CTL Summer 2015 Faculty Development

D2L General Training

- **1-on-1 General Training & Course Setup:** The first 50 faculty members to sign up will receive D2L set-up assistance for one of their Fall 2015 course sections. You create it, and we'll set it up in Desire2Learn. Deadline to request assistance is April 25 and we will notify participants on May 1. [http://tinyurl.com/oyh5axt](http://tinyurl.com/oyh5axt)

- **Self-Paced Training:** The D2L Instructor Self-Paced Training Guide walks you through the training process. Expect to spend approximately 3 hours to complete. [http://homepages.neiu.edu/~ctl/D2L.html](http://homepages.neiu.edu/~ctl/D2L.html)

Online Teaching Course

- Course runs 100% online, May 18 – June 12, 2015.

- 40-hour professional development course that provides faculty members with the basic practices, techniques, and theories needed to be able to conduct online courses.

- Pre-Requisite: Successful completion of D2L General Training or D2L Self-Paced Training.


Hybrid Teaching Course

- Course runs 50/50 hybrid, June 22 – July 31, 2015.

- 30-hour professional development course that provides faculty members with the basic practices, techniques, and theories needed to be able to create and conduct hybrid courses.

- Pre-Requisite: Successful completion of D2L General Training or D2L Self-Paced Training.


D2L Maintenance & Updates

- On Sunday, May 10, 2015 from 12 a.m. – 6 a.m. D2L will be performing routine maintenance on NEIU’s hosted servers.

- D2L will be unavailable starting at 6 p.m. on Sunday, May 10 until 6 a.m. Monday, May 11, 2015. During this time, D2L will be upgraded to continuous delivery which will enable fixes and enhancements to be implemented on a monthly basis versus major releases once a year.

[over for more!](#)
End of Semester Tips and Tricks

Desire2Learn

As the Spring 2015 semester comes to an end, we would like to help you successfully conclude the current semester and plan for the Summer and/or Fall 2015 semester.

Releasing Final Grades

If you choose to have your students see their final grades (e.g., 450/500, 90%), the final calculated grade value needs to be released. If you do not see the “eye” icon ( 🕳️ ) after the grades in the Final Calculated Grade column in the Grades tool, then it has not been released to the student. **Note: The Final Calculated Grade item can be released at any time during the semester, and it will automatically be updated as grades are entered.**

Copying Courses to the Summer and/or Fall 2015 Semester

You can copy your courses from your Master and/or previous semester shells to the Summer and/or Fall semester, based on your need.

D2L Questions & Concerns

If you have any questions and/or concerns about either of these processes or any D2L function, visit our website, [http://homepages.neiu.edu/~CTL/D2L.html](http://homepages.neiu.edu/~CTL/D2L.html), e-mail us via D2L-Faculty-Help@neiu.edu or call (773) 442-4467.

End of Semester eSurveys

If you are utilizing eSurveys, please remind your students to complete their end of semester e-surveys. Refer to CTL Bulletin 96 for ways to increase response rates.

The eSurvey evaluation period ends on Monday, April 27, 2015 at 10:59 P.M.

Official Grades

NEIUPort is always the place to enter and submit final grades as it is the system of record for the university. Entering grades in D2L is helpful for you in calculating the students’ grades and is helpful to the students to monitor their grades throughout the course, but it is not required.

You will receive a targeted announcement from the registrar when the final grades channel in NEIUPort is open for you to enter and submit your grades.