

GVSU Online Course Template

Announcements and Overall Navigation

To simplify navigation the template is designed to only include the basic required menu items (left side navigation bar) needed for an online course. This guide will walk you through these areas and what their intended uses are.

The screenshot shows the 'Announcements' section of the course template. On the left is a dark navigation bar with the following items: Online Course Template (selected), Announcements, Syllabus and Schedule, Begin Here!, Weekly Content, Assignments, Discussions, Grades, Email, and University Resources. The main content area has a blue header banner for 'GV100: Online Course Template' with contact information for Jane Doe: (616) 331-5555, doej@gvsu.edu. Below the banner is the 'Announcements' section with a 'Welcome!' post. The post includes a timestamp, a paragraph of text, and a note. A meta-information box on the right indicates the post was made by Justin Melick on behalf of the Online Course Template.

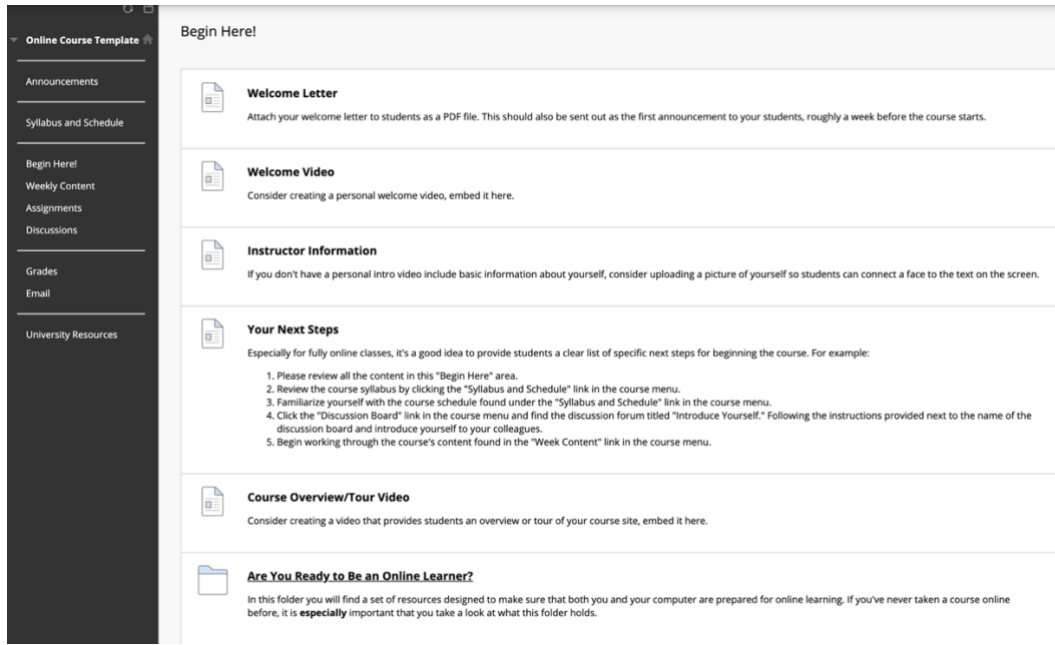
Syllabus and Schedule

This area is intended for you to post your syllabus and schedule. This could be done in either as an attachment, a link to a google doc or as an HTML element.

The screenshot shows the 'Syllabus and Schedule' section of the course template. The left navigation bar is the same as in the previous screenshot, but 'Syllabus and Schedule' is now selected. The main content area is titled 'Syllabus and Schedule' and contains two file attachments: 'Syllabus' (sample_syllabus.pdf, 239.244 KB) and 'Course Schedule'.

Begin Here

The begin here section is intended to be used by students the first time they login into your course. It should include a welcome letter or video, information about the instructor and a set of next steps for the course. See the screenshot below for more ideas of what to include in this section.

