The purpose of this training series is to provide faculty with the opportunity to apply best practices of online course design to a course they are teaching or developing for online or hybrid delivery. Any course may be repeated to continue developing the skills gained from the training series to reach proficiency.

**Title:** Getting Started with Desire2Learn (D2L)

**Facilitator:** Darcy Turner

**Description:** This hands-on workshop introduces the elements of D2L that students have come to expect in their courses, such as viewing the Syllabus and schedule in Content, communicating with their instructor via email, and checking their grades throughout the semester. Faculty will use the AASC-approved Syllabus template to create a working draft for their next course and leave this workshop with the ability to upload files into Content, communicate with students via email, and assign grades to assignments.

**Prerequisites:** None

**Audience:** Faculty members who have never used D2L and want to start. These faculty members have taught seated classes only.

**Objectives:**
- Navigate the D2L environment
- Create a module in Content
- Create a Syllabus using the “Online Syllabus Template”
- Save a Word document as a PDF file
- Upload your Syllabus to Content
- Set up your D2L Grades and change settings
- Email the class or individual students through D2L

**Required Materials:**
- Laptop computer (one will be provided if you do not have your own)
- Materials Packet (provided)
- D2L login information (same as SCTCC email)
- D2L course or shell
- Current Syllabus from one course

**Preferred Location:** Laptop classroom with projector and document camera

**Length of Course:** 2 hours
Title: Making D2L Work for You

Facilitator: Darcy Turner

Description: This workshop builds upon the knowledge and skills gained in the “Getting Started” workshop by teaching faculty how to put D2L to work for them. This training focuses on the D2L tools that make course management easier and more efficient. Faculty will learn how to make announcements to the entire class via the News page. They will leave the workshop knowing how to design and edit quizzes and collect assignments through the Dropbox, which allows students to submit assignments from any computer or mobile device with an Internet connection.

Prerequisites: Successful completion of the “Getting Started with Desire2Learn (D2L)” workshop or equivalent training/experience with D2L.

Audience: Faculty who are comfortable using the D2L tools in the “Getting Started’ class, and who want to incorporate D2L even more into their courses. These faculty members have taught seated classes only, and may have shown interest in teaching online.

Objectives:
- Create a News posting
- Create a Dropbox with a due date and tie it to a Grade item
- Place an assignment into the Dropbox and grade it
- Design, edit, and grade a Quiz that is tied to a Grade item
- View your D2L course from a student’s perspective

Required Materials:
- Laptop computer (one will be provided if you do not have your own)
- Materials Packet (provided)
- D2L login information (same as SCTCC email)
- D2L course or shell containing a Syllabus and modules in Content and grade items in Grades

Preferred Location: Laptop classroom with projector and document camera

Length of Course: 2 hours
Title: Enhancing your Effectiveness with D2L

Facilitator: Darcy Turner

Description: This workshop will show faculty that using D2L can make course preparation, maintenance, and grading more efficient. Faculty will create quicklinks that make navigation within D2L and to outside resources seamless, and they will work with Discussions to enhance student engagement and communication. Then the facilitator will demonstrate how, with a little planning and effort, using Rubrics in D2L can cut grading time in half. Finally, faculty will leave the workshop able to copy all of their hard work from one course section to another, eliminating the need to repeat the building process each semester.

Prerequisites: Successful completion of the “Getting Started with Desire2Learn (D2L)” and “Making D2L Work for You” workshops or equivalent training/experience with D2L.

Audience: Faculty who are comfortable using the News, Content, Dropbox, Quiz, Email, and Grades tools, and who want to learn advanced features. These faculty members may have shown interest in teaching online or may already have some online teaching experience.

Objectives:
- Create quicklinks within D2L and to outside sources
- Create, edit, and delete forums and topics in Discussion
- Create, reply to, and assess a Discussion posting
- Create a Rubric and tie it to a Dropbox and a Grade item
- Copy course components from one section to another

Required Materials:
- Laptop computer (one will be provided if you do not have your own)
- Materials Packet (provided)
- D2L login information (same as SCTCC email)
- D2L course or shell containing a Syllabus and modules in Content and grade items in Grades
- Current rubric from one course OR a current assignment

Preferred Location: Laptop classroom with projector and document camera

Length of Course: 2 hours