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Preparing Your D2L Course/s for the New Term

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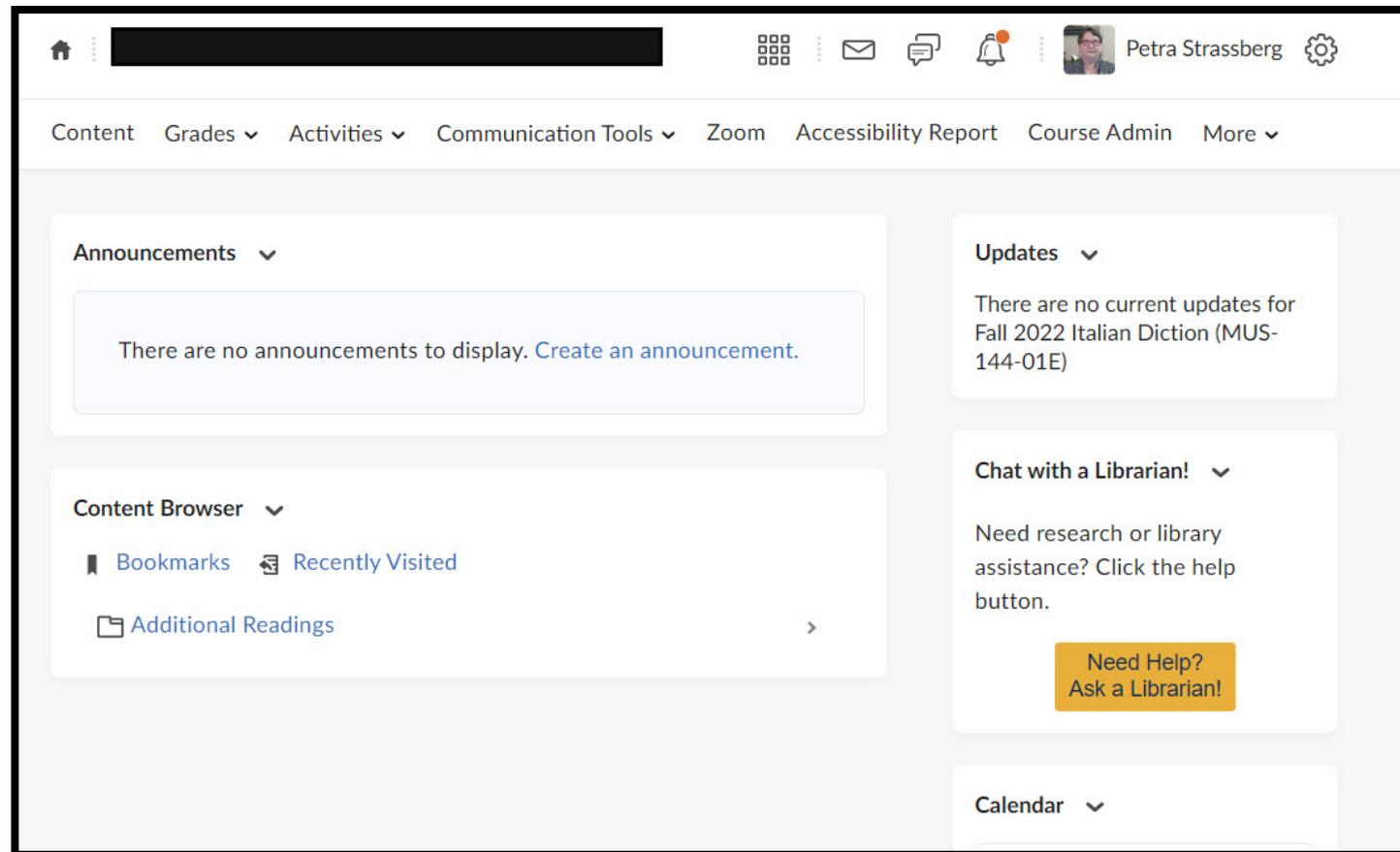
D2L Course Home Page

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Have an Engaging Course Home Page

To ensure your **Course Home Page** is engaging and easy to navigate:

- ❖ Add a **Course Name Background Image**
- ❖ Add an **Announcement**, with a **picture** and **Navigation Information**, example on next slide.



