

# GETTING STARTED WITH COURSELINK SERIES

Content

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## LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.

# AGENDA

- Why Content?
- Options for Content organization
  - By week
  - By topic
  - By type
  - Content description tool
- Submodules
- What can be included in Content
- Demo
- Best practices
- Support & Resources
- Question & Answer Period

# WHY CONTENT?

- The most commonly used area within CourseLink
- Students spend a lot of time within the Content area of your course
- Wide variety of structures across courses

# CONTENT ORGANIZATION

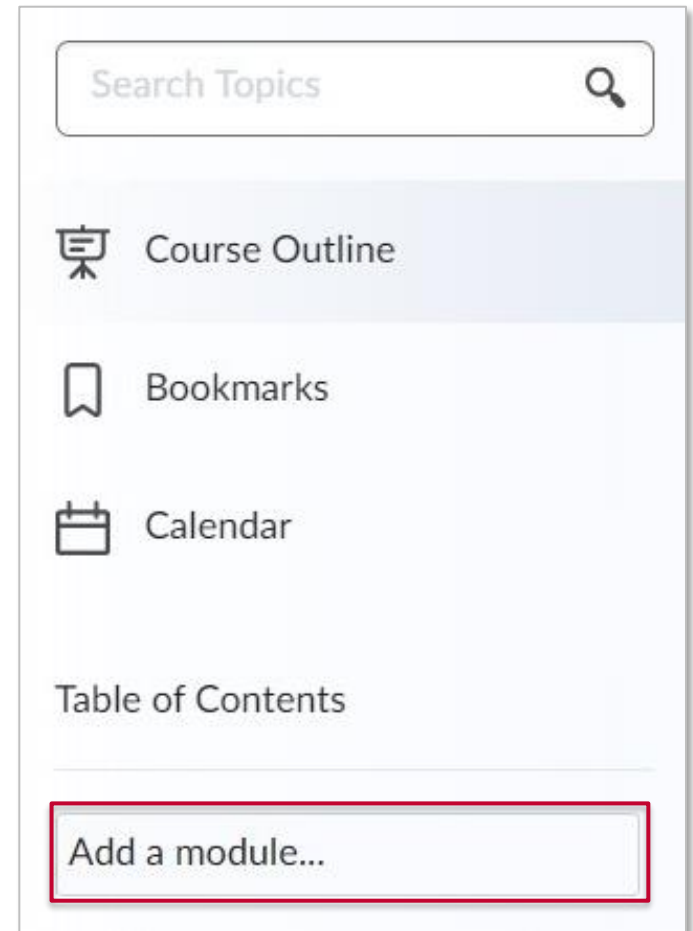
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# CONTENT ORGANIZATION BASICS

- Before you can begin adding content to your course, you will have to create at least 1 Content Module
- Module order can be changed using the 8-dot menu to the left of the module name



# CONTENT BY TYPE

- Very common organizational structure
- Can end up with very large modules

Table of Contents	73
☰ Course Outline	1
☰ Assignments	5
☰ Zoom	3
☰ Lecture Slides	3
☰ Readings	

# CONTENT BY WEEK

- Includes content of **all types** to be covered within the span of a week (or multiple weeks)
  - Slides, reading, and activities altogether
- Content ordered chronologically within module or broken down further into submodules
- Help students digest what needs to be done each week

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☰ Weeks 1 & 2	9
☰ Weeks 3 & 4	6
☰ Weeks 5 & 6	9



# CONTENT BY TOPIC

- Similar to content by week, but time frame could be shorter or longer
- Commonly used in Distance Education courses
- Help students to progress through course content in intended order

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☰ Nervous system physiology	9
☰ Renal physiology	6
☰ Reproductive physiology	9

# CONTENT DESCRIPTION TOOL

- 'Edit Properties in Place'
- Allows instructor to set start/end dates for materials and add additional instructions
- Helps keep students on track

☰ Readings ▼

🌐 Web Page

🕒 Starts Nov 29, 2022 1:00 PM Ends Dec 1, 2022 1:00 PM

Please complete all discussion questions for these readings.

