

# Creating Content – D2L training



# Presenters



**Eric Kowalik**

Instructional Designer

[eric.kowalik@Marquette.edu](mailto:eric.kowalik@Marquette.edu)



**Kathy Auchter**

Instructional Designer

[kathleen.auchter@marquette.edu](mailto:kathleen.auchter@marquette.edu)

# Presentation Agenda

- Intro / overview of D2L content  
(10 to 15 minutes)
- Accessibility standards  
(5 to 10 minutes)
- Updated course template  
(10 to 15 minutes)
- Q&A and Open Discussion  
(15 minutes)



	DESIGNING YOUR COURSE		FACILITATING YOUR COURSE	DESIGNING YOUR COURSE		FACILITATING YOUR COURSE
WEEK	JUNE 15-19	JUNE 22-26	JULY 6-10	JULY 13-17	JULY 20-24	JULY 27-31
<b>ALL SESSIONS ARE 90 MINUTES LONG TO ALLOW FOR Q&amp;A</b>						
TRAINING 1	<a href="#">Getting Started: Reimagining your course</a>  Mon, June 15, @10:00 AM	<a href="#">Selecting and Creating Instructional Materials: Copyright and Accessibility</a>  Mon, June 22 @9:00 AM	<a href="#">Engaging and Empowering students</a>  Wed, July 8 @11:00 AM	<a href="#">Getting Started: Reimagining your course</a>  Mon, July 13 @10:00 AM	<a href="#">Selecting and Creating Instructional Materials: Copyright and Accessibility</a>  Mon, July 20 @10:00 AM	<a href="#">Engaging and Empowering students</a>  Wed, July 29 @11:00 AM
TRAINING 2	<a href="#">Rethinking Learning Activities &amp; Assessments</a>  Wed, June 17 @9:00 AM	<a href="#">Deciding when to use videos and synchronous sessions</a>  Wed, June 24 @1:00 PM	<a href="#">Grading and Feedback: Maximizing your time while being effective</a>  Thu, July 9 @1:00 PM	<a href="#">Rethinking Learning Activities &amp; Assessments</a>  Wed, July 15 @9:00 AM	<a href="#">Deciding when to use videos and synchronous sessions</a>  Wed, July 22 @2:00 PM	<a href="#">Grading and Feedback: Maximizing your time while being effective</a>  Thu, July 30 @1:00 PM
D2L TRAINING 1	<a href="#">Creating Content</a>  Thu, June 18 @1:00 PM	<a href="#">Gradebook</a>  Thu, June 25 @1:00 PM	<a href="#">Quizzes</a>  Wed, July 8 @1:00 PM	<a href="#">Creating Content</a>  Thu, July 16 @11:00 AM	<a href="#">Gradebook</a>  Thu, July 23 @10:00 AM	<a href="#">Quizzes</a>  Wed, July 29 @1:00 PM
D2L TRAINING 2	<a href="#">News, Calendar &amp; Dropbox</a>  Thu, June 18 @3:00 PM	<a href="#">Rubrics</a>  Thu, June 25 @11:00 AM	<a href="#">Discussions</a>  Wed, July 8 @11:00 AM	<a href="#">News, Calendar &amp; Dropbox</a>  Thu, July 16 @1:00 PM	<a href="#">Rubrics</a>  Thu, July 23 @1:00 PM	<a href="#">Discussions</a>  Thu, July 30 @11:00 AM

<https://mu.edu/ctl/>

Marquette.edu // Center for Teaching and Learning //

## "OUR FAVORITE THINGS" VIDEO SERIES

Dr. Melissa Shew (Philosophy Department/Center for Teaching and Learning) interviews Marquette faculty and staff about their favorite tips, tricks, and ideas for remote, blended, and face-to-face education. All interviews are framed by meaningful discussion about the pedagogical value of the interviewee's topic, and most include tutorials about how to develop and implement their "favorite things" in your own class.

Video runtimes range from 10-25 minutes. Click the title to play the video.

### Creating and Using Breakout Rooms in Microsoft Teams

**Interviewee: Drew Stathus, College of Business**

Drew and Melissa discuss how to setup class groups in Teams, and how to use those groups to hold breakout sessions for in-class discussions or groups to work together on their own.

