



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 content.

The screenshot shows the PolyLearn interface for a course titled 'FLIP-TEST'. The main content area is titled 'Welcome to Flipping Your Classroom' and contains several sections: 'News forum', 'Course Announcements', 'Course Questions & Answers Forum', 'Water Cooler - Talk About Non-Course', 'Sidebar: Random Quotes on Flipped Ideology', 'Course Syllabus, Policies, and Rubrics', 'Questions to Consider Before Flipping Your Classroom', and 'Final Project (Due by 11:55 PM on Sept. 12, 2013)'. Below these are 'Other Forums' and a section for 'Module One: Introduction' with 'Pre-Class Activities (Aug. 25-26)'. The 'Edit settings' option in the left sidebar is circled in red. A red arrow points from the 'Edit settings' callout to the 'Module One: Introduction' section. Another red arrow points from the 'Labels' callout to the 'Other Forums' section. The right sidebar contains a calendar for August 2013, a quickmail section, latest news, activities, and comments.




Continued Organizing Your Course

Module One: Introduction ← **Section Summary** is used to list Topics or assignment due dates

Pre-Class Activities (Aug. 23-26)

- Watch the *Introductory Orientation Video: Flipping Your Class*
- Read *Course Syllabus, Policies and Rubrics* (above) which includes our learning outcomes and objectives for this course
- Read *Questions to Consider Before Flipping Your Classroom* (above)
- Read *Introduction to Flipped Learning* (below)
- Create an Apple ID (if needed, see link below) to be ready for our iPad In-class activities we'll pursue in our first class meeting
- Activity: Module One Discussion



Discussion Instructions: ← **Label** is used to break up content

1. Saturday, Aug. 24 [midnight (PST)]: Post your answers (30 pts).
2. Monday, Aug. 26 [midnight (PST)]: Review your classmates' posts and reply to two classmates (20 pts).

Extra Reading ← **Folder** is used to organize many files

- *Introductory Orientation Video: Flipping Your Class* (Tonia Malone)
- *Introduction to Flipping Your Course*
- *Creating an Apple ID* (Instructions)

In Class Activities (Aug. 27) ← **Label** is used to break up content

- Introductions and review of course outcomes
- Pass out stipend contract to sign and turn in
- Identify key concepts in your course module that you wish to flip
- iPad Tips and Tricks (i.e., review of our campus iPad support site, turning off background running apps, multi-task gestures, taking screenshots, taking a picture or video with the camera, accessing your photos, viewing your calendar quickly, using Airplay in a classroom with Apple TV, etc.)
- Distribute iPads to the faculty who need them & sign/turn in iPad off-campus authorization forms
- Getting to know your iPad (i.e., setting up your iPad out of the box, iPad basics such as moving apps, deleting apps, making folders, searching, turning off and on, rebooting, security settings, wi-fi connection, downloading an app from the App Store, etc.)
- Download and install an application to your iPad for practice

Tuesdays Schedule