

Getting Your Course Ready for Spring 2026

January 13, 2026



Instructional Designers



Heather Rippetoe

College of Education &
Human Sciences
College of Fine Arts
Whitson-Hester School
of Nursing



Mallory Matthews

College of Agriculture &
Human Ecology
College of Business
College of Emerging &
Integrative Studies



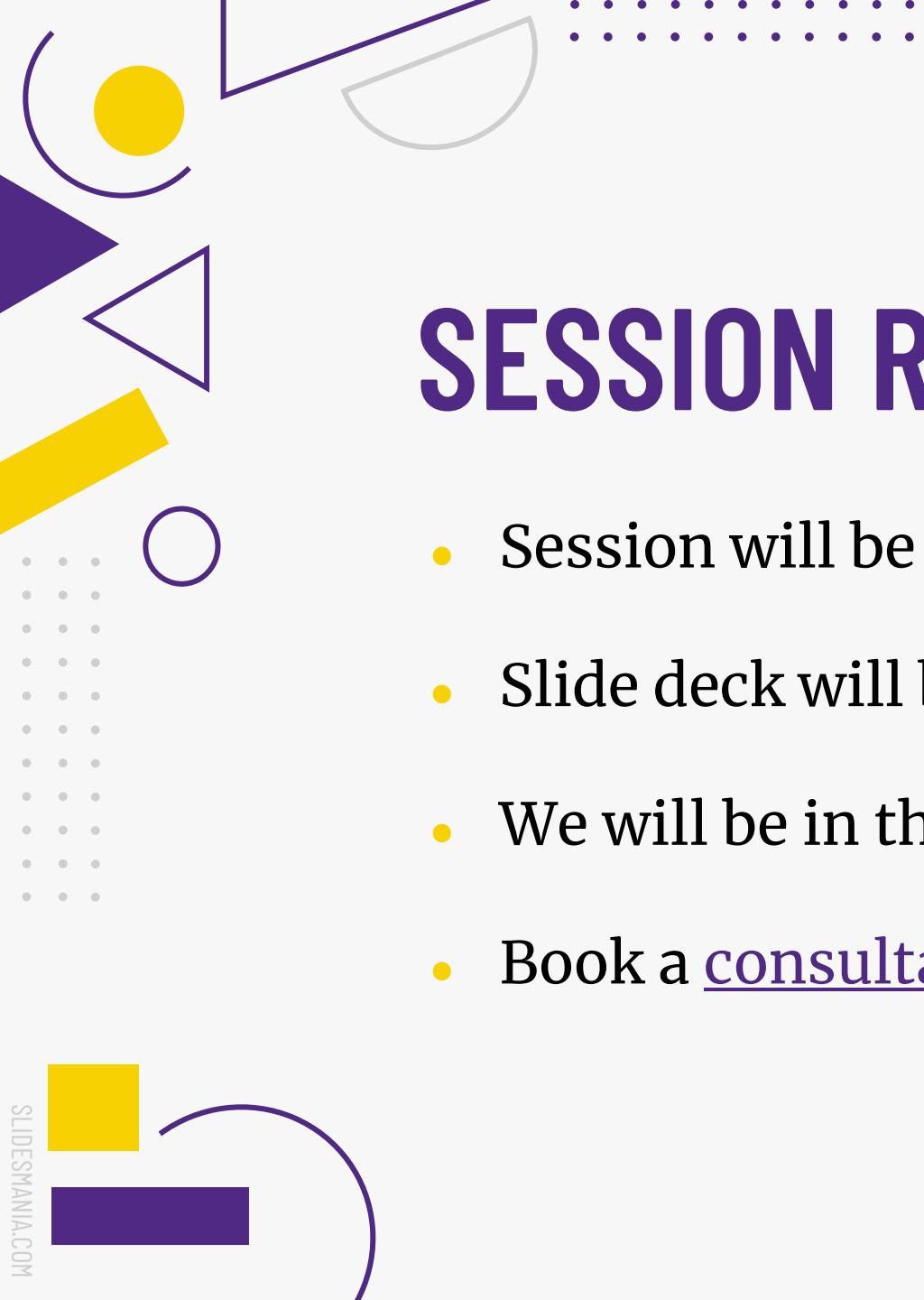
Lacy Means

College of
Arts & Sciences



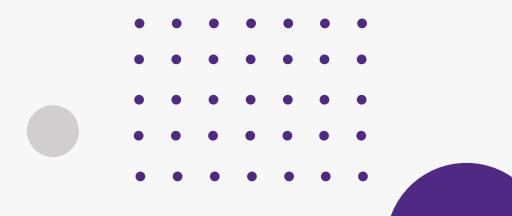
Carrie Roberson

College of
Engineering



SESSION RESOURCES

- Session will be recorded.
- Slide deck will be shared.
- We will be in the chat to answer any questions.
- Book a consultation with your instructional designer!



Poll Question:

Which area do you feel least prepared for when getting your course(s) ready?

