - d. Instructor's Availability and Presence
- 7. Assessments
  - a. Learning Objectives and Rubrics
    - i. Why Learning Objectives?
    - ii. Why Rubrics?
  - b. Assignments
    - i. Overview
    - ii. Post Assignments
    - iii. Collect Assignments
    - iv. Grade Assignments
  - c. Quizzes
    - i. Overview
    - ii. Quiz Questions
    - iii. Set Up Quizzes
    - iv. Manage Quizzes
    - v. Feedback
  - d. Grades
    - i. Manage Grades
    - ii. Calculation Options
    - iii. Grade Schemes
    - iv. Add Your Own Grade Item
    - v. Grade Item Associations
    - vi. Enter Grades
    - vii. Final Grades
- 8. Multimedia
  - a. Multimedia Overview
  - b. Audio
  - c. Video
  - d. Streaming Media
  - e. Virtual Reality
  - f. Flash / Shockwave
- 9. Blended Learning and Hybrid Courses
  - a. Users directed to the course site Designing and Developing Blended Learning and Hybrid Courses

## Designing and Developing Blended Learning and Hybrid Courses

1. Before You Start
  - a. Hybrid Courses & Blended Learning
  - b. Institution & Instructor Readiness
  - c. Learner Readiness
  - d. Optimal Ratio
2. Planning
  - a. Course Logistics
  - b. Specify Learning Objectives
  - c. Design Learning Activities
  - d. Engaging Students
  - e. Assessment
3. Content Development and Delivery
  - a. Media Attributes and E-Reading
  - b. E-Text Readability
  - c. Hypermedia
  - d. Online Resources
  - e. Multimedia
    - i. Media Information Attributes
    - ii. Graphics
    - iii. Audio
    - iv. Video
    - v. Streaming Media
    - vi. Virtual Reality
  - f. Accessibility
4. Class Communications
  - a. Online vs Face-to-Face
  - b. Synchronous or Asynchronous
  - c. Instructor's Presence
5. Collaborative and Social Learning
  - a. Collaborative Learning
  - b. Factors That Affect Collaborative Learning
  - c. Assess Collaborative Learning
6. Assessment
  - a. Assessment Overview
  - b. Assessment as Part of Course Design
  - c. Formative vs Summative Assessment
  - d. Performance Authenticity and Prevention of Cheating
  - e. Online Quizzes
  - f. Alternative Assessment
  - g. ePortfolio
  - h. Rubrics
  - i. Feedback

## DSU D2L Support Resources for Instructors

1. Daylight User Guides
  - a. D2L Daylight Intro
  - b. D2L Home in Daylight (with screenshots)
  - c. D2L Course Homepage in Daylight (with screenshots)
  - d. D2L Home in Daylight for Instructors (video 3 min)
  - e. Customize Course Image (video 2 min)
  - f. Course Homepage in Daylight for Instructors (video 3:18 min)
  - g. Customize Course Navbar
2. Read Me First
  - a. Online Courses vs Onsite Courses
  - b. Course Set Up
  - c. Student Enrollment
  - d. Course Mail
  - e. Make Use of D2L Tools
3. Video Tutorials for Beginners
  - a. D2L Homepage (3 min)
  - b. Course Overview (8 min)
  - c. Assignment Dropbox Folder (6.5 min)
  - d. Grades (7.5 min)
4. Video Tutorials from D2L
  - a. Course Creation and Organization
    - i. Import Another Course or Other Course Components
    - ii. Manage Content Modules & Topics
    - iii. Re-arrange Content Topics & Modules
    - iv. Attach a Release Condition
  - b. Communications
    - i. Email in D2L
    - ii. Classlist: Contact Students
    - iii. Discussions: Create a Forum
    - iv. Discussions: Create a Topic
  - c. Assignments
    - i. Assignment Grader: A Mobile App
    - ii. Dropbox: Create a Folder
    - iii. Put Restrictions on a Dropbox Folder
    - iv. Dropbox Availability & Special Access
    - v. Grading Dropbox Submissions
  - d. Quizzes
    - i. Quizzes: Introduction
    - ii. Benefits of Question Library
    - iii. Import Questions into Question Library
    - iv. Populate a Quiz with Questions from Question Library
    - v. Managing Question Library
    - vi. Quizzes: Restrictions and Attempts

