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

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

Figure 1. Online Course Design and Development Homepage
Appendix A-2. Online Course Design and Development Table of Contents

Figure 2. Online Course Design and Development Table of Contents
Appendix B. Designing and Developing Blended Learning and Hybrid Course Table of Contents

Figure 3. Designing and Developing Blended Learning and Hybrid Courses Table of Contents
Appendix C-1. DSU D2L Support Resources for Instructors Homepage

Figure 4. DSU D2L Support Resources for Instructors Homepage
Figure 5. DSU D2L Support Resources for Instructors Table of Contents
Appendix D. DSU Online Course Accessibility Awareness Table of Contents

Figure 6. DSU Online Course Accessibility Awareness Table of Contents