

Manual

D2L Faculty Development Course Set-up

User guide for administrators
Version 1.1, August 13, 2015


Chapter Index

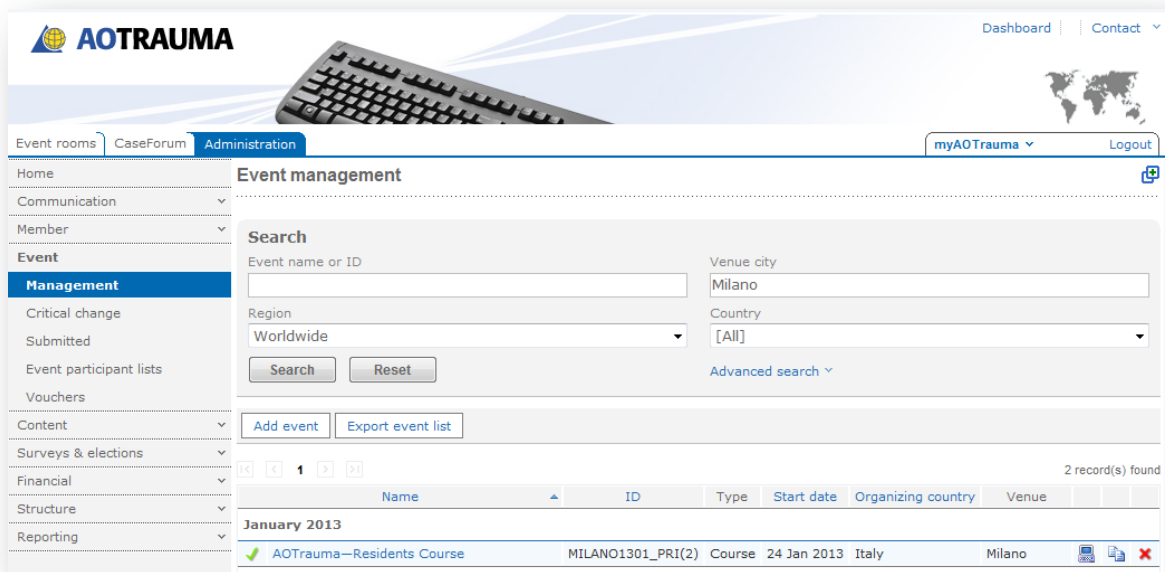
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1 Create a D2L course for a face-to-face event in the CMM (Course Management System)

- 1) **Login** at www.aotrauma.org / www.aospine.org / www.aocmf.org / www.aovet.org
- 2) Move the cursor over the dashboard icon  and select **AOTrauma/AOSpine/AOCMF/AOVET event rooms admin** in the drop-down list "Your links".
- 3) On the left side panel click **Event** to open the sub navigation.
- 4) Click **Management**.
- 5) Use the search mask to find your specific event/course.
- 6) Click on the event/course displayed in the list for which you want to create a D2L course.
- 7) In the **Option** section at the bottom of the new page make sure the checkbox **Create D2L course** is ticked.



The screenshot shows the AOTrauma Event management interface. The top header includes the AOTrauma logo, a navigation bar with 'Event rooms', 'CaseForum', and 'Administration', and user links for 'myAOTrauma' and 'Logout'. A left sidebar lists various management options, with 'Event' and 'Management' highlighted. The main content area is titled 'Event management' and features a search form with fields for 'Event name or ID', 'Venue city' (set to 'Milano'), and 'Country' (set to '[All]'). Below the search form are 'Add event' and 'Export event list' buttons. A table displays a list of events, with one record visible: 'AOTrauma—Residents Course' with ID 'MILANO1301_PRI(2)', dated '24 Jan 2013' in 'Italy' at 'Milano'. The table has columns for Name, ID, Type, Start date, Organizing country, and Venue.

Add/edit faculty training course

Information

• ID: • Event name: AOTrauma Faculty Education Program

Goals (brief outline of purpose of event):

• Organizing country: Switzerland

• Venue country: Switzerland

• Time zone: (GMT + 1:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Status

☒ Preliminary
☐ Approved
☐ Confirmed

Scope

☐ International
☒ Regional
☐ National

Language

• Primary language: English

Options

☒ Create D2L course
☒ Hide event

8) If it is not ticked, tick the checkbox (or if you do not have the adequate eventroom rights ask an eventroom administrator to do so for you).

9) Click **Submit**.

10) Now you can login on the D2L platform:

For Trauma <https://aotrauma.desire2learn.com/index-trauma.asp>

For Spine <https://aospine.desire2learn.com/index-spine.asp>

For CMF <https://aocmf.desire2learn.com/index-cmf.asp>

For Vet <https://aovet.desire2learn.com/index-vet.asp>

Here you will find your course if you search for its location and year.