- vii. Give Students Special Access to a Quiz
    - viii. Quizzes: Grading & Statistics
  - e. Calendar and Scheduling
    - i. Calendar Overview
    - ii. Calendar: Create an Event
    - iii. Calendar: Date Availability for an Event
    - iv. Calendar: Editing & Managing Events
    - v. Calendar: Tasks
  - f. Grades
    - i. Understand the Grades Tool
    - ii. Manage and Enter Grades
    - iii. Grades: Points
    - iv. Grades: Weighted
    - v. Associate an Activity (Dropbox/Quiz) with a Grade Item
    - vi. Create a Grade Item
    - vii. Create a Grade Scheme
  - g. Awards and Certificates
    - i. Create Awards
    - ii. Add Release Condition to Award
    - iii. Manually Issue an Award
    - iv. Create a Certificate
- 5. ePortfolio Resources
  - a. ePortfolio Resources for Learners
    - i. ePortfolio Basics
    - ii. ePortfolio Presentation
    - iii. ePortfolio Collection
    - iv. ePortfolio Item Assessment
    - v. Importing and Exporting ePortfolio Items
    - vi. Sharing ePortfolio Items
  - b. ePortfolio Resources for Instructors
    - i. Share Items in Courses
    - ii. Form Templates
    - iii. Integrating ePortfolio with Content
    - iv. Assessing ePortfolio Content
    - v. Integrating ePortfolio with Competencies
- 6. Common Tasks
  - a. Add a Syllabus Link
  - b. Add a URL to a News Item
  - c. Copy Course Components from One Course to Another
  - d. Back Up Your Course and Grades
  - e. Change Enrollment Status
  - f. Set Up Collaborate Room
  - g. Adjust Grade on a Quiz Question
  - h. Change Quiz Scores

- i. Release Quiz Results
  - j. Reset an Attempt to Allow a Re-Take
  - k. Release Final Grades
  - l. Special Access for Students to Access
7. Common Issues
- a. Can't See My Sent Mails
  - b. Mail to D2L bounced back
  - c. Students cannot see or post to a discussion forum
  - d. Some students can't see quiz results
  - e. MP4 Video in D2L or Linked from D2L
  - f. Windows Media Video in D2L or Linked from D2L
  - g. Disable a security warning in IE 8 or higher
8. Course Homepage
- a. Course Organization
  - b. Course Homepage Layout
  - c. Minibar (on Course Top Banner)
  - d. Customize Course Navbar (Video)
  - e. Link Groups (menus on Course Navigation Bar)
  - f. Manage Course Homepage & Widgets
  - g. Create Your Own Widget
  - h. Add a Syllabus Link to a Widget
  - i. Add/Move/Remove Widgets
9. Course Content
- a. What Can We Have in Content?
  - b. Content Management
  - c. Course Overview
  - d. Content Interface (video)
  - e. Modules and Topics
  - f. Copy/Import Course Components
  - g. Import Files
  - h. Course Builder, Content, and Manage Files
  - i. Course Builder (video)
  - j. Content Browser
  - k. Accessibility
  - l. Use Accessible HTML Templates
  - m. Content Page Editing
    - i. Edit the Title of a Content Topic
    - ii. Save a Word Document as PDF
    - iii. Use NotePad or WordPad to Clean Text
    - iv. Embed a YouTube Video in a D2L Page
10. Communication
- a. Calendar
  - b. Link Assignments to Calendar
  - c. Brightspace (D2L) Pulse

