

# IHCC/DCTC D2L Training Camp

August 7, 2019

Inver Hills Community College

Business Building, room 114

## Description

This one-day workshop is designed for faculty who currently use or will be using Desire2Learn (D2L) for online, hybrid, or face-to-face courses. The day is split to offer beginning content in the morning and training on more advanced tools in the afternoon. Lunch is provided.

### Learning Outcomes:

1. Participants will describe the key elements of a well-designed online or hybrid course (consistency, logical organization, clarity of expectations, and accessibility).
2. Participants will demonstrate the use of best practices in the design of their online or hybrid course.
3. Participants will describe the relationship of student learning outcomes, learning activities, and assessments in a well-designed online or hybrid course.
4. Participants will use a variety of active, higher-level learning activities suitable for online or hybrid learning.
5. Participants will use the D2L tools and components effectively and appropriately to deliver their online or hybrid courses.

### Course Materials

Suggested course materials (electronic format) for participants to have available for the various training sessions:

- Textbook
- PowerPoint presentations
- Assignments
- Handouts
- Website links
- Course outline, syllabus or information for a syllabus
- Worksheets and assignments
- Terminology or key words list
- Course schedule

### Prior to the workshop:

- If you do not have a course that you can use during the workshop, submit a JIRA ticket and request a D2L development course shell. Indicate in your ticket that you need the course by the morning of the workshop. You are welcome to use a course that you already have, as long as you don't mind making some changes. It is suggested to use an old course, a development course, or one that you will be teaching. It is not advised to experiment in an active course wherein students are currently learning.
- Choose a course that you would like to build or improve upon. This could be a new class, or one that you either want to convert from a face-to-face to an online course, offer supplemental instruction for, or that you are currently teaching online.

## **Technology**

This training will be conducted using the Desire2Learn Brightspace learning management system. Please attempt to login to this environment prior to the course to ensure that you have access during the workshop.

To login, visit either the Inver Hills Community College (IHCC faculty) or Dakota County Technical College (DCTC faculty) websites, click on Current Student, and D2L Login. Campus websites:

<https://inverhills.edu/>

<https://www.dctc.edu/>

## **Agenda**

**9:00-9:45**

### **Basics in Online/Blended Course Design and Delivery**

Have you wanted to try putting a course or part of a course online but did not know where or how to start? In this session, learn the basics of designing curriculum for online/blended instruction and the D2L Brightspace tools that will support the delivery. Topics:

- Overview of online pedagogy
- Tips and best practices for online course design
- Getting students started in an online class
- Communication methods in an online class
- Overview of basic D2L Brightspace tools to support content delivery
- Quality issues for online classes
- Essentials of Import, Export, Copy Functions

**9:45-10:30**

**Your Course Home Page and Materials: Content**

This hands-on session will guide you through the setup of your course content section and the course homepage. We will also discuss best practices in design and organization of course content (modules, weeks, chapters) and ideas for using your course homepage for clear communication, as well as facilitating student navigation.

## **Break**

**10:45-11:30**

### **More Communication Tools**

Effective communication practices in online and blended course lead to a more effective learning process. Navigating through an online class can feel different. As an extension from work on your course homepage, this session will cover other communication tools that support student collaboration and interaction with the course, other students, and the instructor. Topics:

- Discussion forums and topics
- Chat rooms
- Creating widgets
- Classlist and progress tool

**11:30-12:15**

### **Setting Up Your Gradebook and Assessment Tools**

A grade book is a list of items on which you evaluate users' performance. Grade items can include assignments, quizzes, discussion posts, participation, and so on. Together, the items in a grade book represent all the work that you evaluate users on in a course. This hands-on session will guide you in setting up a class gradebook and grade schemes, and in creating rubrics.

## **Lunch**

**1:00-1:30**

### **User Progress**

An extension of Brightspace's grade book and various assessment tools, User Progress tools allow you to monitor student performance. In this session, we will look at how to access and use this tool efficiently.

**1:30-2:30**

## **Brightspace Advanced Tools**

This hands-on session will guide you in the use of some of the other D2L Brightspace tools that instructors frequently can incorporate into their course. Topics:

- Using intelligent agents
- “Insert stuff” feature
- Release conditions
- FAQ
- Calendar
- Checklist

## **Break**

**2:45-3:30**

### **Lights, Camera, Action....Recorded Lectures**

Whether you’re producing videos for your online course or trying to flip your course this session is for you. This session will feature practical information and skills needed to produce high-quality and polished recorded lectures. In addition to a review of PowerPoint fundamentals, participants will learn what makes a clear and engaging recorded lecture, how to fine-tune delivery, what to capture and best practices from the broadcast industry and on-air presence. Participants will also learn how to capture lectures using Mediaspace and embed them into their D2L Brightspace course. For those who are teaching online or blended, the following QM Standards will also be addressed: Standard 4 Instructional Materials, Standard 6 Course Technology, Standard 8 Accessibility and Usability as well as the importance of alignment. Templates and handouts for producing recorded lectures will be provided.

Captioning and accessibility standards

**3:30-4:15**

### **Ongoing Professional Development**

- Faculty Resources websites at both colleges
- Consultation services
- Course review: Quality Matters and POET models