AGENDA

- Accessibility in Mind
- Syllabus Checkpoints
- AI for Course Prep
- Strategies & Support

Accessibility in Mind

Word Cloud

What's the first word that
comes to mind when you hear
the word Accessibility?

Key ADA Changes

Effective Date: April 24, 2026

All digital content must meet WCAG 2.1 Level AA standards.

Includes websites, mobile apps, documents (PDFs, Word, PowerPoints), multimedia content, and social media.

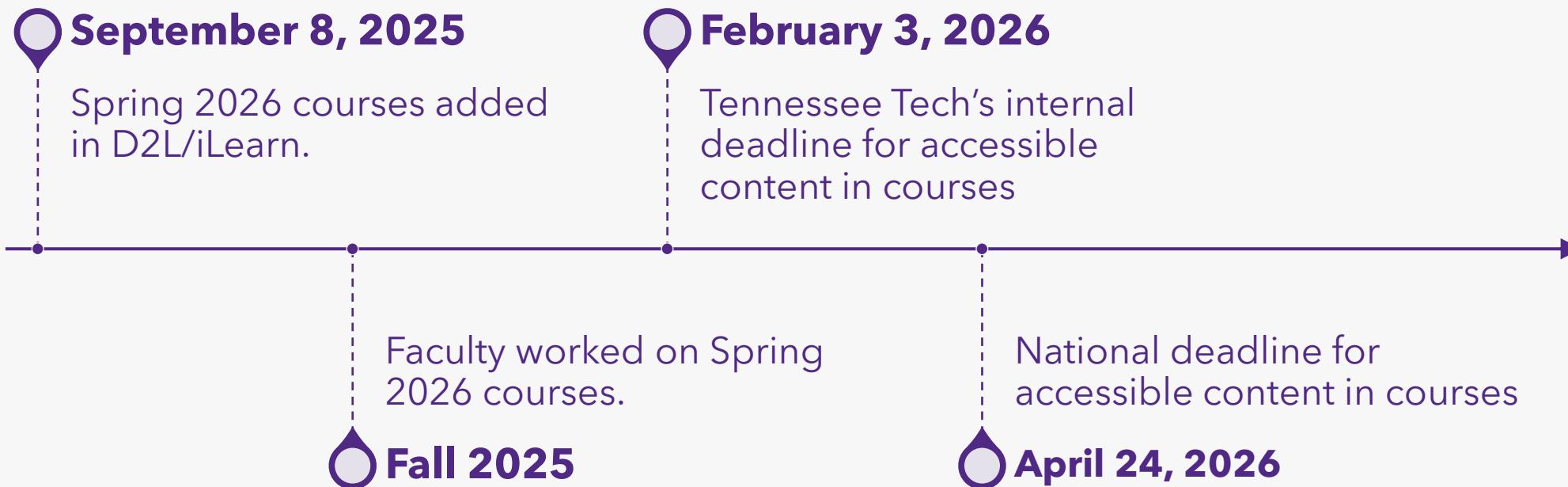
Impact on Faculty and Course Content

Faculty are responsible for ensuring materials are accessible.

Review existing course content for compliance.

Incorporate accessibility features (captions, alt-text, document structure).