- d. Notification
  - e. News
  - f. Other Class Communication Tools
  - g. Course Mail
  - h. Discussion
  - i. Collaborate (Ultra)
    - i. Add Collaborate Ultra to Course Menu
    - ii. Create a Collaborate Ultra Session
    - iii. Join a Collaborate Ultra Session
    - iv. Set Up Collaborate Rooms in D2L
    - v. More Collaborate Resources
11. Group Work
- a. Set up Groups and Associated Group Discussions
  - b. Set up Groups without Associated Workspace
  - c. Set Up Group Discussions after Groups Are Set Up
  - d. Set Up Group Discussion (video)
  - e. Add New Group Discussions Based on Existing Group Categories (video)
  - f. Set Up Group Dropbox Folders
  - g. Discussion New Feature: Must Post-First
12. Assessment
- a. Learning Objectives and Rubrics
    - i. Why Learning Objectives?
    - ii. Set Up Learning Objectives
    - iii. Why Rubrics?
    - iv. Set Up Rubrics
  - b. Grades
    - i. Grades: What It Offers
    - ii. Grade Item Associations
    - iii. Enter Grades
    - iv. Calculation Options
    - v. Add Your Own Grade Item
    - vi. Show Current Total Points
    - vii. Final Grades (calculation and release)
    - viii. Grade Schemes
    - ix. Formula Grade Item
    - x. Give Bonus Points
  - c. Assignments
    - i. Overview
    - ii. Post Assignments
    - iii. Collect Assignments
    - iv. Grade Assignments
  - d. Quizzes
    - i. Quiz Questions
    - ii. Set Up Quizzes

- iii. Quiz Dropdown Action Menus
  - iv. Manage Quizzes
  - v. Feedback
  - vi. Reset Student Quiz Attempts
  - vii. Help a Student Submit a Quiz Attempt
  - viii. Release Quiz Results
  - ix. Change Quiz Score
  - x. Adjust Grade on a Question
  - xi. Random Question Order in a Quiz
13. Student Access Control
- a. Special Access to Assignments
  - b. Change Enrollment Status
  - c. Content Access for Selected Students
  - d. Tell Students about Release Condition
  - e. Students Share Files
  - f. A Dropbox Folder for the Class to Share Files
14. Course Design for Quality Assurance
- a. Course Creation & Student Enrollment
  - b. Course Introduction and Overview
  - c. Manage Course Homepage
  - d. Manage Course Content
  - e. Multimedia Creation
  - f. Class Communication
  - g. Manage Assignments
  - h. Manage Quizzes
  - i. Manage Grades
  - j. Competency and Learning Objectives
  - k. Set Up Learning Objectives
  - l. Rubrics
  - m. Rubric Association with Assignments
  - n. User Progress
15. Respondus
- a. Respondus Lockdown Browser: Intro
  - b. Lockdown Browser Dashboard
  - c. Quick Guide for Instructors
  - d. Quick Guide for Students
  - e. Download Respondus Lockdown Browser
  - f. Respondus Resources
16. SharePoint Designer
- a. SharePoint Designer 2007 Intro
  - b. SharePoint Designer Manage Site
  - c. Add Content
  - d. Insert Hyperlink
  - e. Add Cascading Style



