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Preparing Your myleoonline Course/s for the Fall 2018 Term

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Issues to Address

1. Engaging and Easy to Navigate Home Page
2. Use D2L Syllabus Template
3. Create Doc Sharing
4. Create Webliography
5. Create Assignment Submission Folder for migrated Assignments
6. Create Discussion Topic for migrated Discussions
7. Enter Quizzes into desired module
8. Add Extended Time
9. Set up gradebook

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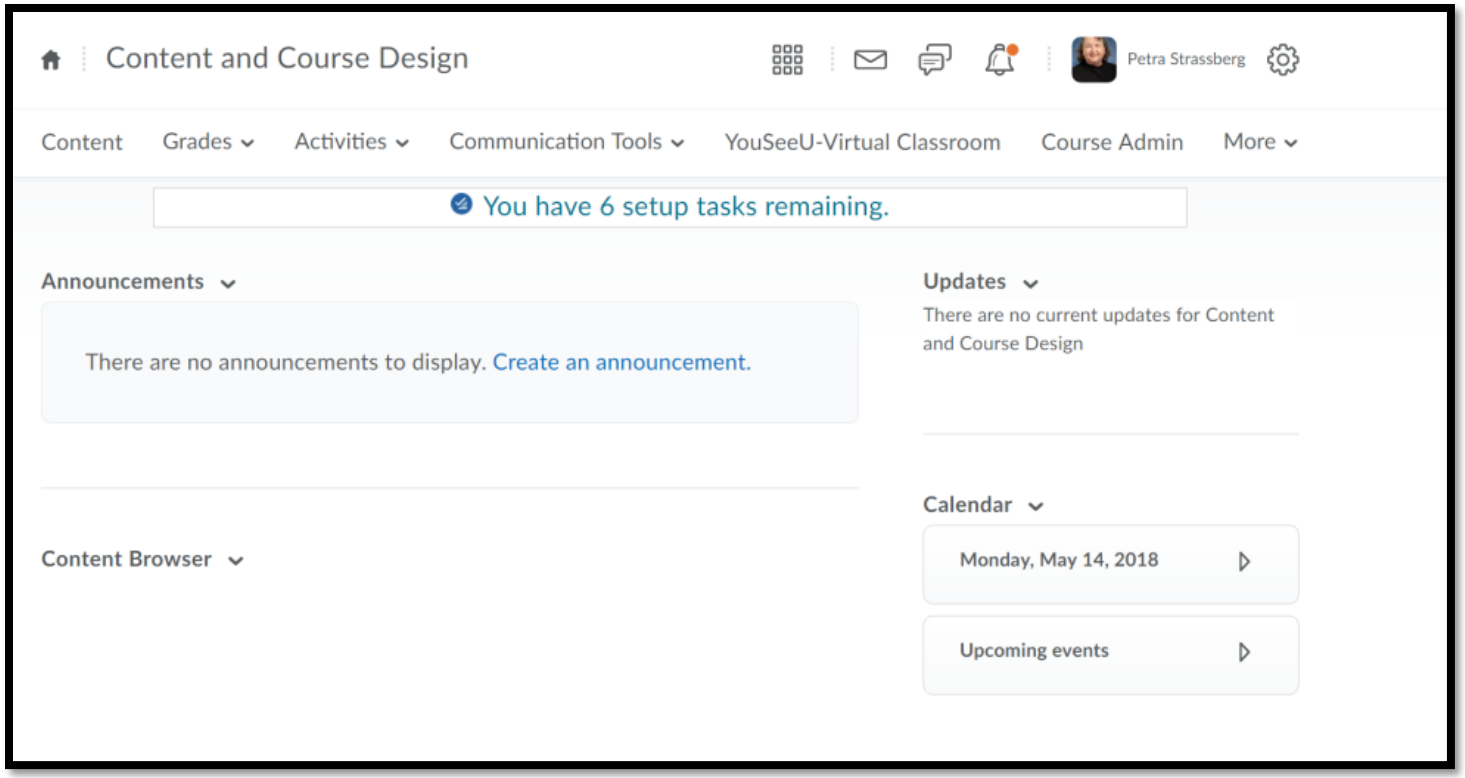
Course Home Page

