

# Creating Content – D2L training

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# Presenters



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# Presentation Agenda

- Intro / overview of D2L content  
(10 to 15 minutes)
- Accessibility standards  
(5 to 10 minutes)
- Updated course template  
(10 to 15 minutes)
- Q&A and Open Discussion  
(15 minutes)

# Content in D2L Best Practices



# Content basics

Course Home Content Classlist Communication Assessments Resources Edit Course

Search Topics

Overview Bookmarks Course Schedule Table of Contents 51 Syllabus 1 Week 1, Aug 26-31 9 Week 2, Sept 1-7 Begins August 29 6 Week 3, Sept 8-14 Begins September 5 4 **Week 4, Sept 15-21** 10 Week 5, Sept 22-28 Begins September 19 5

Week 4, Sept 15-21 Print Settings

Starts Sep 12, 2019 12:00 AM

During Week 4 we are getting back into DISC discussion, but I do encourage you to bring some of your thoughts from the Leading Teams Module from last week. There will be a handful of videos you need to watch and take part in, a large part being a video [with an interaction with a previous class] with Bo Hanson. Prior to watching this video, be sure to find a Job Description (of any job of your choosing) that YOU would want to apply for - something of interest to you. Having this Job Description with you prior to watching Bo Hanson's Video will assist with your Job Description Assign due at the end of the week.

**New** Add Existing Activities Bulk Edit

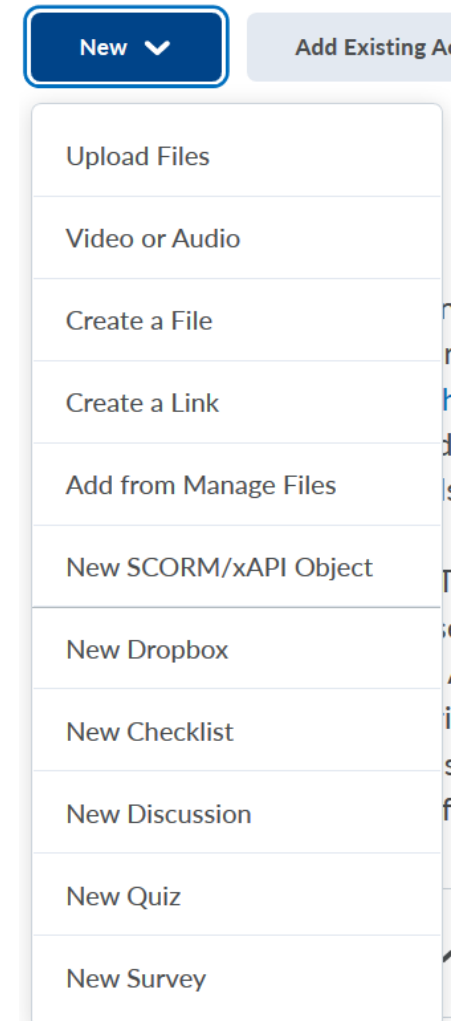
- Upload Files
- Video or Audio ✓
- Create a File description Management Report
- Create a Link /video
- Add from Manage Files nit your Job Description Assign
- New SCORM/xAPI Object part 1 PP Video & Leadership Part 2 PP Video
- New Dropbox dership Styles
- New Checklist ip Philosophy Assignment and submit on Dropbox

Add a module...

- 1) Course outline, modules or dates, new module at bottom
- 2) Module intro text
- 3) Content items

# Content item types

- Upload a file – existing PDF, Word, excel, etc.
- Video or audio – upload file or embed
- Create a file- gives you a blank HTML (web) page to paste text, imaged, large list of links
- Link to other D2L components



# Course files

## Course Administration

Category Name

### Site Setup

Course Offering Information Navigation & Themes Widgets

### Site Resources

Book Management Content External Learning Tools  
 Frequently Asked Questions Glossary Import / Export / Copy Components  
 Links **Manage Files**

