Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools

Table of Contents

Short Course design and theory	1
Structure	Error! Bookmark not defined.
Student-to-Content experience	Error! Bookmark not defined.
Import course package	2
Course materials contained in the course package	2
Course materials that would be recreated in the course	3
Grade scheme	3
Name	3
Short Name	3
Ranges	3
Groups	4
Intelligent Agents	5
"Welcome email"	6
"Posted at least once to 'Introductions' discussion topic"	8
"No course access for 4 days"	11
"User achieved Award Certificate of Completion"	13
Awards	15
Release Conditions	16

Short Course design and theory

The Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools short course is designed to allow participants to navigate through the course at their own pace. The course is online and asynchronous. The course focuses on introducing and re-introducing the use of specific D2L Brightspace features and tools (including import/Export/Copy Components, Manage Dates, and Brightspace Pulse) to facilitate your online course efficiently.



The course **content** provides the learning objectives, course schedule and expectations, facilitator contact information, and course structure (modules).

For each **content module**, participants are provided learning materials (reading assignments, videos, articles) in which they apply their learning in the required assigned activities. To complete an activity, participants demonstrate their learning by selecting from one or more scenarios, or by choosing their own scenario. In the **assignment folder**, participants upload screenshots, documents, and/or relevant information related to how they would complete the scenario. As a reflection activity, participants may discuss workflows and effective practices with their peers in a **discussion topic**. The discussion is open to all participants, and is optional to complete.

In its entirety, the short course could be completed within **6-9 hours**, each module taking 2-3 hours of work per week.

Theory

The short course contains **start dates** and **due dates** on learning materials and assigned activities. Participants see these dates in their interactions with the course materials. Participants must wait until the start date before interacting with learning materials and/or assigned activities. In this way, it allows the participant to explore how students interact with dated course materials and activities.

With this course structure, we've found a few advantages and disadvantages:

Advantages:

- Participants are more likely to be motivated by due dates and/or start dates
- Dated material displays in multiple areas within an online course (such as the calendar, Brightspace Pulse app, course tools) allowing for higher visibility of the learning materials or activities

Disadvantages:

- Participants can see all course materials, but may be confused that they cannot access it right away
- Participants may feel frustrated to have to wait until a start date, or may be flustered by missing a due date

Back to top

Import course package

The Skills to Facilitate Your Course Efficiently using D2L Brightspace Tools course zip package can be imported into D2L Brightspace. The majority of course materials and activities can be imported. However, related materials (such as release conditions and intelligent agents) are not exportable from D2L Brightspace. The following lists outline (1) items that can be imported from the course package, and (2) items that would be recreated within the destination course.

Course materials contained in the course package

- Content modules/topics (48 items)
- Course files (126 course files)



- Discussion forums/topics (10 items)
- Assignments (3 items)
- Grade categories/items (4 items)
- Announcements (4 items)
- Course appearance (course image and banner setting)

Course materials that would be recreated in the course

- Grade scheme (1 course scheme)
- Groups (1 category)
- Intelligent Agents (4 items)
- Awards (1 item)
- Release Conditions (7 items)

The remaining sections of this document detail the recreation of items within the destination course. These include the grade scheme, groups, intelligent agents, course awards, and release conditions.

Back to top

Grade scheme

In the gradebook, we created the following course grade scheme and used it as the default grade scheme.

Name: Complete, Incomplete, Not Completed

Short Name: C/IC/NC

Ranges:

1.	Not Completed	0% Start	Red color	69% assigned value
2.	Incomplete	70% start	Yellow color	90% assigned value
3.	Complete	91% start	Green color	100% assigned value





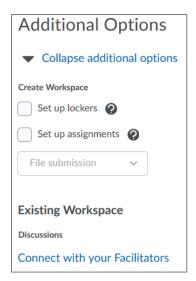
Back to top

Groups

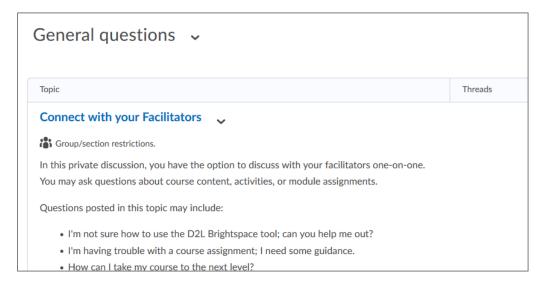
There is one group category, *Conversation with facilitators*, in the course. The group category enrollment type is 'single user, member-specific groups' and associated with the 'Conversation with your Facilitators' discussion topic.







