# NS Online (D2L) at NSCC

 An online course shell is made available for each course that is offered at Nashville State Community College. To access the course shell, faculty should go to the NSCC Home Page at <http://www.nscc.edu>. At the top right of the screen, click the dropdown arrow next to Connect. Choose MyNSCC. Enter your A# and password to log on. Click on “NS Online Courses” at the top right of the screen. Click on the course title to enter the shell.

 You may also login at <http://www.nscc.edu>. At the top right of the screen, click the dropdown arrow next to Connect and choose NS Online Courses. Enter your “A” number and six-digit password (initially your birthdate mmddyy). For help with your password, contact the Help Desk at 615-353-3678.

 Each semester approximately one month before classes begin, a D2L shell is created for each on-ground and each online class. The information for course creation is retrieved from Banner (MyNSCC). If, after logging on to D2L, you do not see one or more of the courses you are to teach in the course list, contact your department secretary, coordinator, or dean. He or she should be able to check to see if the course has been assigned in MyNSCC.

 By the first day of classes, all enrolled students will have access to the course content and the names will display in the classlist. Student names may appear earlier; if so, the students will have access to D2L email but will not be able to enter your course or see your course content.

## Training

Before classes begin, you should become familiar with managing a class. Each semester a few days before classes begin, a three-hour training session will be scheduled. Check your Nashville State email for the in-service schedule. Online training is available by contacting Linda Lyle by phone at 615-353-3432 or by email, linda.lyle@nscc.edu. Your “A” number is required to enroll in the course. It is important that you are ready to begin the training immediately once you are added to the D2L Training Course.

## Managing Course Shells

 **Post a News Item.** On the course home page is an area for posting news items. Use the News area to welcome your student to class and provide regular announcements.

To publish a News item,

* Enter the course by clicking on the title of the course.
* Locate the News widget in the center of the page.
* Select New News Item from the News widget action menu.
* Type the headline.
* Add content.
* Set start and end dates as desired.
* Attach a file or record audio (1 min. or less) if desired.
* Click on Publish to release the news item or Save as Draft to publish it later.

To edit a News item,

* From the actions menu for a specific news item, click on Edit.
* Make editing changes as desired.
* Determine whether this is a major edit, which means you want to send another copy to students who have RSS feeds or Notifications set so they will be notified by email or text messaging when a new item is displayed.
* Click on Update.

To dismiss a News item, click the "X" in the upper right corner of the News textbox. This does not delete the item, it only removes it from the display.

To restore a News Item, select "Go to News Tool" from the News action menu. Locate the News item. Click the actions menu for the individual news item and select "Restore." Click on the course title on the minibar to view the restored news.

**Add Course Content.** Once you have access to your course shell, you may add files, such as your syllabus, and display a link in “Content.” The most common method is to upload a Word file. The link below provides instructions for preparing an accessible Word file and uploading it to your course shell.

It is likely that the following items will need to be edited and updated:

* Update the instructor contact information, usually on the Instructor Info page.
* Update news items.
* Update the schedule or calendar.
* Update the syllabus.
* Update release dates on tests and/or assignments.

It is important that your Word files are created using the following accessibility guidelines:

|  |
| --- |
| Use proper headings. Use Heading 1 for the title, Heading 2 for the next level, and Heading 3 for the third level. Structure to a Word document is as important as structure is to an outline. To assign the headings, * Select the text or click anywhere in the line of text.
* Choose the heading level from the Styles Group on the Home ribbon.

Add alt text for images. * Select the image.
* Right-click on the image and choose size from the drop-down menu.
* Click the Alt tab.
* Key the alt text. Don’t preface the description with the words “Image of” or “Picture of” as a screen reader begins with the term “Image.” End the description with a period.
* Click on OK.

Assign bullets and numbers. * If there is a numbered list, assign numbers using the numbered list feature. Select the text. Click the Numbering icon in the Paragraph group on the Home ribbon.
* If there is a bulleted list, assign bullets using the bullet list feature. Select the text. Click the Bullets icon in the Paragraph group on the Home ribbon.

Assign meaningful names to hyperlinks * Do not use “Click here.”
* Preferably use descriptive text rather than URL addresses.
 |

To upload a file from your computer,

* Click the "New" button.
* Select "Upload files."
* Choose where the files will be uploaded from: My Computer or Course Offering Files.
* Click on Upload.
* Upload the file and click on Open.
* Click on Done. To view the file, click on Content then click the link.

OR

To drag and drop a file,

* As of February 2013, use Firefox or Chrome to drag and drop files. Other browsers may support drag and drop in the future.
* Locate and select the files on your computer.
* Drag the files to the specialized drop space.

If the file to be edited is an HTML file, it can be edited inside the D2L shell.

* In Content, look for any link with this icon: 
* Click on the item to be edited.
* Click on the title to make changes to the title.
* Click on the action arrow to the right of the title and select "Edit" to make changes to the document.
* Make changes and click on Publish.

If the item to be edited is any other type of file, such as Word or PowerPoint, you have to go to Edit Course, Manage Files, and right-click on the file, choose “Save target as,” then save it to your computer and edit it with the program with which it was created. After the edits have been made, upload the file.

**Contact the Testing Center.**  If you plan to have students take tests in the Testing Center, provide the required forms to the Testing Center. Call 353-3564 or 615-353-3565 or go to <http://nscc.edu/student-resources/testing-center/> for more information.