11) To edit the different features and contents of your D2L course open your D2L course and proceed with the instructions from the next chapter.

2 D2L: Change the course offering information

- The steps for the set-up of your D2L course, described in chapters 2–7, apply to all types of Faculty Development Programs (FEP, CTP, ELP) with the exception of step 4) in chapter 3. Chapter 8 applies only to FEPs.
- Before starting the set-up of your D2L course, make sure that you have filled-out the **"Online Overview Sheet"** with the correct dates for your course.

Change the course name of the corresponding D2L course

Make sure that the course names are consistent and contain the location and dates (host city, month/year).

Important note: The D2L course name must not exceed 80 characters in length (incl. blank spaces) otherwise the header in the report gets cut off.

Examples:

AOTME—Faculty Education Program—Davos, December 2015

AOT—Chairperson Training Program—Zürich, November 2015

AOF—Education Leadership Program—Dubai, October 2015

- 1) Click  **Edit Course**.
- 2) Click  **Course Offering Information**.
- 3) Change the "Course Offering Name". (**Attention: Never change the "Course Offering Code"**)

Make a course "Active"

- 4) Tick the checkbox "Active".

Set the dates the course starts

- 5) Tick the checkbox "Start Date" and enter the date of today or the day from which the online course/Virtual Learning Space shall be accessible to participants
Note: Deselect the checkbox "End Date" so that the courses stay accessible to course members after the online course has ended.
- 6) Click **Save**

Course Offering Information

AOTrauma Faculty Education Program

Course Offering Name ***Course Offering Code ***

Course Template Name: AOT_T4T
Course Template Code: AOT_T4T

Department[\[Create Department\]](#)**Semester**[\[Create Semester\]](#)**Locale****Force Locale**☐ Override locale preferences**Active**☒ Course is active**Public in ePortfolio**☐ Enable anyone in the organization to add this course to their ePortfolio sharing groups**Registration**

False

Start Date☒ Course has start date

Switzerland - Zurich



End Date☐ Course has end date

Switzerland - Zurich

3 D2L: Import course components from a MASTER course

All course components such as self-assessments, news items, interactive modules and various files should be imported from "Master" courses.

Import all course components from a "Master" course

- 1) Under  **Edit Course**, click on  **Import/Export/Copy Components**.
- 2) Click on "Search for offering".
- 3) Search for the appropriate MASTER course in the separate window "Select Course Offering" by using the "Search for" function.
- 4) Select the appropriate course and click on Add Selected.

For Faculty Education Programs (FEP) please select: "MASTER AOF FEP Online Activities 20XX" of the current year.

For AOTrauma Chairperson Training Programs (CTP) please select: "MASTER AOT CTP Online Activities 20XX" (for CTPs from other CDs please copy the components from the last CTP course).

- 5) Click **Copy All Components**. Wait until all the components have been loaded.
In case the loading process is not completed: delete all components from the content (Edit Course -> Manage Files) and click "Select Components" and copy the tools separately.

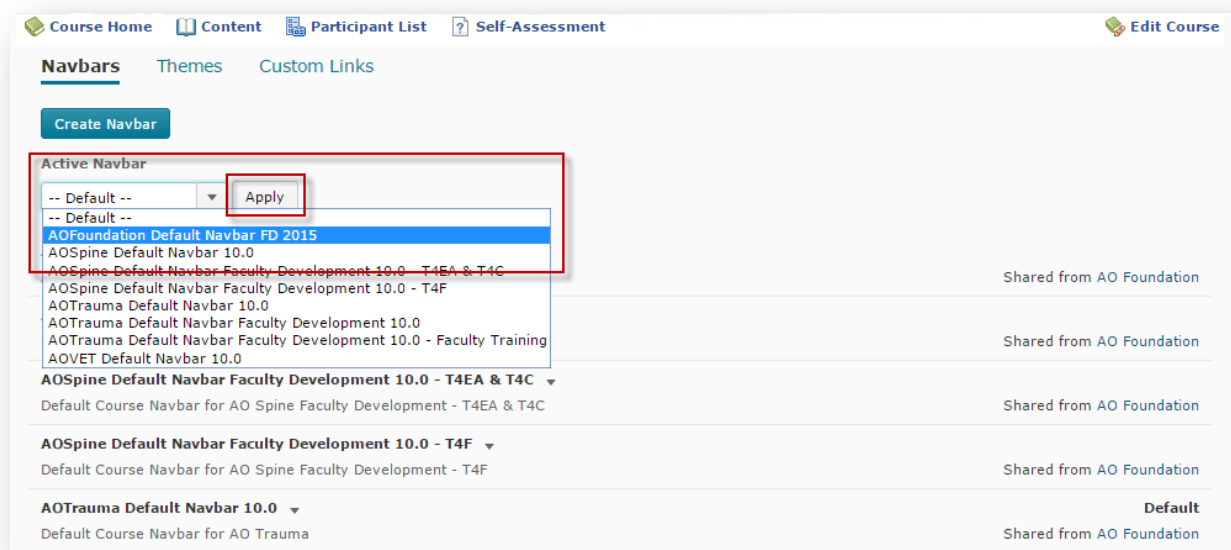
4 D2L: Change the navigation bar and homepage

