

# Setup Instructions for D2L Competencies and Learning Objectives

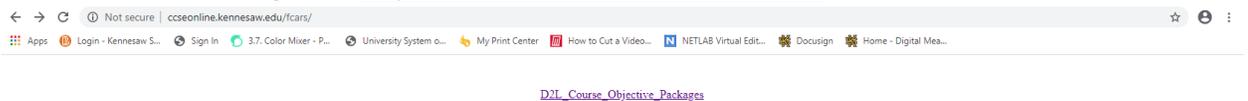
v1.3

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## Importing D2L Competencies and Learning Objectives

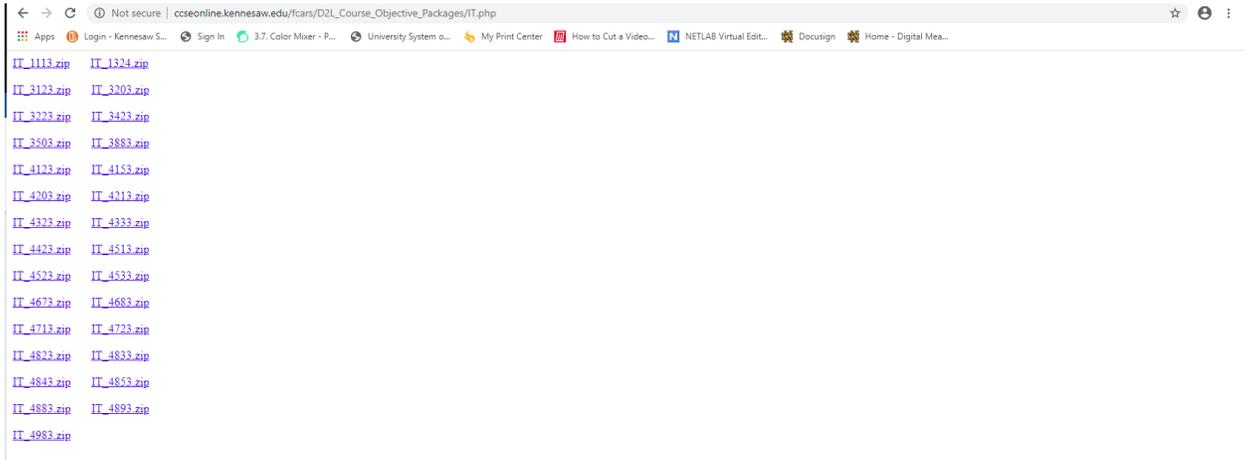
1. In a web browser, navigate to <http://ccseonline.kennesaw.edu/fcars/>



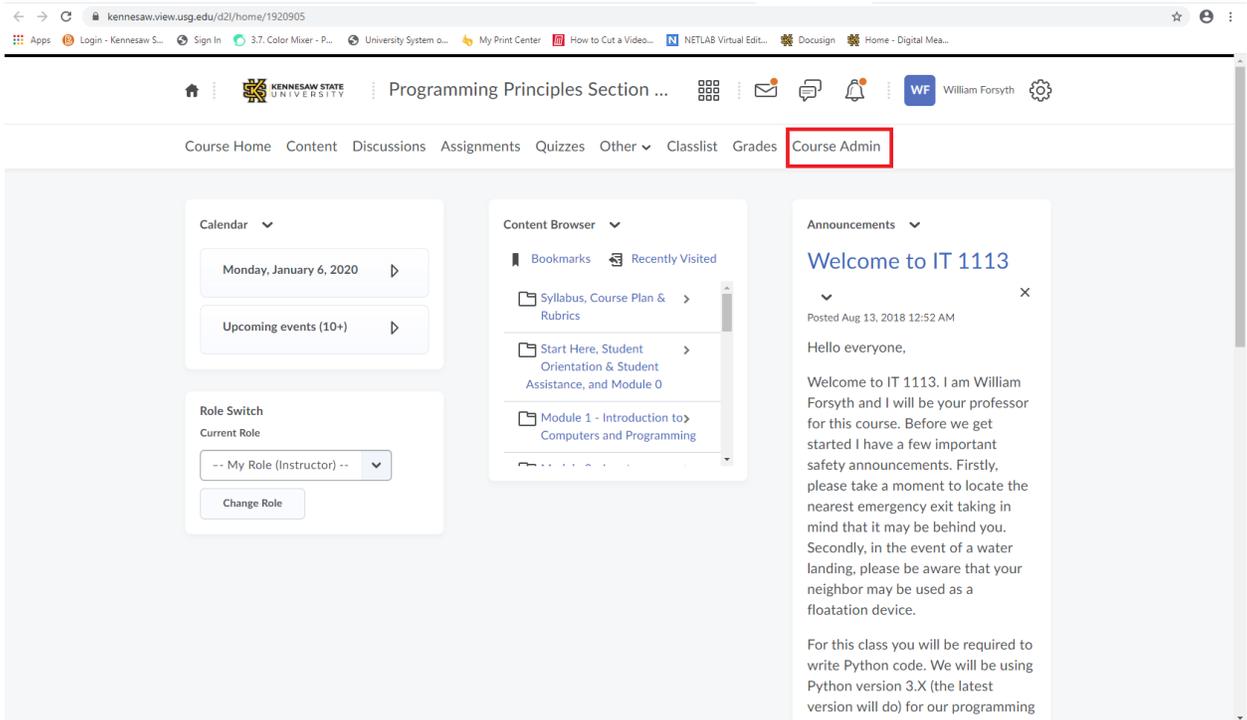
- a. Select “[D2L Course Objective Packages](#)” and then select the appropriate prefix for your class.



