

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 [technologist \(https://vtac.lonestar.edu/help/campus-reps\)](https://vtac.lonestar.edu/help/campus-reps) or [designer \(https://vtac.lonestar.edu/help/meet-your-designers\)](https://vtac.lonestar.edu/help/meet-your-designers) 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	✓	
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	✓	
Add Publisher Content to Course	✓	✓
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		✓
Source and review instructional materials (online materials from publishers, OER, etc.) for the course		✓
Define and set up competencies and objectives for the course		✓
Accessibility	Technologist	Designer
Run a Blackboard Ally check	✓	
Review and edit content to ensure adherence to accessibility guidelines		✓

Make content (images, videos, audios, etc.) accessible	✓	✓
Resolve errors highlighted by BlackBoard Ally	✓	✓
Assignments	Technologist	Designer
Determine/Review assessment strategy for Assignments and Quizzes		✓
Align assignments with Learning Objectives and Outcomes		✓
Identify/specify alternate ways of assessment		✓
Design/Compose a Rubric for assignments		✓
Specify instructions for online assignment folders		✓
Create Groups for assignments	✓	✓
Enabling Turnitin for assignments	✓	
Generating Turnitin Reports	✓	
Create individual and/or group assignments	✓	✓
Attach Rubrics to assignments	✓	✓
Associate Assignment with existing grade item in the grade-book	✓	
Provide links to existing assignments from Content	✓	
Define and set release conditions for an assignment		✓
Content	Technologist	Designer
Compose Module descriptions		✓
Use supported third-party tools to create course materials and activities		✓
Define and include checklists in content modules	✓	✓
Add pre-recorded lectures, content, audio, or videos to modules/topics	✓	
Delete all content from a course	✓	
Import zipped content	✓	
Set Release conditions for modules and topics		✓
Discussions	Technologist	Designer
Compose prompts for discussions		✓
Create Discussion Forums and Topics	✓	✓
Design/Compose a Rubric for discussions		✓
Attach existing rubrics to discussion forums/topics	✓	
Create grade items for discussion topics	✓	
Provide a link to the discussion topic from Content	✓	
Specify grading criteria for individual posts		✓
Grades	Technologist	Designer
Determine/Review grading strategy (points, weighted averages, bonus, etc.)		✓
Build/Set up a Gradebook	✓	✓
Add a curve using Adjusted Grade		✓
Create and edit grade schemes	✓	✓
Import grades from an external source	✓	
Mark grade as Exempt	✓	
Instructional Software/Course Technologies	Technologist	Designer
Create Softchalk activities	✓	✓
Create/Add Yuja videos to the course	✓	
Create quizzes/upload questions from Word documents using Respondus	✓	✓
Schedule online synchronous meetings using Webex/Zoom	✓	

Add link to Webex meeting in the Content area	✓	
Set up Webex Appointment Booking	✓	
Add Brainfuse Dashboard to the course	✓	
Add StudyMate Campus activities	✓	
Quizzes	Technologist	Designer
Create Quizzes	✓	
Outline/Specify proctoring and testing options for quizzes		✓
Load questions from the publisher into Quiz Question Library	✓	
Create and publish quizzes from Word documents	✓	
Write quiz questions directly in D2L's Question Library	✓	
Create grade item for quiz	✓	
Provide the link to the existing quiz from Content	✓	
Setup special access to quizzes	✓	
Reset Quiz attempt	✓	
Submit a Quiz stuck "in progress"	✓	
Set up proctoring (Lockdown browser, Examity, etc.) for a quiz	✓	
Create Bonus Questions	✓	✓
Course Personalization/Customization	Technologist	Designer
Customize Course Image and Banner	✓	
Customize content and communication (announcements, emails, etc.) using replacement strings	✓	
Define and create Intelligent Agents for early alerts, student inactivity, etc.	✓	✓
Create awards for a course		✓
Add existing awards to the course	✓	
Issue/Revoke awards	✓	
Set release conditions for modules, topics, quizzes, discussion topics, awards, etc.		✓
Set up and use Qwickly Attendance	✓	
Develop Course Templates		✓
Create Surveys	✓	✓
Student Engagement/Success	Technologist	Designer
Identify and implement student engagement strategies for your course		✓
Define criteria and milestones to gauge and measure student learning/success		✓
Identifying and providing/including active learning opportunities		✓
Establish and set up office hours in Webex	✓	
Course Quality	Technologist	Designer
Conduct Student-Centered Course Reviews		✓
Review course based on Quality Matters Rubric		✓
Semester End	Technologist	Designer
Export D2L Gradebook	✓	
Export attendance data	✓	
Save/Print Copy of Final Exam	✓	
Extend Course Access for Students with Incomplete	✓	