

Oral Roberts University

## Digital Showcase

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Professional Development Resources

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4-5-2023

### Improving My Course in Brightspace D2L

Jason Howell

Jana Swartwood

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# D2L/Brightspace

Prof. Jason Howell, Ms. Jana Swartwood & Panel

Wednesday, April 5th, 2023

**ACADEMY FOR**  
**EXCEPTIONAL TEACHING & INNOVATION**

**ORU** | ORAL  
ROBERTS  
UNIVERSITY



# Prof. Jason Howell

Director, Institute of Design, Experience and Art (IDEA)  
Professor of Graphic Design



# Continuous Improvement and Brightspace Best Practices (according to a designer).

Jason W. Howell, Director, Institute of Design, Experience and Art (IDEA)

Professor of Graphic Design • School of Liberal Arts

Academy for Exceptional Teaching April 2023 Professional Development Event

# Continuous Improvement

1. Use Hidden Modules
2. News
3. Goals, Objectives, Skills  
or Outcomes
4. Contracts, Quizzes  
and Release Conditions
5. Dates and Calendars
6. FERPA

# Student and Faculty Usability

1. Naming Schedules
2. Consistency
3. Readability and ADA
4. Visual Best Practices for Fonts
5. Color Blindness Awareness
6. Media and Video
7. Design Decisions
8. Section Assignments
9. Dropbox Summaries and Directions
10. Editing Standards

# Faculty Management

1. D2L Faculty Usability
2. Copying Content
3. Rubrics and Scoring
4. Dropbox Settings
5. Use Styles

# Wishlist

1. Centralized Content
2. Automated Setup
3. Exporting Quizzes
4. Student Request: Central Dashboard



# Thank You

Dr. Kim Boyd, Trevor Ellis, Colleagues and Dr. Howell

## ART 378

<https://d2l.oru.edu/d2l/home/855074>

<http://point918.com/assignment-03-08-02-opening-title-sequence/>

## ART 205

<https://d2l.oru.edu/d2l/home/855125>

[https://d2l.oru.edu/d2l/lms/grades/admin/enter/user\\_list\\_view.d2l?ou=855125](https://d2l.oru.edu/d2l/lms/grades/admin/enter/user_list_view.d2l?ou=855125)

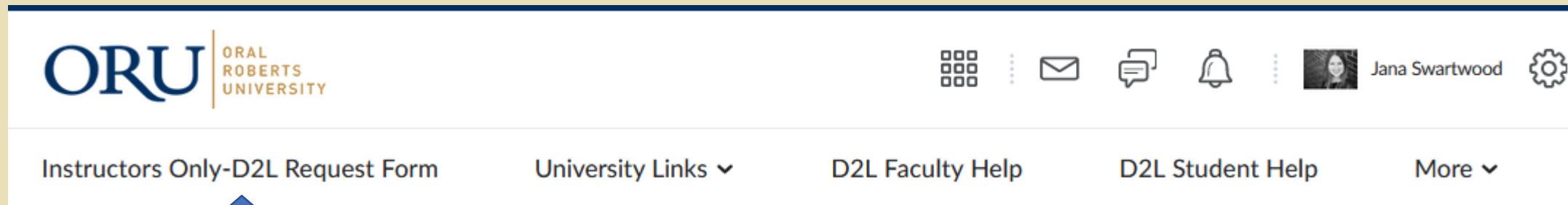
# Ms. Jana Swartwood

Executive Director, Online & Lifelong Learning



# Copying Components

- Yes, you CAN do this yourself!
- Video Tutorial - <https://www.youtube.com/watch?v=Myj5JUZIcs8>
- Two ways to get there:
  - Access Import/Export/Copy Components from Content (Table of Contents).
  - Access Import/Export/Copy Components from Edit Course.
- Still feeling like you want help? Fill out the form and we'll do it for you.