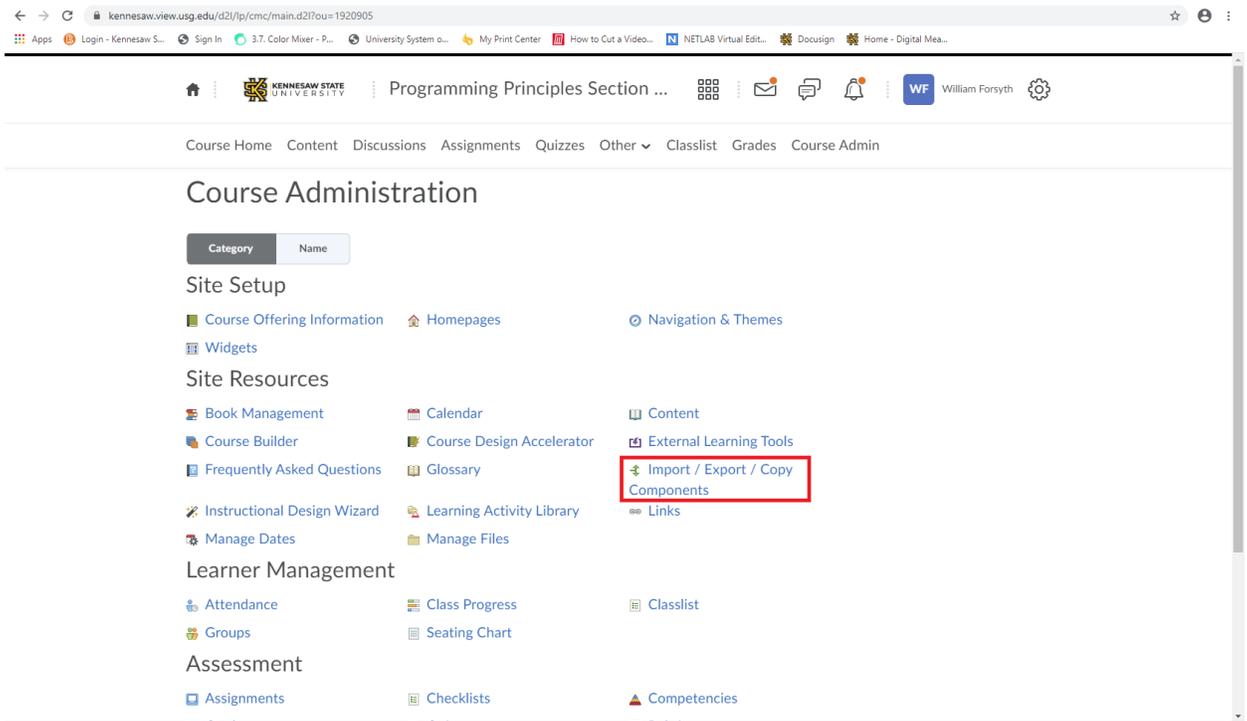
- b. Select your course to download the learning objectives in a .zip format and make note of where it was saved. You do not need to unzip this file.



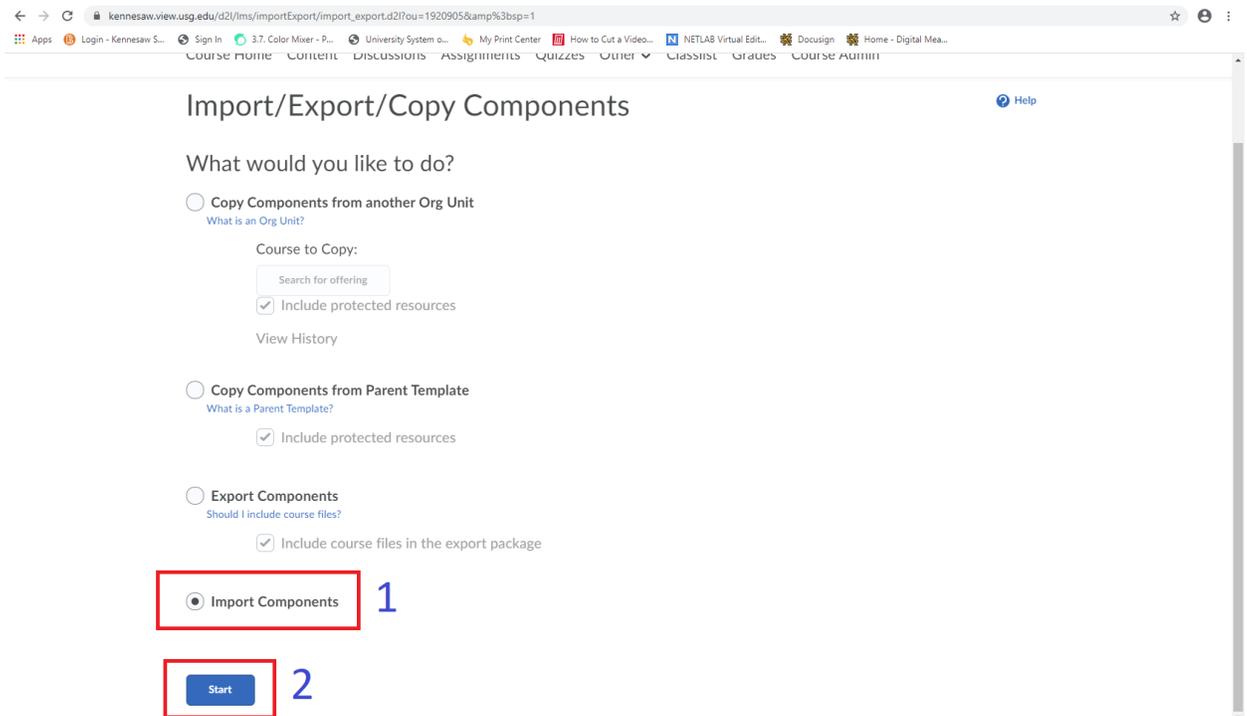
2. In your browser navigate to the “Course Home” page in D2L for the course you wish to add the competency into
- a. Click on the “Course Admin” option from the menu bar near the top of the page