Timeline



Spring 2026 Accessibility Compliance TnTech Internal Deadline



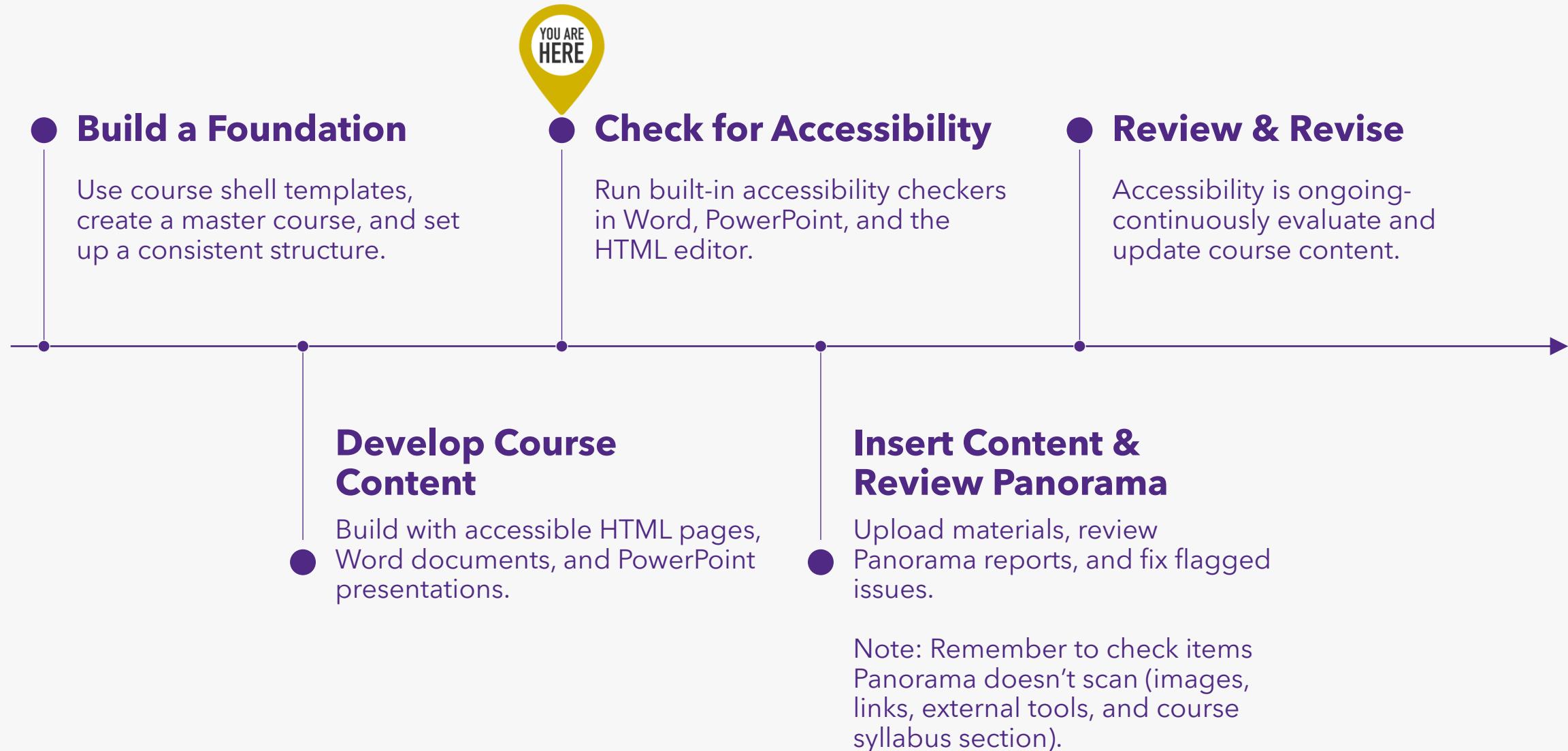
Deadline: February 3.



Goal: Spring courses must reach at least 70% with **0 Severe** and **0 Major** issues. Alt text on all images.



