

Recommended Course Layout

We are pleased to present our Distance Learning faculty with a recommended design structure for their courses. This enables a faculty member to begin the process of course development with a basic layout designed to include essential elements for any online/distance learning course. Feel free to use this as a starting point as you develop your course content.

NOTE: Our recommendations are for LAYOUT; the CONTENT is up to you!

ANNOUNCEMENTS

- This is the default opening page that students see in Blackboard
- Post your important announcements here for students to read whenever they login

FACULTY INFORMATION

- List your contact information (phone number, email, office location, office hours, etc) so students know where and when they can reach you
- Consider having a picture of yourself or even a video-greeting so students can “see” you

START HERE

- List some brief Instructions telling your students what to do first
- Also include a general overview of the course

COURSE DOCUMENTS

- Here you can post the important documents related to your course, such as:
 - Syllabus
 - Provide all the required information about your course here, including information you have relating to:
 - Course Description
 - Instructor Information
 - Course Goal(s)
 - Course Expectations (amount of time students are expected to spend per week on the course)
 - Course Materials
 - Educational Objectives
 - Course Objectives
 - Course Schedule
 - Grading Policy
 - Submitting Assignments
 - Discussion Board
 - Academic Honesty
 - Plagiarism
 - Withdrawal Policy
 - Diversity
 - Technical Requirements
 - What kind of computer is needed, internet connection, computer programs....
 - Links to download the required applications needed for the course (Adobe Acrobat, Real Player, etc)
 - ADA Services
 - Provide a statement for your students informing them about where they can access information on ADA services on campus.

Recommended Course Layout - Continued

COURSE MODULES
<ul style="list-style-type: none"> Here you include the "meat" of your course. It is best to find a logical way to organize your content, perhaps either chronologically (perhaps weekly) or by topic, within a series of folders. Within each module, include the relevant course objectives, lectures, PowerPoints, podcasts, video-streams, discussion topics, class activities, and anything else for each section. Also post the relative due dates that are listed in the SEMESTER SCHEDULE so students can see what's due in relation to each section.
DISCUSSION BOARD
<ul style="list-style-type: none"> While you may have links within each COURSE MODULE to the DISCUSSION BOARD, it is handy to have a separate link on the side so students can go directly to the DISCUSSION BOARD when they so choose.
COMMUNICATION
<ul style="list-style-type: none"> These are the default tools made available by Blackboard. You may decide to turn on or off some of these for the students, but make sure you keep this link handy for them to access.
EXTERNAL LINKS
<ul style="list-style-type: none"> Here you can post links to the Internet for your students to access if you have some supplementary sites that you want them to visit.
TOOLS
<ul style="list-style-type: none"> These are the default tools made available by Blackboard. You may decide to turn on or off some of these for the students, but make sure you keep this link handy for them to access.
MY GRADES
<ul style="list-style-type: none"> This is where students go to access their grades for the course. Just leave this there for them.
EMAIL
<ul style="list-style-type: none"> Having the "EMAIL" link available to students in the menu makes for quick access for them when they want to contact you or other students. It's a nice feature to have set up for them.
<p>You may decide to add other features to your course menu as well. Whatever you decided to do to customize your course, just be sure that it contributes to ease of content delivery for your student. Your goal should be to minimize the time students spend locating information and maximizing the time students spend interacting with the course content!</p>

Questions? Call 859-257-3377