# Adding TA's

- Initially adding the TA
  - Log into D2L and enter the course.
  - Click on “Communication,” then “Classlist.”
  - Click “Add Participants,” then choose “Add Existing Users.”
  - Search for your TA (Z# is best).
  - Click the checkbox, set a role, select a section, and “Enroll Selected Users.”

Enrollment Options

Set all roles to:  [Set all roles](#)

Set all sections to:  [Set all sections](#)

Send: ☐ Send Enrollment email

Add Existing Users

[Hide Search Options](#)

Search In

☒ First Name ☒ Last Name

☒ Org Defined ID ☒ Username

Enrollment

☒ Include Users already enrolled in org unit

Search Type

☒ Contains

1 Search Result [Clear Search](#)

[Email](#)

<input type="checkbox"/>	Last Name, First Name	Username	Org Defined ID	Role	Section
<input checked="" type="checkbox"/>	Student, ORU	dvader	Z11524370	Teaching Assistant <input type="text" value="Teaching Assistant"/>	Jana 101 <input type="text" value="Jana 101"/>

20 per page


[Enroll Selected Users](#) [Cancel](#)







# Adding TA's

- BUT WAIT! What if I have multiple sections merged?
- TA will ONLY be added automatically to the section you first selected. To add to more merged sections, follow these steps:
  - Log into D2L and enter the course.
  - Click on “Edit Course.”
  - Click on “Sections.”
  - Click on “Enroll Users.”
  - Find the person for whom you want to grant additional section access and click the appropriate checkbox for it.
  - Save.

The screenshot shows the D2L Course Administration interface. At the top, the course title 'Sandbox GRADEBOOK (Jana Swartwood)' is displayed. Below the title is a navigation bar with links: Content, Calendar, Assessments, Awards, Communication, Resources, Classlist, Follett Access Portal, and More. The main section is titled 'Course Administration' and contains a grid of links organized into categories: Site Setup (Availability Date Defaults, Navigation & Themes, Course Offering Information, Widgets, Homepages), Site Resources (Book Management, Course Builder, Glossary, Calendar, External Learning Tools, Import / Export / Copy Components, Content, Frequently Asked Questions, Links, Manage Dates), Manage Files, Learner Management (Attendance, Groups, Class Progress, Sections, Classlist). A blue arrow points to the 'Sections' link in the Learner Management category.



# Adding TA's

 Sandbox GRADEBOOK (Jana Swartwood)

 Jana Swartwood  
Impersonating

ContentCalendarAssessments▼AwardsCommunication▼Resources▼ClasslistFollett Access PortalMore▼

## Manage Sections

 Settings Help




Add Section

Enroll Users

View Sections

Sections

Edit Overall Section Properties

 Email Enroll Delete

<input type="checkbox"/>	Name ▲	Code	Users
<input type="checkbox"/>	Jana 101	202010-2xxx	1
<input type="checkbox"/>	Jana 102	202010-2xxx	0

# Adding TA's

Sandbox GRADEBOOK (Jana Swartwood)

Jana Swartwood  
Impersonating

Content

Calendar

Assessments ▾

Awards

Communication ▾

Resources ▾

Classlist

Follett Access Portal

More ▾

## Enroll Users - Section


### Enrollments

Display

All Section: ▾

Search For...

Show Search Options

Last Name ▲, First Name, Username, Org Defined ID	Jana 101 Users: 1	Jana 102 Users: 0
Student, ORU, dvader, Z11524370 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

Cancel





# Class Progress

- Video Tutorial -

<https://www.youtube.com/watch?v=oybFY7yPabE&list=PLxHabmZzFY6mbZnghbtOiYppo fKPWe581&index=26>