The group discussion is an optional element of the course, allowing participants to contact the facilitators one-on-one.



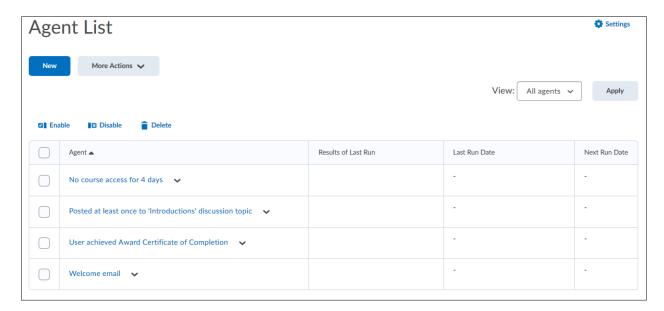
Back to top

Intelligent Agents

In the course, there are four intelligent agents:

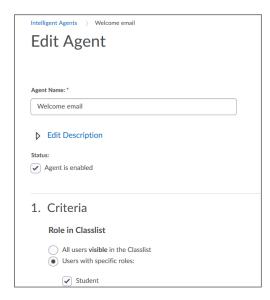
- "Welcome email"
- "Posted at least once to 'Introductions' discussion topic"
- "No course access for 4 days"
- "User achieved Award Certificate of Completion"





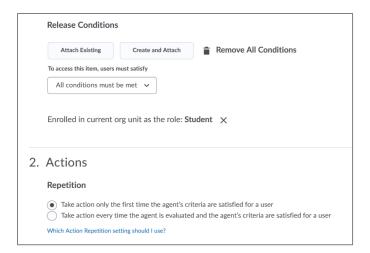
"Welcome email"

The "welcome email" IA is sent to users after the participants have been enrolled in the class.

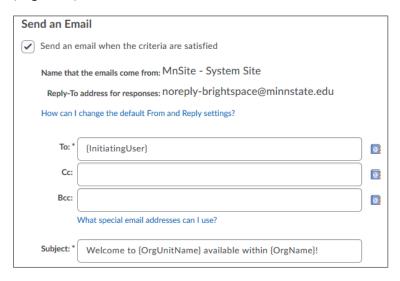


The IA's criteria is a release condition: Enrolled in current org unit as the role Student. The IA's repetition is 'Take action only the first time the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.



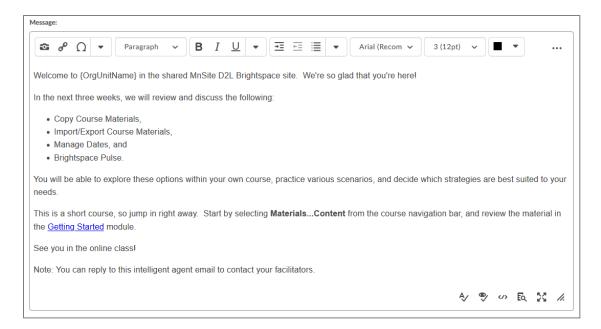


The IA's email is sent TO {InitiatingUser} with the subject line 'Welcome to {OrgUnitName} in {OrgName}!'

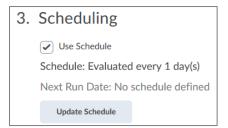


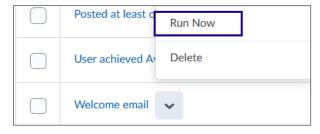
The IA's email message uses the {OrgUnitName} replace string and a quicklink to the course's 'Getting Started' content module.





Once all participants have been enrolled in the course, you may manually run the intelligent agent to send the welcome message immediately to participants. Otherwise, you can set a schedule to run the IA on a daily basis; when a new participant is enrolled in the course, the IA is set to the user the following day.



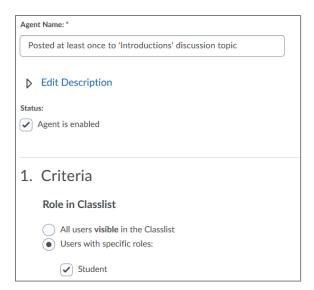


Back to top

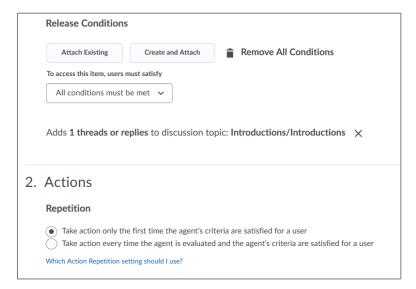
"Posted at least once to 'Introductions' discussion topic"

The "Posted at least once to 'introductions' discussion topic" IA is sent to participants when they have posted a thread or replied to a thread in the Introductions discussion topic.