Example of an Engaging Home Page

Course Name **Background Image** added.

- ❖ D2L provided image or

- ❖ Instructor personal image

- ❖ **Announcement** with a:

- ❖ **Picture** and

- ❖ **Navigation Information.**

The screenshot shows a D2L course home page for 'Content and Course Design'. The page features a navigation bar at the top with icons for home, content, grades, activities, communication tools, zoom, accessibility report, course admin, and more. A user profile for Petra Strassberg is visible in the top right. Below the navigation bar is a large banner image of a mountain range with the course title 'Content and Course Design' overlaid. A red speech bubble points to this banner with the text 'Background Picture'. Below the banner is an announcement section titled 'Announcements' with a sub-heading 'Welcome to Content and Course Design Course!'. The announcement is dated 'Posted May 8, 2018 2:33 PM' and includes a circular logo of a lion's head. A red box highlights the lion logo. Below the logo, the text 'Welcome to Content and Course Design Course!' is followed by a red box containing the instruction: 'To enter the course click on the word "Content" in the Nav Bar above..'. To the right of the announcement is an 'Updates' section stating 'There are no current updates for Content and Course Design'. Below that is a 'Chat with a Librarian!' section with a 'Need Help? Ask a Librarian!' button. At the bottom right is a 'Calendar' section showing 'Wednesday, October 12, 2022'.



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Use the Module Template

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Use the Course Design Template

- Enter 5-7 **Course** Level Student Learning Objectives in the **Start Here** module.
- Enter 2-3 **Module** Level Student Learning Objectives in **each module**.
- Ensure Activities and Materials **ALIGN** with Assessments

Module Template

Overview

Copy and Paste this template into the "Add a Description" edit window in each module.

Course Learning Objectives

Enter 5-7 Course Level Learning Objectives in the Start Here module.

Module Learning Objectives

Enter 2-3 Module Level Learning Objectives in each module Home Page.

At the conclusion of the module the learner will be able to:

- 1.
- 2.

Module Activities and Assignments

Enter module Activities and Assignments, see examples below, required for this module. Ensure resources, materials, activities and assignments align with learning objectives,

1. Read
2. View
3. Review
4. Research

Module Assessment

Enter module Assessments for this module. Ensure assessments align with learning objectives.

1. Complete a Quiz/Exam
2. Participate in a Discussion
3. Submit an assignment
4. Complete a project



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D2L Syllabus Template

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Syllabus Template

The Syllabus Template contains all of the Content required by:

❖ **Federal Law**

❖ **State Law**

❖ **Texas A&M University System**

❖ **A&M University-Commerce**

❖ **Link to [Syllabus Template](#)**



COURSE PREFIX, #, SECTION, & TITLE

COURSE SYLLABUS: SEMESTER YEAR

INSTRUCTOR INFORMATION

Instructor:
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

Syllabus Accessibility Tips

*Syllabus template is formatted to be **accessible** to students with a disability*

- ❖ **Type or copy/paste** content into the syllabus template.
- ❖ Heading 1, 2, 3, etc. **format** is used.
- ❖ Use the **Bulleted** or **Numbered List** option for **all lists**.
- ❖ Consider **contrast** when using color for emphasis.

- ❖ Give **links** meaningful names
- ❖ Add **Alternative Text** to all pictures, images, charts, graphs, and tables.
- ❖ Add a **Header Row** to all Tables.
- ❖ Recommended font style and size
 - ❖ **Arial** or Verdana
 - ❖ Size **12** for Word documents, **larger** for **PowerPoints** and in **course template**.



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Create a Start Here Module

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Create a Start Here Module

Create a **Start Here** module in your course, to help students navigate the course.