By selecting the appropriate navigation template the links that appear on the navigation bar and the logo will be automatically changed.



By selecting the appropriate homepage template the widgets that appear on the course home will be automatically changed.

Select the correct navigation bar and make it "Active"

- 1) Click  **Edit Course.**
- 2) Click  **Navigation & Themes.**
- 3) Select the navigation template **"AO Foundation Default Navbar FD 20XX"** for FEPs.
- 4) Click **Apply.**



Select the correct homepage and make it "Active"

- 1) Click  **Edit Course.**
- 2) Click  **Homepages.**
- 3) Select the standard homepage template **"AO Foundation Default Homepage FACULTY DEVELOPMENT 20XX"** for FEPs according to the language of your course.
- 4) Click **Apply.**

Course Home

Content

Discussion Area

Self-Assessment

Participant List

Edit Course

Homepages

Widgets

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

Create Homepage

Active Homepage

-- Default --

Apply

-- Default --

AOCMF Default Homepage FACULTY DEVELOPMENT 10.0

AOCMF Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

AOFoundation Default Homepage FACULTY DEVELOPMENT 2015

AOSpine Course Default

AOSpine Default Homepage 10.0

AOSpine Default Homepage FACULTY DEVELOPMENT 10.0

AOSpine Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

AOTrauma Default Homepage 10.0

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - CEP

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - CTP

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - ELP

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

Course Default

Home

AOFoundation Default Homepage FACULTY DEVELOPMENT 2015

Shared to this org unit from [AO Foundation](#)

AOSpine Course Default

Shared to this org unit from [AO Foundation](#)

AOSpine Default Homepage 10.0

Shared to this org unit from [AO Foundation](#)

AOSpine Default Homepage FACULTY DEVELOPMENT 10.0

Shared to this org unit from [AO Foundation](#)

AOSpine Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage 10.0

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - CEP

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - CTP

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - ELP

Shared to this org unit from [AO Foundation](#)

AOTrauma Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

Shared to this org unit from [AO Foundation](#)

Course Default

Shared to this org unit from [AO Foundation](#)

Home

Shared to this org unit from [AO Foundation](#)

AOSpine Default Homepage 10.0

Default homepage for AOSpine

Shared to this org unit from [AO Foundation](#)

AOSpine Default Homepage FACULTY DEVELOPMENT 10.0

Default homepage for AOSpine

Shared to this org unit from [AO Foundation](#)

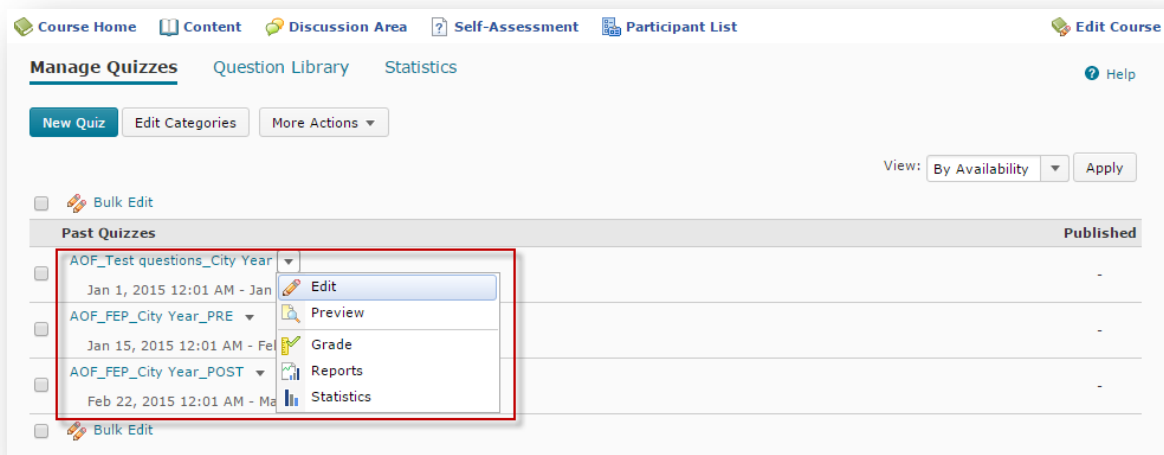
AOSpine Default Homepage FACULTY DEVELOPMENT 10.0 - Spanish