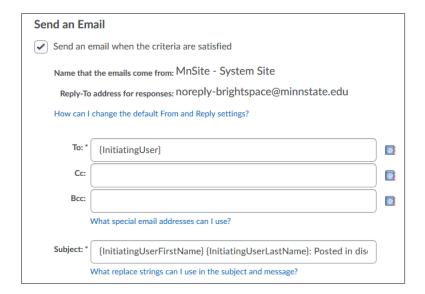


The IA's criteria is a release condition: Adds 1 threads or replies to 'Introductions' discussion topic. The IA's repetition is 'Take action only the first time the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.

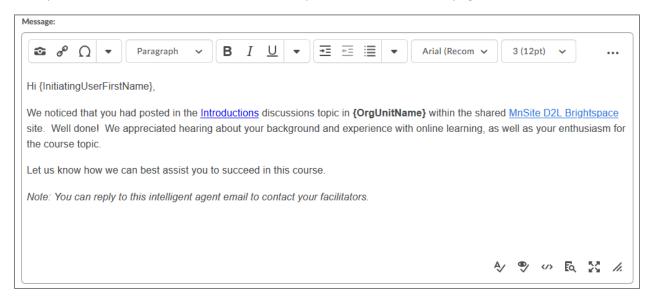


The IA's email is sent TO {InitiatingUser} with the subject line '{InitiatingUserFirstName}, you've posted to a discussion within {OrgUnitName}'



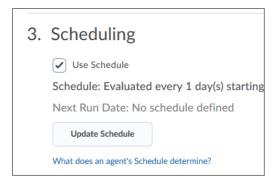


The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with quicklinks to the 'introduction' discussion topic and the course homepage.



The IA is run on a schedule and checks once daily throughout the course.

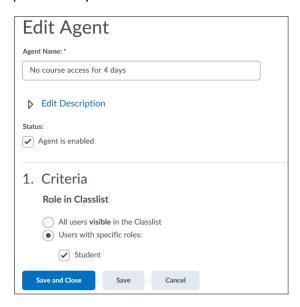




Back to top

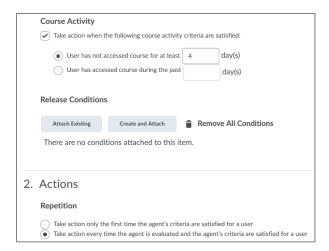
"No course access for 4 days"

The "No course access for 4 days' IA is sent to participants if they have not access the course within the past four days.

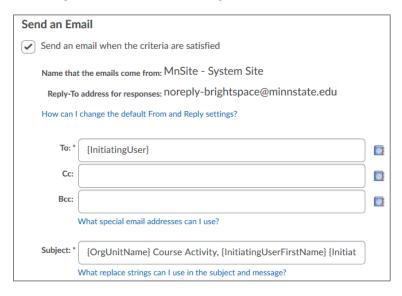


The IA's criteria is Course Activity: "User has not accessed course for at least 4 days". The IA's repetition is 'Take action every time the agent is evaluated and the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.



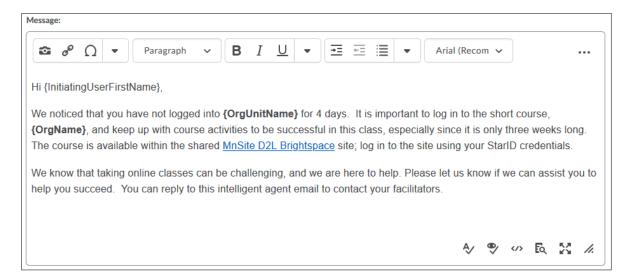


The IA's email is sent TO {InitiatingUser} with the subject line '{OrgUnitName} Course Activity, {InitiatingUserFirstName} {InitiatingUserLastName}'

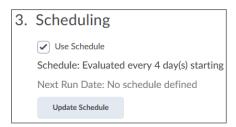


The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with a quicklink to the course homepage.





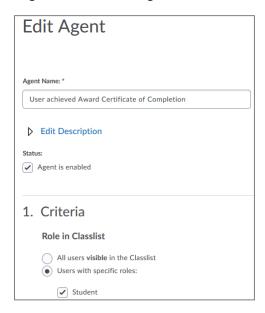
The IA is run on a schedule and checks every three days throughout the course.



