



Dear Faculty,

The following information is provided to assist faculty with preparing to teach classes using Desire2Learn (D2L). Best Wishes for a productive and enjoyable semester!

***** Semester Start - Best Practices *****

Pinning D2L Courses - Faculty may wish to gain quick access to courses for the current semester by pinning courses within the minibar area of the D2L account homepage.

- **Instructions** - <http://onlinecampus.nwfsc.edu/Faculty/faqs.cfm#Pin>

Locating the Course Reference Number (CRN) - The CRN is a frequently used unique identifier for a specific course that can easily be located within D2L by clicking Edit Course > Course Offering Information

- **Instructions** - <http://onlinecampus.nwfsc.edu/Faculty/faqs.cfm#CRN>

Class Roster Verification - Be sure to compare the D2L class roster to the official Banner class roster to ensure the list of students is in sync. Discrepancies should be reported to LTech. Please report discrepancies by using the form located at <http://ltech.nwfsc.edu/forms/request/dlrequest.cfm>.

- **Instructions** - To view the Classlist for D2L, after accessing D2L at <http://d2l.nwfsc.edu>, click on the title for a desired class, click "Classlist" which is located under the Communications dropdown options (or Edit Course > Classlist).
To view the Classlist for Banner, access the NWFSC home page at <http://www.nwfsc.edu> and click "Raidernet > Raidernet 2.0". Click the "Faculty" tab. Click a class title from the "My Classes Faculty Dashboard". Click the "Classlist" link.

Adjusting D2L Course Start/End Dates - Faculty may wish to adjust the start and end dates in their D2L classrooms to allow early or extended access to the D2L classroom.

- **Finding the Start/End Dates** - To view the start and end dates for a class, access the homepage of a D2L classroom, click Edit Course > Course Offering Information.
- **Instructions**
Adjusting the Course Start Date - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-AdjustingCourseStartDate.pdf>
Adjusting the Course End Date - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-AdjustingCourseEndDate.pdf>

Welcome Message for Students via D2L Classlist E-mail - It is recommended faculty send a welcome message to students in the class at the start of the semester to give information for getting started with the class. A message can be created and transmitted from the e-mail feature within the "Classlist" link or directly from the e-mail link in the D2L classroom.

- **Instructions** - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-Classlist-SendingEmail.pdf>

Syllabus - Faculty must post a syllabus within each D2L classroom used for teaching a class.

- **Posting Syllabus** - There are several ways to post a course syllabus (e.g., a separate custom link on the course home page, within the course Content area, or in a News item).
- **Instructions (one option)** - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-ImportSyllabus.pdf>

News Items – Faculty are encouraged to post a News item within each D2L classroom used for teaching a class. The initial News item should include orientation information (e.g., instructor contact information, how to get started with the class, suggestions for student success in the class, how to find assignments and due dates, etc). The News item is one of the first content elements students see when accessing a D2L classroom. Please have this ready for the first day of class. News items may be used regularly for consistent communication with students accessing the D2L classroom.

- **Instructions/Video** – <https://www.youtube.com/watch?v=KhApg9Bx6SQ>

Assignments - To provide a student access to assignments associated with a D2L class, the instructor must create the assignment (e.g., dropbox, quizzes, surveys, etc.) and then establish the assignment due dates within the class. If content was copied from another D2L class, the dates will need to be adjusted. Instructions for creating content and D2L instructor basics are available through the NWFSC Online Campus website.

- **Instructions – NWF Online Campus** -<http://onlinecampus.nwfsc.edu/Faculty/d2ltoolbasics.cfm>

Entering Grades - Midterm and Final grades are entered into the Banner system via the Raidernet portal accessed at <http://www.nwfsc.edu> and clicking "Raidernet > Raidernet 2.0". Although planned for the future, grades are not currently transmitted from D2L to Banner. The process for entering midterm grades and final grades is very similar. Midterm grades are student advisory grades that do not impact GPA while final grades are official grades that do impact student GPA.

- **Grading sidenote** - when recording a WN grade in Banner early in the term, the student will be removed from the D2L course.
- **Reference from our Registrar** - [How to Enter Grades in Banner via Raidernet \(PDF\)](#)

***** Faculty Assistance Information *****

Website area for online faculty

- <http://onlinecampus.nwfsc.edu/Faculty/>

Technical Assistance Needed?

- Help Forms - <http://onlinecampus.nwfsc.edu/Help>
- LTech Form - <http://ltech.nwfsc.edu/forms/request/dlrequest.cfm>
- Webpage Support - <http://websupport.nwfsc.edu>
- Learning Technologies (LTech) - (850)729-6464
- IT Helpdesk - (850)729-5396

Instructions/D2L Videos - <https://www.youtube.com/channel/UCLSxTdOzKAFOCZjXav1aCRQ/playlists>

***** Previous Semester Course Wrap-up *****

Temporary Letter Grades of "I" (Incomplete) – Students awarded letter grades of "I" (Incomplete) will have a D2L role change in the D2L classlist from "A-Student" (active student) to "I-Student" (incomplete student) within 1-3 days (24-72 business hours) after final grades are due to the Registrar's Office. The "I-Student" (incomplete student) role allows a student continued access to the D2L course associated with the incomplete letter grade. The "A-Student" (active student) role restricts students from accessing a D2L course beyond the D2L Course End Date.

Reference: College Catalog -

[http://catalog.nwfsc.edu/content.php?catoid=15&navoid=3151&hl=incomplete&returnto=search#Incomplete Grades](http://catalog.nwfsc.edu/content.php?catoid=15&navoid=3151&hl=incomplete&returnto=search#Incomplete_Grades)

- **Classlist Role Types** - To view students with a role of "I-Student", access a D2L course, click "Classlist" (typically located under the Communications dropdown) and note the column header titled "Role" associated with the student name.
- **Extending Assignments** - To provide a student extended access to assignments associated with a D2L course, **the instructor must extend the assignment due dates within the D2L course or add Special Access** (within the Restrictions tab for the assignment) for students with an incomplete grade.
- **Grade Change** - Upon completion of the remaining course work, a final grade is calculated and a grade change request must be submitted to the Registrar's Office. The grade change request form is available within Raidernet. Access by going to <http://www.nwfsc.edu> and click Raidernet > Raidernet 2.0 > Forms > Academic Affairs > Change of Grade Request. To disallow further access for an I-student, contact LTech to change the role again or wait until the end of the next full term at which time LTech automatically reverts all I-students to A-students (as per college policy).

Safeguarding Data – Faculty should safeguard D2L courses by backing up the course content and grades from the previous semester. The backup process can be completed as frequently as determined necessary, but the minimum recommendation is at the beginning of the semester, at midterm, and at the end of the semester.

- **Instructions** – <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-ExportGrades.pdf>
- **Instructions** – <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-ExportCourse.pdf>

Thank you!

The Learning Technologies (LTech) Team / NWF Online Campus

<http://onlinecampus.nwfs.edu>