

## **\*\*REMOTE\*\* INSTRUCTION ASSISTANCE**

This contingency module has been created to assist in-person faculty with continuation of course instruction remotely. The following are things to consider:

- **Syllabus review** - look for areas of modification in the syllabus, such as adjusting assignments, low-stakes quizzes, due dates, readings, etc. to work within a remote format.
- **Presenting Information** - In the event of a quick transition to remote instruction, it may not be feasible to record your own lectures or convert content into a remote format. In this case, search for alternative content methods that can be embedded into your remote course to save time and resources.
- **Communicating with students** - inform students of contingency plans as soon as you are able, including any adjustments to the syllabus; use the communication tools within D2L to stay connected with students by way of news announcements, video notes, and the D2L email tool.
- **Sharing course materials** - consider what materials will need to be uploaded into D2L for instructional purposes, and/or for students to complete assessments successfully.
- **For on-ground courses, consider synchronous meetings using Zoom.** Zoom is a great alternative resource for delivering course material. Zoom allows students to remotely join a video session and participate in an engaging lecture or class. Consider using Zoom for virtual office hours as well.
- **Using the Chat Feature in D2L** – due to FERPA guidelines, using this feature for synchronous communication with your students is the safest way to ensure student information is protected. Other social media options such as Facebook or Twitter do not meet FERPA requirements.
- **Collecting assignments** - for assignments usually submitted in paper format, use the Dropbox feature in D2L to collect them remotely.
- **Quizzes/Exams** - if disruptions to your class time will impact your quizzes or exams, you may wish to offer your exams using the quiz tool in D2L. For written exams using essay questions, short answer, and/or other forms of written response, you can create these as Assignments in D2L for students to submit their work via the Dropbox tool.

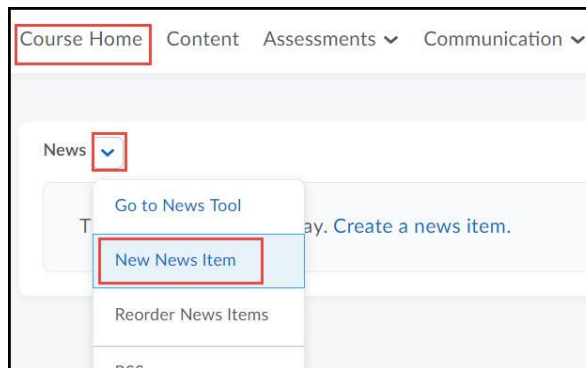
### **Topics Covered:**

- Creating News Announcement(s) for the course homepage; suggested uses, and information to consider in an announcement are also included
- Sending and retrieving email using the Email function in D2L
- Using the Chat feature for synchronous discussions
- Creating a module under content
- Uploading course files into a content module
- Creating a web page in a content module
- Creating a Dropbox folder, incorporating assignment instructions directly in the Dropbox tool
- Publishing a Dropbox folder in a content module
- Creating a captioned video note directly in any D2L dialogue box (3 minute maximum)
- Entering students' final grades using the grade tool
- Resources for building quizzes/exams and creating a grade book in D2L

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## CREATING A NEWS ITEM ON THE COURSE HOMEPAGE

- On the course home page, click the arrow to the right of News
- Select New News Item
- On this page, enter a Headline, then
- Click on the content box and add any information needed for the item. Remember you can link to other content, videos, and other relevant information directly from this box. You can also use the video note function as well.
- Click publish and it will publish immediately to your homepage.
  - If you would like to create a news item to publish at a later date, there are 2 options:
    - save the news item as a draft so it is not visible and then go into the news tool and publish on the date you want the news item to appear on the course homepage; or
    - select the start date of the day you'd like for the news item to publish and the click publish. The announcement will show as "scheduled" to publish on your chosen start date.



Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.