Back to top

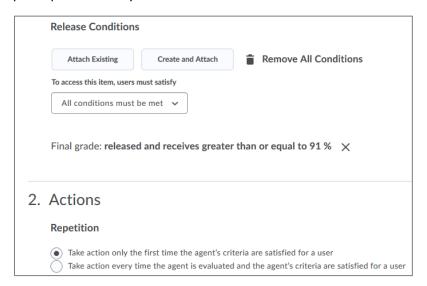
"User achieved Award Certificate of Completion"

The "User achieved Award Certificate of Completion" IA is sent to participants if they have achieved 91% or greater on the final grade, and the final grade has been released to them.

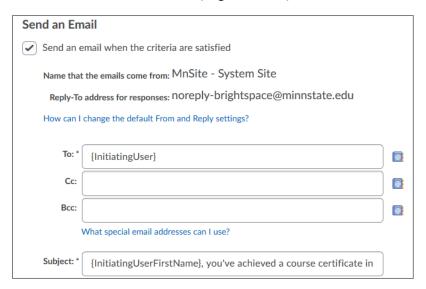




The IA's criteria is Course Activity: "User achieved Award Certificate of Completion". The IA's repetition is 'Take action only the first time the agent's criteria are satisfied for the user'. This ensures that participants are only sent the IA email once within the course.

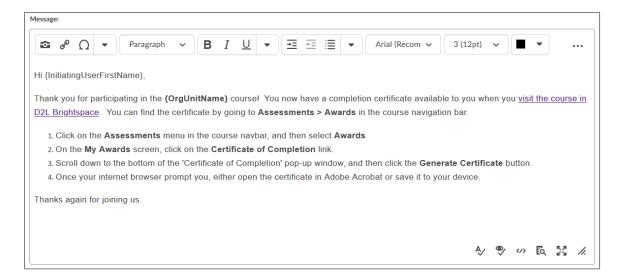


The IA's email is sent TO {InitiatingUser} with the subject line: '{InitiatingUserFirstName}, you've achieved a course certificate in {OrgUnitName}'



The IA's email message uses the {InitiatingUserFirstName} and {OrgUnitName} replace strings, along with a quicklink to the course homepage.





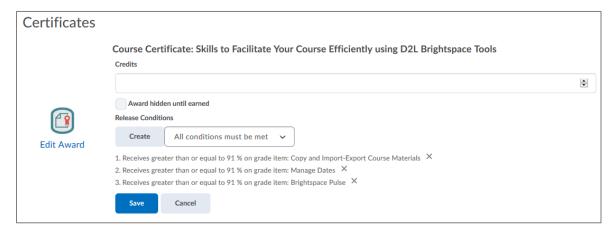
The IA is run on a schedule and checks once a day throughout the course.



Back to top

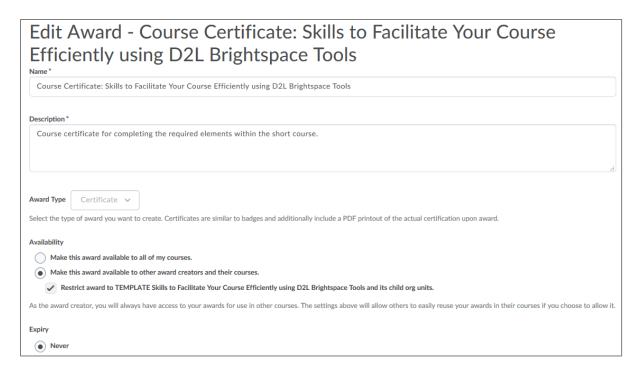
Awards

In the course, there is one course award certificate upon the participant's successfully completion of all required elements in the course. The certificate is released by the user having met all conditions and received 91% or greater on the three (3) grade items.



The award is restricted to the course and never expiries.

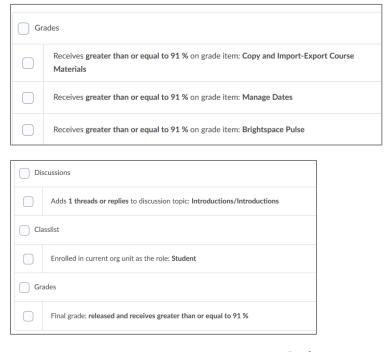




Back to top

Release Conditions

In the course, we used six (6) release conditions. Four (3) release conditions were associated with the <u>course award</u>, and the remaining release conditions were individually associated with three (3) <u>intelligent agents</u>.



Back to top