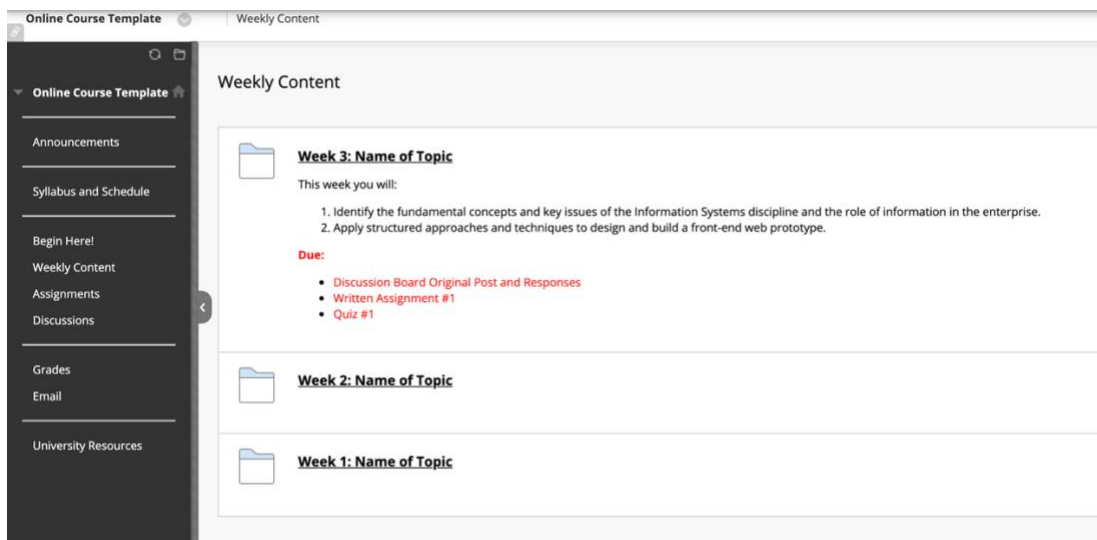


The screenshot shows the 'Begin Here!' section of an online course template. On the left is a dark sidebar menu with the following items: 'Online Course Template', 'Announcements', 'Syllabus and Schedule', 'Begin Here!', 'Weekly Content', 'Assignments', 'Discussions', 'Grades', 'Email', and 'University Resources'. The main content area is titled 'Begin Here!' and contains several sections, each with a document icon:

- Welcome Letter**: Attach your welcome letter to students as a PDF file. This should also be sent out as the first announcement to your students, roughly a week before the course starts.
- Welcome Video**: Consider creating a personal welcome video, embed it here.
- Instructor Information**: If you don't have a personal intro video include basic information about yourself, consider uploading a picture of yourself so students can connect a face to the text on the screen.
- Your Next Steps**: Especially for fully online classes, it's a good idea to provide students a clear list of specific next steps for beginning the course. For example:
 1. Please review all the content in this "Begin Here" area.
 2. Review the course syllabus by clicking the "Syllabus and Schedule" link in the course menu.
 3. Familiarize yourself with the course schedule found under the "Syllabus and Schedule" link in the course menu.
 4. Click the "Discussion Board" link in the course menu and find the discussion forum titled "Introduce Yourself." Following the instructions provided next to the name of the discussion board and introduce yourself to your colleagues.
 5. Begin working through the course's content found in the "Week Content" link in the course menu.
- Course Overview/Tour Video**: Consider creating a video that provides students an overview or tour of your course site, embed it here.
- Are You Ready to Be an Online Learner?**: In this folder you will find a set of resources designed to make sure that both you and your computer are prepared for online learning. If you've never taken a course online before, it is **especially** important that you take a look at what this folder holds.

Weekly Content

This area is the main portion of your course, where you will list all of your weekly folders. In the description of these folders it is best to include the learning objectives for that week as well as list any assignments that are due. These folders are listed in reverse chronological order so the most recent folder is always the first one the student sees.



The screenshot shows the 'Weekly Content' section of an online course template. The sidebar menu is the same as in the previous screenshot, but 'Weekly Content' is now selected. The main content area is titled 'Weekly Content' and shows three weekly folders listed in reverse chronological order:

- Week 3: Name of Topic**: This week you will:
 1. Identify the fundamental concepts and key issues of the Information Systems discipline and the role of information in the enterprise.
 2. Apply structured approaches and techniques to design and build a front-end web prototype.

