

# 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 <u>categories</u> for Dropbox folders & Quizzes and <u>forums</u> for Discussions (*Forums are Categories for Discussions*)

#### I. Add all grade items -

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

	Week 5 Category				
$\Box$	Week 5: Attendance 🗸		Numeric		60
$\Box$	Week 5: Swarm Days Homecoming Activities	Grade	Numeric	Dropbox 🕑 🧲	10
	Week 5: Campus Issues 🗸	Items	Numeric	Discussions @	Associated with
$\Box$	Week 5: Thompson Diversion Program 🗸		Numeric	Quizzes 🕑	assessment Item

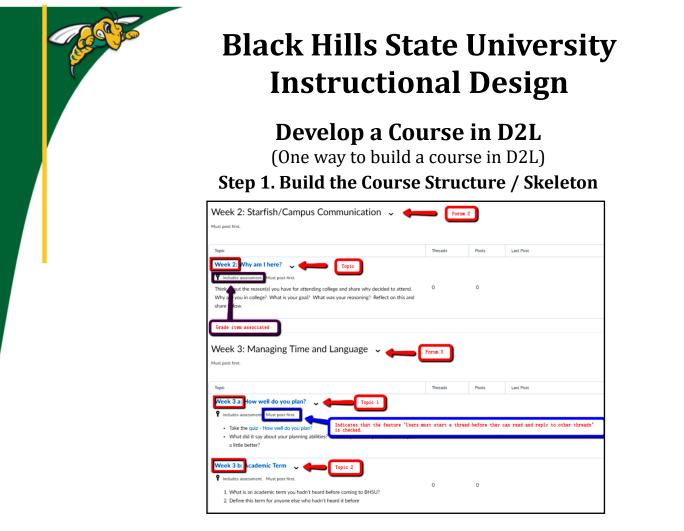
### II. Add all assessment items

- Discussions
- Dropbox folders
- Quizzes or Exams

Discussions Add all of the Discussions

*Note:* Students <u>can interact</u> with a <u>topic</u>/Students <u>cannot interact</u> 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



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

Draft Dropbox	~	P <sub>a</sub>	2	No Due / End Dat		
Assignment 1	~	<b>9</b> Grade item associated	0	0	0	Oct 28, 2019 11:30 PM
Assignment 2	~	Ra 🔶 Turnitin Enabled	0	End / Due Dat		Nov 4, 2019 11:30 PM
Assignment 3	~	M Hidden from Students	0	0	0	Nov 11, 2019 11:30 PM
Assignment 4	~	🔎 📍 🛼 🛑 Hidden, Grade item associated, Turniti	n Enabled	0	0	Nov 18, 2019 11:30 PM

<u>Quizzes / Exams</u> 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

Instruction

