

University College
Faculty Service

Course Development

Student Authentication Requirements

In compliance with the Higher Education Opportunity Act, MTSU must "demonstrate that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework." This verification is accomplished by requiring the MTSU online student to:

- 1) use a secure login and pass code into the MTSU-supported Learning Management System, currently Desire2Learn (D2L) **and/or**;
- 2) sit for proctored examinations.

MTSU Online/Hybrid Course Guidelines

All MTSU online and hybrid courses must be developed in accordance with the MTSU [Online/Hybrid Course Guidelines](#) (PDF). These guidelines have been approved by the MTSU Distance Education Committee and criteria stipulated by the Distance Education and Non-traditional Programs Department in the University College.

Course Development Criteria

Online and hybrid course quality is based on [criteria](#) approved by the MTSU Distance Education Committee and the Online Faculty Mentor (OFM) Program and were implemented in the 2005 Fall Semester.

Desire2Learn (D2L) Training

- All online and hybrid course content is required to be developed for and posted within Desire2Learn (D2L) which is the MTSU-supported course management system.
- First-time faculty course designers are required to schedule a D2L one-on-one consultation or to register for a workshop conducted by the staff of the Faculty Instructional Technology Center (FITC) located in the Telecommunications Building on campus. Workshop attendance may be [scheduled](#) online. One-on-one consultation may be arranged by calling 615/904-8189.
- Experienced course designers are also encouraged to discuss the design or redesign of their courses with FITC staff due to innovations in software/hardware and multimedia used in online course instruction.

D2L Course Shells

- In preparation for training, course designers may request a D2L development shell by completing and submitting the [Course Development Request Form](#).

Please note that D2L shells are created for every semester course. **Semester shells must not be used for course development.** If a semester shell is deleted, content will be lost.

- A D2L development shell will be established upon registration for a workshop or before the first scheduled one-on-one consultation.
- Faculty who already have a D2L development shell may use it during their training session(s).

Design Elements

- Please review [D2L Minimal Design Elements \(hyperlink\)](#) for a list of content items that must be posted within D2L.
- Development of original content is required in order to receive development compensation.
- Publisher content, or other pre-produced content, may be utilized, but should be thoughtfully integrated into the original course content produced by the developer.
- The course must be designed so it can continue to run if a publisher's, or other external, site is down.
- Instructors must be aware of external site scheduled downtime, especially during testing periods.
- MTSU's Instructional Technology Division (ITD) does not support or provide archival capabilities for content posted to external sites.
- Online courses must be designed so that other instructors may teach them.
- For security reasons, student grades, and other personally identifiable information, must not be posted to personal or external websites. This information must be posted within the MTSU-supported course management system which is currently Desire2Learn (D2L).

Design Recommendations

PDF or HTML Content

- It is recommended that online and hybrid course designers create content in or transfer content from Word, PowerPoint, and/or Excel to PDF or HTML, unless the course is dependent upon the use of such software. In D2L this may be accomplished by selecting "Add Single Topic".
 - "Word, PowerPoint, and Excel all send up security messages when linked to from the Content area of D2L. Content that is translated to HTML or PDF opens up inside the D2L content frame instead of trying to pop up a new window or making the student deal with a security message." (If it is necessary to give students Word, PowerPoint, or Excel files, ITD suggests they link to these files from a drop box. Students with disabilities

should not have problems accessing these files from a drop box either.)

- The advantages of providing course content in HTML:
 - Security issues;
 - Avoid pop-up blockers which can pose problems for disabled students;
 - Smoother navigation within the course;
 - Avoid any problems associated with creation/readability of documents in various versions of Microsoft Word.

Instruction By Other Faculty

- Since other professors may be teaching your online course, it is recommended that the course be designed with that thought in mind.

Asynchronous Learning

- MTSU online courses are to be designed for asynchronous learning. Students cannot be required to be on campus or online at a specified date/time unless the meeting is optional.

Use of External/Publisher Websites

- Publisher content, or other pre-produced content, may be utilized but should be thoughtfully integrated into the original course content produced by the developer.
- The course must be designed so it can continue to run if a publisher's, or other external, site is down.
- Instructors must be aware of external site scheduled downtime especially during testing periods.
- MTSU's ITD does not support nor provide archival capabilities for content posted to external sites.
- Post student grades (and other personally identifiable information) within the MTSU-supported Desire2Learn (D2L). For security reasons, student information must not be posted to personal or external websites.

