## Below is content you should consider adding to your syllabus. Select the text/tools that you will be using with your course.

[*Faculty notes*]

## **Student Online Tutorial**

If you are not familiar with TCU Online, it is recommended that you visit the Student Online Tutorial course to learn about TCU Online and how to navigate the platform. You can also view videos for students by visiting: <http://bit.ly/StudentVideosPlaylist>

[*Faculty should consider using the link above in an announcement for students]*

## **How to Login**

All TCU users will access TCU Online at <http://d2l.tcu.edu>. You will use your TCU user name and password to login. This is the same username and password that you use when you login into my.tcu.edu.

[*It is recommended that faculty email their course syllabus before classes begin.]*

## **Getting Help with TCU Online (Brightspace by D2L)**

If you experience any technical problems while using TCU Online, please do not hesitate to contact the HELP DESK (at D2L). They can be reached by email, phone, or chat 24 hours a day, 7 days a week, 365 days a year.

email: [helpdesk@d2l.com](mailto:helpdesk@d2l.com)

phone: **1-877-325-7778**

chat: [**Chat**](https://c1.websitealive.com/3312/operator/guest/gDefault_v2.asp?cframe=login&chattype=normal&groupid=3312&websiteid=1115&departmentid=3741&sessionid_=&iniframe=&ppc_id=&autostart=&proactiveid=&text2chat_info=&loginname=&loginnamelast=&loginemail=&loginphone=&infocapture_ids=&infocapture_values=&dl=https%3A%2F%2Ftcu%2Ebrightspace%2Ecom%2Fd2l%2Fhome&loginquestion=)is available within [**TCU Online**](http://tcu.brightspace.com/). Look for the Chat widget on My Home.

For information about logging into TCU Online, view these instructions:   
<http://tcuonline.tcu.edu/kb/how-do-i-log-in/>

If you have a course related issue (course content, assignment troubles, quiz difficulties) please contact the professor during office hours or by email.

## **Recommended apps you should download and use with TCU Online:**

### *Pulse*

Pulse is a phone app which gives you access to the course calendar, assignments, grades, and announcements. This app provides a graph that can help you manage your time. Based on the number of assignments and events on the course calendar for your classes, the graph will display busy times for class work in the upcoming week. You can use this app to manage your daily workload. Students can download Pulse from the Google Play or Apple Store. [Students can learn more and download Pulse here.](http://www.d2l.com/products/pulse/)

*[For Pulse to work well with your class, faculty should use the calendar tool in TCU Online. It is very important to use the course calendar due date function for readings, assignments, quizzes, and discussions in order to help populate the calendar used in Pulse.]*

*Binder*

Binder is an app used to select, save, and read course content outside of TCU Online (aka offline). For example, if you are traveling for a school activity—such as a sporting event or competition—you would use the Binder App to select course content you want to read while on the bus and without Wi-Fi access. Binder is available in a web version and iPad/Android app version. [Select this link to learn more about Binder.](http://www.d2l.com/products/binder/) Content such as video and audio files and links are not compatible with Binder.

[*It is recommended that faculty encourage students to use the Binder app for course content pages that are not video files, audio files, video links, or website links. Faculty members do not have to do anything to enable this app in their classes for students to be able to use Binder. If there are content pages you do not want students to be able to read offline in Binder, you can disable the Binder option for that particular page*.]

## **Online Collaboration Space:**

*Wiggio*

Our class will be using the Wiggio tool for our group/team projects. Your group can use Wiggio to collect member’s opinions, assign tasks, share a calendar, schedule and files, make conference and video calls, chat, and email. You will access Wiggio by selecting the Wiggio link on the top right-hand area on any page in TCU Online.

*[Faculty only need to create a Wiggio group for their class to use this tool.]*

## **Personal Settings & Notifications for TCU Online:**

As a student, you should set up your account settings, profile, and notifications. To do this you will login to TCU Online and select the “My Settings” widget in the right column of the landing page. In this area, you can upload a photo of yourself, add personal information, and add your phone number in order to receive text messages when grades are given, including the score, as well as reminder texts for upcoming assignments and quizzes.

*[Faculty should direct students to these settings and notification pages as they give students the option to take more responsibility for their learning and planning by setting up custom email and text alerts for upcoming assignments and quizzes. Faculty members do not need to put in an additional email address or phone number.]*

**[Special note to faculty:** *TCU Online has a dynamic ePortfolio that is fully integrated with TCU Online. In the Personal Settings & Notification area there is a link to the ePortfolio. This is not FrogFolio (Digication). The Koehler Center will be marketing the ePortfolio spring 2017. It is a fantastic solution for faculty who are measuring student learning or who require a student portfolio for a class or program. This ePortfolio will be used for the academic experience, promotion, and program assessment for student learning outcomes.]*