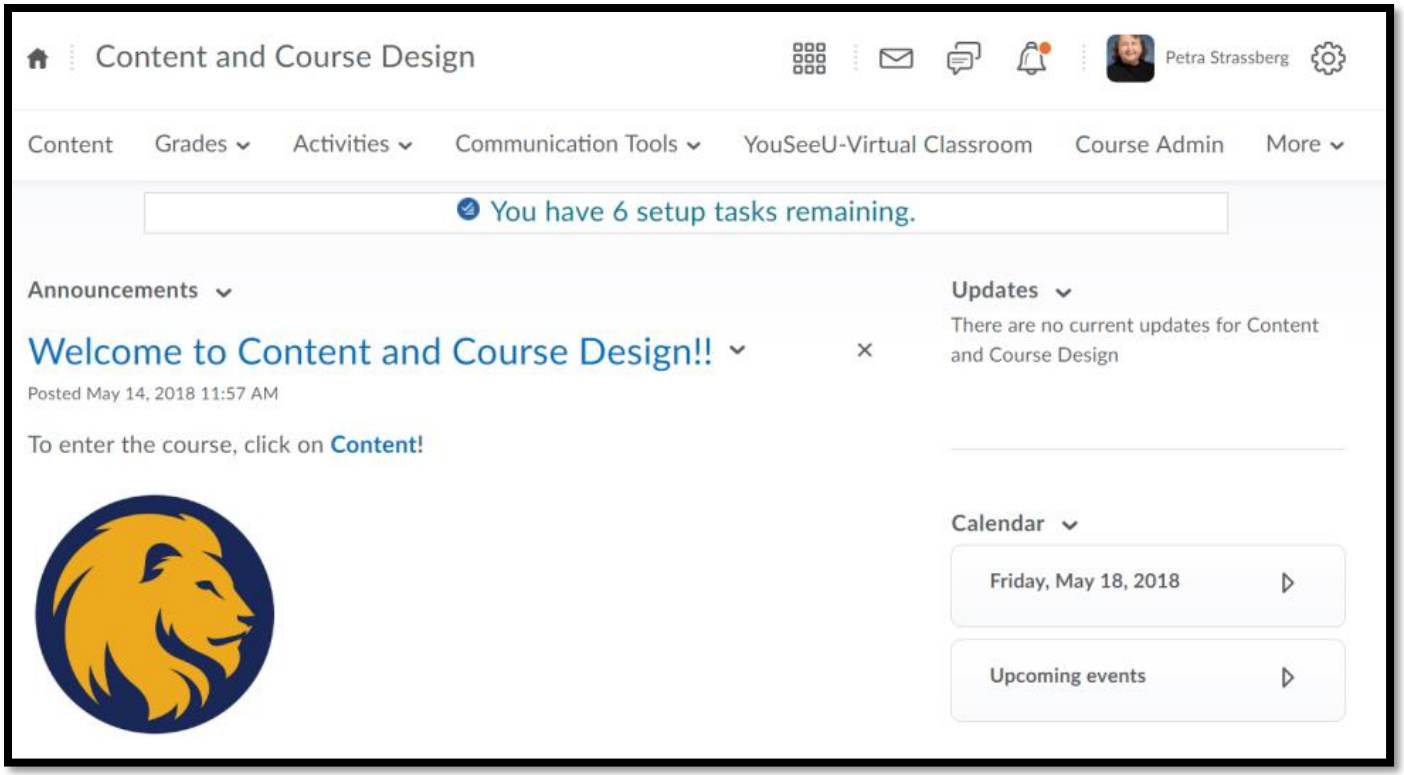
Have an attractive landing page

To ensure your course landing page is attractive, engaging, and easy to navigate create an **Announcement**.



Add Visual Appeal to the Landing Page

1. Use the **Announcement** widget to **add a picture** or image to add visual appeal.
2. Make navigating the course easier by **creating a link** to the course **Content .**



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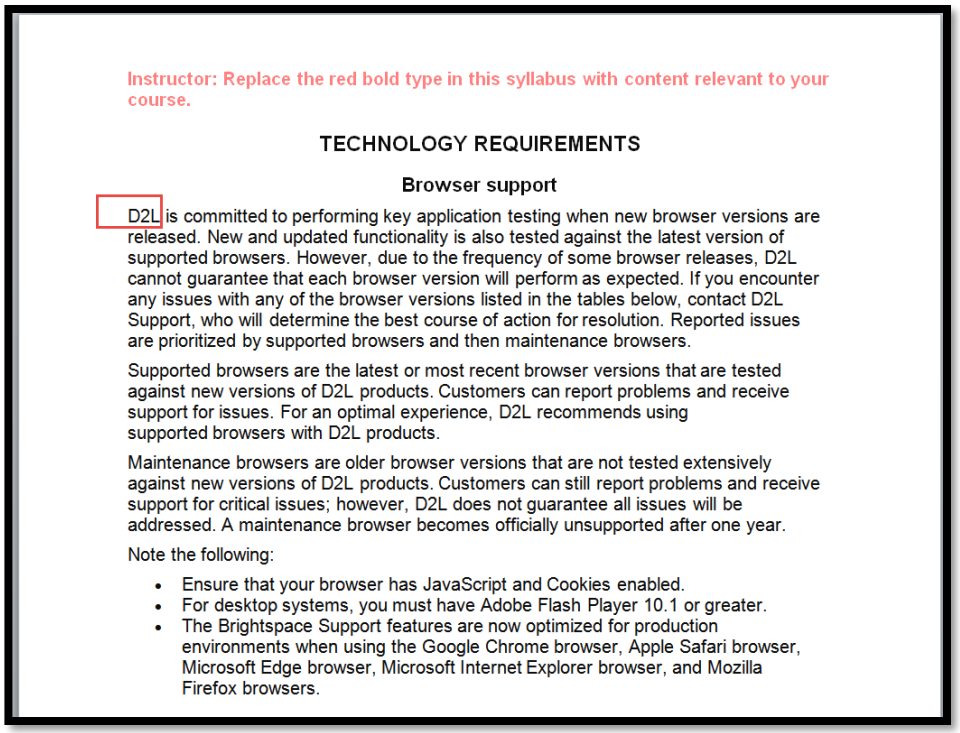
D2L Syllabus

