



Black Hills State University Instructional Design

Develop a Course in D2L

(One way to build a course in D2L)

Step 1. Build the Course Structure / Skeleton

- Complete the Course Grading Criteria and the Course Schedule
- To be consistent and reduce confusion, make sure that the assessments & grading criteria in the Course Syllabus align with the items in the Course Schedule
- Use the Grading Criteria & Course Schedule to start building the structure of the course in D2L

1. Build the Course Structure / Skeleton

2. Add Course materials
3. Settings / Options
4. Activate

Step 1. Build the Course Structure / Skeleton

I. Add all grade items (for Assessment items - Discussions, Dropbox folders, Quizzes/ Exams)

II. Add all assessment items - Assessment items - Discussions, Dropbox folders, Quizzes/Exams etc.

Note: For better organization and clarity, remember to use categories for Dropbox folders & Quizzes and forums for Discussions (Forums are Categories for Discussions)

I. Add all grade items -

- Assessments > Grades > Manage Grades > New > Category / Item

<input type="checkbox"/>	Week 5				
<input type="checkbox"/>	Week 5: Attendance		Numeric	-	60
<input type="checkbox"/>	Week 5: Swarm Days Homecoming Activities		Numeric	Dropbox	10
<input type="checkbox"/>	Week 5: Campus Issues		Numeric	Discussions	
<input type="checkbox"/>	Week 5: Thompson Diversion Program		Numeric	Quizzes	

Note: Red arrows in the original image point from a 'Grade Items' box to the dropdown arrows and from a 'Dropbox' help icon to an 'Associated with assessment item' box.

II. Add all assessment items

- Discussions
- Dropbox folders
- Quizzes or Exams

Discussions Add all of the Discussions

Note: Students can interact with a topic/Students cannot interact with a forum. But a topic should always be associated with a forum

1. Create a New Topic - Communications > Discuss > New Topic
 - Select an existing 'Forum' from the dropdown Menu OR
 - Use 'New Forum' option to create one
2. Associate the Grade Item
 - Under the Assessment tab - the specific grade item that was added earlier



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Week 2: Starfish/Campus Communication **Forum 2**

Must post first.

Topic	Threads	Posts	Last Post
Week 2: Why am I here? Topic			
Includes assessment. Must post first. Think about the reason(s) you have for attending college and share why decided to attend. Why are you in college? What is your goal? What was your reasoning? Reflect on this and share below.	0	0	
Grade Item associated			

Week 3: Managing Time and Language **Forum 3**

Must post first.

Topic	Threads	Posts	Last Post
Week 3 a: How well do you plan? Topic 1			
Includes assessment. Must post first. Take the quiz - How well do you plan? What did it say about your planning abilities? a little better?			
Week 3 b: Academic Term Topic 2			
Includes assessment. Must post first. 1. What is an academic term you hadn't heard before coming to BHSU? 2. Define this term for anyone else who hadn't heard it before	0	0	

Dropbox Add all of the Dropbox folders

1. Create a New Folder - Assessments > Dropbox > New Folder
 2. Associate the Grade Item - under the Properties tab - the specific grade item that was added earlier
- If using 'Turnitin', complete items to associate 'Turnitin' under the 'Turnitin' tab

<input type="checkbox"/>	Draft Dropbox		2	No Due / End Date	
<input type="checkbox"/>	Assignment 1	Grade item associated	0	0	0 Oct 28, 2019 11:30 PM
<input type="checkbox"/>	Assignment 2	Turnitin Enabled	0	End / Due Date	Nov 4, 2019 11:30 PM
<input type="checkbox"/>	Assignment 3	Hidden from Students	0	0	0 Nov 11, 2019 11:30 PM
<input type="checkbox"/>	Assignment 4	Hidden, Grade item associated, Turnitin Enabled	0	0	Nov 18, 2019 11:30 PM

Quizzes / Exams Add all of the Quizzes (add quiz questions later)

1. Create a new Quiz - Assessments > Quizzes > New Quiz
2. Associate the Grade Item - Under the Assessment tab - the specific grade item that was added earlier

<input type="checkbox"/>	Quiz 1	Hidden: Grade Item Associated: Availability set	Available on Jul 17, 2019 8:30 PM until Jul 23, 2019 11:59 PM
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