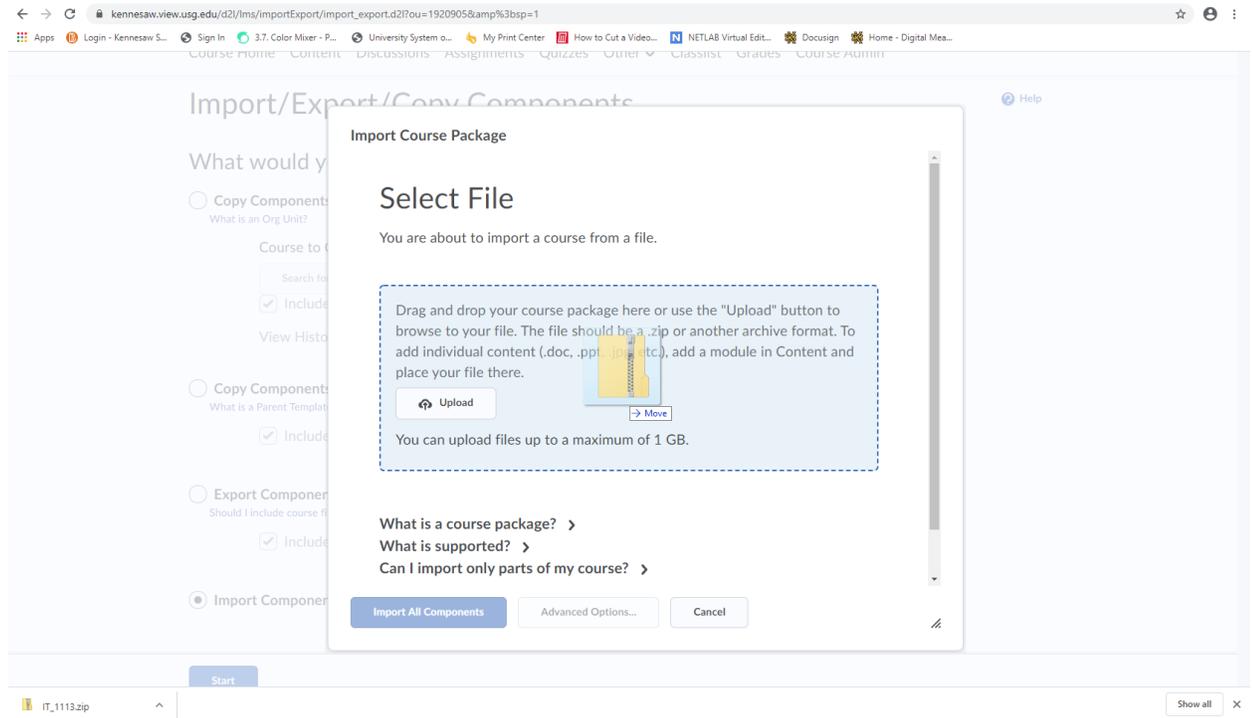
b. From the Course Administration menu select “Import/Export/Copy Components”



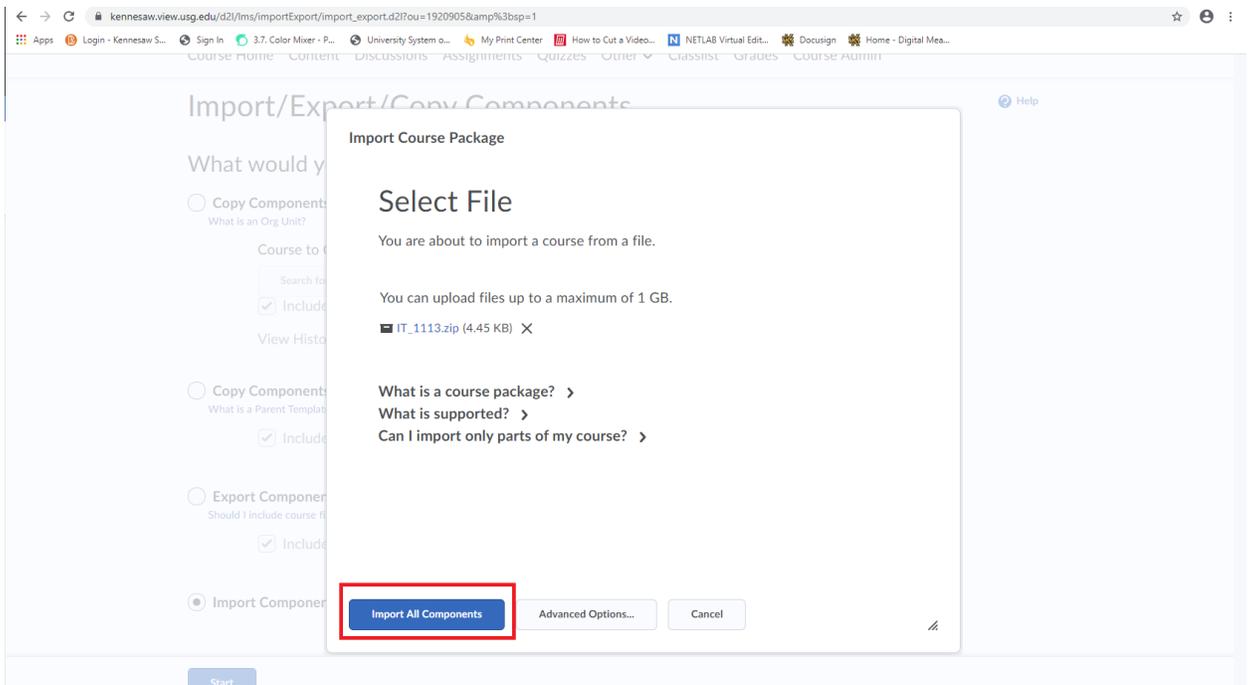
c. Scroll to the bottom of the page and select “Import Components” and then select “Start”