Use the D2L Syllabus Template

- The D2L Syllabus Template has D2L content already entered.
  - It can be found at D2L Syllabus or at
  - http://www.tamuc.edu/facultyStaffServices/academictechnology/coursedesign/courseResources.aspx



Instructor: Replace the red bold type in this syllabus with content relevant to your course.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

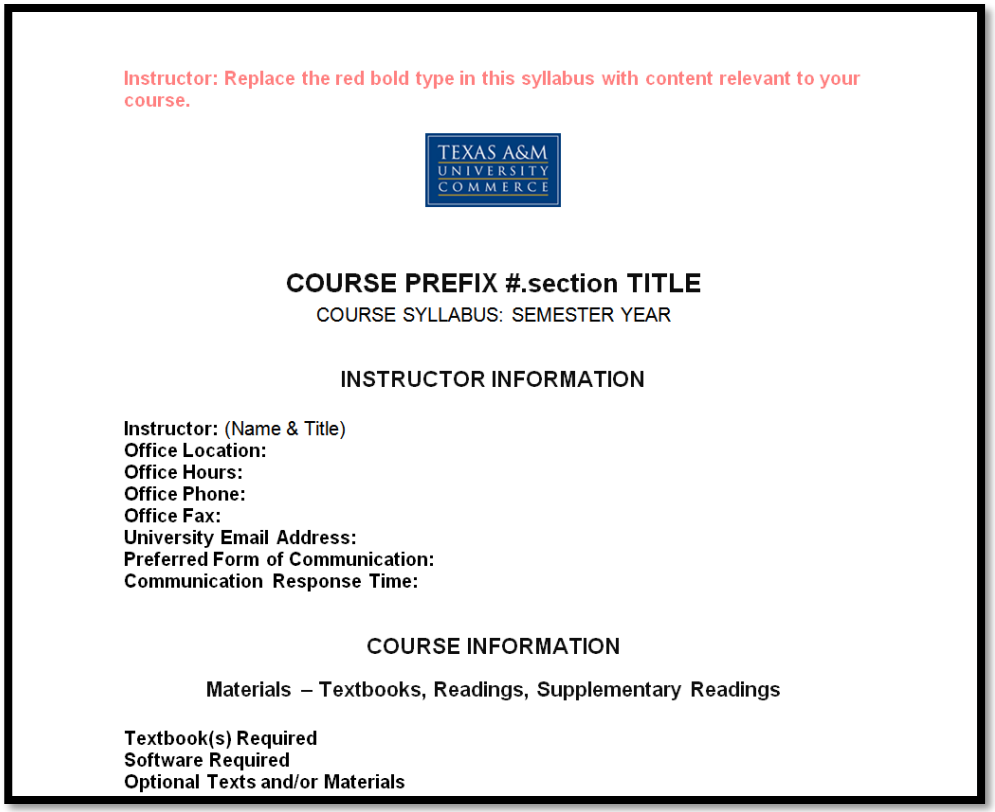
Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Enter Course Content into D2L Syllabus

- Type or copy and paste course content into the D2L Syllabus.
- The **red** text indicates area where content is needed.
- Delete **text in red** before entering syllabus in course.



Instructor: Replace the red bold type in this syllabus with content relevant to your course.

TEXAS A&M UNIVERSITY COMMERCE

COURSE PREFIX #.section TITLE

COURSE SYLLABUS: SEMESTER YEAR

INSTRUCTOR INFORMATION

Instructor: (Name & Title)
Office Location:
Office Hours:
Office Phone:
Office Fax:
University Email Address:
Preferred Form of Communication:
Communication Response Time:

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required
Software Required
Optional Texts and/or Materials