Shared to this org unit from [AO Foundation](#)

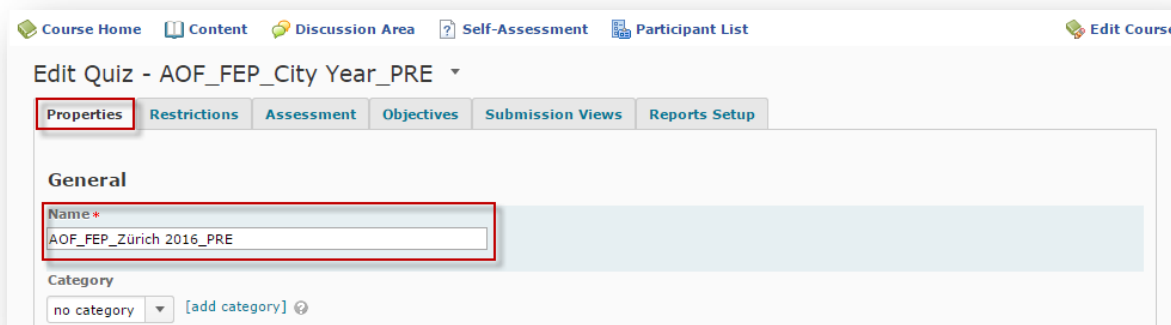
5 D2L: Adapt the self-assessments

Rename the test-, the pre- and postcourse self-assessments

- 1) Click on **Self-Assessment** in the navigation bar.
- 2) Click on the drop-down menu next to the self-assessment to be renamed. Choose **Edit**.



- 3) Rename the self-assessment in the "name" field (the selected menu tab must be **Properties**).
Important note: The name must always start with "AOF", "AOT", "AOS" or "AOCMF" otherwise the assessment reports cannot be generated. The name must also contain the location (host city) and year and the ending "_PRE" for precourse self-assessment or a "_POST" for postcourse self-assessment.
- 4) Click **Save**.



Set the "Start" and "End" dates of the self-assessments

Define the time period during which the self-assessments are available to course participants.

Note: Once the face-to-face event has started, the precourse self-assessment is NOT available anymore to course participants.

- 1) Change to **Restrictions** on the menu tab.
- 2) Define the "Dates" of the self-assessment:
 - a. The "Status" of the self-assessment must be "Active".
 - b. Select the checkboxes for the start and end "Dates" and define the dates as follows:

Assessment/Quiz	Start date	End date
Test assessment	<u>Date:</u> enter date of today. <u>Clock:</u> 12:00 <u>AM</u> .	<u>Date:</u> day the "real" online activities start (5 weeks before face-to-face event). <u>Clock:</u> 12:00 <u>PM</u> .
Precourse self-assessment	<u>Date:</u> Start date of the "real" online activities (End date of Test-Assessment). <u>Clock:</u> 12:00 <u>AM</u> .	<u>Date:</u> day the face-to-face event starts. <u>Clock:</u> 12:00 <u>PM</u> .
Postcourse self-assessment	<u>Date:</u> the next day after the face-to-face event has finished. <u>Clock:</u> 12:00 <u>AM</u> .	<u>Date:</u> one month after the course has ended. <u>Clock:</u> 12:00 <u>PM</u> .

3) Click **Save**.

Course Home Content Discussion Area Self-Assessment Participant List Edit Course

Edit Quiz - AOF_FEP_City Year_PRE ▾

Properties **Restrictions** Assessment Objectives Submission Views Reports Setup

Dates and Restrictions

Status
Active ▾

Dates

☒ Has Start Date
9/3/2015 12:01 AM
Switzerland - Zurich



☒ Has End Date
10/9/2015 12:01 PM
Switzerland - Zurich

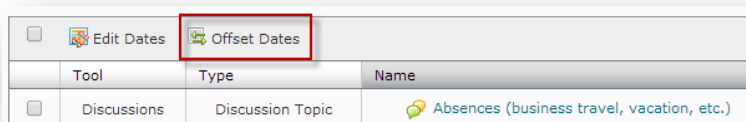
☐ Display in Calendar


6 D2L: Set the correct dates for all activities

The activities in your course are now timed according to the MASTER course you copied them from. Now you need to change them to match the dates in the "Online Overview Sheet" of your course.

