



# Organizing Your Course

## Supporting Your Students

Ten weeks of content within one page can be very overwhelming for students. The goal for good course design, is to organize the content into easy to see and navigate units/modules. Displayed in the image below a course is divided into content sections either by week or topic. The first content section should be for course business (welcome message, syllabus, course calendar, rubrics, office hours, etc.). The next content sections would either list the dates (week format) or numbers (topic format). Use the content section summary to post the week/topic calendar and/or outcomes. Use Labels to highlight content areas such as; Reading, Assignments, In-Class, and Online. Folders can also be used when a large number of files need to be organized together, such as; Optional Reading.

The content sections are organized by **weeks** or **topics**.

The first content section is for the course introduction, syllabus, calendar and any other course related business.

Content can be visually organized by using **Labels** to title material sections.

The first content section (by week) will display the date selected in the **Edit Settings** tool. If set by Topic, this section would display the number one. This is the section for week/topic one content.

**CAL POLY** PolyLearn Redesigning Your Face-to-Face Course

You are logged in as Tonia Malone (Logout) Need Help?

Home Courses Course-Redesign Turn editing on

**Navigation**

- Home
- My home
- Site pages
- My profile
- Courses
  - Course-Redesign
    - Participants
    - Reports
    - General
    - ...e One:
      - Introduction (Wed. Sept. 29 - Tues. Oct. 5)
      - ...signing & Refining Your Course (Oct. 6 - Oct. 12)
      - June 17 - June 23

**Settings**

- Course administration
  - Turn editing on
  - Edit settings**
  - Users
  - Filters
  - Grades
  - Backup
  - Import
  - Question bank
- Switch role to...
- My profile settings

**Weekly outline**

**CTL Technology Initiative - Phase I**  
A Hybrid Training Course

**Welcome to the CTL Course Design with Technology in Mind - Phase I Workshop (Fall 10)**

This workshop can help you improve student communications, foster life-long learning, improve student retention, motivate peer support, and create opportunities to collaborate and discuss within the lecture timeframe learning methods and... In this workshop you allow your students...

**Pre-Workshop Activities (Before Sept. 29)**

- Introduce Yourself: Discussion Board (Due: Sat. Sept. 25, Midnight PST)
- Reply to 2 Other Posts (Due: Tue. Sept. 28, Midnight PST)
- Survey (Due: Tue. Sept. 28, Midnight PST)
- Answer 3 of the 13 Questions - Wiki (Due: Tue. Sept. 28, Midnight PST)

Start Here  
Syllabus  
Course Calendar  
Office Location and Hours

**Online Reading & Assignments**

- Hybrid Courses & Students
- Benefits of a Hybrid Course

**Module One: Introduction (Wed. Sept. 29 - Tues. Oct. 5)**

- Minute Survey - Oct. 1 (Due: Sat. Oct. 2, Midnight PST)
- VARK Assessment & Post (Due: Sat. Oct. 2, Midnight PST)
- VARK Discussion (Due: Tues. Oct. 5, Midnight PST)
- Review Hybrid Course (Due: Tues. Oct. 5, Midnight PST)

Module One: Learning Objectives

**Lecture**

- How Students Develop Online Learning Skills...
- Why Students Resist Innovative Teaching Methods
- Thirteen Questions to Consider When Redesigning a Course for Hybrid Teaching and Learning
- Optional Reading

**Calendar**

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Events key**

- Global
- Course
- Group
- User

**Quickmail**

- Compose New Email
- Signatures
- View Drafts
- View History
- Configuration

**Latest news**

Add a new topic... (No news has been posted yet)

**Activities**

- Assignments
- Forums
- Questionnaires
- Quizzes
- Resources



# Continued **Organizing Your Course**

## Module One: Introduction (Wed. Sept. 29 - Tues. Oct. 5)

**Section Summary** is used to list assignment due dates.

- Minute Survey - Oct. 1 (Due: Sat. Oct. 2, Midnight PST)
- VARK Assessment & Post (Due: Sat. Oct. 2, Midnight PST)
- VARK Discussion (Due: Tues. Oct. 5, Midnight PST)
- Review Hybrid Course (Due: Tues. Oct. 5, Midnight PST)



### Module One: Learning Objectives

#### Lecture

**Label** is used to break up content.

 How Students Develop Online Learning Skills...

 Why Students Resist Innovative Teaching Methods

 Thirteen Questions to Consider When Redesigning a Course for Hybrid Teaching and Learning

 Optional Reading

**Folder** is used to organize many files.

#### Online Reading & Assignments

**Label** is used to break up content.

 The Hybrid Online Model: Good Practice

 What Are Learning Styles?

 Determine Your Learning Style

 Module One Minute Survey