Technologist or Designer: Who's the Best to Contact?

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LSC-Online Technologists and Instructional Designers are available to assist faculty with their D2L courses. Appointments with a technologist (https://vtac.lonestar.edu/help/campus-reps) or designer (https://vtac.lonestar.edu/help/meet-your-designers) can be scheduled during business hours.

• Technologists support:

- D2L questions
- Integrated and licensed instructional software (e.g., Respondus, YuJa Media, SoftChalk, or Linking to a Publisher content)
- LSC-Online D2L forms (e.g., Course Merge, Verify Roster, Extend Access)
- A variety of other specialized, third-party integrations
- Individual and group training requests and facilitation

• Designers support:

- Online course design
- Course building
- A variety of other specialized, one-on-one strategies
- Group training requests and facilitation

The chart below lists specific tasks and whom best to approach for assistance with these tasks.

Semester Start		
Course Access and Set-up	Technologist	Designer
Add Missing D2L Courses	✓	
Provide Early Access to Course/Change Start Date for course	✓	
Activate Course	1	
Add Users to a Course	✓	
Merge Course Rosters	✓	
Reconcile Course Rosters	✓	
Restore an archived course	✓	
Copy Course Components	✓	
Add Publisher Content to Course	✓	1
Offset Course Dates	✓	
Add/Sync Third-Party Integration to a Course	✓	
Course Design & Development		
Syllabus, Learning Goals and Course Structure	Technologist	Designer
Review and edit the Course Syllabus		✓
Align Program Goals, Course goals, Lesson Objectives, Course		✓
Activities, and/or Assessments with expected Learning Outcomes		
Review and modify the content organization and course structure		•
Source and review instructional materials (online materials from		1
publishers, OER, etc.) for the course		
Define and set up competencies and objectives for the course		1
Accessibility	Technologist	Designer
Run a Blackboard Ally check	✓ /	
Review and edit content to ensure adherence to accessibility guidelines		•

Resolve errors highlighted by BlackBoard Ally Assignments Determine/Review assessment strategy for Assignments and Quizzes Align assignments with Learning Objectives and Outcomes (dentify/specify alternate ways of assessment	Make content (images, videos, audios, etc.) accessible	/	
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Align assignments with Learning Objectives and Outcomes Identify/specify alternate ways of assessment			
Identify/specify alternate ways of assessment			✓
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Respondus	-	/	
·		1	/
Schedule online synchronous meetings using Webex/Zoom	<u> </u>		
, , , , , , , , , , , , , , , , , , , ,	Schedule online synchronous meetings using Webex/700m	✓	

Add link to Webex meeting in the Content area	✓	
Set up Webex Appointment Booking	1	
Add Brainfuse Dashboard to the course	1	
Add StudyMate Campus activities	1	
That Stady Hate campas activities		
Quizzes	Technologist	Designer
Create Quizzes	·	
Outline/Specify proctoring and testing options for quizzes		•
Load questions from the publisher into Quiz Question Library	1	
Create and publish quizzes from Word documents	1	
Write quiz questions directly in D2L's Question Library	1	
Create grade item for quiz	1	
Provide the link to the existing quiz from Content	1	
Setup special access to quizzes	1	
Reset Quiz attempt	1	
Submit a Quiz stuck "in progress"	1	
Set up proctoring (Lockdown browser, Examity, etc.) for a quiz	·	
Create Bonus Questions	✓	✓
Course Personalization/Customization	Technologist	Designer
Customize Course Image and Banner	✓	
Customize content and communication (announcements, emails, etc.)	✓	
using replacement strings		
Define and create Intelligent Agents for early alerts, student	1	1
inactivity, etc.		
Create awards for a course		✓
Add existing awards to the course	✓	
Issue/Revoke awards	✓	
Set release conditions for modules, topics, quizzes, discussion topics,		•
awards, etc.		
Set up and use Qwickly Attendance	1	
Develop Course Templates		✓
Create Surveys	·	✓
Student Engagement/Success	Technologist	Designer
Identify and implement student engagement strategies for your course		✓
Define criteria and milestones to gauge and measure student		✓
learning/success		
Identifying and providing/including active learning opportunities		✓
Establish and set up office hours in Webex	✓	
Course Quality	Technologist	Designer
Conduct Student-Centered Course Reviews	-	1
Review course based on Quality Matters Rubric		✓
Semester End	Technologist	Designer
Export D2L Gradebook	✓	
Export attendance data	1	
Save/Print Copy of Final Exam	✓	
Extend Course Access for Students with Incomplete	✓	