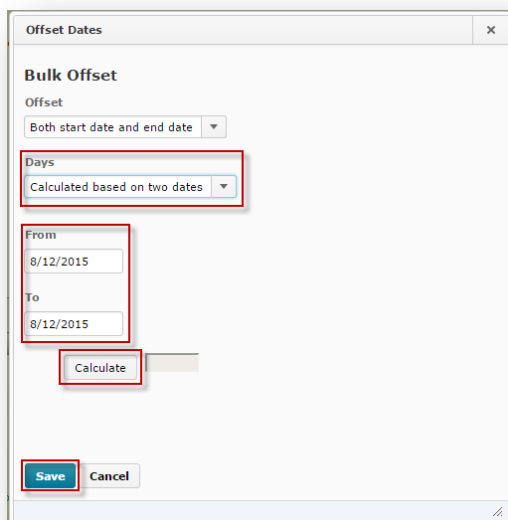
Set the dates for all online activities

- 1) Click  **Edit Course**.
- 2) Click  **Manage Dates**.
- 3) Select all the tools that already have a Start or End date except the self-assessments (Tool: "Quizzes") which have already been adapted in chapter 5.
- 4) Note down the original start date of the News item "Welcome to the TEST MODULE" (tools are sorted alphabetically).
- 5) On top of the table click **Offset Dates**.



	Tool	Type	Name
<input type="checkbox"/>	Discussions	Discussion Topic	 Absences (business travel, vacation, etc.)

- 6) Under "Days" choose "Calculate based on two Dates".
Under "From" type in the original start date of the News item "Welcome to the TEST MODULE" you noted down in step 4).
Under "To" type in the first day of the Test Module in the course you want to set-up (this information you find in the "Online Overview Sheet")
- 7) Click **Calculate** then click **Save**.
- 8) Check that the dates of all activities are correct.



Offset Dates

Bulk Offset

Offset
Both start date and end date

Days
Calculated based on two dates

From
8/12/2015

To
8/12/2015

Calculate

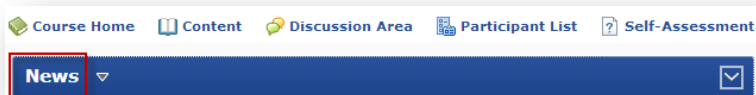
Save Cancel

7 D2L: Edit information in the news items

If you have set the dates for your course correctly and if your course start date is in the future, your "Course Home" should now not show any news items.

Add correct eModerator names, location and dates

- 1) By clicking on the "News" button under the navigation bar, your scheduled news items will appear. Where there are "XXXXX" in these news items you need to fill in the corresponding information from your specific course, either the names of the eModerators or the location where the face-to-face event of your course will take place. **Red markings** indicate missing dates.



- 2) If you see "XXXXX" or **Red markings** in any news item, click on the title of this news item to get into the edit mode. Now you can edit the title, text, pictures, links or videos in a news item.

A screenshot of the 'Edit Item - Welcome to the TEST MODULE' form. The 'General' tab is active, showing a 'Headline' field with the text 'Welcome to the TEST MODULE'. Below is the 'Content' field with a rich text editor. The editor shows a list of instructions: '1. Read the UserGuide - [User Guide](#)', '2. Upload your picture to your profile - [Instructions](#)', '3. Post the absences you might have into the forum - [Absences discussion topic](#)', '4. Complete the test questions in the self-assessment section - [Test questions](#)', and '5. Go to the participants list and check if you might know anybody else from the group'. Below the list, it says 'If you have any technical problems within this page, please write to elarning@aofoundation.org. Good luck with the start of the online activities! Best regards, XXXXXXXXXXXXXXXX (your eModerators)'. The text 'Month Day;' is highlighted with a red box in the content field. The bottom right corner of the editor has icons for undo, redo, and other editing functions.

- 3) Type in the correct dates, eModerator names and location in the content field.
- 4) Click **Update**.

8 D2L: Generate automated reports

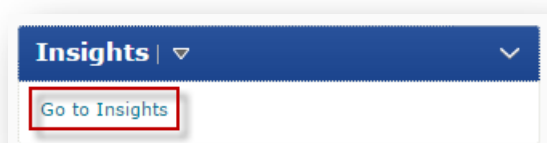
Two weeks before your FEP face-to-face event, you have to draw the report of your precourse self-assessment and send it to the faculty members and educator of your event.

A month after the face-to-face event you can also draw a report containing the pre- and postcourse self-assessment.

