

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 | ✓ | |