- ❖ Under Table of Contents, click **Add a Module**. Name the new module **Start Here**
- ❖ Drag Start Here module to the **top** of modules list
- ❖ Use sub-modules to create **Categories**
- ❖ Use the Upload/Create button to add **Topics** to the Start Here module.
 - ❖ Upload **Syllabus**
 - ❖ Upload **Course Calendar**

The screenshot displays the Blackboard course interface. On the left, the 'Table of Contents' sidebar lists various course components, with 'Start Here' (4 items) highlighted in a red box. The main content area is titled 'Start Here' and includes an 'Overview' section explaining the module's purpose. Below this are sections for 'Module Learning Objectives', 'Module Activities and Assignment', and 'Module Assessments'. At the bottom, there are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A red box highlights the 'Syllabus' and 'Course Calendar' options under the 'Upload / Create' button, each with a 'Web Page' icon and a dropdown arrow. The 'Syllabus' and 'Course Calendar' options are also highlighted in a red box.



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Create a Course Resource Module

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Create a Resources Module

To create a **Resources** module in your course:

- Under Table of Contents, click **Add a Module**. Name the new module **Resources**
- Use sub-modules to create **Categories**
- Use the Upload/Create button to add **Topics** to Resources

The screenshot displays the Blackboard course interface for 'Content and Course Design'. The user is logged in as Petra Strassberg. The 'Resources' module is selected in the 'Table of Contents' on the left, and its configuration page is shown on the right. The 'Resources' module title is highlighted with a red box. Below the title, there are options to 'Add dates and restrictions...', 'Students', and a description: 'This module contains additional content relevant to this course. Please, review the documents below.' There are buttons for 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. Below these buttons, there are two sub-modules: 'PDF Documents' and 'Making a PDF document Accessible-Example'. The 'PDF Documents' sub-module is highlighted with a red box and contains an 'Upload / Create' button and an 'Existing Activities' button. Below the 'PDF Documents' sub-module, there is a document titled 'Making a PDF document Accessible-Example' with a 'PDF document' icon and a dropdown arrow. At the bottom, there is another document titled 'Making a Word Document Accessible' with a 'Word Document' icon and a dropdown arrow.



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Create a New Assignment

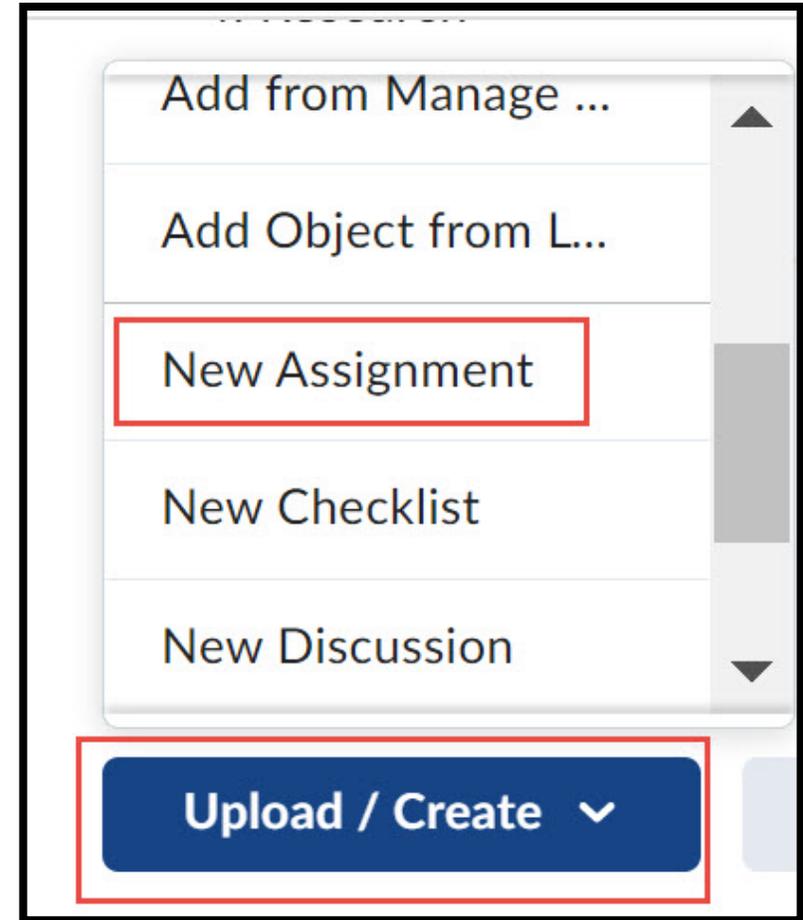
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Create a New Assignment