### An Introduction to Microsoft Teams

**Interviewee: Pam Lewis, College of Business Administration**

Pam discusses how to use some basic elements of Microsoft Teams, including splitting and sharing screens, uploading and using files, and how to use the chat feature. Note that since Teams frequently updates, some items in this demo may change. To that end, please create a Team for your class



### QUICK LINKS

[Funding and Grants](#)

[Interprofessional Education](#)

[Service Learning](#)

[Norman H. Ott Memorial Writing Center](#)

[Center for Teaching and Learning Staff](#)

[Contact the Center](#)

<https://www.marquette.edu/center-for-teaching-and-learning/our-favorite-things.php>



# Content in D2L - Best Practices



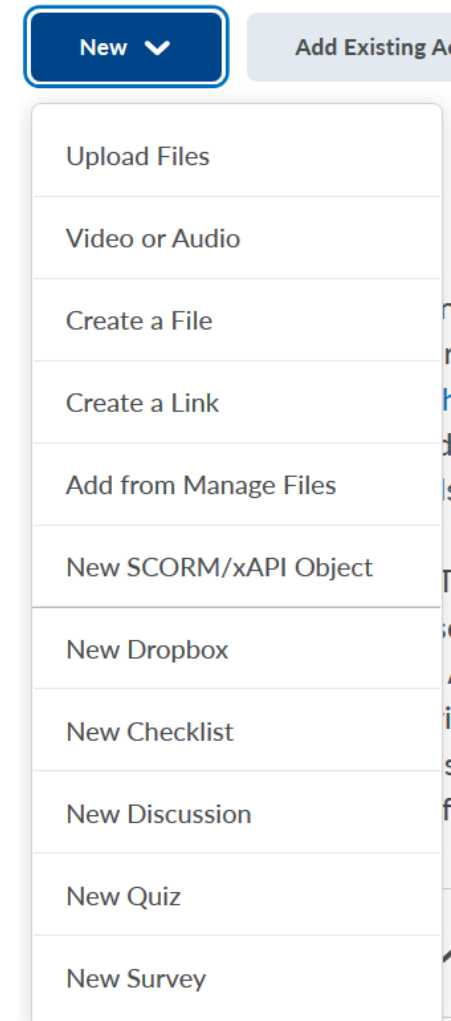
# Content basics

The screenshot displays a course management system interface for 'MBA 6160 101 Leadership Coaching & Developmt'. The user is logged in as Joseph Stathus. The course navigation menu includes Course Home, Content, Classlist, Communication, Assessments, Resources, and Edit Course. The main content area shows 'Week 4, Sept 15-21' with a 'Print' and 'Settings' option. A notification indicates the week starts on Sep 12, 2019 at 12:00 AM. The text describes the week's focus on DISC discussion and a video with Bo Hanson, along with a Job Description Assign due at the end of the week. A 'New' dropdown menu is open, listing options like Upload Files, Video or Audio, Create a File, Create a Link, Add from Manage Files, New SCORM/xAPI Object, New Dropbox, and New Checklist. A 'Table of Contents' sidebar on the left shows the course structure with 51 items in total, and the current week (Week 4) is highlighted with 10 items. At the bottom, there are two 'Add a module...' input fields.

- 1) Course outline, modules or dates, new module at bottom
- 2) Module intro text
- 3) Content items

# Content item types

- Upload a file – existing PDF, Word, excel, etc.
- Video or audio – upload file or embed
- Create a file- gives you a blank HTML (web) page to paste text, imaged, large list of links
- Link to other D2L components





# Course files

## Course Administration

Category Name

### Site Setup

Course Offering Information Navigation & Themes Widgets

### Site Resources

Book Management Content External Learning Tools  
 Frequently Asked Questions Glossary Import / Export / Copy Components  
 Links **Manage Files**