Accessibility Process



ACCESSIBILITY

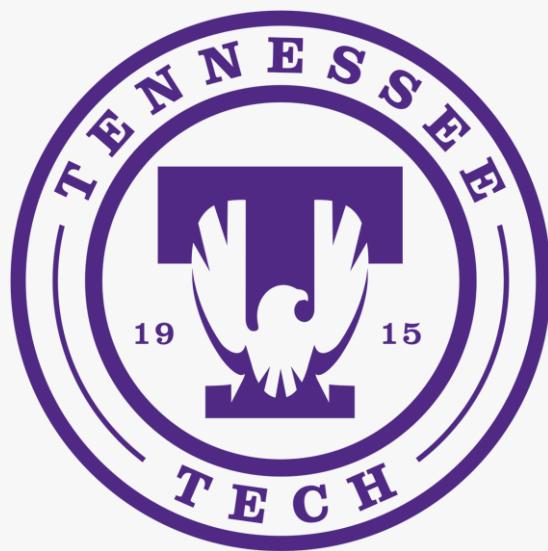
- CITL - Accessibility Resources
- Syllabus Information
- Document Accessibility
- Closed Captioning in YuJa videos

“ACCESSIBILITY
ISN’T EXTRA STEPS;
IT’S STEPS YOU’VE
MISSSED.”

@NickTillem
Instructional Designer

Syllabus Checkpoints

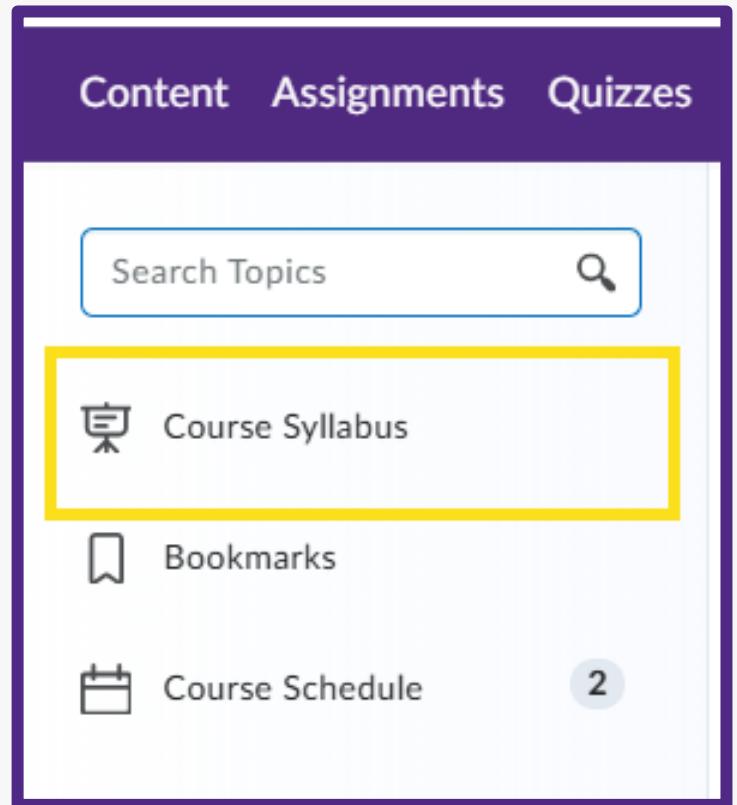
Important Tennessee Tech Syllabus Links



- Course Syllabus Requirements
- Syllabus Information Guide
- Syllabus Template
- AI Syllabus Statement Options

Things to Note for Syllabus

- Place in dedicated Course Syllabus section in D2L iLearn
- Organize information into clear, labeled sections
- Keep titles descriptive and relevant



