Technologist or Designer: Who's the Best to Contact?

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LSC-Online Technologists and Instructional Designers are available to assist faculty with their D2L courses. Appointments with a <u>technologist (https://vtac.lonestar.edu/help/campus-reps)</u> or <u>designer (https://vtac.lonestar.edu/help/meet-your-designers)</u> can be scheduled during business hours.

• Technologists support:

- D2L questions
- Integrated and licensed instructional software (e.g., Respondus, YuJa Media, SoftChalk, or Linking to a Publisher content)
- LSC-Online D2L forms (e.g., Course Merge, Verify Roster, Extend Access)
- A variety of other specialized, third-party integrations
- Individual and group training requests and facilitation

• Designers support:

- Online course design
- Course building
- A variety of other specialized, one-on-one strategies
- Group training requests and facilitation

The chart below lists specific tasks and whom best to approach for assistance with these tasks.

Semester Start		
Course Access and Set-up	Technologist	Designer
Add Missing D2L Courses	/	Designer
Provide Early Access to Course/Change Start Date for course		
Activate Course		
Add Users to a Course		
Merge Course Rosters	•	
Reconcile Course Rosters	•	
Restore an archived course	•	
Copy Course Components	1	
Add Publisher Content to Course	1	
Offset Course Dates	/	
Add/Sync Third-Party Integration to a Course	/	
Course Design & Development		
Syllabus, Learning Goals and Course Structure	Technologist	Designer
Review and edit the Course Syllabus		✓
Align Program Goals, Course goals, Lesson Objectives, Course		✓
Activities, and/or Assessments with expected Learning Outcomes		
Review and modify the content organization and course structure		1
Source and review instructional materials (online materials from		1
publishers, OER, etc.) for the course		
Define and set up competencies and objectives for the course		1
Accessibility	Technologist	Designer
Run a Blackboard Ally check	1	
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Review and edit content to ensure adherence to accessibility		✓

Resolve errors highlighted by BlackBoard Ally Assignments Determine/Review assessment strategy for Assignments and Quizzes Align assignments with Learning Objectives and Outcomes (dentify/specify alternate ways of assessment	Make content (images, videos, audios, etc.) accessible	/	
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Set up Webex Appointment Booking	Add link to Webex meeting in the Content area	·	
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