Due:

 - Discussion Board Original Post and Responses
 - Written Assignment #1
 - Quiz #1
- Week 2: Name of Topic**
- Week 1: Name of Topic**

Weekly Folder

Within your weekly folders is where you'll keep all of the content for your course. Try using action verbs before each item to ensure students know what they will be doing with that content. These folders should also include course links to any assignments that will occur that week.

Read: Title of Article
Attached Files: [Example Article.pdf](#) (90.23 KB)
Write a sentence or two about how this article connects to this weeks topic and/or the overall course objectives. Also, include the citation so students can look up the reading from the libraries website.

Watch: Title of Video
When using video to help teach your content be sure to write a sentence or two before the video that gives students an idea of what to look out for while watching.

Carillon Tower Timelapse

Explore: Title of Activity
Consider creating an activity for your students that requires them to go off on their own and find new information based on this weeks topic. Have them then go report back their findings on the discussion board or some other assessment you have for the week.

Discuss: Title of Discussion
Again, by using a course link we ensure that students can access the discussion from both the weekly folder as well as the discussion menu area.

Assignment: Written Assignment #1
Using a course link you can link back to an assignment. This ensure that students will see that they have an assignment due both in the weekly folder as well as within the assignments menu area.

Quiz: Quiz #1
Be sure you add in the description of the quiz including any instructions you might need to give to students. Note: if this is an exam you will likely want to use Respondus Lockdown Browser and Monitor, refer to the [Respondus guide](#) or contact someone from the eLearning Team for additional help.

Assignments

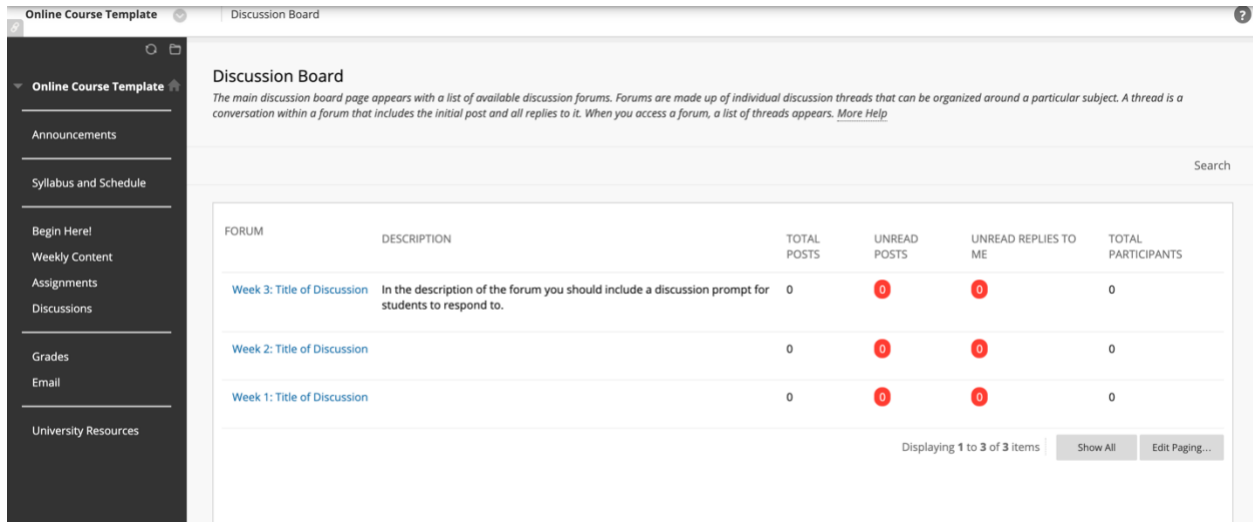
This is where you will keep all of the assignments and assessments for your course. They will then be course linked to the weekly folder in which they will occur.

Written Assignment #1
Attached Files: [Example Rubric.pdf](#) (107.23 KB)
Write a brief description of the assignment, it is also a good idea to attach a rubric or any other details students might need to be successful. Be sure you also set a due date!