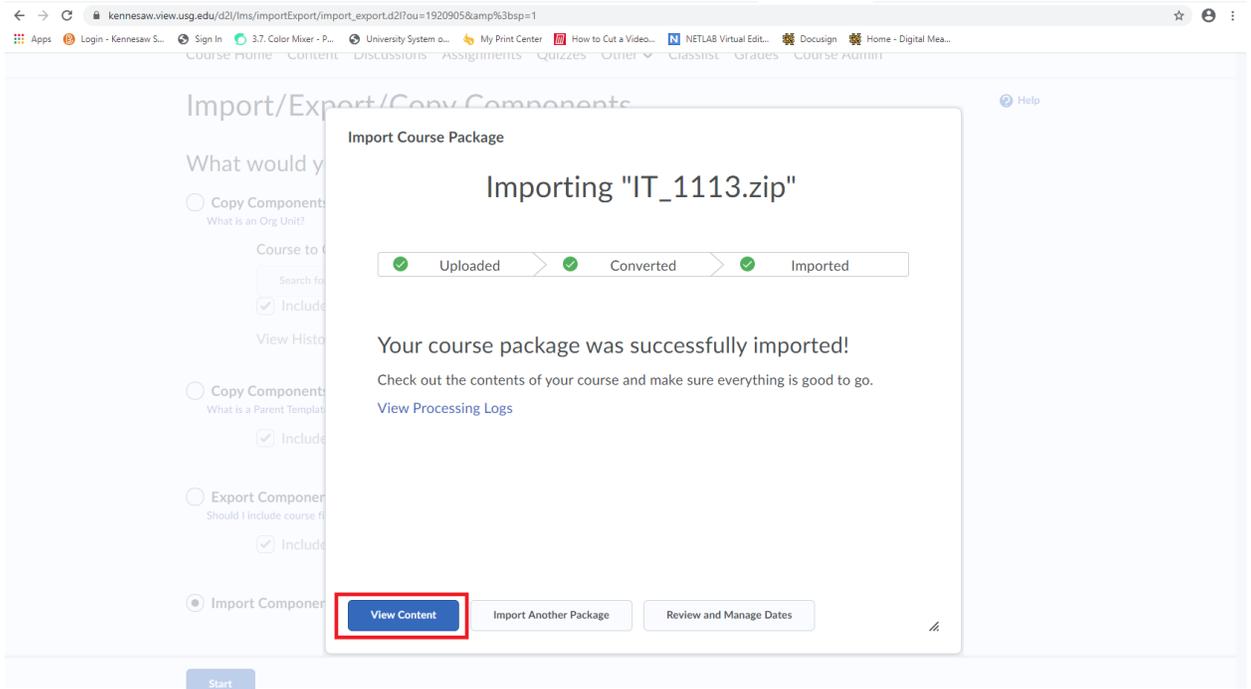
- d. From the next dialog box, either select or drag-and-drop the .zip file you downloaded in step one into the window.



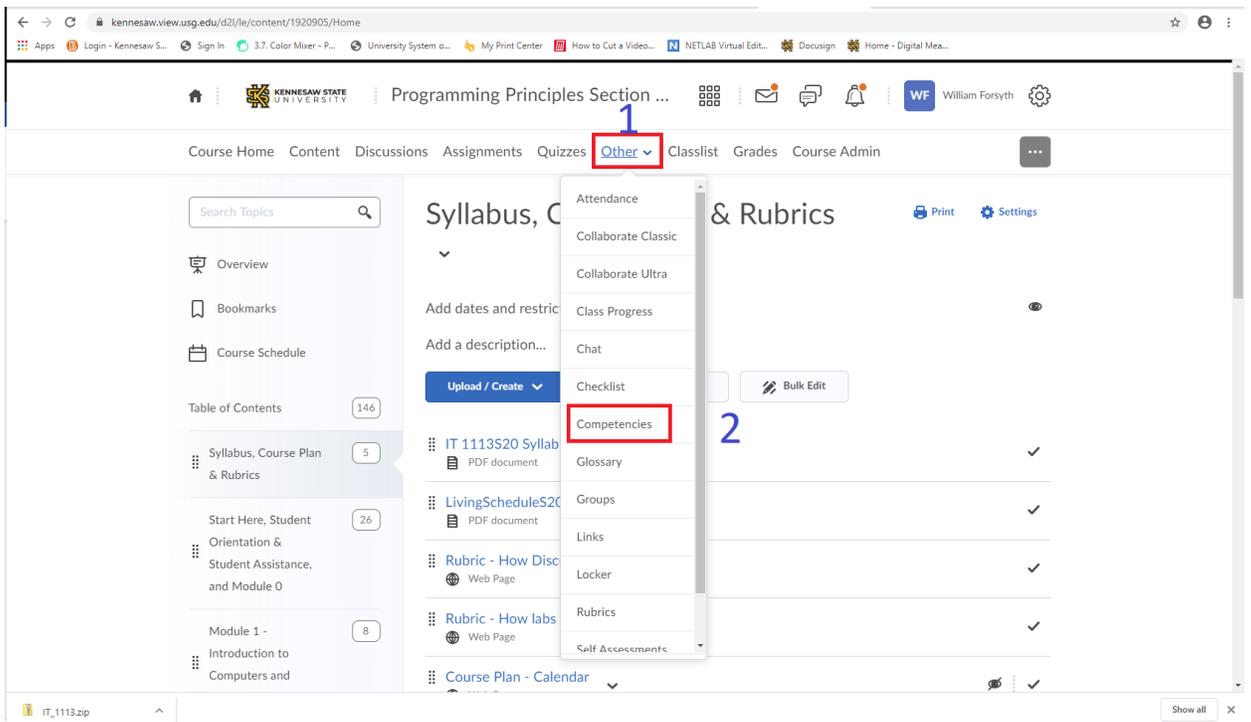
- e. Once the zip file is uploaded, click "Import All Components"