The screenshot shows the course page for 'Sandbox NEW (Jana Swartwood)'. The top navigation bar includes links for Content, Calendar, Assessments, Awards, Communication, Resources (which is expanded), Classlist, Follett Access Portal, and More. The Resources dropdown menu lists various tools and resources: Attendance, Calendar, Checklist, Content, Data Hub, D2L Video: Navigate Course, D2L Brightspace YouTube Channel, FAQ, Glossary, Help, Links, Locker, Class Progress, Kaltura My Media, and Kaltura Media Gallery. On the left, under the 'News' section, there is a post titled 'Teams QuickLink Test' dated August 24, 2020, and a link to 'Sandbox Class'. Below this is a section titled 'Order Your Textbook Now!' which lists required textbooks for the course, including 'Mindset: The New Psychology' by Dweck, C. S. (2016). A blue arrow points from this section to the 'Class Progress' option in the Resources dropdown. On the right, there are sections for 'Library Resources' with a link to the ORU Library website, and 'Grammarly' with a link to create a free premium account.

Sandbox NEW (Jana Swartwood)

Content Calendar Assessments Awards Communication Resources Classlist Follett Access Portal More

News

Teams QuickLink Test

Posted Aug 24, 2020 1:16 PM

We'll have our class in [Sandbox Class](#)

Order Your Textbook Now!

Sandbox NEW (Jana Swartwood) has the following required textbook(s). **your textbook(s), click on the ORU Bookstore link to verify whether your textbook(s) is provided as part of your Included course fee.** <http://www.bkstr.com/oralrobertsstore/home>

Textbooks:

- Dweck, C. S. (2016). *Mindset: The New Psychology of Intelligence*. New York: Ballantine Books. [Print ISBN: 9780345472328; Digital ISBN: 9781588365231]. *Print version available at the ORU bookstore.* *Digital version available on VitalSource.*

Attendance

Calendar

Checklist

Content

Data Hub

D2L Video: Navigate Course

D2L Brightspace YouTube Channel

FAQ

Glossary

Help

Links

Locker

Class Progress

Kaltura My Media

Kaltura Media Gallery

Library Resources

Click on this link to visit the ORU Library website.

Grammarly

To create a free premium Grammarly account, go to [www.grammarly.com/edu/signup](http://www.grammarly.com/edu/signup).

# Class Progress

🏠 Sandbox (Jana Swartwood)



Jana Swartwood



Content

Calendar

Assessments ▾

Awards

Communication ▾

Resources ▾

Classlist

Follett Access Portal

More ▾

## Class Progress




⚙️ Settings

🔗 Help

Search users



Use agents to automate feedback

Name ▲	Content Completed	Objectives	Logins	Grades
 <b>Skywalker, Anakin</b> askywalker Z00000000	<div><div></div></div> 2 % Completed: 1 / 57	<div><div></div></div> Completed: 0/1	No logins	No grades
 <b>Swartwood, Jana</b> jswartwood jswartwood	<div><div></div></div> 0 % Completed: 0 / 65	<div><div></div></div> Completed: 0/1	 Logins: 14	No grades



1

/ 1



10 per page ▾

# Class Progress

Sandbox (Jana Swartwood)

Content
Calendar
Assessments
Awards
Communication
Resources
Classlist
D2L Faculty Help
D2L Student Help
More

Class Progress
Anakin Skywalker
Content

Print
 Settings
 Help

Skywalker, Anakin  
askywalker  
Z00000000

<
>

Sandbox (Jana Swartwood)  
(000000) Course Template

Summary
Grades
Objectives
**Content**
Discussions
Dropbox
Quizzes
Checklist
Surveys
Course Access
Login History
System Access History

Topics Visited

0 / 57

Total Visits

0

Time Spent

0d 0h 0m 0s

2 %

Completed: 1 / 57

Table of Contents

Course Information

0 %

Completed: 0 / 5

5 Topics, 0 Modules

Week 1: THE ROLE OF MEASUREMENT AND ASSESSMENT

13 %

Completed: 1 / 8


8 Topics, 0 Modules

Week 2: THE ROLE OF MEASUREMENT AND ASSESSMENT


0 %


Completed: 0 / 7


# Class Progress





Sandbox (Jana Swartwood)