### Learner Management

Attendance Class Progress Classlist  
 Groups Sections

### Assessment

Checklists Competencies Dropbox  
 Quizzes Rubrics Surveys

### Communication

Chat Discussions News

### Administration

Tools

## Content Manage Files

Location: content enforced 372383-1610\_5389\_101

Hide Tree New File New Folder Paste Upload

/content/enforced/372383-1610\_5389\_101  
 MBA 6160 Intro Video

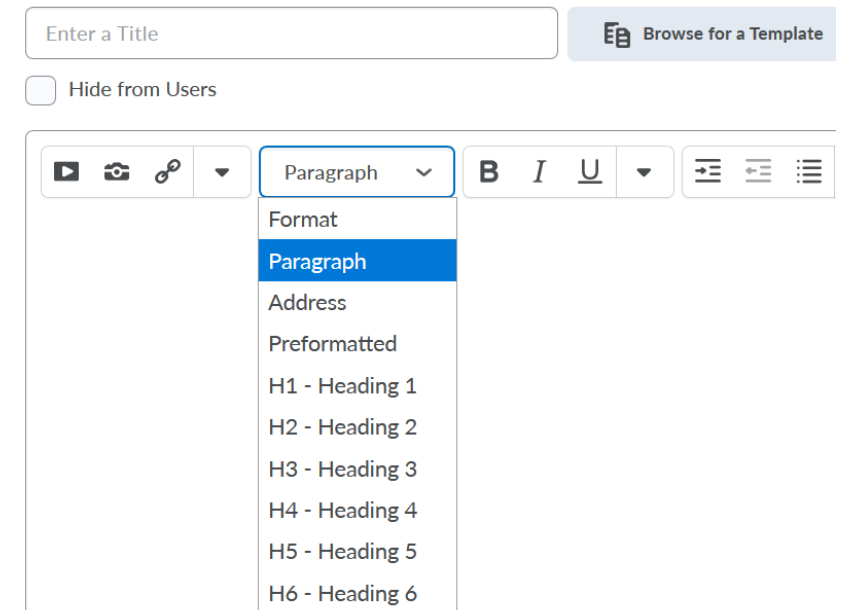
	Name ▲	Size	Type	Last Modified Date
<input type="checkbox"/>	MBA 6160 Intro Video		Folder	May 20, 2019 1:23 PM
<input type="checkbox"/>	Before Taking DISC.pptx	47.46 KB	PowerPoint Presentation	Oct 26, 2018 8:54 AM
<input type="checkbox"/>	Bo Hanson June 2019.mp4	907.09 MB	Video File	Jun 4, 2019 1:41 PM
<input type="checkbox"/>	Bo Hanson Video.html	835 Bytes	Web Page	May 20, 2019 1:23 PM
<input type="checkbox"/>	DISC 360 Feedback.jpg	67.2 KB	Image	Sep 11, 2018 3:47 PM
<input type="checkbox"/>	Goleman_Leadership Styles.pdf	2.52 MB	PDF document	Sep 11, 2018 3:33 PM
<input type="checkbox"/>	MBA 6160 DISC Intro.mp4	231.13 MB	Video File	Jan 9, 2019 7:45 PM
<input type="checkbox"/>	MBA 6160 Intro Video.mp4	200.2 MB	Video File	Jan 9, 2019 7:06 PM
<input type="checkbox"/>	Syllabus_MBA 6160 Fall 2019_Session 1.pdf	219.95 KB	PDF document	Jun 25, 2019 11:08 AM
<input type="checkbox"/>	Values Clarification.pdf	104.87 KB	PDF document	Feb 12, 2019 7:21 PM
<input type="checkbox"/>	Values Clarification.pptx	2.98 MB	PowerPoint Presentation	Feb 12, 2019 7:21 PM

# Accessibility Standards

## When creating content within D2L

- Use headings
- Use image descriptions.  
Not decorative unless it is something like a line.
- Make links descriptive

Create a File in "Week 1, Aug 26-31"



Enter a Title Browse for a Template

Hide from Users

Format

- Paragraph
- Address
- Preformatted
- H1 - Heading 1
- H2 - Heading 2
- H3 - Heading 3
- H4 - Heading 4
- H5 - Heading 5
- H6 - Heading 6

# Accessibility Standards

## Descriptive links:

- **BAD:** [click here](#) for article on the federal reserve
- **GOOD:** read this [article on the federal reserve](#)
- A screen reader would say “link” then blue link text



# Accessibility Standards

When adding content to D2L

- Use accessibility checkers within Word and Acrobat
- Videos must be captioned
- Website:  
<https://www.marquette.edu/accessible-technology/>

# Course Template

## Live demo

- Email us for access to template
- You may view it or copy it over
  - If copying it will add to existing course content. Will have to do some deleting.

# Questions & Discussion