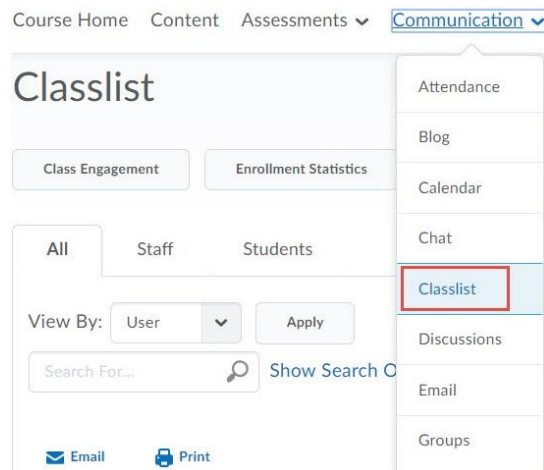
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## COMMUNICATING WITH THE CLASS USING D2L EMAIL

An email sent to the entire class can be done seamlessly in D2L. It is important to note that any emails sent using the D2L email tool will only reside within D2L; it does not send the email to a student's mtmail.mtsu.edu account. Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.

To email the class:

- Under the communications dropdown menu, select classlist
- Select the Email Classlist button
- Click Send Email
- You are now ready to compose your message and send it to the class



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## COMMUNICATING WITH THE CLASS USING D2L EMAIL (CONT)

Course Home Content Assessments Communication

### Classlist

Class Engagement Enrollment Statistics **Email Classlist**

All Staff Students

View By: User Apply

### Email Classlist

Course Home Content Assessments Communication Help

All Staff Students

View By: User Apply

Search For... Show Search Options

Last Name First Name

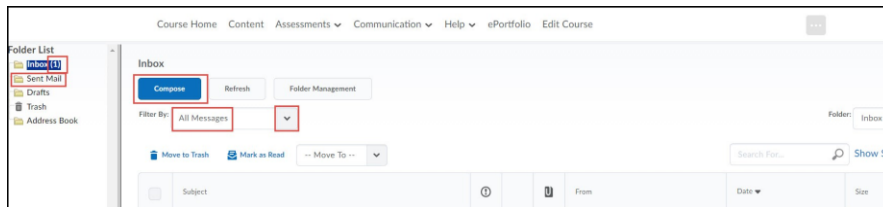
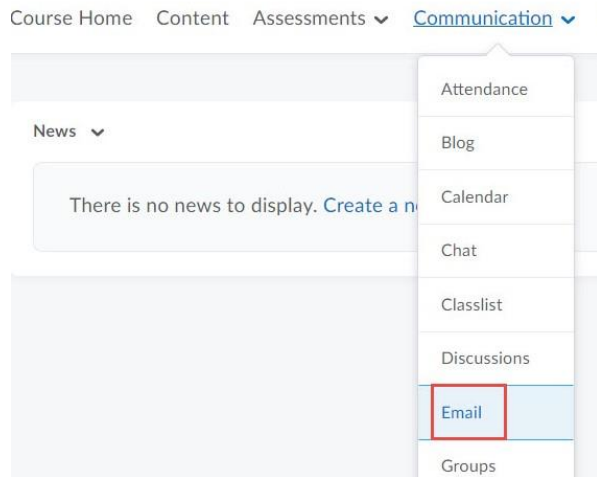
Student3, FITC Fake
Student2, FITC Fake
Student1, FITC Fake

Send Email Close

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## RETRIEVING EMAIL MESSAGES IN D2L

To access any messages sent by students via the D2L email tool, under the communications dropdown menu select Email. This will open your inbox in D2L, which is where messages sent by students are housed. Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.



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## USING THE CHAT FEATURE IN D2L

The chat feature in D2L provides the ability to have synchronous discussions with your students, ensuring that you are meeting FERPA requirements for student confidentiality. To access the chat feature in D2L:

- Select Edit Course
- Scroll down the page to communication and select chat
- Click the New Chat button
- Give the new chat a title; general chat should be selected as the default
- Include a description
- Click Create

The image shows a screenshot of the D2L course navigation menu and the 'New Chat' form. The navigation menu is organized into several categories:

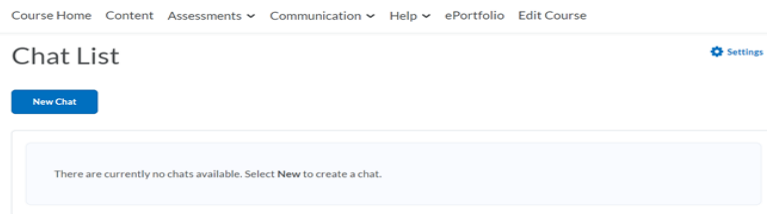
- Forms:** Includes 'Import / Export / Copy Components', 'Manage Files', 'Frequently Asked Questions', 'Instructional Design Wizard', 'Links', 'Glossary', 'Learning Activity Library', and 'Manage Dates'.
- Learner Management:** Includes 'Class Progress', 'Locations', 'Classlist', 'Seating Chart', and 'Groups'.
- Assessment:** Includes 'Awards', 'Dropbox', 'Rubrics', 'Checklists', 'Grades', 'Self Assessments', 'Competencies', 'Quizzes', and 'Surveys'.
- Communication:** Includes 'Chat', 'News', 'Discussions', and 'Intelligent Agents'.
- Administration:** Includes 'Sharing Groups' and 'Tools'.

The 'New Chat' form is located below the navigation menu. It has the following fields and options:

- Title:** A text input field with an asterisk indicating it is required.
- Type:** Radio buttons for 'General chat' (selected) and 'Personal chat'.
- Note:** A red note stating 'The chat type cannot be changed once you click Create.'
- Description:** A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, and font size.
- Buttons:** 'Create' and 'Cancel' buttons at the bottom.

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## USING THE CHAT FEATURE IN D2L (CONT)



Then, you'll need to include the chat in a content. To do this:

- Click Add Existing Activities
- Click Chat
- Select the Title of the Chat you want to publish to the content page

It should now be on the content page for students to access.

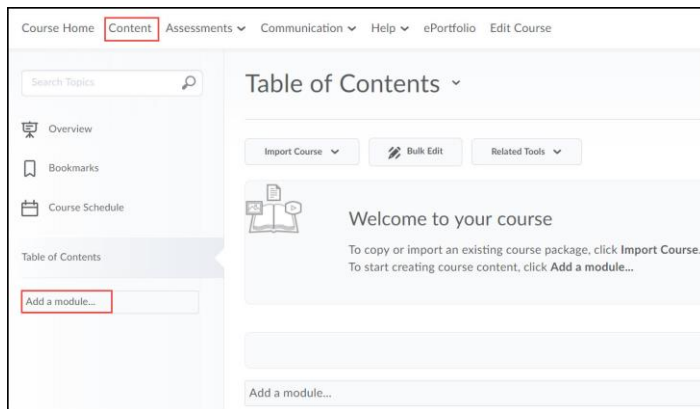
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## CREATING A MODULE

If you have not used D2L in conjunction with your in-person course before, please create a module to house the necessary information students will need for the remainder of the course. Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.

To create a module:

- Select the correct course from your D2L homepage
- Click the Content button
- Scroll down and look under the table of contents on the left page to find Add a module...
- Click inside the add a module box, name your module then hit enter.



You now have a module to input necessary course information into. Things to strongly consider including in this module:

- Syllabus and related course schedule (usually included with syllabus but may be separate document)
- Any lecture materials and/or articles students will need to access
- Dropbox folders for any remaining assignments students will need to turn in for a grade - instructions for assignments should be put directly into the dropbox folder in the instructions dialogue box for easy student access

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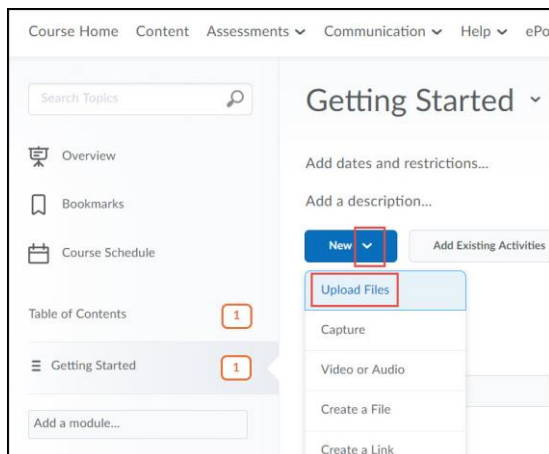


## UPLOADING FILES INTO A MODULE: YOUR SYLLABUS, CLASS SCHEDULE, & MORE

To upload your syllabus and class schedule (usually included with the syllabus):