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Content

Calendar

Assessments ▾

Awards

Communication ▾

Resources ▾

Classlist

D2L Faculty Help

D2L Student Help

More ▾


Class Progress


>


Anakin Skywalker


>

Dropbox

 Print

 Settings

 Help



Skywalker, Anakin

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>

Sandbox (Jana Swartwood)

(000000) Course Template

Summary

Grades

Objectives

Content

Discussions

Dropbox

Quizzes

Checklist

Surveys

Course Access

Login History

System Access History

Dropbox Progress

Dropbox Submissions

Late Submissions

Awaiting Grade

9 % (1/11)

0

1

Dropbox

Written Assignment 1

Files Submitted: 1

Details

Submissions

Honor Code Template with Form Fields.pdf

Apr 4, 2023 6:14 PM

Written Assignment 2

Files Allowed: unlimited

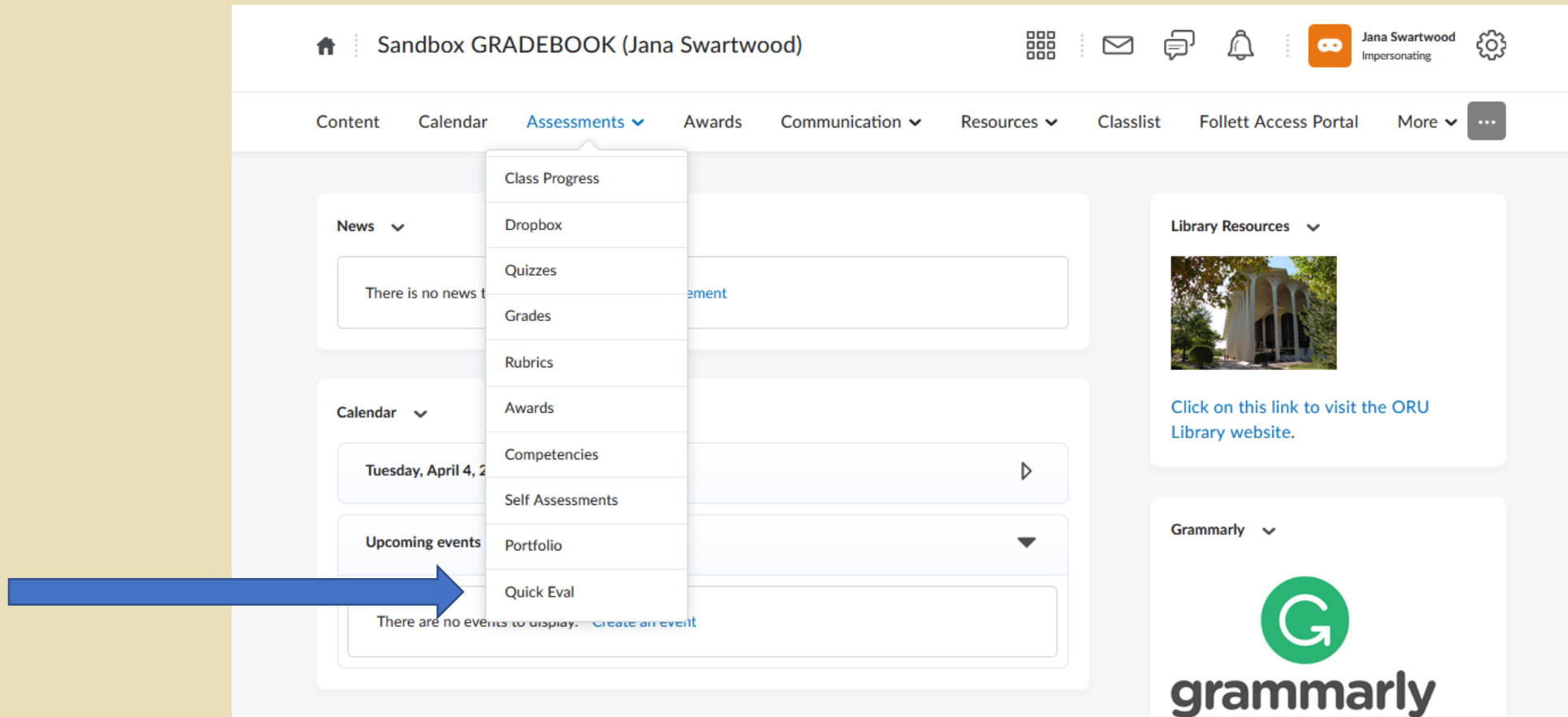
Written Assignment 3

Files Allowed: unlimited


# Quick Eval







- Video Tutorial -

<https://www.youtube.com/watch?v=H6qy1yj3ius>



# Quick Eval

 Sandbox GRADEBOOK (Jana Swartwood)

 Jana Swartwood  
Impersonating

ContentCalendarAssessments ▾AwardsCommunication ▾Resources ▾ClasslistFollett Access PortalMore ▾

## Quick Eval

View by: 


Submissions

Activities

Filters ▾

Sandbox GRADEBOOK (Jana Swartwood)


First Name, Last Name	Activity Name	Submission Date ▲
-----------------------	---------------	-------------------








You're all caught up!


There are no submissions that need your attention in this course.

Check the [Multi-Course Quick Eval](#) to see if there are new submissions in your other courses.



Jana Swartwood  
Impersonating



[Instructors Only-D2L Request Form](#)
[University Links](#)