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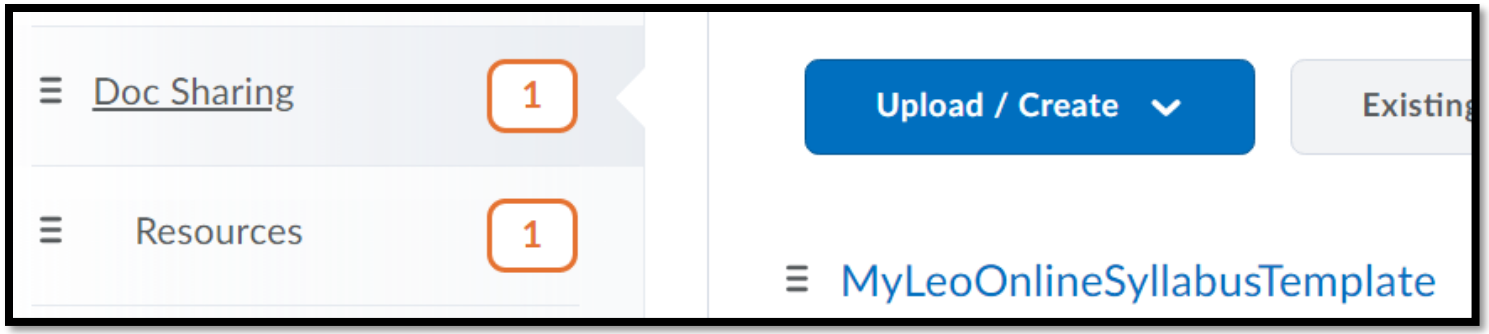
Create Doc Sharing

No Doc Sharing in myleoonline

There is not a Doc Sharing tool in myleoonline.

- If you want to have a Doc Sharing tool in your course:
  - Create a module named **Doc Sharing** in each course.
  - Use sub-modules to create **Categories**
  - Upload files as **Topics**



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Create Webliography

No Webliography in myleoonline

There is not a Webliography tool in myleoonline.

- If you want to a Webliography tool in your course
  - Create a module named **Webliography**
  - Create a sub-module named **Instructor's Webliography**
  - Create a Discussion, named **Student Webliography**, for students to upload their links.

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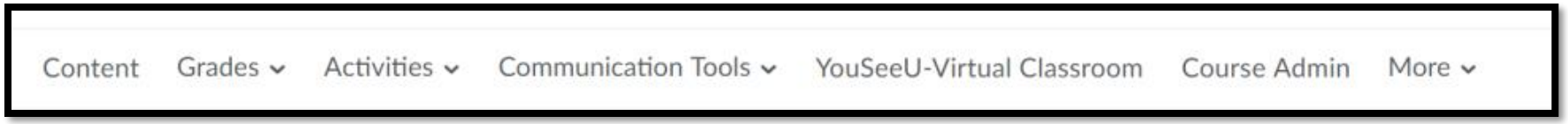
Create
Assignment Submission Folder for Migrated Assignments

No Dropbox in myleoonline

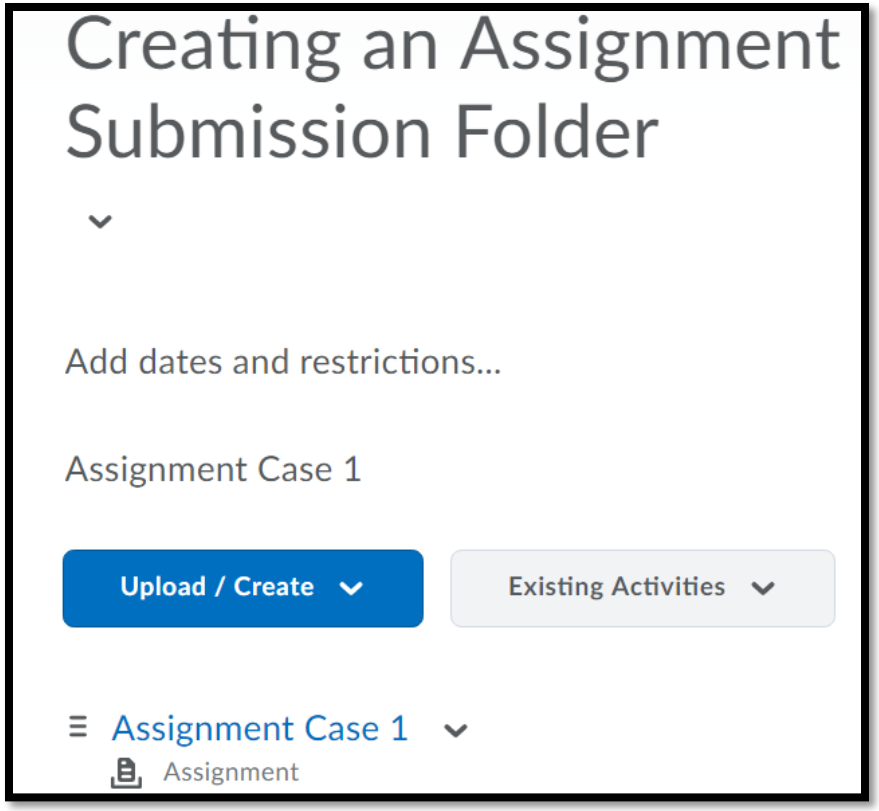
- There is not a Dropbox in myleoonline.
- Change the word Dropbox to **Assignment Submission Folder** in
  - Syllabus and in
  - Assignments.