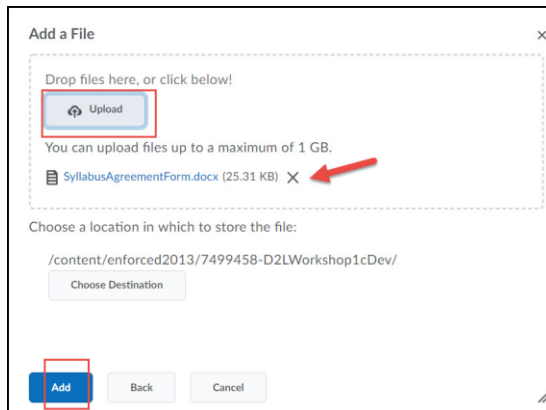
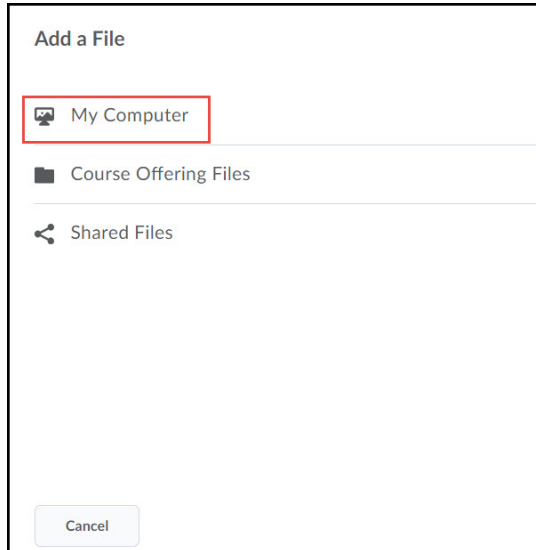
- From the Homepage, click the content tab
- Select the module in which you want the syllabus to appear
- Select the New dropdown menu and
- Upload Files - select my computer and choose the syllabus to upload by either:
  - Clicking the upload button and selecting your file or,
  - Drag and drop the file to be uploaded directly into the upload dialogue box
- Click Add

If your class schedule is a separate document from the syllabus, follow the instructions above to add that file as well. Any course related file content can also be uploaded in this way, for example articles, course handouts, Excel files, or PDFs, PowerPoint lectures. Screenshots are provided below. Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.



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## UPLOADING FILES INTO A MODULE: YOUR SYLLABUS, CLASS SCHEDULE, & MORE (CONT)



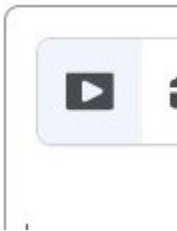
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## CREATING A QUICK VIDEO NOTE

With access to a microphone and camera, a video note can be created directly in D2L. Video notes can be used to create short videos (*there is a 3 minute maximum*) to communicate with your students. This is an effective tool to use for short introductions or posing questions to get students thinking about the topic being covered, explanations and/or examples of concepts/ideas, due date reminders, advice for successful completion of assignments, important changes to the course, and much more.

This tool can be found in **any** dialogue box by:

- Select the insert stuff button on the far left of the toolbar in the dialogue box
- Select Add Video Note
  - If it does not load your pop-up blocker will need to be disabled for this site
- When ready to begin recording, click New Recording
- It will begin recording and the clock will begin counting down from 3 minutes
- When done recording, click the stop recording button
- Then click next
- Give the video a title, description, and change audio language to en-US - English (US)
- Once you change the audio language, check the box to "automatically generate captions from audio" then click Next
- Hit insert



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## CREATING A QUICK VIDEO NOTE (CONT)

Insert Stuff

Title:

Description:

Audio Language:



Audio Language:

Automatically generate captions from audio

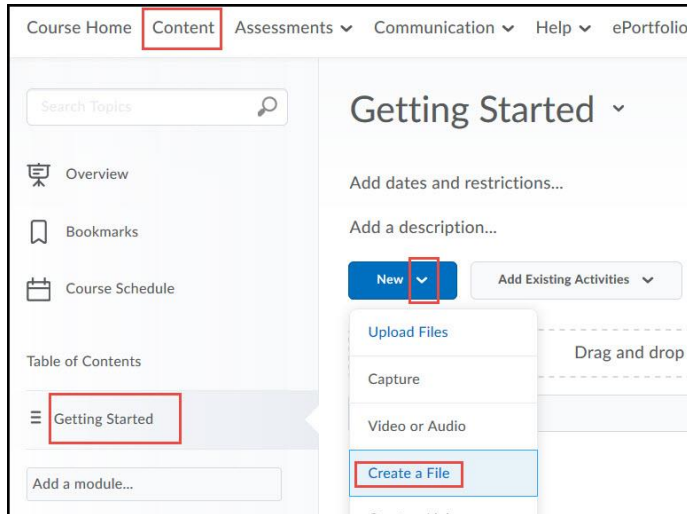
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## CREATING A WEB PAGE AKA CONTENT FILE

Course content can also be added by creating a web page. Text, files, images, hyperlinks, and YouTube videos are just a few of the things you can include in a web page.

To create a web page, under content:

- Click New, then
- Create a File



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## CREATING DROPBOX FOLDERS & PUBLISHING IN A MODULE

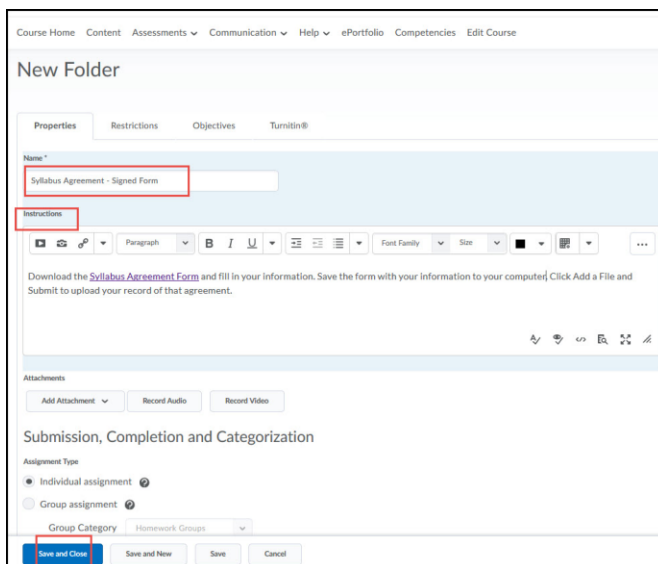
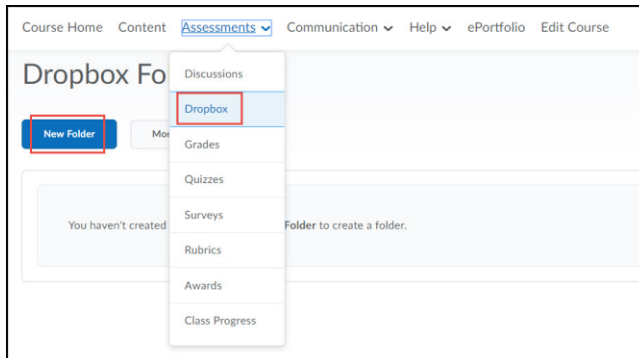
Use the Dropbox feature in D2L to collect any assignments for grading. Deep appreciation to the Faculty Instructional Technology Center for permission to use images found in the Teaching with D2L - FITC Course, aka D2L Bootcamp.

To create a Dropbox folder:

- Go to the assessments button dropdown and select Dropbox
- Click New Folder
- Name the New Folder - best practices recommend naming the folder the same name as the name of the assignment
- Include the assignment directions in the Dropbox folder instructions box by either:
  - Copying the text of the instructions from a document and then pasting into the box labeled "Instructions"; or,
  - Click the "Add Attachment" button, select file and then, either
    - Drag and drop the file to be uploaded into the upload screen and hit Add
    - Click the Upload button, select the file you want to upload and click Add
- Click Save and Close

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## CREATING DROPBOX FOLDERS &amp; PUBLISHING IN A MODULE (CONT.)



It is recommended that the Dropbox folder be added directly in the module content. To do this:

- Click Add Existing Activities
- Scroll down to select Dropbox
- Select the name of the Dropbox you want to publish in your module

The Dropbox should now appear in the module with the associated assignment instructions.