[D2L Faculty Help](#)
[D2L Student Help](#)
[Remote Learning Portal](#)
[Data Hub](#)
[More](#)





## Quick Eval

View by:

Submissions
Activities

Filters

Search

First Name, Last Name	Activity Name	Course	Submission Date
 ORU Student	 Forum 1: Motivation	Sandbox NEW (Jana Swartwood)	6/9/2022 2:07 PM
 Anakin Skywalker	 Written Assignment 1	Sandbox (Jana Swartwood)	4/4/2023 6:14 PM





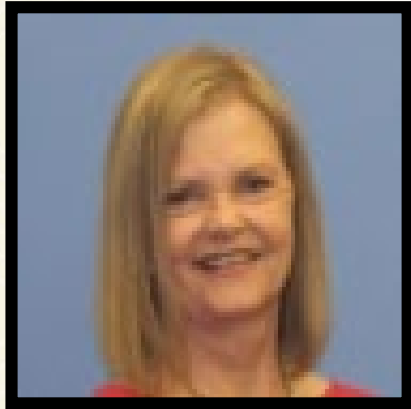
# Brightspace Support Staff



**Jana Swartwood**

Executive Director,  
Online & Lifelong Learning

- ORU's Brightspace administrator (official liaison with IT/D2L for integrations, outages, and high-level issues)
- Priority support for deans and chairs
- If you think I need to know, CC me when you contact D2LHelp.



**Louise Berchenbriter**

LMS Coordinator  
Online & Lifelong Learning

- ORU D2L tech support and course copying
- Manages D2Lhelp
- Creates blank course shells
- Runs syncs
- Can't resolve Single Sign On/MFA issues (send those to IT)



**Rafael Duarte**

Academic Analytics  
Director

- Organizes and cleans data from Brightspace and Banner
- Co-design KPA reports
- Generates WPA & KPA reports



**Sasha Turtova**

Residential Faculty: D2L  
Support  
& New Faculty Training

- D2L functions to aid best practices in course design and delivery
- Textbook integration and course materials



**Trevor Ellis**

Director of University  
Assessment System &  
Support for Faculty Training

- Load in Key Program Assessments (formerly WPA) into course shell
- Configure KPAs for both University assessment and gradebook scoring
- Update Key Program Assessment instructions & rubrics
- Co-design KPA reports