To create a **New Assignment**:

- ❖ In a module, click the **Upload/Create** button.
- ❖ Select **New Assignment** from the menu
- ❖ In the **edit window** enter
 - ❖ Assignment **Name**
 - ❖ **Points**
 - ❖ Connect to **Gradebook**
 - ❖ Set Start and End **Dates**
 - ❖ **Enter Instructions**
 - ❖ **File Type**
 - ❖ **Rubric**
 - ❖ **Visibility**
 - ❖ **TurnItIn**
 - ❖ Click **Save and Close**

Example on **next** slide



Create a New Assignment-Example

[← Back to Content](#) New Assignment

Name *

Grade Out Of points | | Due Date

Instructions

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Visibility

Availability Dates & Conditions ▸
Always available

Submission & Completion ▸
File submission

Evaluation & Feedback ▸



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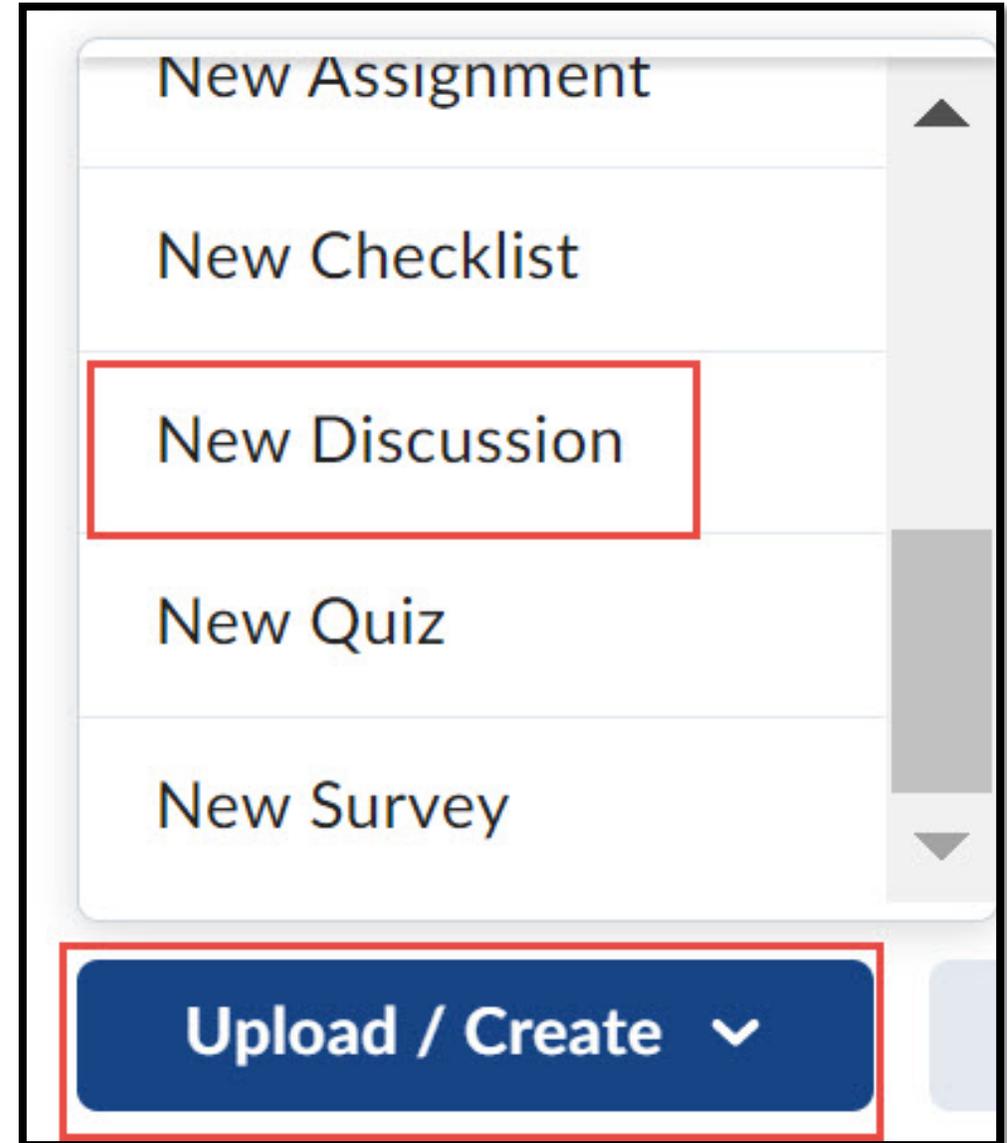
Create a New Discussion

