



Syllabus-to-D2L Alignment Sheet

[March 2019]

Please use this Syllabus-to-D2L Alignment Sheet to move items from your previous syllabus into an appropriate D2L page. Instructions on how to access and use the template pages listed here can be found on the [Nursing Website D2L page](#) under the FAQs for Instructors titled “Accessing and Using D2L Templates”.

Each heading below indicates a page contained in the Nursing D2L Template set and includes a purpose statement explaining what to use the page for.

Your Instructors

Purpose: Introduce yourself, course co-chairs, clinical instructors/supervising faculty and your teaching assistants to students and provide your contact information and email communication policy.

Possible items to include from old Syllabus:

- ❖ Extensive details about Email Communication Policy and instructor response time.

Course Intro and Overview

Purpose: Introduce your course format, structure and a brief big-picture intro of the subject matter. Try to limit this to only 1-2 short paragraphs.

Possible items to include from old Syllabus:

- ❖ None – Use this page only for the above stated purpose.

Course Description and ELO

Purpose: Provide your course description and Expected Learning Outcomes as listed in the course catalog and your syllabus. This page is going to contain a copy of verbiage that you already have in your syllabus.

Possible items to include from old Syllabus:

- ❖ Course Description
- ❖ Expected Learning Outcomes

Course Outlook

Purpose: List of weekly dates and topics. You can either list a range of dates for each week, or just the start date of each week.

Possible items to include from old Syllabus:



- ❖ Weekly course topics.

Note:

- ❖ Detailed course schedules should go in a separate print-able PDF for students. Additionally, you may provide a more detailed breakdown of assignment due dates on the Assignment Due Dates page (see Assignment Due Dates section below).

Assignment Due Dates

Purpose: This page provides students with a calendar of due dates for all of their assignments. It is likely to be referenced by them frequently throughout your course. Note: Some faculty have found it useful to change the column headers to include “Week Due”, “Due Date”, and “Assignment Title” rather than the existing column headers.

Possible items to include from old Syllabus:

- ❖ Extensive details about course content topics and assignments.
- ❖ Final exam schedule (if it differs from the university-wide Final Exam schedule listed in the Syllabus Template.)

Evaluation Methods

Purpose: Describe your method of teaching, types of assignments and activities, and explain your communication on grades, assignments and feedback for your students. In this section there is a statement that directs students to review the late assignment policy.

Possible items to include from old Syllabus:

- ❖ Detailed breakdown of grading assessments with percentages – be as detailed as you like.
- ❖ Grading Feedback Policy
- ❖ Evaluation Criteria - provide hyperlinks to additional assignment rubrics, assignment details if located on a separate standalone page, etc. For example, link to a page titled “Weekly Topic Analysis Paper Instructions” or include a section titled “Format and Rubric for Discussions”.
- ❖ Additional Final Exam information

Textbooks and Course Materials

Purpose: List required and recommended textbooks and course materials. Materials can include required supplies or uniforms for clinicals, for example.

Possible items to include from old Syllabus:

- ❖ Statements such as “A computer with internet access is expected.”
- ❖ Details about Exxat, ExamSoft/Examplify, Examity





Course Policies and Requirements

Purpose: Any policies specific to your course (i.e. not covered in the University Policies page) should be listed. This page includes some standard policies, but you may edit them and add to them as desired.

Possible items to include from old Syllabus:

- ❖ Late Assignment Policy
- ❖ Exam Policies (if not already explained in the Evaluation Methods page)
- ❖ Engaged Learning policy
- ❖ Link to college Uniform Policy (currently in program handbooks)

Week 1 – Add Topic Here

Purpose: Tell the student what to do this week. Provide reading and lecture material, activities, assignments and due dates.

Possible items to include from old Syllabus:

- ❖ Detailed weekly learning objectives

Blank page

Purpose: Use this page to create additional content that may not belong in an existing page. Use this as many times as you need to for additional content.

Possible items to include from old Syllabus:

- ❖ Assignment rubric
- ❖ Special assignment instructions
- ❖ APA Grading Statement
- ❖ NCLEX and Kaplan testing info
- ❖ Extensive information for Exxat, ExamSoft/Examplify, Examity

Other information that lends itself best to a printable PDF format

- ❖ Class schedule with room #'s, hours, and dates (so that students can print it out)
- ❖ Clinical sites information
- ❖ Resources from other organizations (i.e. Kaplan) that are already in PDF format
- ❖ Consent forms that students print and turn in





Course Announcement

You may find it helpful to include an announcement, such as the following, during your first week of class to ensure students read through the D2L “Start Here” content.

Suggested D2L Announcement for first week of course:

*Welcome to NURS __! Please begin by clicking the Syllabus link in Start Here (Click **Content**, click **Start Here**, then click **Syllabus**). Next, read through each page within the Start Here section consecutively. It is important to know that there are vital instructions and materials contained in this section in addition to the information in the Syllabus. It is your responsibility to make sure you have read and understand all of the information contained in the Start Here module. Please contact me if you have any questions. I look forward to working with each of you as you progress through the course this semester.*