## DSU Online Course Accessibility Awareness

1. Why Accessibility?
  - a. Laws and Guidelines
  - b. Accessibility Lawsuits in Higher Education
  - c. Growth of e-Learning and Life-long Learning
  - d. Rich Media and Mobile Learning
  - e. A Letter to University Presidents from US Dept of Justice and Dept of Ed
  - f. Article: Online Accessibility: A Faculty Duty
  - g. An article by Lauren Ingeno of Inside Higher Ed
  - h. Article: Elaborating on Online Accessibility
2. Proactive Preparation
  - a. Who's Responsible for Online Course Accessibility?
  - b. A shared responsibility by instructors, distance education, and disability services, by Portland Community College
  - c. Proactive Preparation & Reactive Accommodation
  - d. Technology Facilitations
  - e. Benefits for All: Universal Design
3. What Faculty Can and Need to Do?
  - a. Challenges
  - b. General Recommendations for Course Content Preparation
  - c. Assignments for Learners with Disabilities
  - d. Understanding the Faculty Role in Digital Accessibility
  - e. An article by Doug Lederman, Editor of Inside Higher Ed
  - f. Support Resources & Services for Faculty
4. Navigational Accessibility
  - a. Overview
  - b. How Screen Readers Read & Navigate
  - c. How Keyboard Navigation Works
  - d. Word Document Navigation
  - e. Web Page Navigation
  - f. PowerPoint Navigation
  - g. PDF Navigation
  - h. Table
  - i. Software Application User Interface
  - j. Keyboard Accessibility
5. Text Accessibility
  - a. Text Structure
  - b. Text Font for Low Vision Users
  - c. Color Contrast
  - d. Word Document Accessibility
6. Accessible Images
  - a. Overview
  - b. Images in Web Pages
  - c. Images in Word Document

- d. Images in MS PowerPoint
  - e. Pictures & Photos
  - f. Charts, Diagrams, & Drawings
  - g. Use Table Data Display for Bar Chart
  - h. Use Embedded Lists for Flowchart or Organizational Diagram
  - i. Describe Complex Graphs
  - j. Resources, Guides, and Tutorials
7. Audio and Video Accessibility
- a. Overview of Audio/Video Accessibility
  - b. Speech Recognition & Audio Transcription
  - c. Live Captions
  - d. Caption/Transcript Resources
  - e. HTML5 Video Player
8. D2L Accessibility
- a. D2L Navigation Accessibility
  - b. Accessible Content Presentation
  - c. Use HTML Pages as First Choice of Document
  - d. Accessible HTML Templates
  - e. Collaborate Web Conference Accessibility
  - f. Accessibility for Cognitively Impaired Users
9. Mobile Accessibility
- a. Prominence of Mobile Technology & Apps
  - b. W3C Topic: Mobile Accessibility
  - c. How WCAG 2.0 Guidelines Apply to Mobile?
  - d. Best Practice to Make Web Content Accessible to Mobile
  - e. Collection of Resources for Mobile Accessibility
  - f. Apple Accessibility
10. Guides, Tips, Tutorials, and Trends
- a. Accessibility Forum at WCET
  - b. Building a Strategic Plan for Online Course Accessibility (Youtube Video)
  - c. Educause Guidelines on Web Content Accessibility
  - d. Educause ADA Compliance for Online Course Design
  - e. Considerations to Take in Developing Accessible Online Courses
  - f. WCET Accessibility in Online Courses – Trends, Tips & Tools
  - g. Improve Accessibility in Tomorrow’s Online Courses by Leveraging Yesterday’s Techniques
  - h. Universal Design: Process, Principles, and Applications, from Center for Universal Design in Education (DO-IT)
  - i. National Center on Universal Design for E-Learning
  - j. Tutorials on Section 508
  - k. WebAIM: Web Accessibility in Mind
11. College and University Efforts
- a. Penn State: A Great Collection of Guides and Resources
  - b. Portland Community College: Step-by-step Instructions

- c. University of Minnesota: A Very Comprehensive Collection of Guides and Tutorials
- d. Cornell's Disability Strategic Plan
- e. San Jose State University
- f. University of Washington: DO-IT

## Appendix A-1. Online Course Design and Development Homepage

**DSU**  
DAKOTA STATE

Online Course Design and Development

Course Home | Content | Assessments | Communications | Resources | Edit Course

**Getting Started**

This widget is for posting links to documents and guides that tell students what to do first in taking the course. Suggested topics and examples include the following. You can customize based on your course needs.