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Create a New Discussion

To create a **New Discussion**:

- In a module, click the **Upload/Create** button.
- Select **New Discussion** from the menu



Connect Discussion to Gradebook

The screenshot shows a discussion interface for 'Discussion 1'. At the top, there is a dropdown menu for 'Discussion 1' and a search icon. Below this is a text input field for 'Add a description ...' and a blue button labeled 'Start a New Thread'. The main content area has a 'Filter by: All Threads' dropdown and a 'Sort by: Oldest Thread' dropdown. A message states 'There are no threads in this topic.' Below this is a 'Reflect in ePortfolio' button. The bottom section is divided into 'Activity Details' and 'Completion Summary'. The 'Activity Details' section includes 'Visibility' (set to 'Required: Automatic'), a note 'Reply to the topic to complete this activity', and 'Options' such as 'Users can't post anonymously', 'No approval required', 'Users can see all posts regardless of whether they have posted or not', and 'No rating scheme set'. The 'Completion Summary' section is highlighted with a red box and contains the 'Assessment Points' dialog. This dialog has a text input field with '100', a dropdown menu with '-- No Grade --', a '+' button, and 'Save' and 'Cancel' buttons.

Scroll down to **Assessment**, in bottom right of screen.

Enter **Points** for Discussion

If no item in drop down menu, click the **+ sign**

Connect Discussion to Gradebook-New Grade Item

In the **Grade Item** dialog box,

❖ Enter the Discussion **Name**

❖ Enter **Category**, if used

❖ Enter **Points**

❖ Click **Create**

❖ Click **Save**

The screenshot shows the 'New Grade Item' dialog box with the following fields and controls highlighted by red boxes:

- New Grade Item** (Title)
- General** (Section)
- Type** (Numeric)
- Name** (Text input field containing 'Discussion 1')
- Category** (Dropdown menu set to 'None', with a '[New Category]' link)
- Description** (Rich text editor with a toolbar and a checkbox for 'Allow users to view grade item description')
- Maximum Points** (Text input field containing '100')
- Can Exceed** (Checkbox, currently unchecked)
- Create** (Blue button)
- Cancel** (Grey button)



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Create a Quiz

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Entering Existing Quiz in a Module

To enter an **Existing Quiz** to a module, click on **Existing Activities** button in the module.

- ❖ In the menu, select **Quizzes**
 - ❖ Click on the **desired Quiz**
- ❖ It will appear in the module
 - ❖ Click on **Quiz Name** in module
 - ❖ Click **Assessment** tab to ensure connected to Grades
- ❖ Click **Save and Close** button

The screenshot shows the 'Edit Quiz - Quiz 1' interface with the 'Assessment' tab selected. The interface includes several sections and controls:

- Assessment** section:
 - Automatically Publish Evaluation:** A checkbox labeled 'Auto-publish attempt results immediately upon completion' is checked.
 - Grade Item:** A dropdown menu shows 'Syllabus Quiz' with an '[add grade item]' button.
 - Synchronize to Grade Book:** A checkbox labeled 'Automatically update evaluations in grade book when published' is checked.
- Student View Preview:** A section with a downward arrow.
- Attempts:** A section with a dropdown menu set to '1' and an 'Apply' button.
- Attempts Allowed:** A section with a dropdown menu set to '1' and an 'Apply' button.
- Footer:** A 'Save and Close' button, a 'Save' button, and a 'Cancel' button.



