Checklist for D2L On-campus Shells

Moving from teaching in a physical on-campus classroom to teaching in a virtual online "classroom" can be **challenging**. However, it is also an **opportunity** for you to make a lasting positive impression on your students. Our experience teaching online at CNA over the past 20+ years has taught us that there are **3 key components** that make up a successful online course. These are:

1. Good quality resources,
2. a well-structured learning environment, and
3. the instructor's online "presence."

Here are a few guidelines and a checklist that will help you provide the **best possible learning experience** for your students.

☐ Upload your course notes to D2L (can be HTML, MS-Word and/or PDF format). Your notes should be well-written and well organized in the 'contents table'. A typical course has a 'Course Information' module for outlines, schedule, welcome message, etc. And a separate module/unit for each week, chapter or general topic area. Content should be presented in manageable chunks and have logical flow.

☐ A set of D2L 'course start-up' template files has been distributed to faculty and is available for download from DL at: https://d2l.cna.nl.ca/shared/DLS_News/Course_Setup_Kit.zip

☐ Please ensure your familiarize yourself with copyright requirements and it is your individual responsibility to follow all rules accordingly.

☐ Add textbook information (if applicable). Check the provincial textbook list to see if there is an e-text available and post the link to that resource. Double check that this is the same resource that was submitted and posted provincially to ensure students are affected by a late textbook change. (Please contact Lisa Marshall if you require any assistance).

☐ Upload PIRS outline. Double check to ensure your assessment plan follows the PIRS outline. If you have any questions on assessments please contact the Program Development Office (Jason Rolls)

☐ Create a course schedule with assignments, due dates, etc. (can be HTML, MS-Word and/or PDF format). It is helpful to students to create the schedule for the entire semester so they can plan out their work and make note of any due dates.

☐ Add any required activities and due dates in the D2L Calendar (this will then trigger reminders for students accessing D2L using an app on a mobile device)

☐ Create an "Ice-Breaker Activity" – i.e., post a welcome message in the Table of Contents and ask students to introduce themselves in the 'Discussions' area. This helps build a sense of community.

☐ Adding a short informal welcome video from you to your students is a very welcoming tool.

> **Note:** We have learned that the most successful learning experiences for students happen when the instructor creates a sense of online "presence." Of all the components that make up an online course, that is by far the most important. This should include scheduling 'office hours' with your preferred contact information. These are scheduled times during the weekday when students can reliably contact you to ask questions or seek guidance.

☐ Set up discussion topics. Create *problem-solving* or *open-ended* questions to encourage student engagement. Inviting engagement through discussions area is helpful and encourages students to learn from each other

☐ Set up Dropbox for assignments (if applicable)

☐ Set up your class Gradebook and add grades throughout the term after every assessment is completed (and not just towards the end).

☐ If you include external resources, test to ensure the links are working.

☐ Using (good quality) YouTube videos is an effective way to engage students. Or even better, if you are able, create your own. YouTube videos can be embedded into your content.

☐ Please maintain good accessibility practices when adding course content.

☐ Go to 'Classlist' and send a welcome message to your students via email. **Note:** You can email the same welcome message to all your students at once. The purpose for doing this is to "personally" welcome them, and to get them using the email tool as a means of contacting you if/when they have a question.

> **Note:** You may also want to check with the DL team to see if we have existing online course notes for your course. Please email us at dls_oncampus@cna.nl.ca. We just need your campus, course number, title, and course code.

For more tips on teaching at a distance, visit http://dls.cna.nl.ca/teachingremotely/. We encourage you to sign up for the available training sessions and also contact the **DL Helpdesk** (dlshelp@cna.nl.ca) for any assistance you need with any of the above.