# Getting Started with Online Instruction

* [Student and course considerations](https://lccc.wy.edu/Documents/Academics/Online/considerations_courseDesign.pdf)
* [Learning competencies and objectives](https://lccc.wy.edu/Documents/Academics/Online/learningObjectivesCompetenciesOutcomes.pdf)
* [Creating accessible documents and videos](http://www.hhs.gov/web/section-508/making-files-accessible/)
* [Assessing learning in online education](http://www.learningoutcomeassessment.org/documents/onlineed.pdf)
* [Using formative feedback](http://files.eric.ed.gov/fulltext/EJ895699.pdf)
* [Instructional Strategies for online learning](http://www.uwec.edu/AcadAff/resources/edtech/upload/Best-Practices-in-Online-Teaching-Strategies-Membership.pdf)
* [Online course development](https://onlinelearninginsights.wordpress.com/2012/08/06/how-not-to-design-an-online-course/)

# Technical support

If you need assistance with D2L, you have a number of options to get help:

* **ITS Help Desk** - Email [itstech@lccc.wy.edu](mailto:itstech@lccc.wy.edu) or call 307.778.4357
* [**Browse the D2L Resource Center**](https://documentation.desire2learn.com/en)
* [**View Job Aids and Tutorials**](https://lccc-wy.desire2learn.com/d2l/le/content/8006/Home) **-** These resources, will give you a good idea about how to use and integrate the supported online technologies.

# FAQ

* Where are my courses? – Courses are created each semester based on the data in Colleague. To see your courses, log into <https://lccc-wy.desire2learn.com/> and check the My Courses widget on your My Home page. If you have access to more than 25 courses, you will have to do a search: Leave the My Courses widget search bar blank, and click the magnifying glass. Then choose the semester from the drop-down. Once you click on a course from the search results, it will show up in your My Courses widget as a recently-accessed course. If you still do not see your course, please contact [learningtechnologies@lccc.wy.edu](mailto:learningtechnologies@lccc.wy.edu).
* When will students see my course? - By default, courses are available to students the day before classes begin **through 14 days after grades are due.** You can change these dates by clicking on Course Offering Information in the Course Administration widget.
* Can I copy a course from a previous semester into a current course? - Yes, you can copy an entire course or selected components into a current course. See the D2L Resource Center for [instructions on copying between courses](https://documentation.brightspace.com/EN/le/course_administration/instructor/copy_course_components.htmhttp:/ctl.uga.edu/elc/copy-content).
* I don't see my courses for this semester. How do I access them? - If you have accessed more than 25 courses, you will have to do a search: Use the My Courses widget on your My Home page. Leave the My Courses widget search bar blank, and click the magnifying glass. Then choose the semester from the drop-down. Once you click on a course from the search results, it will show up in your My Courses widget as a recently-accessed course.
* How do I know if my computer will work with D2L? - It is a good idea to run a [system check](https://lccc-wy.desire2learn.com/d2l/systemCheck) on your computer. You can also visit the [**D2L Resource Center**](https://d2lhelp.view.usg.edu/knowledge.do?sysparm_document_key=kb_knowledge,80d6f09a94e3a000e6eb9ad8fcab2105)for [specific recommendations](https://community.brightspace.com/resources/documentation/platform_requirements/brightspaceplatformrequirements).
* When do students see their courses? - By default, courses are available to students the day before classes begin through 14 days after grades are due. Instructors can change the dates by clicking on Course Offering Information in the Course Administration dropdown menu. Note: after students add or drop a course in Athena, it may take 1-2 business days for the course to appear in D2L. If students are dropped for non-payment, it may take 1-2 business days for the student to be dropped from D2L, then another 1-2 business days after payment/reinstatement.
* How can I view my course as a student? - Course homepages include the Role widget, located in the upper right of the navigation bar. Under current role, select View as LCCC Student. When you are finished viewing your course as a student, in Role widget, click the X to stop viewing as a LCCC Student.
* How do I add a co-instructor my course? - [Instructors can add other instructors and teaching assistants to their courses](https://community.brightspace.com/resources/videos/videos/classlist_add_a_participant_to_your_course_instructor).
* How do I add students to my course? - Students are automatically added to and dropped from your courses each night based on Colleague data. It is not necessary to manually add students to your courses. The Registrar prefers that all student enrollments come from Colleague.
* How do I view my course as a student? - Most course homepages include the Role Switch widget. Under current role, select Student then click Change Role. When you are finished viewing your course as a student, go to the course homepage, and in the Role Switch widget, select Instructor and click Change Role. Using the Role Switch does not allow you to submit Assignments or Quizzes. If you are an instructor, you may use a Demo Student account to view your course.
* How do I add my syllabus and other content? - Visit the D2L Resource Center for the steps to [upload your syllabus and other content](https://community.brightspace.com/resources/videos/videos/content_upload_a_topic_instructor).
* How do I set up my gradebook? - It is very helpful to set up your entire gradebook before entering any grades. Visit the D2L Resource Centerto [learn how to set up your grades](https://documentation.brightspace.com/EN/le/grades/all/grades_intro_1.htm).
* How do I view grades I had previously entered in the gradebook for students after they withdraw from my course? - In the Classlist, click on Enrollment Statistics. Students who have withdrawn will show at the bottom of the list. Then click the drop-down arrow next to a student and choose View Grades.
* Can I use D2L on my smartphone or tablet? Is there an app available? - You do not need an app to access D2L on a smartphone or tablet. D2L is a responsive website, which means the content will adapt to whatever device or screen size you are using and display clearly. Binder allows students to connect to their courses and download files to their device, which can then be viewed when students are offline.
* How can I learn more about using D2L? - Faculty and staff can learn about the instructor perspective by participating in workshops or drop-in sessions. When sessions are available, registration links are posted on the [Faculty Support Page.](http://ctl.uga.edu/elc/faculty)  Faculty can also view the documentation on our [Faculty Support Page.](http://ctl.uga.edu/elc/faculty)  Students should visit the [Student Support Page](http://ctl.uga.edu/elc/student) for information about getting help.