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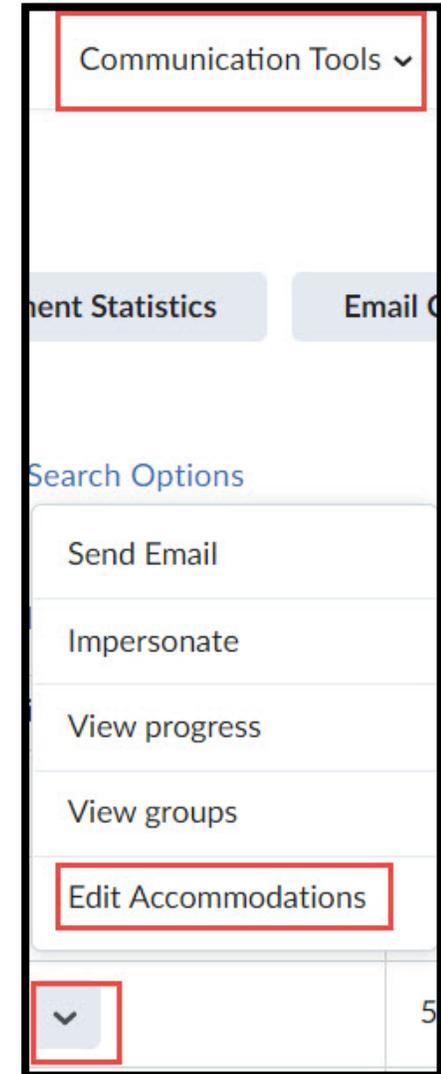
Add Extended Time

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Add Extended Time for Students with a Disability

Extended Time is **ONLY** added for students, that the Student Disability Service Office has sent an **email** notifying the **instructor**.

- ❖ In the **NavBar**, click **Communication Tools**
- ❖ In the menu, select **Classlist**
- ❖ **Scroll** down to the student's name
- ❖ Click the dropdown **arrow** to the right of the student's name
- ❖ In the menu, select **Edit Accommodations**
- ❖ **Enter** the students **Modified Time Limit** (1.5, 2.0, etc)
- ❖ Click the **Save** button.





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Set Up Gradebook

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Setting Up the Gradebook

To setup the Gradebook, click on **Grades**, then click **Grades** in menu.

- ❖ Click on the **Setup Wizard** option and complete the 7 Steps
- ❖ Then click the **Manage Grades** option
 - ❖ If there is **text** in the **Association** column, the Grade item is tied to an item in the course content.
 - ❖ If the **Association** column is **empty**, the item is a stand alone entry. (Attendance and Participation are often stand alone item in Grades.)
- ❖ Then click on the **Enter Grades** option
 - ❖ Ensure students can see the **Final Calculated Grade**
 - ❖ **Enter Grades** Here
 - ❖ Mid-Term and Final Grades are also **submitted** here.

The screenshot displays the 'Content and Course Design' interface. At the top, there is a navigation bar with a home icon, a vertical ellipsis, and the title 'Content and Course Design'. Below this, a secondary navigation bar contains 'Content', 'Grades' (highlighted with a red box and a dropdown arrow), 'Activities' (with a dropdown arrow), and 'Communication Tools' (with a dropdown arrow). Underneath, three buttons are visible: 'Enter Grades' (highlighted with a red box and underlined), 'Manage Grades' (highlighted with a red box), and 'Setup Wizard' (highlighted with a red box). Below these are four buttons: 'Import' (blue), 'Export' (grey), 'Export to SIS' (grey), and 'Switch t' (grey). A 'More Actions' dropdown menu is also present. At the bottom, there is a 'View By:' dropdown menu set to 'User' (with a dropdown arrow) and an 'Apply' button. A search bar with the placeholder 'Search For...' and a magnifying glass icon is at the bottom left, followed by a 'Show Search Options' link.



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