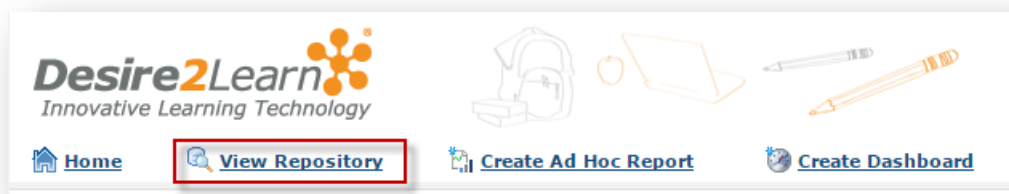
Note: This does not work automatically for CTPs and ELPs. Those reports can be created manually if needed.

Draw FEP precourse report

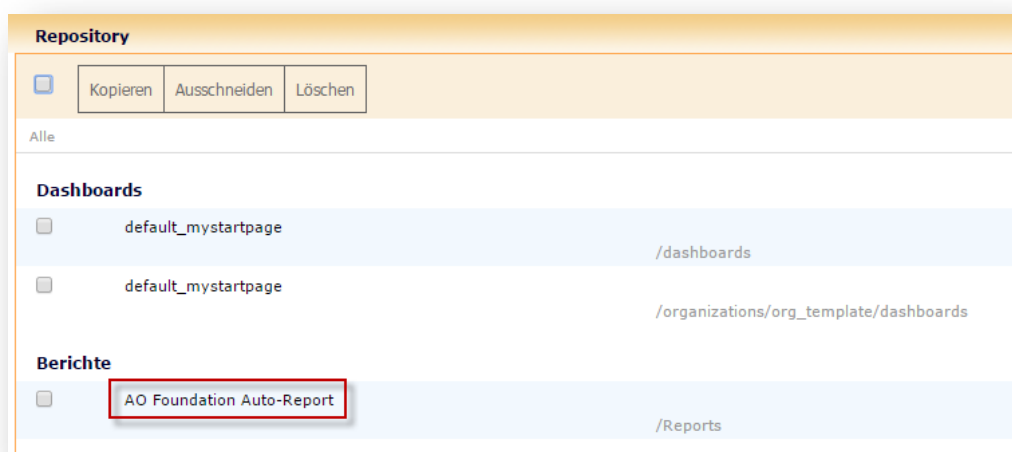
- 1) **Login** at <https://aotrauma.desire2learn.com/index-trauma.asp> (D2L) with the following ID:
Username: **Report**
Password: **Report123**
- 2) Click **Go to Insights** on the right side at the end of the website.



- 3) Click **View Repository** on the navigation bar.

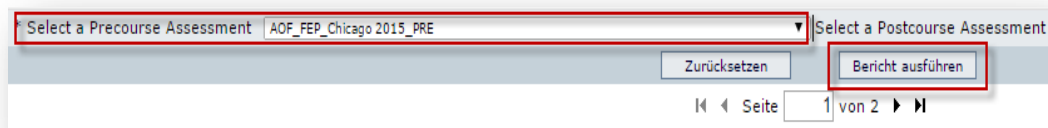


- 4) Click **AO Foundation Auto-Report** on the navigation bar.



- 5) Select the appropriate precourse self-assessment or pre- and postcourse self-assessment in the drop-down lists at the top of the website.

6) Click the button **Bericht ausführen**.



Select a Precourse Assessment AOF_FEP_Chicago 2015_PRE Select a Postcourse Assessment



Zurücksetzen Bericht ausführen

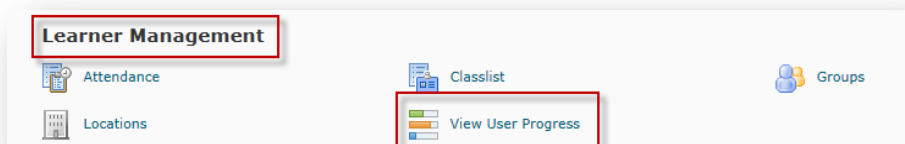
Seite 1 von 2

7) Click on the  **PDF** icon to save the report.

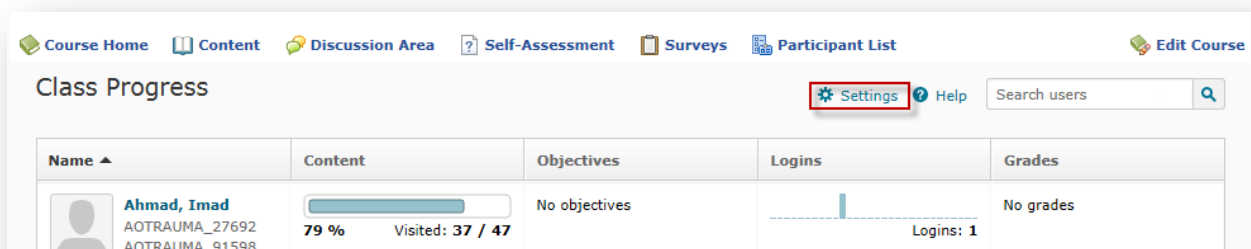
9 D2L: Accessing statistics

View User Progress

If you want to see the whole class's progress on any content component click on  **Edit Course** in the top right corner of the course, then click on  **View User Progress** under "Learner management".

