This catalog contains a variety of tutorial resources for both faculty development and student success.
Accessing the Tutorials:

To access the tutorials:

1. Go to ksu.percipio.com
2. In the search box, type Office of Digital Education
3. Next, select the Office of Digital Education channel
4. Once you have selected the channel, you will have access to all the tutorials developed by our department.
5. Instructors: You can share the link to the tutorial in D2L or other materials by selecting the “Share” arrow button next to the tutorial name, then click “Copy Link.”
Tutorials for Students of History

Learn the basics of Turabian formatting, how to recognize and avoid plagiarism, and dive into strategies for interpreting primary sources!

Click the tutorial course titles on the left to learn more!

“We are not makers of history. We are made by history.”

-Dr. Martin Luther King, Jr.
An overview of the writing process and helpful strategies for working through each step.

An overview of understanding style and audience when writing.

This course reviews the concepts of rhetoric in writing and persuasive appeals.

A review of the basic components of developing a written argument.

This course explains how to strengthen persuasive arguments by reviewing the three strategies of the rhetorical triangle.

A presentation that explains plagiarism and stresses the importance of correct MLA documentation.

A presentation that explains plagiarism and stresses the importance of correct APA documentation.
Learn about the concept of bureaucracy and how the different types of administrative agencies function.

Explore how administrative agencies function locally, and dive into the concepts of due process and adjudication.

Take a deep dive into how a federalist system of government works, and how this concept has shifted over the course of US history.

These tutorials are designed to assist students in mastering key concepts.

Click each course image to learn more!
New to Hybrid Course Design?

Divided into six short and engaging mini modules, the BATH training covers everything from understanding what hybrid classes are to research on best practices for designing and teaching courses in this format.

Interactive presentations with short videos and knowledge checks will keep you engaged as you learn about essential topics like creating measurable learning outcomes, using technology to foster engagement in your course, and why and how to build a “Start Here” module.

The course also covers important federal requirements on content equivalency, mandated syllabus resources, and accessibility.
Universal Skills Modules:

These modules will give students the tools they need to navigate the academic and post-academic world. Click on the pictures below to access the modules.

Interactive presentation for online students to help them get started successfully.

This module shows learners how to find and keep track of important information.

This tutorial shows students how to find credible sources for their research projects.

This module provides learners with important strategies for reading critically and effective note taking.

This tutorial covers the basics of responsible social media use and avoiding academic dishonesty.

Catalog of Digital Modules 2022
Universal Skills Modules:
These modules will give students the tools they need to navigate the academic and post-academic world. Click on the pictures below to access the modules.

- **Academic Web Accessibility**
  Effective strategies to make online learning accessible for everyone.

- **Time Management in Online Courses**
  Learn how to succeed in your online courses.

- **Effective Strategies for Developing a Resume and Cover Letter**
  This tutorial covers the basic steps for creating a resume and cover letter that will stand out to recruiters.

- **This module shows you how to manage your time successfully in an online class.**
Faculty Professional Development:

These modules will provide you with information that you can implement in your courses to support student success in your classes. Click on the pictures below to access the modules.

- **Setting Up Your Gradebook in D2L Using a Weighted System**
  - This training will walk you through how to set up your gradebook using a weighted system.

- **Setting Up Your Gradebook in D2L Using a Points System**
  - This training will walk you through how to set up your gradebook using a points system.

- **Web Accessibility Jeopardy Review Game**
  - This Jeopardy game will allow you to review key concepts of web accessibility.
Faculty Professional Development:

These modules will provide you with information that you can implement in your courses to support student success in your classes. Click on the pictures below to access the modules.

1. **The Schedule Assignment**
   - This module will provide you with a resource for an activity you can do with your students to help them figure out how to meet deadlines and stay on target.

2. **Syllabus Mapping**
   - This module will give you the chance to think about how you can structure your syllabus to make sure all the necessary information you want to convey to students is reflected in a meaningful way.

