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.
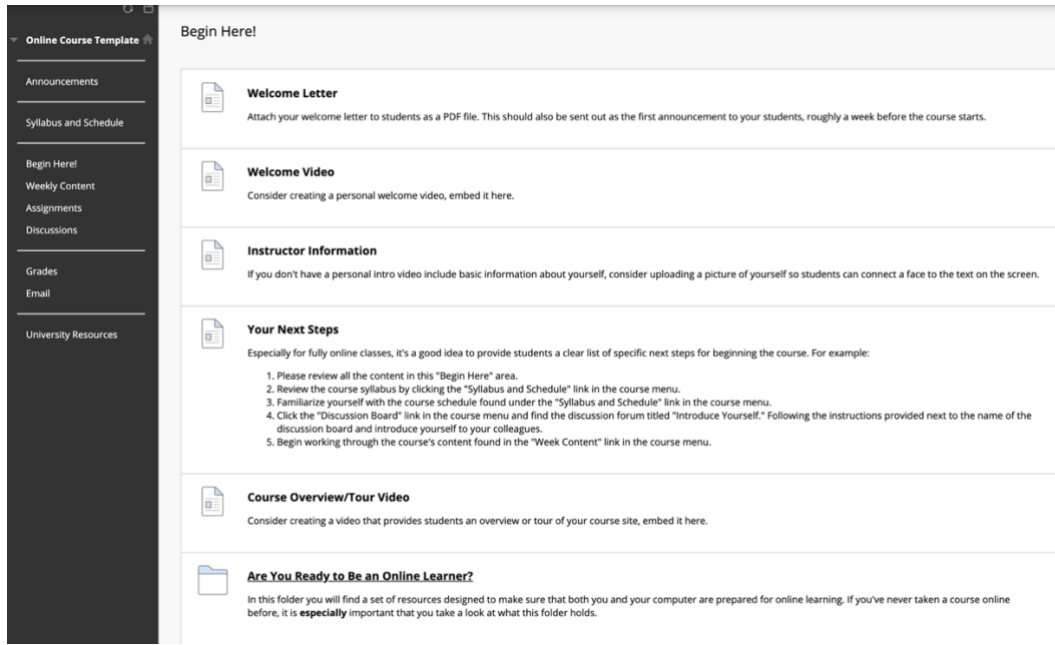

Syllabus and Schedule

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.

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.
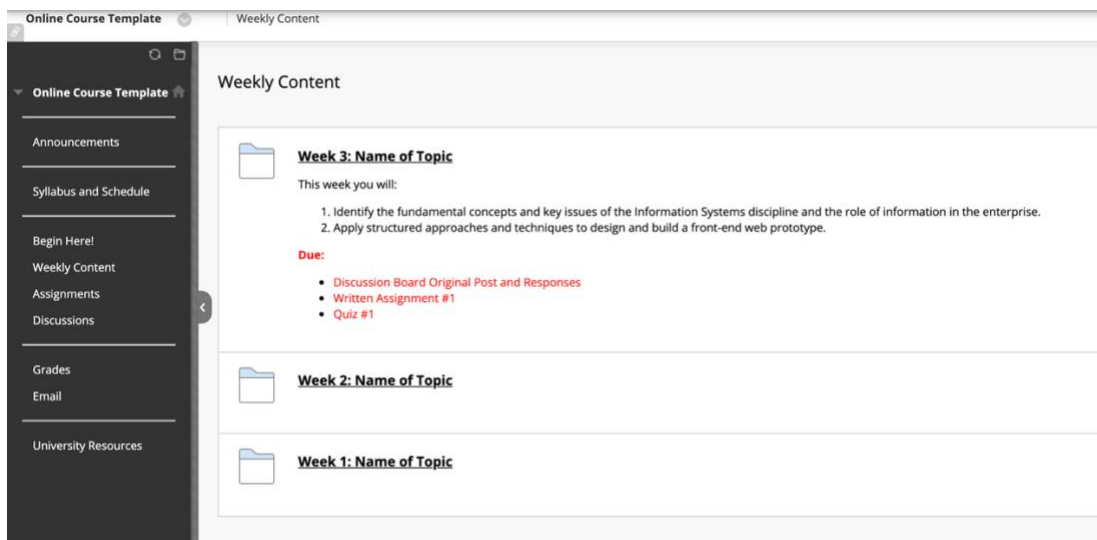

Weekly Content

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.