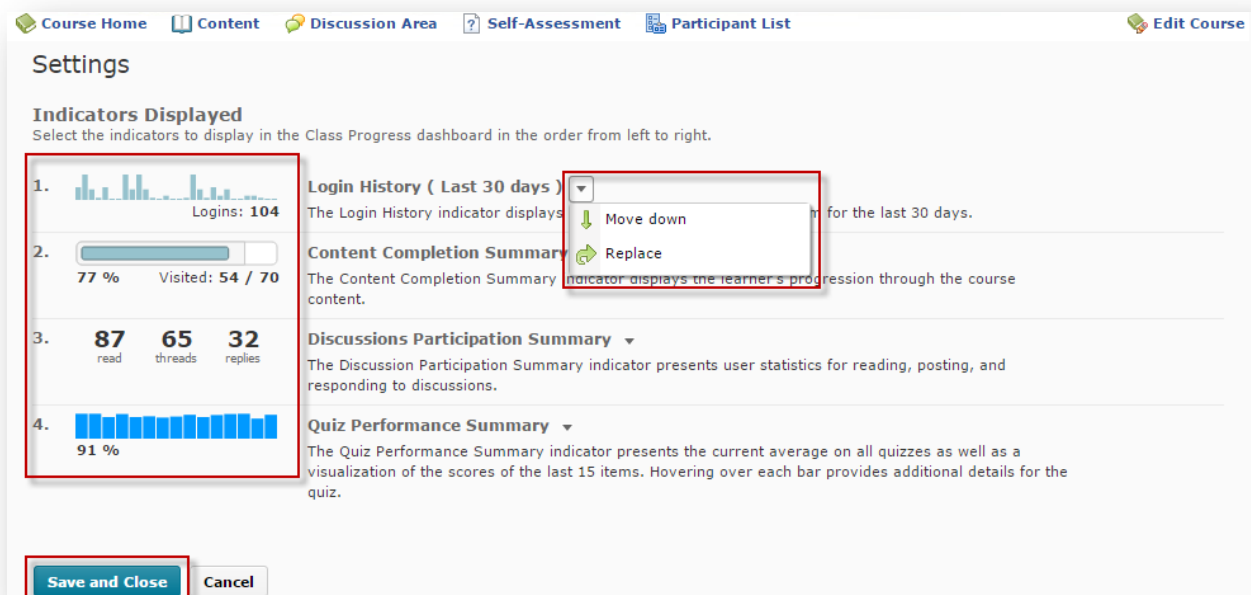


In order to personalize your progress overview click on "Settings"



With the drop-down menu you can adjust the order of the components or also exchange components with the function "Replace". As a standard the following tools are suggested: Login History, Content Completion Summary, Discussions Participation Summary, Quiz Performance Summary.

After you finished your changes click on **Save and Close**.



If you want to see specific statistics of a certain participant click on his name.


APPENDIX

A1 Manually register and enroll users

Course members that have not automatically been synchronized to a D2L course from CMM need to be registered manually. To give guest access to persons that are not in the CMM "D2L User Management" please follow the instructions in "How to enroll guest into a D2L course".


How to add an existing user

To enroll a user that already has a D2L learning environment account into a course:

- 1) Click **Participant List** on the main navigation bar.
- 2) Click the  **Add Participants** link.
- 3) Select **Add existing users**.
- 4) You can search for an existing user by "First Name", "Last Name" and/or "Org Defined ID".
- 5) Press the **Search** Button.
- 6) Tick the checkbox beside the user you want to add.
- 7) "Select a Role" in the drop-down list.
- 8) Click **Enroll Selected Users** and the user will be added to the users list.

How to create a D2L learning environment for a new user


To create a new D2L learning environment account for a person and enroll them in your course:

- 1) Click **Participant List and email** on the main navigation bar.
- 2) Click the  **Add Participants** link.
- 3) Select **Create and enroll a new user**.
- 4) Fill in the fields with the appropriate user information.

Important: The information must match exactly with the account information in the CMM. For example: The "Org Defined ID" for AOT is AOTRAUMA_1234 followed by the member's number (for this example: 1234).

- 5) "Select a Role" in the drop-down list.
- 6) Click **Enroll**.