Communication Protocols

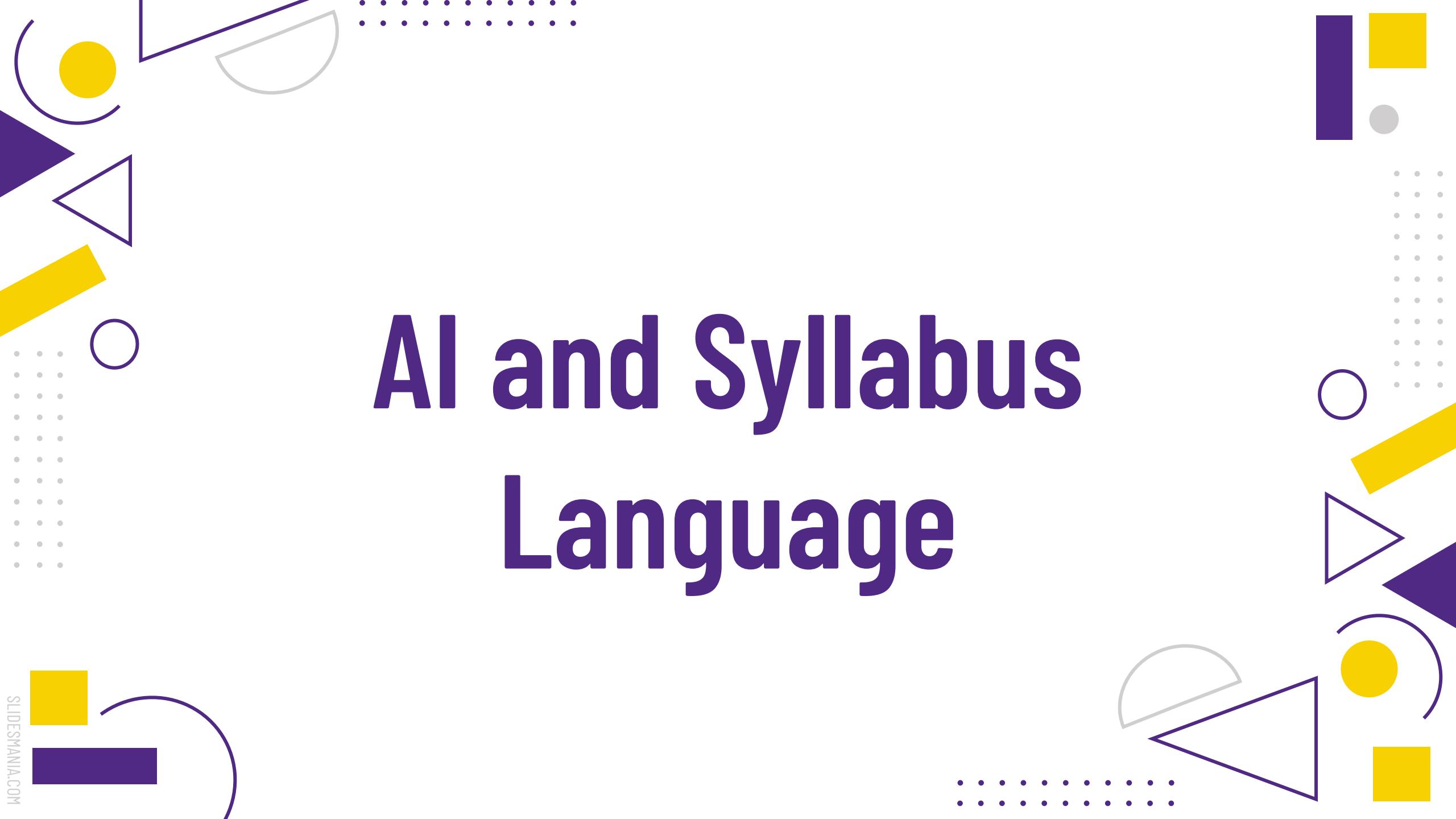
Clear
Communication

Contact &
Response

Expectations

Netiquette &
Community

AI and Syllabus Language



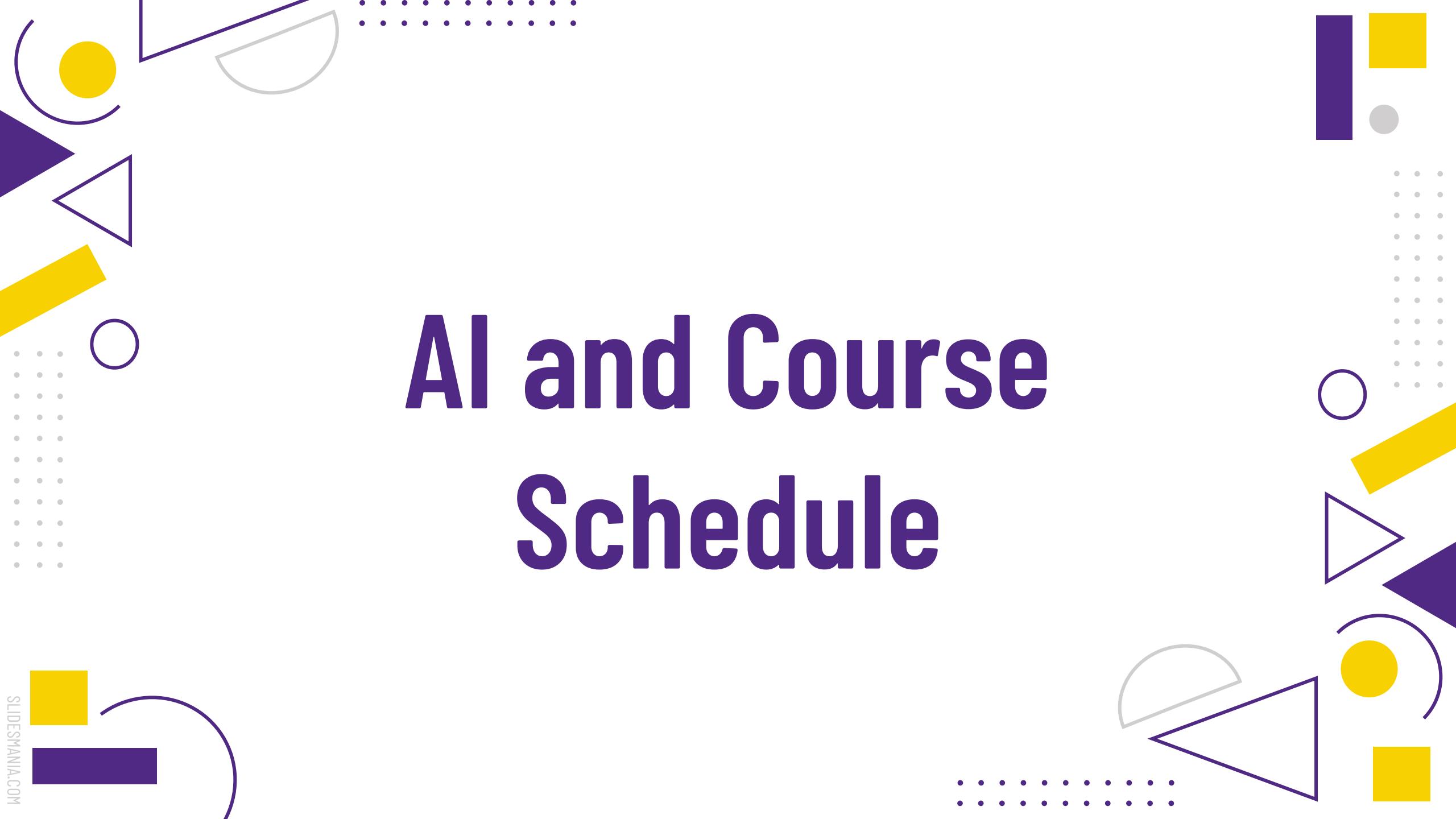
Check for Student Friendly Language Using AI

I DON'T accept late work, no exceptions. If you turn something in after the deadline, you get a zero. Don't ask me about it or ask for an extension on the assignment!

I understand that life happens and sometimes things don't go as planned. If you need a little extra time on an assignment, please reach out **before the due date** whenever possible.

- **Up to 2 days late:** Assignments will be accepted with a small point deduction (typically 10%).
- **More than 2 days late:** Please email me to discuss your situation. Extensions may be granted on a case-by-case basis, especially for emergencies, illness, or other unexpected challenges.
- **Communication is key!** If you keep me informed, I'm happy to work with you to stay on track.

AI and Course Schedule



Including a Course Schedule...

