

COMMUNITY COLLEGE OF DENVER

Title: D2L Support for Faculty and Staff

Guideline #: INST – 11

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References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To define the support systems in place for faculty and staff to learn Desire2Learn (D2L), the Community College of Denver's (College) learning management system.

2. APPLICABILITY

These guidelines apply to all College faculty and staff.

3. DEFINITIONS

- a. Widget – Sections of content that provide information and links to tools, courses, and personal settings.
- b. Course Shell – An online classroom environment created for a specific course or institutional function.

- c. Learning Technology Council (LTC) – A group of D2L administrators from each college within the Colorado Community College System (CCCS) who meet monthly.

4. GUIDELINES

The management of the D2L rests within the College's Teaching Learning Center (TLC). At all times, at least two (2) members of the TLC staff will have administrative privileges to D2L and will be able to set up classes, assign instructors, design widgets, and otherwise manage the system. At least one (1) TLC employee will attend the monthly LTC meetings to learn the latest updates about D2L.

All courses at the College will be provided with a blank shell at least one (1) month prior to the beginning of classes. TLC will provide support in TLC-approved widgets and TLC-approved alternate home pages (similar to those which contain MyMathLab Plus). If a chair designs a course shell for any particular course that populated shell will be available to instructors. Otherwise, instructors are charged with populating their own D2L shells.

At the start of each semester, TLC will offer faculty and staff introductory and advanced D2L classes. At all times during the year, TLC staff are available to answer basic questions about D2L and will arrange for one-on-one appointments for faculty and staff who wish to learn more complex features, or if previous instruction needs to be clarified. Drop in hours and TLC staff emails will be posted on the intranet under "Teaching Learning Center".

Additionally, TLC will create D2L shells for all hiring committees when instructed by Human Resources and when requested will create D2L shells for staff members to improve internal communication, workflow, and productivity.