### Learner Management

Attendance Class Progress Classlist  
 Groups Sections

### Assessment

Checklists Competencies Dropbox  
 Quizzes Rubrics Surveys

### Communication

Chat Discussions News

### Administration

Tools

Location: content ▸ enforced ▸ 372383-1610\_5389\_101

Hide Tree New File New Folder Paste Upload

/content/enforced/372383-1610\_5389\_101  
 MBA 6160 Intro Video

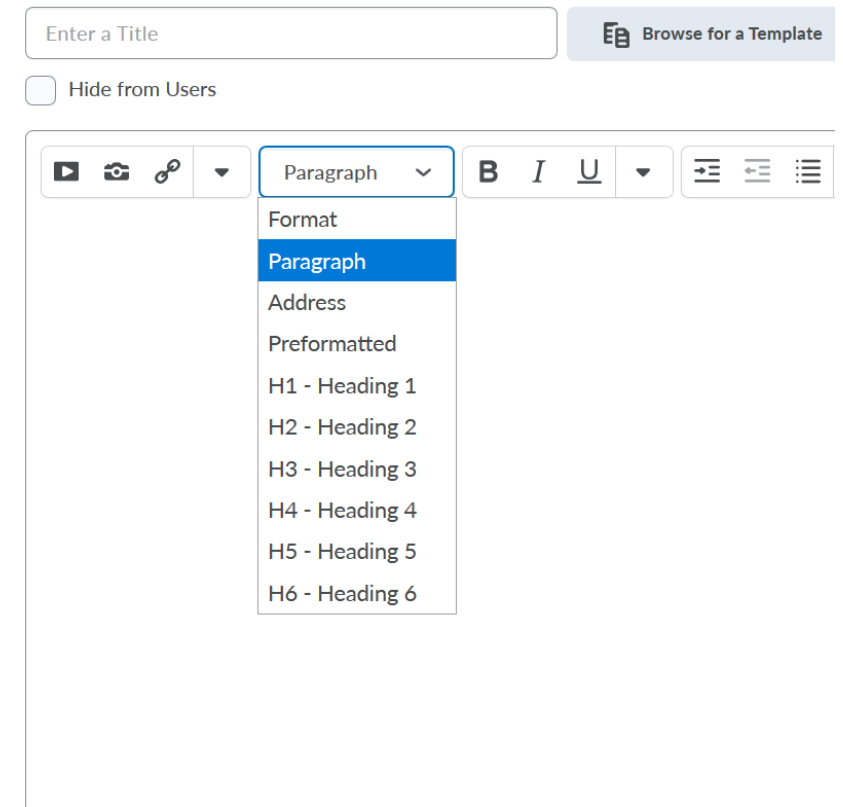
	Name ▲	Size	Type	Last Modified Date
<input type="checkbox"/>	📁 MBA 6160 Intro Video ▾		Folder	May 20, 2019 1:23 PM
<input type="checkbox"/>	📄 Before Taking DISC.pptx ▾ 🔒	47.46 KB	PowerPoint Presentation	Oct 26, 2018 8:54 AM
<input type="checkbox"/>	📹 Bo Hanson June 2019.mp4 ▾ 🔒	907.09 MB	Video File	Jun 4, 2019 1:41 PM
<input type="checkbox"/>	🌐 Bo Hanson Video.html ▾ 🔒	835 Bytes	Web Page	May 20, 2019 1:23 PM
<input type="checkbox"/>	🖼️ DISC 360 Feedback.jpg ▾ 🔒	67.2 KB	Image	Sep 11, 2018 3:47 PM
<input type="checkbox"/>	📄 Goleman_Leadership Styles.pdf ▾ 🔒	2.52 MB	PDF document	Sep 11, 2018 3:33 PM
<input type="checkbox"/>	📹 MBA 6160 DISC Intro.mp4 ▾ 🔒	231.13 MB	Video File	Jan 9, 2019 7:45 PM
<input type="checkbox"/>	📹 MBA 6160 Intro Video.mp4 ▾ 🔒	200.2 MB	Video File	Jan 9, 2019 7:06 PM
<input type="checkbox"/>	📄 Syllabus_MBA 6160 Fall 2019_Session 1.pdf ▾ 🔒	219.95 KB	PDF document	Jun 25, 2019 11:08 AM
<input type="checkbox"/>	📄 Values Clarification.pdf ▾ 🔒	104.87 KB	PDF document	Feb 12, 2019 7:21 PM
<input type="checkbox"/>	📄 Values Clarification.pptx ▾ 🔒	2.98 MB	PowerPoint Presentation	Feb 12, 2019 7:21 PM

# Accessibility Standards

## When creating content within D2L

- Use headings
- Use image descriptions.  
Not decorative unless it is something like a line.
- Make links descriptive

Create a File in "Week 1, Aug 26-31"



The screenshot shows the D2L content creation interface. At the top, there is a title field labeled "Enter a Title" and a "Browse for a Template" button. Below the title field is a checkbox labeled "Hide from Users". The main area is a rich text editor with a toolbar containing icons for video, image, link, and a dropdown menu. The dropdown menu is open, showing options: Format, Paragraph (highlighted), Address, Preformatted, H1 - Heading 1, H2 - Heading 2, H3 - Heading 3, H4 - Heading 4, H5 - Heading 5, and H6 - Heading 6. To the right of the dropdown menu are buttons for Bold (B), Italic (I), Underline (U), and a list of list icons.



# Accessibility Standards

## Descriptive links:

- **BAD:** [click here](#) for article on the federal reserve
- **GOOD:** read this [article on the federal reserve](#)
- A screen reader would say “link” then blue link text

# Accessibility Standards

When adding content to D2L

- Use accessibility checkers within Word and Acrobat
- Videos must be captioned
- Website:  
<https://www.marquette.edu/accessible-technology/>

# Course Template

## Live demo

- Email [daniel.freer@marquette](mailto:daniel.freer@marquette) for access to template
- You may view it or copy it over
  - If copying it will add to existing course content. Will have to do some deleting.

# Questions & Discussion