AI can help with that

- Balance weekly cognitive load
- Simplify schedule language for clarity and readability
- Check formatting for screen reader compatibility
- Simulate student questions or confusion points
- Summarize or explain schedule use for students

Artificial Intelligence for Course Prep



Instant Poll:

Have you used AI to help prepare for your course(s)?

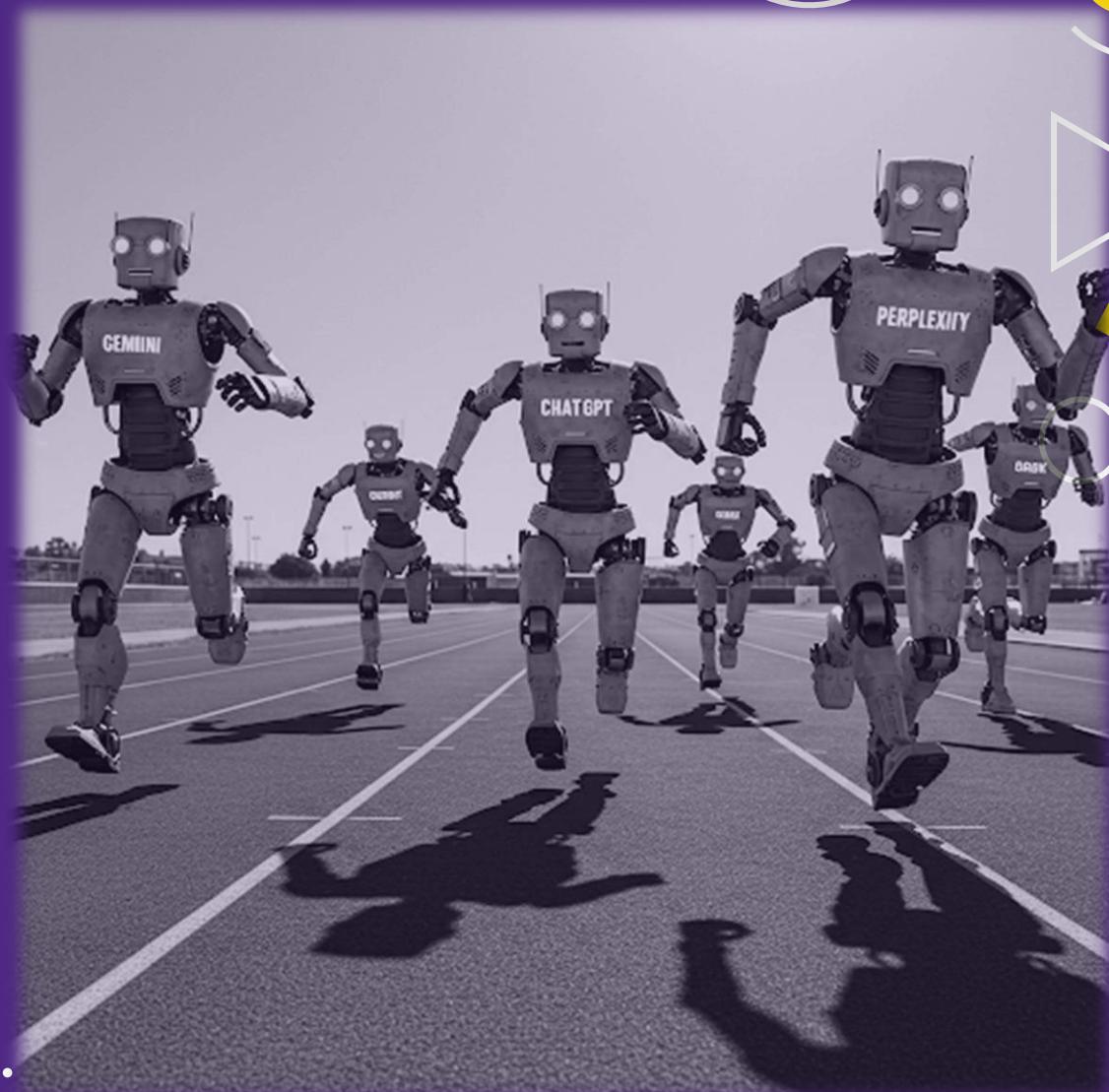
NEW TO AI? CHECK OUT OUR AI ACADEMY!

