

## Identifying Your Level of Experience Using D2L/NS Online

**Level 1:** Faculty who are not familiar with D2L or have not actively used D2L or a similar platform to engage with students.

- You have self-identified yourself as a “Level 1” D2L user. To get started:
  - Complete the self-paced training by working through the “Faculty Quick Start” materials from 1 through 8. The instructions will make the most sense if you log into one of your D2L course shells and work along with the instructions to create (e.g., a News item, create a Module in the Content area, and add course materials, etc.).
  - Attend one of the Office of Online Learning’s “D2L Basics” training sessions.
  - The Office of Online Learning staff are available to answer individual questions.

**Level 2:** Faculty who are familiar with D2L and have used many functions (e.g., News/Announcements, Content>Modules, created pages, embedded videos/audio/images) to engage with students, with the exception of the Evaluation Tools (e.g., Assignment/Dropbox, Discussions, Grades, Quizzes)

- You have self-identified yourself as a “Level 2” D2L user. To get started:
  - Complete the self-paced training by working through the “Faculty Quick Start” materials by selecting the relevant topics. The instructions will make the most sense if you log into one of your D2L course shells and work along with the instructions to create (e.g., a News item, create a Module in the Content area, and add course materials, etc.).
  - Attend one of the Office of Online Learning's Level 2 Workshops.
  - The Office of Online Learning staff are available to answer individual questions.

**Level 3:** Faculty who teach an online course or use D2L tools (e.g., Assignment/Dropbox, Discussions, Grades, Quizzes, Rubrics, Turnitin) extensively in their on-ground courses.

- You have self-identified yourself as a “Level 3” D2L user. To get started:
  - You are always welcome to attend any of the available training sessions.
  - As a D2L Level 3 user, your dean/director will be asking you to consider volunteering to act as a D2L Expert Mentor for some of your colleagues.
  - The Office of Online Learning staff will be counting on you as a partner to provide additional support or to let us know if we need to reach out to one of your colleagues who may need our help. We are grateful for any help you can offer your fellow faculty.