Course Development Resources

Design Assistance

The following resources are available as you design your course:

- **Training** - [Faculty Instructional Technology Center \(FITC\)](#) – 904-8189 - one-on-one consultations and/or register online for D2L training/workshops
- **Course Design** - [Learning, Teaching and Innovative Technology Center \(LT&ITC\)](#) – Dr. Thomas Brinthaup, Director, 615-494-7671, James E. Walker Library, Room 348

Moving Course Content (from One D2L Shell to Another)

- Open the blank course that you want to copy the course content into.
- Click the Components link on the right side of the home page
- Choose to copy from another org unit
- Scroll down and choose the development shell that contains the course content you want to move.

- The screen will refresh. Choose the Select All check box.
- Click the next buttons at the bottom of the screen until you work through the wizard. When the button displays “done” go to the home page to review.

Podcasting

Podcasting audio/video equipment is available in 122 Kirksey Old Main (KOM). Contact Travis Carter at tcarter@mtsu.edu or 615/494-8908 to schedule training and/or recording sessions.

Resource Links

[James E. Walker Library](#)

- [Distance Librarian](#)
- [Instructor Resources](#)
- [Library Resources and Services](#) for Distance Students
- [Embedded Librarian](#)
- [Research Gateway](#)
- [Research Guides](#)

[Academic Calendar](#)

Accessible Web Design (ADA)

- [MAGPie](#)
- [Vischeck](#)
- [Page Valet](#)
- [Cynthia Says](#)
- [Do-It](#)
- [ADA Compliance](#)
- [ADA Home Page](#)
- [MTSU ADA Compliance Office](#)
- [Adaptive Technology Center - Disabled Student Services](#)

Copyright Policies

- [Citation Style Guides](#)
- [United States Copyright Office](#)
- [TBR Copyright Issues in Digital Distance Education](#)
- [TBR Copyright Basics](#)
- [TBR Guideline 075 – Distance Education and Intellectual Property](#)
- [The Digital Millennium Copyright Act of 1998](#)
- [Copyright Website](#)

Content Modules

- [MERLOT Content Library](#)

Desire2Learn (D2L)

- [Course Access](#)

- [D2L Faculty Support](#)
- [D2L Learning Community](#)
- [D2L Student Support](#)
- [Training – D2L](#)

Electronic Campus (SREB)

- [Principles of Good Practice](#)

Instructional Technology Division (ITD)

Desire2Learn (D2L)

- [Course Access](#)
- [D2L Faculty Support](#)
- [D2L Learning Community](#)
- [D2L Student Support](#)
- [Training – D2L](#)

Faculty Instructional Technology Center

- [ElluminateLive!](#) – Request Form
- [Free Downloads](#)
- [Multi-media Request](#)
- [iTunes U](#)
- [Podcasting](#)
- [Training](#)
- [Equipment Check-out](#)
- Turnitin Educational Suite – plagiarism detection/prevention

Technical Support – [ITD](#)

- [Help Desk](#)
- [ITD Quick Links](#)
- [Free Software Downloads](#)
- [Software and Hardware Supported by FITC](#)
- [Software Titles and Price List](#)
- [ITD Faculty Services](#)
- [ITD Resources Policy](#)
- [ITD Hardware and Software Support Information](#)
- [Online Tutorials](#)

[Learning, Teaching and Innovative Technologies Center](#)

- [LT&ITC Resources](#)

Plagiarism Prevention/Detection

- [Turnitin](#)

Sloan Consortium

- [Sloan Consortium \(Sloan-C\)](#) - institutions and organizations committed to quality online education

Student Resources

- [Student Online Readiness Tool \(SORT\)](#) - University System of Georgia [USG SHARE](#)
- [University Computer Labs](#)
- [Smarthinking](#) Online Tutorial Service

Virginia Commonwealth University

- [VCU Online Teaching and Learning Resource Guide](#)

Learning Resources Network (LERN)

[LERN Club](#)

- Username: logina156
Password: zxtrielw