How to unenroll a user from a D2L course (not from the D2L system)

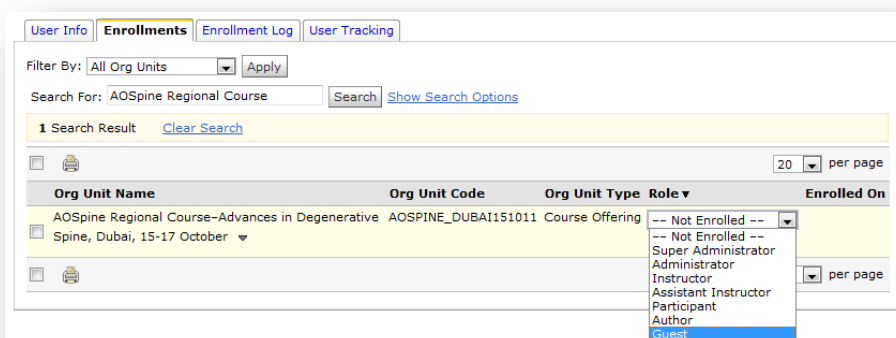
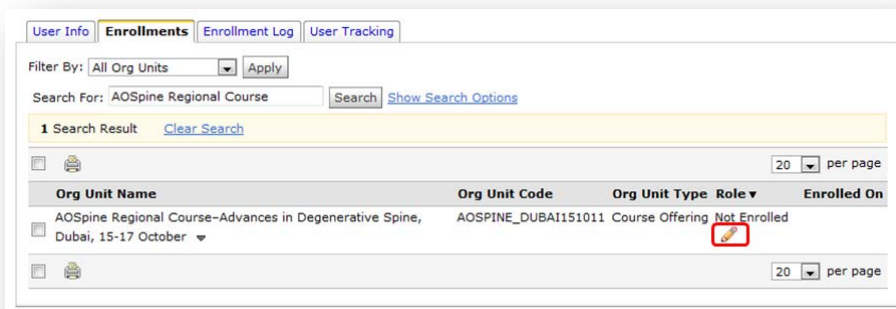
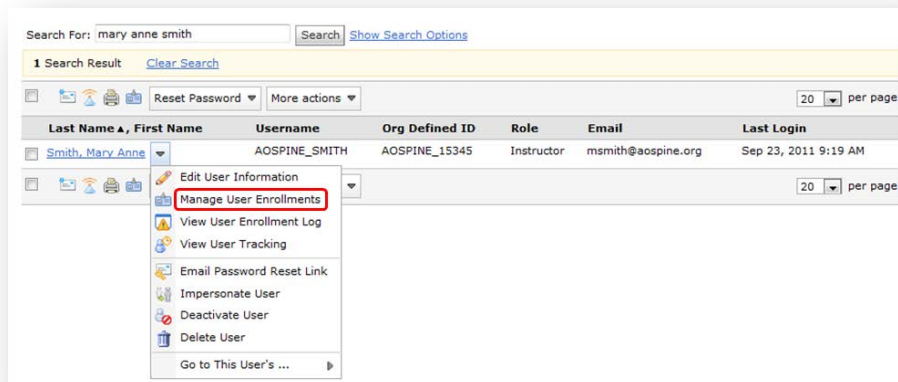
- 1) Click **Participant List and email** on the main navigation bar.
- 2) Tick the checkbox beside the user you want to unenroll.
- 3) Click the  **Unenroll** icon at the top or bottom of the participant list.
Note: This will remove the user from the particular course but will not delete her/his learning environment account.

How to enroll guest users into a D2L course

This procedure only applies to members who already have a "D2L learning environment account". Otherwise first follow the instructions "How to create a D2L learning environment for a new user".

- 1) On D2L course home click **Users** on the right side panel under "User Related".
- 2) Use the "Search" field (and search options) to find the person to be enrolled as guest.


- 3) Select "Manage User Enrollments" in the drop-down list beside the name.
- 4) Use the "Search" field (and search options) to find the course for the guest enrollment.
- 5) Click the  **Edit** icon under the enrollment status on the displayed course.
- 6) Select "Guest" in the drop-down list.
- 7) Click the **Apply** button and check if the enrollment status has been changed to "Guest".



How to enroll test users into a D2L course

The purpose of test users is to test if the self-assessments work properly and if they are suitable for generating reports.

- 1) On D2L course home click **Users** on the right side panel under "User Related".
- 2) Search for test users in the "Search" field (type "test").
- 3) Select "Manage User Enrollments" in the drop-down list beside a test user to be enrolled.
- 4) Use the "Search" field (and search options) to find the course for the guest enrollment.

-
- 5) Click the  **Edit** icon.
 - 6) Select "Participant" in the drop-down list.
 - 7) Click the **Apply** button and check if the test user is listed on the "Participant List".
 - 8) If you have added group categories you must make sure that the test users are also enrolled in the appropriate group.