Quiz #1
Be sure you add in the description of the quiz including any instructions you might need to give to students. Note: if this is an exam you will likely want to use Respondus Lockdown Browser and Monitor, refer to the [Respondus guide](#) or contact someone from the eLearning Team for additional help.

Discussions

Many online courses rely on a discussion board to create community and ensure that students are connected to one another as well as the instructor.



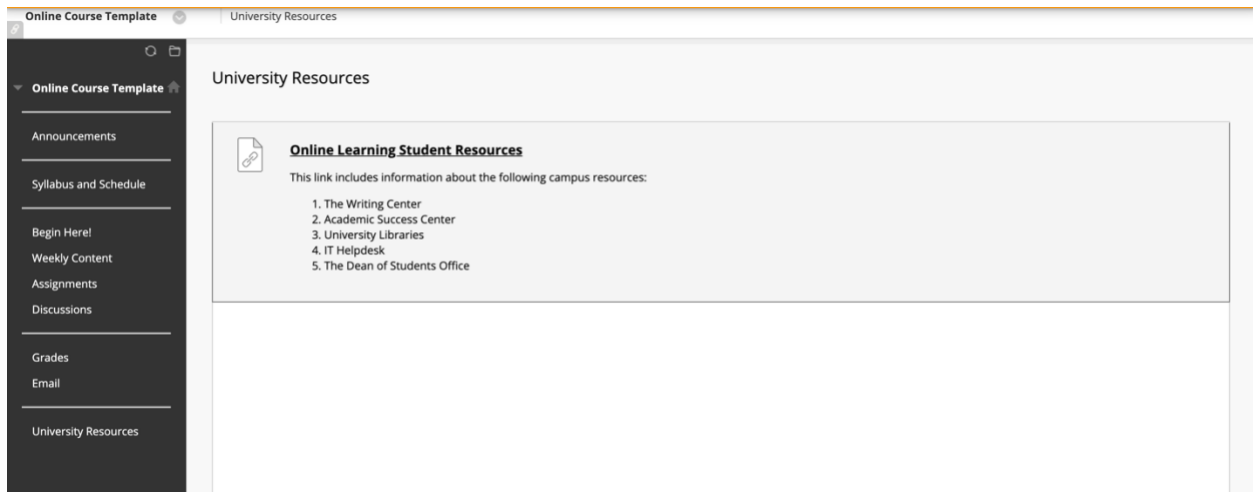
The screenshot shows the 'Discussion Board' page in an 'Online Course Template'. The left sidebar contains navigation links: Announcements, Syllabus and Schedule, Begin Here!, Weekly Content, Assignments, Discussions, Grades, Email, and University Resources. The main content area is titled 'Discussion Board' and includes a search bar. Below the search bar is a table with the following columns: FORUM, DESCRIPTION, TOTAL POSTS, UNREAD POSTS, UNREAD REPLIES TO ME, and TOTAL PARTICIPANTS. The table contains three rows of forum data:

FORUM	DESCRIPTION	TOTAL POSTS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL PARTICIPANTS
Week 3: Title of Discussion	In the description of the forum you should include a discussion prompt for students to respond to.	0	0	0	0
Week 2: Title of Discussion		0	0	0	0
Week 1: Title of Discussion		0	0	0	0

At the bottom of the table, it says 'Displaying 1 to 3 of 3 items' with buttons for 'Show All' and 'Edit Paging...'.

University Resources

We have included a list of resources that online students would most likely need. You can also customize this area by adding additional resources that may be specific to your discipline.



The screenshot shows the 'University Resources' page in an 'Online Course Template'. The left sidebar contains navigation links: Announcements, Syllabus and Schedule, Begin Here!, Weekly Content, Assignments, Discussions, Grades, Email, and University Resources. The main content area is titled 'University Resources' and features a document icon next to the heading 'Online Learning Student Resources'. Below the heading, it states: 'This link includes information about the following campus resources:' followed by a numbered list:

1. The Writing Center
2. Academic Success Center
3. University Libraries
4. IT Helpdesk
5. The Dean of Students Office