Create an Assignment Submission Folder

Assignments migrated to D2L come over as web pages.

- Create an **Assignment Submission Folder**
  - In Upload/Create select **New Assignment.**
- Create an Assignment
  - Copy and paste the content from the migrated assignment into the New Assignment.
- Create a **New Grade Item**
  - This connects the Assignment to the gradebook.



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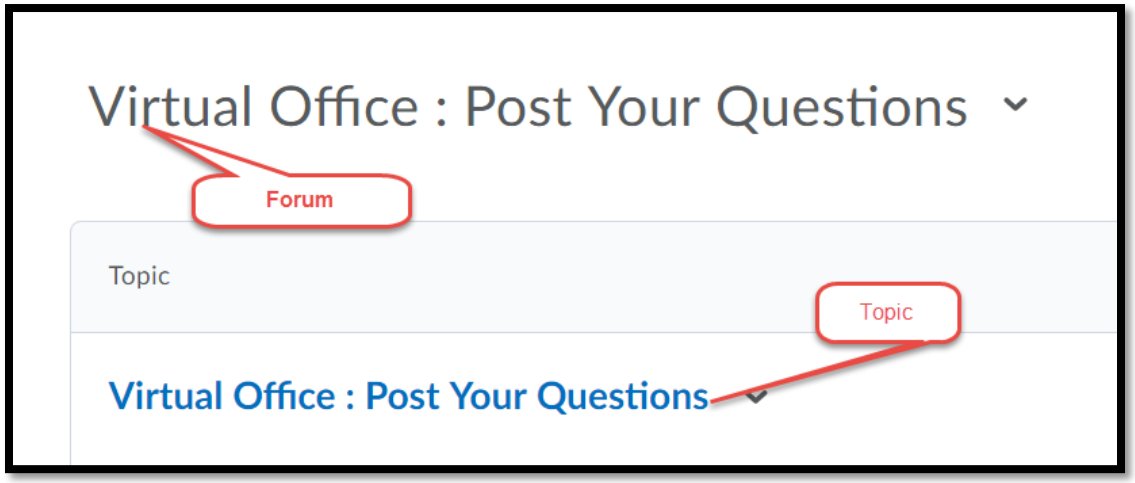
Create Discussion Topics for Migrated Discussions

One Forum Required per Course

In D2L, all Discussions must exist in a Forum.

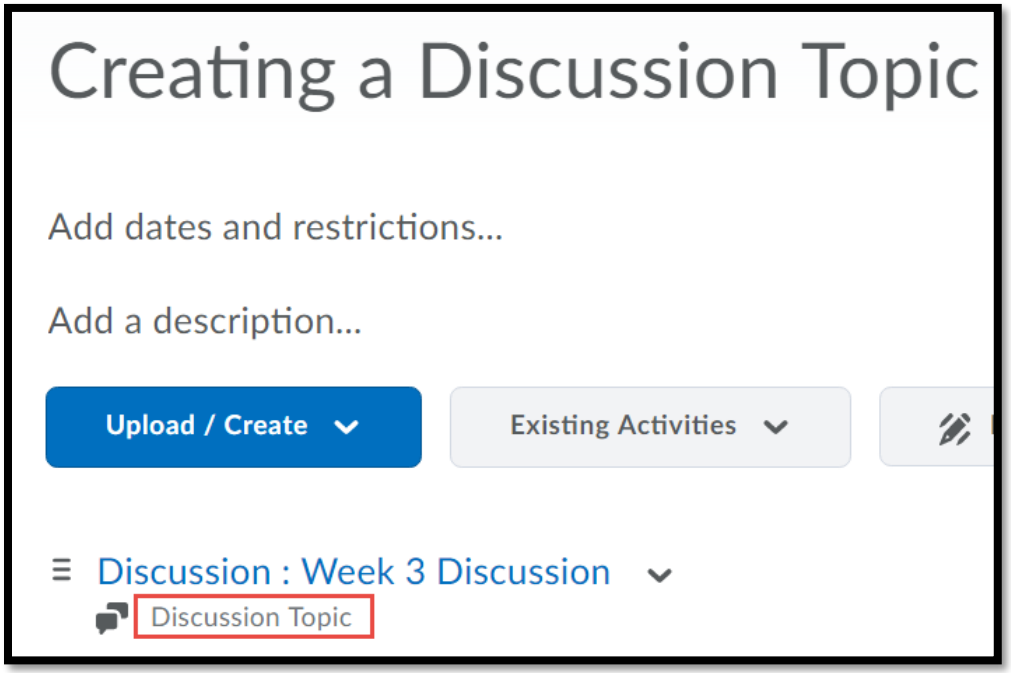
- Each course must have at least one **Forum.**
- More forums can be created based on instructor and course need.