- f. When D2L has finished and you see the following screen, select “View Content” to return to your course page.



3. From your course page in D2L, select the “Other” menu from the bar near the top and select “Competencies”



- a. From The Competency Home page you should see one element under the “available Competency Structures” heading. Clicking on the ‘+’ symbol to the left should display each learning objective

The screenshot shows a web browser window with the URL [kennesaw.view.usg.edu/d2l/lms/competencies/competency\\_list.d2l?d2l\\_body\\_type=0&ou=1920905&sv=1&advancedView=0](https://kennesaw.view.usg.edu/d2l/lms/competencies/competency_list.d2l?d2l_body_type=0&ou=1920905&sv=1&advancedView=0). The page title is "Competency Home". Below the title are navigation links: "Course Home", "Content", "Discussions", "Assignments", "Quizzes", "Other", "Classlist", "Grades", and "Course Admin". There are also "Settings" and "Help" links. A search bar is present with the text "Search For..." and a "Show Search Options" link. Under the "Browse" section, there is a heading "Available Competency Structures" and a list of items. The first item is "IT 1113", which has a red box around its '+' icon. Below it are seven learning objectives: "LO1", "LO2", "LO3", "LO4", "LO5", "LO6", and "LO7".

## Mapping Assignments to Learning Objectives

The assignment-to-learning objective mapping will match the same mapping done for the FCARs. Activities (assignments) can only be mapped to learning objectives and cannot be mapped directly to competencies. Each Activities does **not** need to be mapped to a learning objective; however, each learning objective **must** be mapped to at least one Activity.

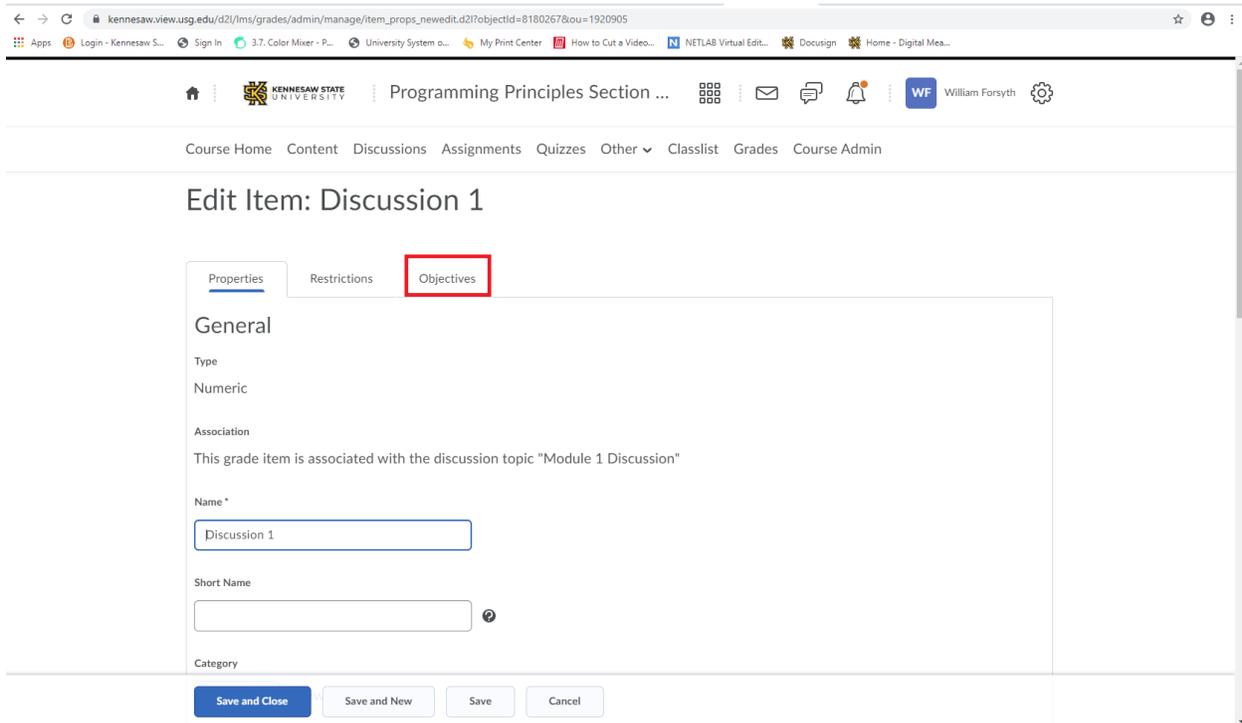
Assignments and discussions require a rubric in order to be mapped to a learning outcome. If you wish for your assignments/discussions to have a simple numerical threshold, link your learning objectives to the **grade item** in the D2L gradebook. Instructions for this can be found in section 2 (page 7) below. Rubric instructions can be found in section 4 (page 17).