The screenshot shows a course interface with a context menu open over a reading item. The menu options are: View Topic, Edit Properties in Place (highlighted), Hide from Users, Edit HTML, Change File, Submit Feedback, Download, Move Up, Move To, Publish to LOR, and Delete Topic. The background shows a 'Readings' section with a 'Web Page' icon and a 'Midterm Review' item. A blue 'Upload / Create' button is visible. The text 'Week 1' is partially visible.

# SUBMODULES IN CONTENT

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# SUBMODULES

- Submodules can help to organize content further, but can impact how students navigate the Content section and potentially miss important information
  - Default navigations does not show students which modules have submodules
  - When viewing a submodule, students cannot see the content of the parent module
  - If students use previous/next to move between content, end up in next module

# SINGLE MODULE WITH SUBMODULES

Week 1 - Chronological ▾ Print Settings

Add dates and restrictions... 🗨

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

- 1.1 Lecture 1 - Monday ▾  
PowerPoint Presentation ✓
- 1.2 Post-class Reading - Monday ▾  
Word Document ✓
- 1.3 Lecture 2 - Wednesday ▾  
PowerPoint Presentation ✓
- 1.4 Post-class Video - Naming Simple Alkanes ▾  
Video ✓  

This video provides a review from today's lecture. It is not required viewing, but may be helpful if you are looking for additional review.
- 1.5 Post-class Video - Naming Alkenes ▾  
Video ✓
- 1.6 Lecture 3 - Friday ▾  
PowerPoint Presentation ✓
- 1.7 Week 1 Quiz ▾  
Quiz ✓  

Starts Sep 16, 2022 12:30 PM Ends Sep 18, 2022 11:59 PM

Quiz will open immediately after Friday's class is done. You will have until 11:59 PM on Sunday to complete it.

Week 1 - Submodules ▾ Print Settings

Add dates and restrictions... 🗨

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit Expand All Collapse All

Lecture materials ▾

Upload / Create ▾ Existing Activities ▾

- Lecture 1 - Mon ▾  
PowerPoint Presentation ✓
- Lecture 2 - Wed ▾  
PowerPoint Presentation ✓
- Lecture 3 - Fri ▾  
PowerPoint Presentation ✓

