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## Editing a Faculty Developer Worksheet

Faculty Developer Worksheet (FDW) is a set of 28 questions that faculty developer needs to answer in order to submit their online course for QM peer review at KSU.

Question 1-4 will be completed automatically when the faculty developer has submitted the course review application. The faculty developer will have to complete the rest of the questions (5- 28) based on the information of their online course.

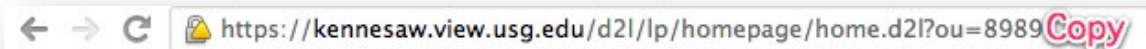
In this document, we will provide a guide for some of the questions that will help Faculty Developer completed the form more quickly.

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### **Question# 5:**

To get the Course Access URL

- Please login to your D2L
- Click on a course you would like to submit for QM peer review
- Copy the URL (link) of your course



- Then, paste it to an answer box in FDW

5. Course Access URL:

https://kennesaw.view.usg.edu/d2l/lp/homepage/home.d2l?ou=8989
Paste

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### **Question# 9**

(If your course resides in Desire2Learn)

At the first box, please answer "**Desire2Learn.**"

Then, copy and paste the following link below into a second box.

<http://www.desire2learn.com/products/accessibility/standards/>

9. On which learning management system (LMS) platform, if any, does the course reside?

Desire2Learn

If the course is offered on an LMS, please provide or link to the vendor's statement certifying how the platform is accessible to students with disabilities (Otherwise, enter "N/A"):

<http://www.desire2learn.com/products/accessibility/standards/>

### **Question# 12**

Please copy the link below and paste it to the answer box.

[http://www.kennesaw.edu/stu\\_dev/dsss/dsss.html](http://www.kennesaw.edu/stu_dev/dsss/dsss.html)

12. Provide a copy of (or link to) any policies of your institution that set standards of accessibility that either explicitly or implicitly apply to online instruction:

Website URL (or "N/A" if attaching a document):

[http://www.kennesaw.edu/stu\\_dev/dsss/dsss.html](http://www.kennesaw.edu/stu_dev/dsss/dsss.html)

### **Question # 17**

- Create a new blank document in Word
- Copy **Course Learning Objectives** (from syllabus) and paste them to this Word document
- Copy **Module Learning Objectives** (maybe from Module 1 and Module 2) and paste them to the same Word document
- Save this Word document to your computer
- Then, at Question#17, click "**Choose file**" to upload this Word document to the QM form

### **Notes**

*If you haven't completed editing a Faculty Developer Worksheet and will be revisiting it later, please click "**Save Worksheet**"*

*If your course and your Faculty Developer Worksheet are ready, please click "**Save and Submit Worksheet**"*