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## BUILDING QUIZZES/EXAMS

D2L offers a robust quizzing tool that includes several question types. To organize information within this tool, best practices recommend creating quizzes using the question library function in D2L. To review a step-by-step guide to building quizzes in D2L, visit the [D2L Help Page](#) and select the Quizzes/Exams option.

**MIDDLE TENNESSEE STATE UNIVERSITY** EXPLORE LEARN BELONG APPLY QUICK LINK

**Quizzes/Exams**

New Quiz and Question Library work together for building quizzes, tests or exams. To keep questions organized start with the Question Library and then design a quiz using questions from within your question library.

- ▶ **Step 1. Build Questions in the D2L Question Library:**
- ▶ **Step 2. Design the Quiz:**

Walker Library (LIB)

[Assessing Student Learning: A Common Sense Guide \(FBG\) \[Salter\]](#)

Mar 18, 2020  
348, James E. Walker Library (LIB)

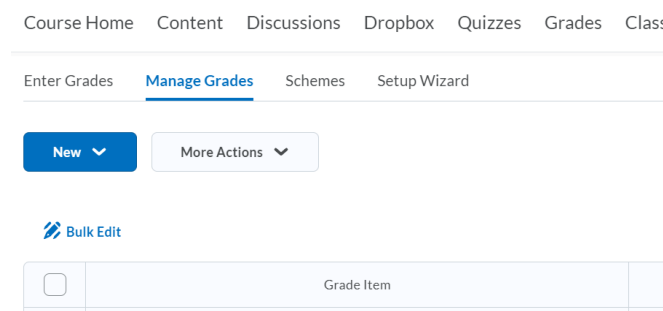
[Assessing Student Learning: A Common Sense Guide \(FBG\) \[Turnage\]](#)

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## ENTERING FINAL COURSE GRADES IN D2L

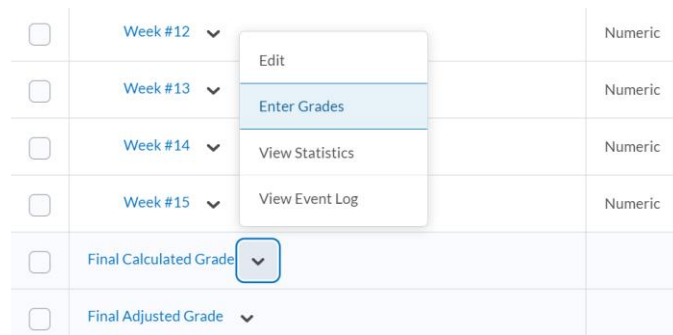
If you have not used the Grades feature in D2L you are strongly encouraged, at a minimum, to input the final course grade for each student into D2L. To input students' final grade into D2L (final grades will still have to be submitted in Banner):

- Click on Grades (it may be under the assessments dropdown menu)
- Select Manage Grades



Then,

- Select the dropdown menu next to Final Calculated Grades and select Enter Grades
- From here you should be able to enter a final grade for each student in the course
- Click the Save and Close button at the bottom of the page



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## BUILDING A GRADE BOOK IN D2L

For a step-by-step overview of how to use the grade book feature in D2L, visit the [D2L Help Page](#) and select the Grades option.

The screenshot shows the D2L interface for Middle Tennessee State University. The top navigation bar includes 'EXPLORE', 'LEARN', 'BELONG', 'APPLY', and 'QUICK LINKS'. On the left, there is a sidebar with 'Professional Development' and 'AIT Awards & Grants'. The main content area is titled 'Grades' and contains the following text:

Typically faculty use one of two methods for grading:

1. **"Points" Grading System:** Adding up all the assessment scores achieved by a student and dividing that score by the total number of assessment points possible.
2. **"Weighted" Grading System:** Several categories are grades have different weights to arrive at the final grade. Typically each item is out of 100 points possible.

The directions below cover setting up a points grading system.

On the right side of the page, there are two 'Assessing Student Learning: A Common Sense Guide (FBG)' entries. The first entry is by Salter, dated Mar 18, 2020, located at Walker Library (LIB). The second entry is by Turnage, also dated Mar 18, 2020, located at Walker Library (LIB). At the bottom right, there is a link for 'Mindfulness Meditation Practice'.

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