The AI Academy is a course designed for anyone looking to explore and build a foundational understanding of Artificial Intelligence.

AI Academy Registration



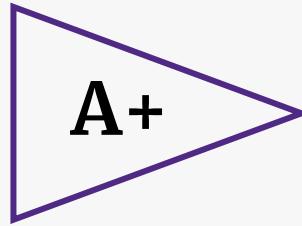
Tennessee
TECH



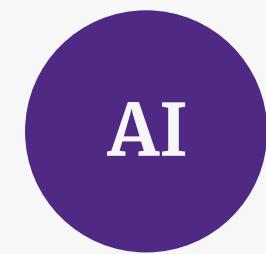
Creating a Syllabus Quiz

D2L iLearn

Familiarize
Students with
D2L
iLearn Quiz
Features



Grading
procedures,
grading scale



Keeps students
accountable for
verifying the
Artificial
Intelligence
statement to
ensure
Academic
Integrity

Due Dates

Students have
to match or
find the due
dates for large
assignments,
projects, or
exams



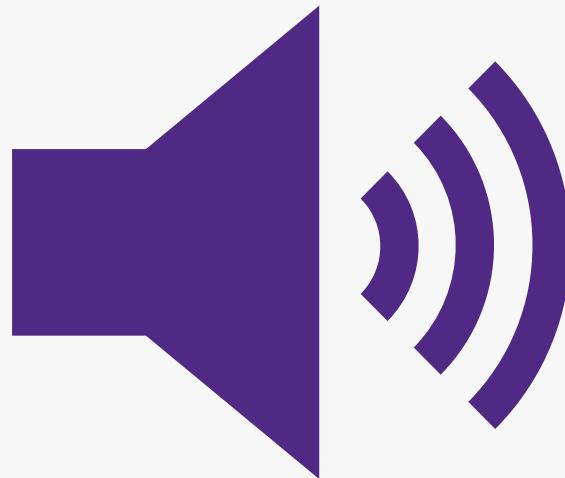
Communication
protocol and
correct method

How Else Can AI Help with Course Prep?

- Simplifying Complex Language/Lecture Notes
- Help Write Alt Text for Images
- Creating Accessible Document Structures
- Generating a Frequently Asked Questions Section

Strategies & Support

Audio Troubleshooting



If you are unable to hear the short video on the next slide, try the following:

- Use a non-Bluetooth headset
- Turn on closed captioning on the video (bottom right corner)



HTML Templates

- Using HTML
Templates in
D2L iLearn



Search Topics



Bookmarks

Course Schedule

Table of Contents

2

Module 0: Start Here

2

Course & Instructor
InformationStudent Policies,
Student Services, &
Technical Supports

2

Module 1: [Title]



Module 2: [Title]



Course & Instructor Information

Print

Here is some information about your course and your instructor. Notice also that the link to the printable syllabus is on the top left of your screen.

Download

100 % 7 of 7 topics complete

Course Welcome & Introduction



Read a brief introduction about the course.

Placeholder: Optional Video

Introduction from Your Instructor



Watch this video introduction from your instructor.

Course Learning Objectives



Read what you will know and be able to do at the end of this course.

TnTech Template

- Designed with Accessibility in Mind
- Easy to implement
- Ready for your content



Answer in Chat:

What's one key takeaway from today's session?

Resources & References:

Simunich, B., Robins, D. B., & Kelly, V. (2015). The Impact of Findability on Student Motivation, Self-Efficacy, and Perceptions of Online Course Quality. *American Journal of Distance Education*, 29(3), 174–185.
(<https://doi.org/10.1080/08923647.2015.1058604>)

[AI Academy Registration](#)

[CITL - Accessibility Resources](#)

[Editing Captions in the Video Editor – YuJa Help Center](#)

**Questions, Comments, Concerns?
Feedback Survey**

[Book a Consultation](#)

**THANK
YOU!**