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.
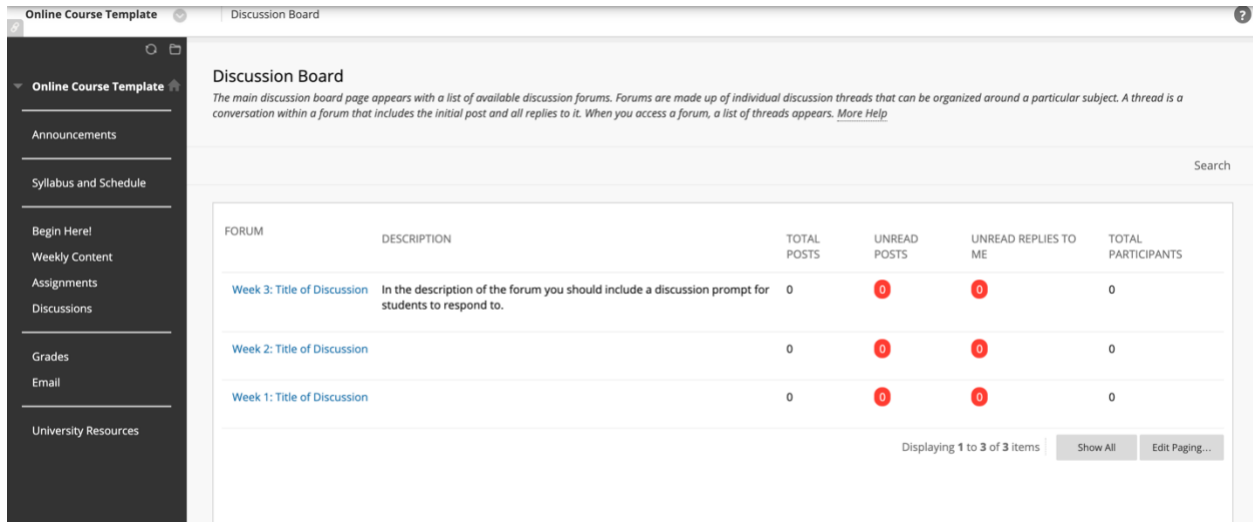

Assignments

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.

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.
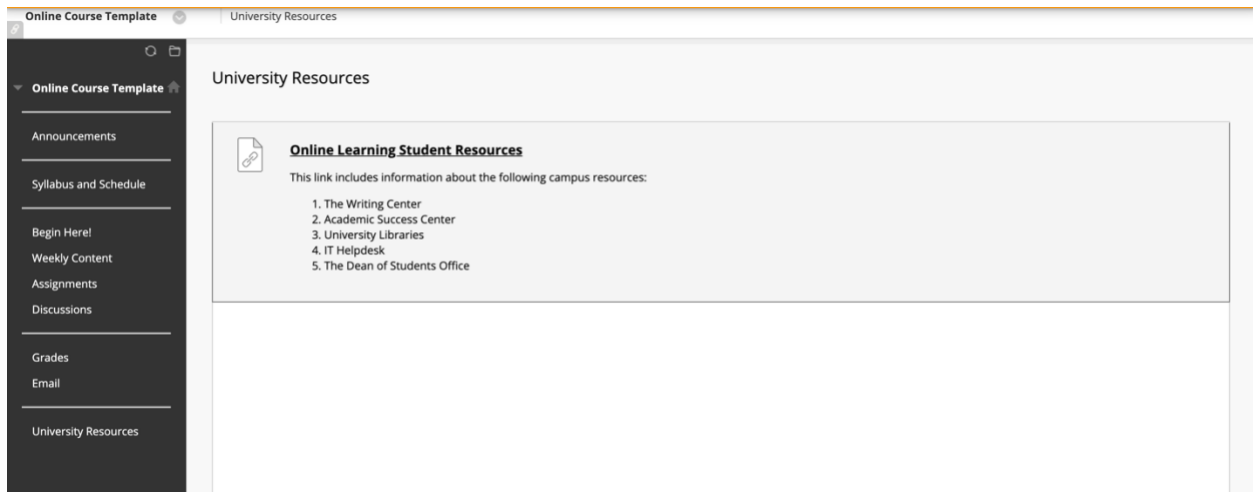
Discussion Board

The main discussion board page appears with a list of available discussion forums. Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. More Help

Search

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

Displaying **1** to **3** of **3** items   Show All   Edit Paging...

Sidebar navigation:
- Online Course Template
- Announcements
- Syllabus and Schedule
- Begin Here!
- Weekly Content
- Assignments
- Discussions
- Grades
- Email
- University Resources

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.

University Resources

Online Learning Student Resources

This link includes information about the following campus resources:

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

Sidebar navigation:
- Online Course Template
- Announcements
- Syllabus and Schedule
- Begin Here!
- Weekly Content
- Assignments
- Discussions
- Grades
- Email
- University Resources