Steps for Online Course Setup

An Instructor Guide
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Depending on the course’s design, there may be several items needing your attention before the course is ready for the term.

**Those items include:**

- Contacting the lead instructor and identifying the textbook the course uses
- Identifying start, end and due dates for activities, assignments, and assessments in D2L Brightspace
- Filling in the Instructor Welcome page in the Start Here module
- Creating a Course Welcome in the News area on the Course Home page (this would be a great place for a welcome or course introduction video as well)
- Filling in Instructor Contact information on the Course Syllabus
- Reviewing Third-party software setup (if used):
  - For proctored courses: Arrange training with Examity (if using) to set up exams
  - Pearson MyLabsPlus: If you are new to Pearson products, contact the instructional design team
  - McGraw Hill Connect (contact the lead instructor)
  - Hawkes Math (contact the lead instructor)

The following pages include links to videos that are on the UW Colleges Online Faculty webpage. *This is a great resource for instructors!*
SETTING DATES & SCHEDULE

The dates in the course are an important feature. Dates in your course control when students are able to access materials. This is important for discussions, dropboxes, and quizzes. Due dates are automatically included in the Course Calendar tool. You can watch the video “Setting Dates in Activities and Assessments” to learn how to set dates.

In setting dates, you usually want to set due dates for activities such as discussions and dropboxes, and set start and end dates for assessments. Some instructors set due dates for content modules as well. If you choose to set up dates for content modules, this video could be helpful.

The course may also have a document below the Syllabus called, Course Schedule. This document may have the activities listed by weeks or modules. In editing this document, be sure you are familiar in using the D2L Brightspace editor. See the page, “The WYSIWYG Editor”.

When students first enter a UW Colleges Online course, they will be greeted with a Welcome area ("Welcome Widget") on their course home pages. It can be seen below:

Most of the materials within the Start Here module (referenced in the Welcome widget above) are setup, but as the instructor you will need to add your personal information to the course. These include, the Instructor Welcome in the Start Here module, Instructor information in the Course Syllabus, and a welcome news item. This video walks you through the setup process.
This is a relatively new item added to the Course Information module in each of your courses. The Course Communication Policy document is a place to park all of your information about how and when students should contact you. Included with this guide is a short PDF with an example document.

Within your courses, there will be an editable template for you to fill in for each of your courses.
ADDITIONAL ITEM: GROUPS

Depending on your course, you may need to setup (or at least review) other items in the course. One of these items may be Groups.

Most courses that use groups are auto-set, but you should review how groups function. This video gives a great overview about how groups function.

We also suggest seeing the Groups Setup website for additional information as well.
ADDITIONAL ITEM: CONDITIONAL RELEASE

An additional item that some courses use are Conditional Releases.

Courses utilizing conditional releases use these to create a course progression, requiring one activity before being able to see another.

You should review these. Here is a video on how to set up new release conditions as well.
ADDITIONAL ITEM: ONLINE ROOMS

A few courses use the synchronous tool Blackboard Collaborate. If the **Online Rooms** tool is being used for other purposes, you should work with the lead instructor.

This [video](#) introduces the tool.
ADDITIONAL QUESTIONS?

PLEASE CONTACT THE ID TEAM AT ONL-IDTEAM@UWC.EDU