Create a Topic

Discussion migrated to D2L come over as **Forums**

- Create a **New Discussion**
  - In Upload/Create select New Discussion.
- Create a Discussion **Topic**
  - Copy and paste the content from the migrated forum into the New Discussion topic.
- Create a **New Grade Item**
  - Scroll down to Assessment area



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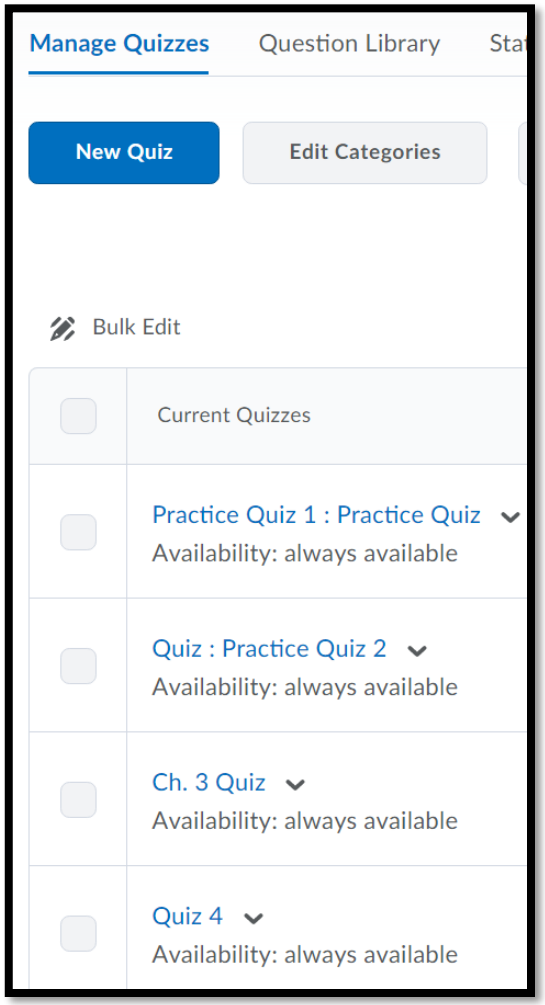
Create Quizzes for Migrated Quizzes

Bringing Migrated Quizzes to Modules

Quizzes migrated to D2L are saved under Quizzes

- In the desired module
  - Click on **Existing Activities**
  - Click on **Quizzes**
- Click on the desired quiz from the list
  - The quiz is now under the desired module.
- Click on the Quiz name
- Click on **Quiz Setup**