### 1) New Activities (not yet created in D2L)

- In the Competencies list, find and click on the name of the Objective.
- Click the “Structure” button.
- Select the “Edit Structure” tab.
- Select (or create) the appropriate children (or parents). To incorporate activities, select “Incorporate Activities” and create the activity.

## 2) Map a learning objective to an activity with a simple numerical threshold

- a) Navigate to the D2L gradebook
- b) Edit the desired grade item
- c) Select the Objectives tab

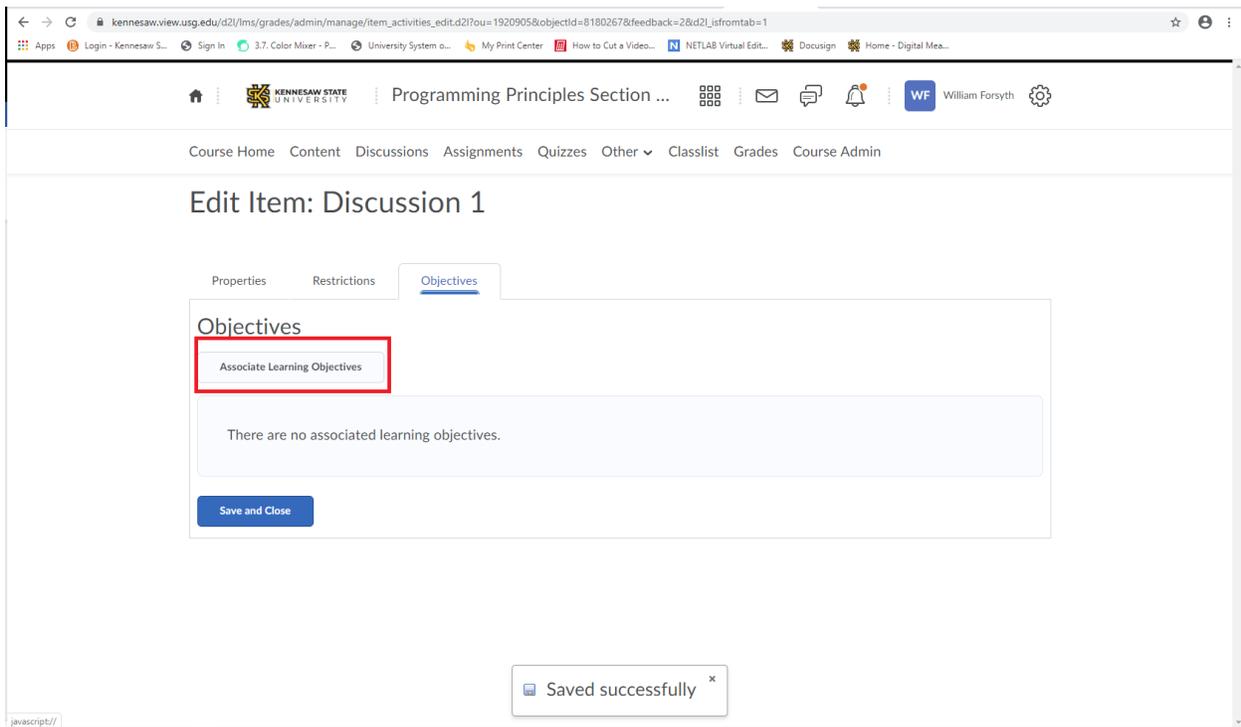


The screenshot shows a web browser window with the URL `kennesaw.view.usg.edu/d2l/lms/grades/admin/manage/item_props_newedit.d2l?objectId=8180267&ou=1920905`. The page title is "Edit Item: Discussion 1". The interface includes a navigation menu with "Course Home", "Content", "Discussions", "Assignments", "Quizzes", "Other", "Classlist", "Grades", and "Course Admin". The "Objectives" tab is highlighted with a red box. The "General" section contains the following fields:

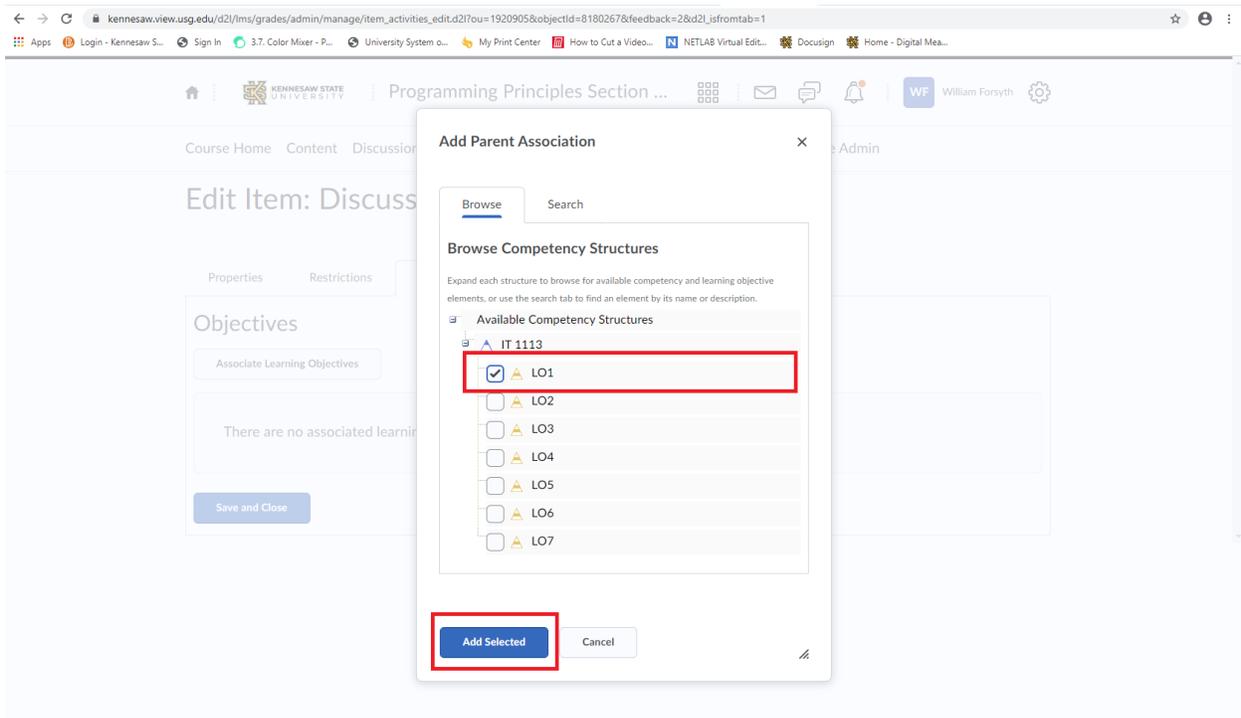
- Type: Numeric
- Association: This grade item is associated with the discussion topic "Module 1 Discussion"
- Name: Discussion 1
- Short Name: (empty field)
- Category: (empty field)

At the bottom, there are four buttons: "Save and Close", "Save and New", "Save", and "Cancel".

d) Click “Associate Learning Objectives”



e) Select the appropriate learning objective



- f) Add an assessment method (necessary to see results) to indicate the performance levels that students must meet in order to achieve the objective

The screenshot shows the 'Edit Item: Discussion 1' interface. The 'Objectives' tab is selected, displaying a list of learning objectives. One objective, 'LO1', is shown with a message: 'This Learning Objective is not being evaluated:'. A dropdown menu is open next to 'LO1', with the 'Add Assessment' option highlighted in a red box. Other options in the menu include 'Edit Learning Objective', 'View Results', and 'Remove Learning Objective'. A 'Save and Close' button is located at the bottom left of the objective list. A 'Saved successfully' message is displayed at the bottom center of the page.

\*\*\*Note: Adding Assessments\*\*\*

When adding assessments, be sure to check the box marked “The activity is required to complete learning objective.” This will cause additional options to appear:

The screenshot shows the 'Add Assessment for 'LO1'' page. The 'Assessment Type' is set to 'Numeric'. A checkbox labeled 'The activity is required to complete learning objective' is checked and highlighted with a red box. Below the checkbox are 'Save' and 'Cancel' buttons. The page also includes a header with navigation links and a footer with the page number '9 | Page'.

Specify how the performance on the learning objective in this activity should be measured.

Assessment Type

Numeric 

The activity is required to complete learning objective

Overall Threshold

%

### 3) Map a learning objective to a quiz using specific questions

- a) Navigate to the D2L quiz section
- b) Edit the desired quiz
- c) Select the Objectives tab
- d) Click “Associate Learning Objectives”

## Edit Quiz - Test 1 Part 1 ▾

The screenshot shows the 'Objectives' tab selected in a quiz editor. The interface includes a navigation bar with tabs for 'Properties', 'Restrictions', 'Assessment', 'Objectives', 'Submission Views', and 'Reports Setup'. The 'Objectives' tab is active and contains a button labeled 'Associate Learning Objectives', which is highlighted with a red rectangular box. Below this button, a light blue message box states 'There are no associated learning objectives.' At the bottom left of the main content area, there is a blue button labeled 'Save and Close'.

e) Select the appropriate learning objective

## Add Parent Association ✕

**Browse** Search

### Browse Competency Structures

Expand each structure to browse for available competency and learning objective elements, or use the search tab to find an element by its name or description.

☰ Available Competency Structures

- ☰ IT1113 Online
  - ⚠ LO2 Use conditional expressions
  - ⚠ LO1 Analyze the real-world problems
  - ⚠ LO3 Analyze, write, test and debug program code
  - ⚠ LO4 Demonstrate a consistent and readable programming style

**Add Selected** Cancel ⌵

f) Click “Associate Questions”

Properties   Restrictions   Assessment   **Objectives**   Submission Views   Reports Setup

### Objectives

Associate Learning Objectives

 LO2 Use conditional expressions ▼

Associations

0 Questions, 0 Sections

**Associate Questions**

This Learning Objective is not being evaluated:

**Save and Close**

g) Select the questions (or sections) you wish to include

Select Questions and Sections to associate with the learning objective

<input type="checkbox"/>	Name (click question name to preview)	Type	Points	Difficulty	Bonus	Mandatory	Last Modified
<input checked="" type="checkbox"/>	? Q1	MC	2	1			May 11, 2020 7:35 PM
<input type="checkbox"/>	? Q2	MC	2	1			May 11, 2020 7:35 PM
<input type="checkbox"/>	? Q3	MC	2	1			May 11, 2020 7:35 PM
<input type="checkbox"/>	? Q4	MC	2	1			May 11, 2020 7:35 PM
<input type="checkbox"/>	? Q5	T/F	2	1			May 11, 2020 7:35 PM
<input checked="" type="checkbox"/>	? Q6	T/F	2	1			May 11, 2020 7:35 PM
<input type="checkbox"/>	? Q7	MC	2	1			May 11, 2020 7:35 PM

h) Add an assessment method (necessary to see results) to indicate the performance levels that students must meet in order to achieve the objective

Properties   Restrictions   Assessment   **Objectives**   Submission Views   Reports Setup

## Objectives

Associate Learning Objectives

 LO2 Use conditional expressions 

Associations  
2 Questions, 0 Sections

Associate Questions

This Learning Objective is not being evaluated:

- Add Assessment
- Edit Learning Objective
- View Results
- Remove Learning Objective

Save and Close

- i) Select whether the assessment is based on the overall quiz score or only the selected questions

# Manage Quizzes

Specify how the performance on the learning objective in this activity should be measured.

## Assessment Type

Numeric 

## Assessment Method

Quiz Score   
Quiz Score  
Score on selected questions

The activity is required to complete learning objective

**Save** Cancel

- j) Click the check box to require this activity and set the numeric threshold, then press “save”

## Manage Quizzes

Specify how the performance on the learning objective in this activity should be measured.

### Assessment Type

Numeric  

### Assessment Method

Score on selected questions

The activity is required to complete learning objective

### Overall Threshold

%

k) When finished, your objectives should look like this

Properties   Restrictions   Assessment   **Objectives**   Submission Views   Reports Setup

## Objectives

Associate Learning Objectives

 **LO2 Use conditional expressions** 

Associations  
**2 Questions, 0 Sections**

Associate Questions

---

Assessment Method 

Score on selected questions

Performance Required  
>= 75 %

Save and Close

 Created successfully 

- 4) Map a learning objective to an activity with a rubric
- a) Navigate to the D2L Assignment or Discussions section
  - b) Edit the desired item
  - c) Expand the “Evaluation and Feedback menu on the right of the screen.

The image shows a vertical list of three menu items, each with a title, a horizontal line, and a subtitle. The third item, 'Evaluation & Feedback', is highlighted with a red border.

- Availability Dates & Conditions** ▶  
Availability starts 1/5/2021 and ends 1/26/2021
- Submission & Completion** ▶  
File submission
- Evaluation & Feedback** ▶  
No rubric added

d) Select "Manage Learning Objectives"

The screenshot displays a vertical list of three expandable sections. The first section, 'Availability Dates & Conditions', shows dates from 1/5/2021 to 1/26/2021. The second section, 'Submission & Completion', shows 'File submission'. The third section, 'Evaluation & Feedback', is expanded and contains several sub-sections: 'Rubrics' with an 'Add rubric' link; 'Learning Objectives' with 'No learning objectives' and a red-bordered 'Manage Learning Objectives' link; 'Annotation Tools' with a checked checkbox for 'Make annotation tools available for assessment'; and 'Turnitin Integration' with a 'Manage Turnitin' link.

**Availability Dates & Conditions** ▶

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Availability starts 1/5/2021 and ends 1/26/2021

**Submission & Completion** ▶

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File submission

**Evaluation & Feedback** ▼

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**Rubrics**

[Add rubric](#) ▼

**Learning Objectives**

No learning objectives

[Manage Learning Objectives](#)

**Annotation Tools**

Make annotation tools available for assessment

**Turnitin Integration**

Turnitin® adds additional functionality to evaluation.

[Manage Turnitin](#)

e) Click "Associate Learning Objectives"

## Edit Assignment - Lab 1 ▾

Properties   Restrictions   Objectives   Turnitin®

### Objectives

Associate Learning Objectives

There are no associated learning objectives.

Save and Close

f) Select the appropriate learning objective

## Add Parent Association ✕

**Browse** Search

### Browse Competency Structures

Expand each structure to browse for available competency and learning objective elements, or use the search tab to find an element by its name or description.

Available Competency Structures

- IT1113 Online
  -  LO2 Use conditional expressions
  -  LO1 Analyze the real-world problems
  -  LO3 Analyze, write, test and debug program code
  -  LO4 Demonstrate a consistent and readable programming style

**Add Selected** Cancel 

- g) Add an assessment method (necessary to see results) to indicate the performance levels that students must meet in order to achieve the objective

Properties Restrictions **Objectives** Turnitin®

### Objectives

Associate Learning Objectives

LO2 Use conditional expressions

This Learning Objective is not being evaluated:

- Add Assessment
- Edit Learning Objective
- View Results
- Remove Learning Objective

Save and Close

- h) Select an existing rubric or create a new one and click save

## Add Assessment for 'LO2 Use conditional expressions'

Specify how the performance on the learning objective in this activity should be measured.

Assessment Type

Rubric

Rubric \*

Select Rubric

[Create Rubric in New Window] ?

Criteria \*

-- No rubric criteria exist --

The activity is required to complete learning objective

Save

Cancel

Additional Resources:

<https://support.uwlax.edu/helpdesk/WebObjects/Helpdesk.woa/wa/CommonActions/download?dl=SyK6R9pcslapqVCYaHByCA&id=1>