Training Descriptions:

New: Time Management for Online Instructors (1 hour)

Time Management for Online Instructors This session will teach participants how to better manage their time while facilitating online and blended courses through D2L. Participants will learn to write SMART goals, discover time-saving tools and strategies, and build schedules and task lists within Microsoft Outlook.

Fundamental Computer Skills (1.5 hours)

In this session, we will discuss the prerequisite computer skills that should be known before learning more advanced systems such as Desire2Learn or LiveText. In the 1st hour we will cover subjects such as the computers file structure and interface, Word and Excel document creation and internet navigation skills. The remaining time will be used as an open lab for general computer-related inquiries.

Full Desire2Learn Overview Training (3 hours)

In this session, we will run through the basics of D2L from beginning to end. This session is designed to give you a '30,000 foot view' of the most common features of D2L. Specifically, we will cover the basics of D2L such as logging in, uploading a syllabus, adding content to your course, and communicating with your students though news, calendar and email.

Assessment Tools (2 hours)

In this session, we will discuss the various assessment tools available to you in D2L. We will go over how to set up and grade dropbox assignments, how to set up and grade with rubrics, and how to set up quizzes; and grade quizzes which do not lend themselves to automatic grading (such as those which are not multiple choice).

Basic Gradebook (2 hours)

This session is designed for faculty whose grade book needs are simple and straightforward. It will equip faculty to move from an excel spreadsheet or paper grade book to the D2L grade book. This session will benefit faculty who are teaching face to face courses and faculty who have smaller, less complex grade books. We will go over how to navigate the gradebook, set up the gradebook, and how to enter grades. **You must bring a syllabus** or list of assignments and associated point values to get the most out of this session. You should leave this session with all or most of your gradebook set up. Note: This training will cover Basic features of the gradebook. If you are already familiar with the gradebook, we recommend attending the advanced training.

Advanced Gradebook (3 hours)

This session is designed for faculty with more complex grade book needs. It explores more advanced features of the D2L gradebook. The Advanced Gradebook session would be ideal for faculty members who have fully online courses or a more complex grade book, and are looking for more options and flexibility. In addition to the basics of setting up your grade book, this session will cover a review of the basic gradebook, training and more advanced tasks like associating other D2L tools with your gradebook, and creating grade schemes. You must bring a syllabus or list of assignments and associated point values to get the most out of this session. You should leave this session with all or most of your gradebook set up. Note: This training will cover advanced features of the gradebook. If you are not yet familiar with the gradebook, we recommend you begin with the Basic training.

SPECIAL NOTE TO NCE Supervisors: If you are not teaching courses for NLU, you are not required to complete the D2L training. Instead, you may wish to view the NLU Online Campus student orientation so that you will gain

the skills needed to navigate through the online Adjunct Orientation. The link to the student orientation is http://oit.nl.edu/rich_content/LMS/OnlineCampusD2LStudentOrientation/index.htm