Add Grade Item

Under the **Properties** tab

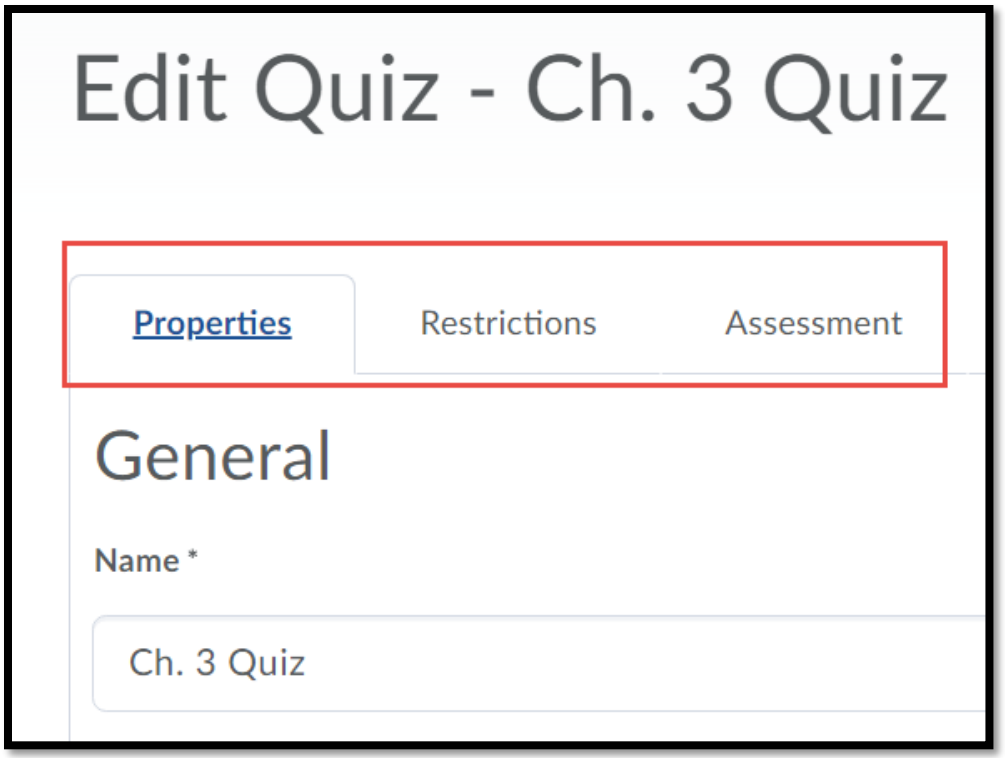
- Review questions and click **Save**

Under the **Restrictions** tab

- Add time and **Special Access**, click **Save**

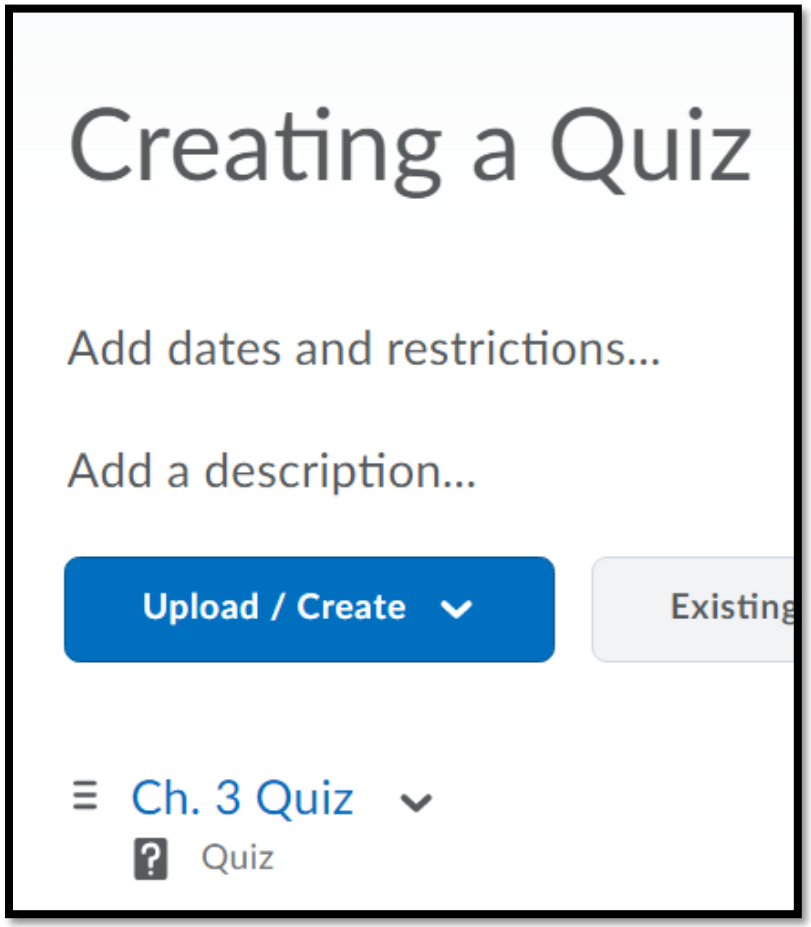
Under the **Assessment** tab

- In Grade Item
  - Click **Add Grade Item**
    - Add Quiz name
    - Click Save
- Click **Save and Close**



Quiz

- The Quiz is in the **correct module.**
- **Special Access** added if needed
- **Grade item** created
- Quiz **tied to** the gradebook.



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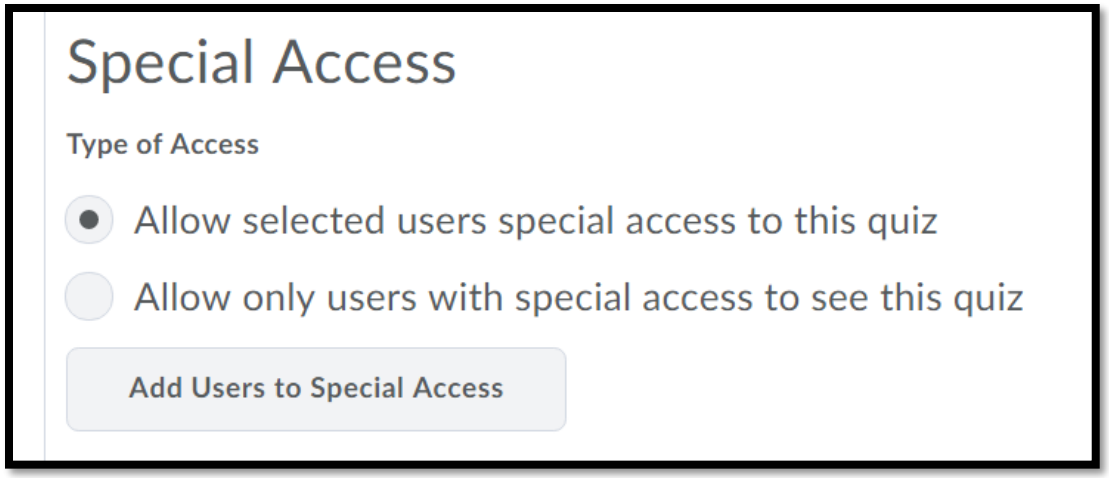
Add Special Access