3. **Academic Web Accessibility**
   - This training will provide faculty members with information they need to develop accessible materials to meet the learning needs of all students.
Content Engagement

- How to Create a LearningApps Account
- How to Create a LearningApps Game
- How to Create a LearningApps Collection
- How to Use and Edit an Existing Learning Apps
- How to Create a LearningApps Matching Game
- How to Create a LearningApps Multiple Choice Game

Quiz Games

- How to Get Started with Quizizz
- How to Run an Asynchronous Quizizz Game
- How to Run a Synchronous Quizizz Game
- How to Pull a Quizizz Report
- How to Create a Kahoot Quiz
- How to Play a Synchronous Kahoot Game and Pull Results
Resources for Engagement

Student Response Tools

- How to Get Started with Flipgrid
- How to Create Flipgrid Videos
- How to Create a Padlet Account
- How to Create a Padlet Board
- How to Share a Padlet Board
- How to Get Started with Miro

D2L Integrations

- Turnitin Feedback Studio
- Get Started with VoiceThread
- How to Edit Captions in VoiceThread

Blogging

- Get Started with Blogger
- How to Create a New Post with Blogger
- Get Started with PBWorks
- How to Perform Common Tasks on PBWorks
Making Word Documents Accessible

- How to Write Meaningful Alt Text Tutorial
- How to Create Accessible Word Documents Tutorial
- How to Use the Accessibility Checker-Page 1 of this tutorial
- Creating Alt Text for Pictures-Page 2 of this tutorial
- Creating Accessible Tables-Page 3 of this tutorial
- Creating Alt Text for Tables-Page 5 of this tutorial
- Creating Headings-Page 6 of this tutorial
- Navigating with Headings-Page 7 of this tutorial
- If You Have Blank Headings-Page 8 of this tutorial
- Creating a Link-Page 10 of this tutorial
- Link to a Place in This Document-Page 11 of this tutorial
- Linking to an Outside Resource-Page 12 of this tutorial
- To Create a Table of Contents-Page 13 of this tutorial
- Color Contrast-Page 14 of this tutorial

Making PowerPoints Accessible

- How to Create Accessible PowerPoints Tutorial
- How to Use the Accessibility Checker-Page 1 of this tutorial
- Reading Order-Page 3 of this tutorial
- Slide Titles-Page 5 of this tutorial
- Making Slide Titles Invisible-Page 6 of this tutorial
- Color Contrast-Page 7 of this tutorial
- Creating Alt Text-Page 8 of this tutorial
- Accessible Tables-Page 9 of this tutorial
Accessibility Resources

Making PDFs Accessible
- Making PDFs Accessible in Adobe Acrobat Pro DC Tutorial
- Adding the Action Wizard Tool-Page 1 of this tutorial
- Using the Action Wizard Tool-Page 1 of this tutorial
- Adding the Accessibility Tool-Page 4 of this tutorial
- Renaming Tags-Page 5 of this tutorial
- Creating Tags-Page 6 of this tutorial
- Tagging Unnecessary Objects-Page 7 of this tutorial
- Create and Fix Lists-Page 7 of this tutorial
- Create and Fix Tables-Page 8 of this tutorial
- Set Alternative Text-Page 11 of this tutorial
- Videos: PDF Accessibility Solutions

Making Accessible D2L Files
- How to Create Accessible Files in D2L Tutorial
- Create a HTML File-Page 1 of this tutorial
- Insert a Picture-Page 1 of this tutorial
- Insert a Quicklink-Page 3 of this tutorial
- Formatting Text-Page 3 of this tutorial
- Lists and Alignment-Page 4 of this tutorial
- Creating, Using, and Formatting Tables-Page 5 of this tutorial
- Preview Tool and Accessibility Checker Tool-Page 7 of this tutorial

Making Accessible Videos
- How to Chunk Videos in MediaSpace Tutorial
- How to Caption Videos in MediaSpace Tutorial
- How to Caption Videos for Foreign Languages Tutorial
- How to Request Caption Edits from the DLI Tutorial