- Course Intro
- Syllabus
- Technical Requirements
- Class Communication
- Assessments
- Standards of Conduct

**Web Resources**

- Online Course Design and Teaching (University of Wisconsin-Madison)
- Design and Teach Your Course (Carnegie Mellon University)
- Teaching Online with Desire2Learn 2016 (from Lynda.com)
- Foundations of Online Instruction (from Lynda.com)
- Top 10 Rules for Developing Your First Online Course (Faculty Focus)
- What Online Teachers Need to Know (Faculty Focus)
- 4 Expert Strategies for Designing an Online Course (Inside Higher ED)
- Ideas for Effective Online Instruction (Online Cl@ssroom)

**Course Info**

This site "Online Course Design and Development" is intended to provide guides on designing and developing online courses in D2L. Many of the suggestions are made in line with the [Quality Assurance Guidelines](#).

Please open the Content link on the top banner to start browsing the topics.

Most of the content discussed in this site are applicable in both online and hybrid courses. However, a hybrid course can have more variables that require special considerations. Please visit the site [Designing and Developing Hybrid Courses & Blended Learning](#) for further information.

**Content Browser**

Bookmarks | Recently Visited

- Read Me First
- Planning & Preparation
- Introductions & Communications
- Content Development
- Course Homepage & Organization
- Time Management
- Assessments

**DSU Policies**

Figure 1. Online Course Design and Development Homepage

Appendix A-2. Online Course Design and Development Table of Contents

**DSU**  
DAKOTA STATE

Online Course Design and Development

Course Home | Content | Assessments ▾ | Communications ▾ | Resources ▾

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents **61**

**Read Me First** **6**

Planning & Preparation **8**

Introductions & Communications **7**

Content Development **6**

Course Homepage & Organization **2**

Time Management **4**

Assessments **18**

Multimedia **6**

Hybrid Courses / Blended Learning **1**

**Read Me First** ▾

Add dates and restrictions...

Add a description...

**New** ▾ Add Existing Activities ▾ Bulk Edit

**Online Courses vs Onsite Courses** ▾

**Course Set Up** ▾

**Student Enrollment** ▾

**Course Mail** ▾

**Make Use of D2L Tools** ▾

**Course Maintenance and Backups** ▾

Add a sub-module...

Figure 2. Online Course Design and Development Table of Contents

Appendix B. Designing and Developing Blended Learning and Hybrid Course Table of Contents

The screenshot displays the course management interface for 'Designing and Developing Blended Learning and Hybrid Course' at DSU. The interface includes a navigation menu on the left with options like Overview, Bookmarks, and Course Schedule. The main content area shows the 'Table of Contents' with a search bar and a list of sections: 'Before You Start' (4 items), 'Planning' (5 items), 'Content Development & Delivery' (11 items), 'Class Communications' (3 items), 'Collaborative and Social Learning' (3 items), and 'Assessment' (9 items). The 'Before You Start' section is expanded, showing sub-sections like 'Hybrid Courses & Blended Learning', 'Institution & Instructor Readiness', 'Learner Readiness', and 'Optimal Ratio'. The interface also features buttons for 'Import Course', 'Bulk Edit', and 'Related Tools'.

Figure 3. Designing and Developing Blended Learning and Hybrid Courses Table of Contents

Appendix C-1. DSU D2L Support Resources for Instructors Homepage

**DSU**  
DAKOTA STATE

DSU D2L Support Resources for Instructors

Course Home | Content | Assessments ▾ | Communications ▾ | Resources ▾

**Getting Started** | ▾

*Prepare your syllabus and other introductory texts as HTML webpages or Word document; import the documents into your course (Edit Course > Manage Files), and insert QuickLink (course file) to these documents. Delete this note in blue italic when you are done.*

Syllabus  
Your Professor  
Technical Requirements  
Standards of Conduct

*The Calendar widget below will list any Dropbox assignments and quizzes that have a start date/time and/or end date/time. The instructor can open the Calendar and add other class events not associated with Dropbox folders or quizzes.*