Adding Extended time for students with a Disability

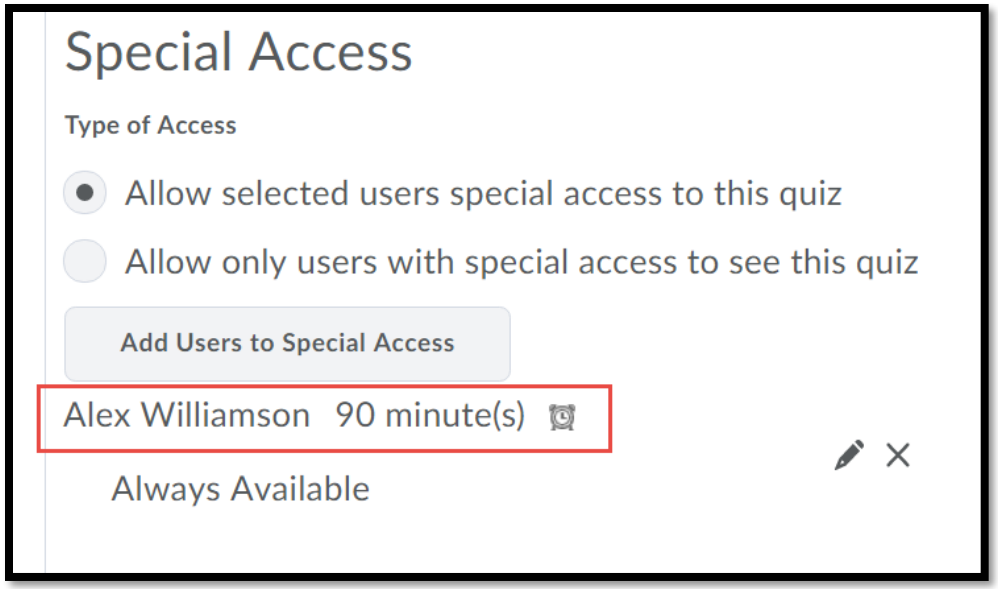
In the module, click on the quiz name.

- Click on **Quiz Set up**
- Click on the **Restrictions tab**
  - Scroll down to **Special Access**
  - Select the **first option**
  - Click **Add Users to Special Access**



Add Users to Special Access

- Under Timing, select **Enforced Time Limit**
- Under **Timing**
  - Enter time in minutes
  - 60 min. test
    - 1.5 = 90 min.
  - 60 min. test
    - 2.0= 120 min.
- Under **Users** select student/s receiving Special Access
- Click **Add Special Access**
- Scroll down to **verify** Special Access added.
- Click **Save and Close**



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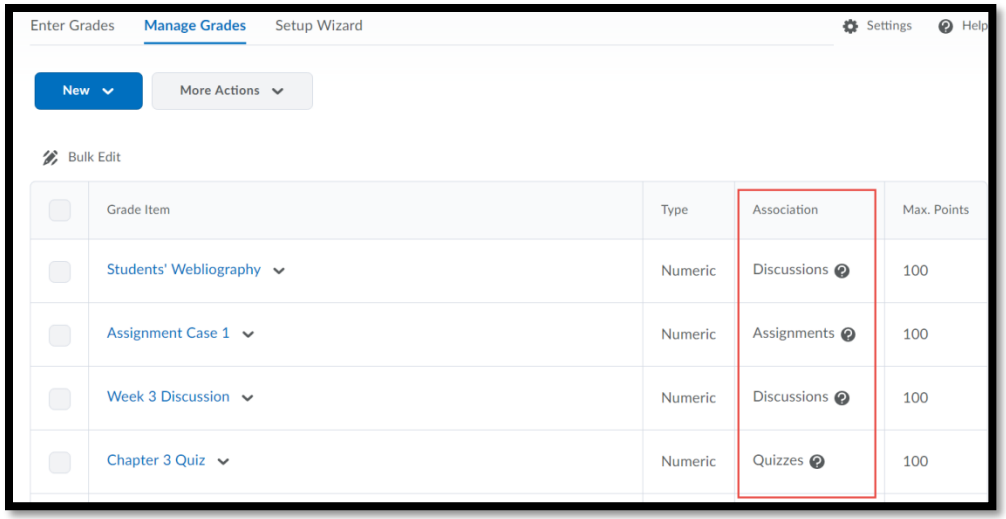
Gradebook

Gradebook

- Complete the **Setup Wizard**
- In **Manage Grades** verify all grade items are **Associated** with the gradebook
- Click on **Enter Grades** to grade submitted gradebook items



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Have Questions?

Contact Academic Technology at

903-886-5511

or

online@tamuc.edu