

DISTANCE EDUCATION

ADA Compliance and Instructional Design

Zack Shanks from the Distance Education team is here to help with ADA compliance and instructional design for online courses. Online course compliance items include:

- Syllabi
- PDFs
- Word documents
- PowerPoints
- Video Files
- Audio Files
- Images
- Color Contrast

He is available for 1 on 1 or multiple-participant training. Face to Face or Zoom is available. For assistance or to schedule a training, email Kenneth.shanks@msutexas.edu.

D2L

Training

2023 / 09
D2L TRAINING OPPORTUNITIES
TO SIGN UP EMAIL:
DANIELLE.MCAFFEE@MSUTEXAS.EDU

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Items in Maroon: Zoom	Items in Black: Faculty Lab Hardin 225			1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	Integrity: 11 am Gradebook: 3 pm	Video Assignments: 10 am	Gradebook: 10 am Course Design: 1:00 pm	Captioning: 11 am Open Lab: 2-4 pm	Word Docs: 9 am Open Lab: 2-4 pm	23
24	Video Assignments: 9:30 am	Integrity: 2pm Gradebook: 3pm	Word Docs: 2 pm	Gradebook: 10:30 am Open Lab: 2-4 pm	Captioning: 10 am Open Lab: 2-4 pm	30

Academic Integrity:
Overview and best practices - LockDown Browser & Turnitin. 1 hour

Course Design:
Add design elements in your course for increased engagement.

ADA Compliance:
Compliant Word Documents 45 minutes
Caption & Transcript videos D2L 30 minutes

Video Assignments:
How to utilize the Video Assignment or Discussions tool for assignments with a video component.

Let's Build Your Gradebook:
Set up your course Gradebook with Distance Ed staff assistance. 1 hour

Open Lab Hours:
Faculty Lab - HA 225 open for drop in assistance and course building. The lab is equipped with new computers (Dell & Mac), headsets, webcams, and Distance Ed Staff.

2023 / 10
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October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Course Design: 9 am Captioning: 3 pm	Gradebook: 11 am Integrity: 3 pm	Word Docs: 11 am	Video Assign: 1 pm Open Lab: 2-4 pm	Open Lab: 2-4 pm	7
8	Captioning: 10 am Integrity: 2 pm	Word Docs: 3 pm	Course Design: 10:30 am Gradebook: 1:30 pm	Captioning: 9 am Open Lab: 2-4 pm	Video Assign: 11 am Open Lab: 2-4 pm	14
15	Video Assignments: 2 pm	Captioning: 9 am Integrity: 1:30 pm	Word Docs: 2 pm	Course Design: 10 am Open Lab: 2-4 pm	Gradebook: 10:30 am Open Lab: 2-4 pm	21
22	Integrity: 11 am Gradebook: 3 pm		Gradebook: 9 am Captioning: 1:00 pm	Course Design: 9 am Open Lab: 2-4 pm	Word Docs: 9 am Open Lab: 2-4 pm	28
29	30	31		Items in Maroon: Zoom	Items in Black: Faculty Lab Hardin 225	

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D2L Updates

The following updates are live in D2L:

- Quiz timing: Quizzes can now be set to auto submit when the timer runs out.
- Availability date settings:
 - Visible with access restricted
 - Visible with submissions restricted
 - hidden
- Rubrics: These are now collapsible and able to be popped out of the window.