**D2L Support Resources** | ▾ ▾

Learning Environment 10.3 Features Guide  
D2L Resource Center: Learning Environment  
Videos for Instructors  
Brightspace Community

**News** | ▾

**D2L Upgrade to Daylight User Interface** ▾  
Posted Mar 12, 2018 10:52 AM  
In May 2018, tentatively between May 5 and 10, D2L will be upgraded to the Daylight is a responsive design with accessible page display for a broad range of user platform devices. Please visit the Daylight Topics in the Content area for further information at

**Handout for Virtual Classroom** ▾  
Posted Feb 9, 2018 11:21 AM  
Virtual Classroom Instructor/Moderator Guide

**Handout for Video Assignments** ▾  
Posted Nov 20, 2017 9:39 AM  
Video Assignment.docx

**Handout for ePortfolio Orientation** ▾  
Posted Aug 16, 2017 1:53 PM  
Download a copy of the orientation handout

**A Mobile App to Stay On Top of Class Schedule** ▾

Figure 4. DSU D2L Support Resources for Instructors Homepage

Appendix C-2. DSU D2L Support Resources for Instructors Table of Contents

**DSU**  
DAKOTA STATE

DSU D2L Support Resources for Instructors

Course Home | Content | Assessments | Communications | Resources

Search Topics

**Daylight User Guides**

Add dates and restrictions...

Daylight is the new user interface designed to improve accessibility for a broad range of users. The SDBOR D2L system will be upgraded to Daylight in May 2018.

New Add Existing Activities Bulk Edit

- D2L Daylight Intro
- D2L Home in Daylight (with screenshots)
- D2L Course Homepage in Daylight (with screenshots)
- D2L Home in Daylight for Instructors (video 3 min)
- Customize Course Image (video 2 min)
- Course Homepage in Daylight for Instructors (video 3:18 min)
- Customize Course Navbar

Add a sub-module...

**Table of Contents**

- Table of Contents (201)
- Daylight User Guides (7)**
- Read Me First (5)
- Video Tutorials for Beginners (4)
- Video Tutorials from D2L (37)
- Support Resources from D2L (17)
- Common Tasks (12)
- Common Issues (7)
- Course Homepage (9)
- Course Content (16)
- Communications (14)
- Group Work (7)
- Assessments (35)

Figure 5. DSU D2L Support Resources for Instructors Table of Contents

Appendix D. DSU Online Course Accessibility Awareness Table of Contents

**DSU**  
DAKOTA STATE

DSU Course Accessibility Awareness

Course Home | Content | Assessments ▾ | Communications ▾ | Resources ▾

Search Topics

Overview  
Bookmarks  
Course Schedule

Table of Contents **74**

- Why Accessibility?** **7**
- Proactive Preparation **4**
- What Faculty Can and Need to Do **5**
- Navigational Accessibility **10**
- Text Accessibility **4**
- Accessible Images **10**
- Audio & Video Accessibility **5**
- D2L Accessibility **6**
- Mobile Accessibility **6**
- Guides, Tips, Tutorials, & Trends **11**
- College/University Efforts **6**

Why Accessibility? ▾

Add dates and restrictions...

Add a description...

**New** ▾ Add Existing Activities ▾ Bulk Edit

- Laws and Guidelines** ▾
- Accessibility Lawsuits in Higher Education** ▾
- Growth of e-Learning and Life-long Learning** ▾
- Rich Media and Mobile Learning** ▾
- A Letter to University Presidents from US Dept of Justice and Dept of Ed** ▾
- Article: Online Accessibility: A Faculty Duty** ▾  
An article by Lauren Ingeno of Inside Higher Ed
- Article: Elaborating on Online Accessibility** ▾  
U.S. Education Department's elaboration on edict to colleges about not shutting

Add a sub-module...

Figure 6. DSU Online Course Accessibility Awareness Table of Contents