Readings & Other Resources ▾

Upload / Create ▾ Existing Activities ▾

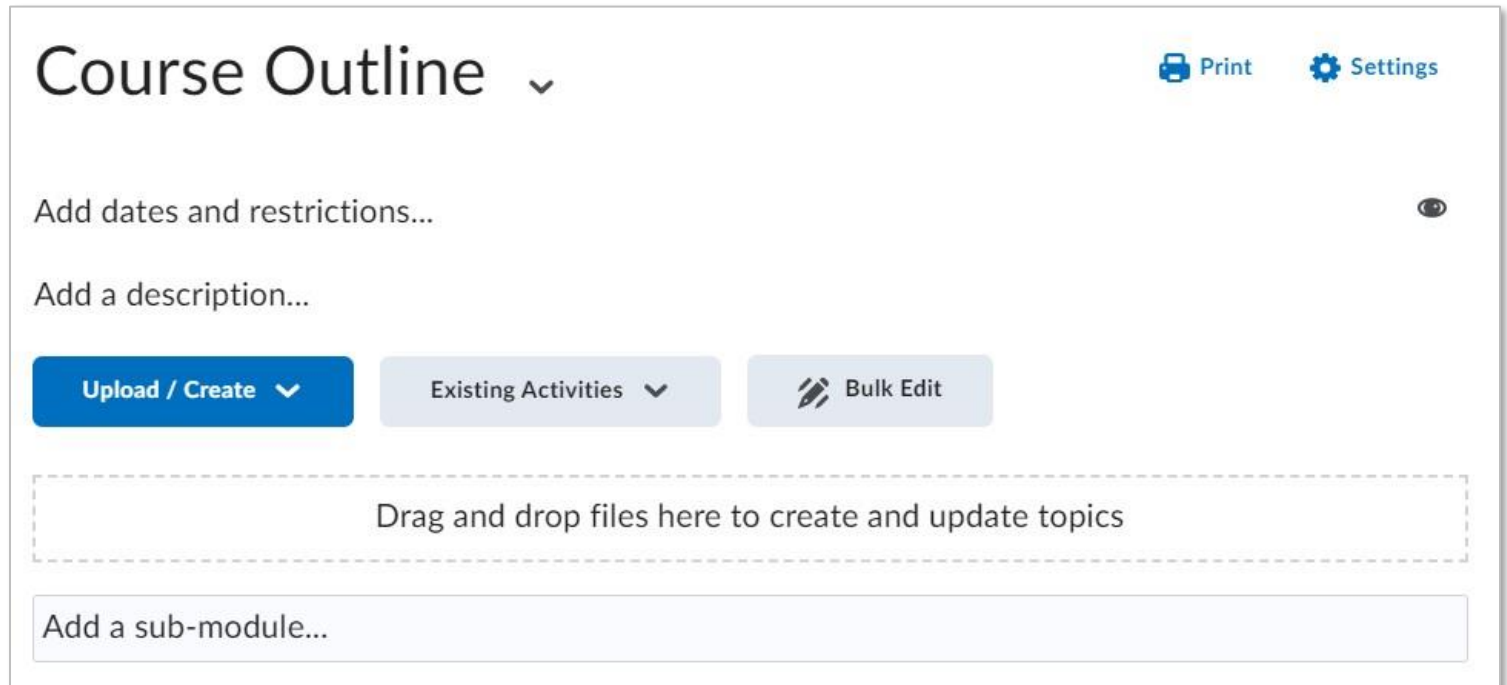
- Monday Reading ▾  
Word Document ✓

## WHEN ARE SUBMODULES HELPFUL?

1. You have a lot of content items in a module (> 12)
2. Additional resources that aren't required
  - Study guides
  - Resources for review/catch up
3. Submodules are still distinct groups of work/content
  - E.g. Assignments module with submodules for each assessment type

# WHAT CAN I INCLUDE IN CONTENT?

# ADDING CONTENT



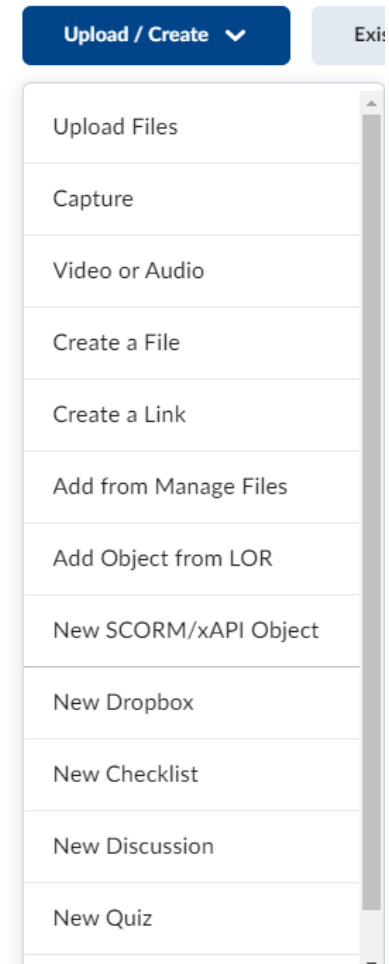
The screenshot shows a 'Course Outline' interface. At the top left is the title 'Course Outline' with a dropdown arrow. To the right are 'Print' and 'Settings' icons. Below the title are two text prompts: 'Add dates and restrictions...' and 'Add a description...'. A row of three buttons is displayed: a blue 'Upload / Create' button with a dropdown arrow, a grey 'Existing Activities' button with a dropdown arrow, and a grey 'Bulk Edit' button with a pencil icon. Below these buttons is a dashed rectangular box containing the text 'Drag and drop files here to create and update topics'. At the bottom is a light blue input field with the placeholder text 'Add a sub-module...'.

- Once a module is created, you are presented with multiple options for adding content
  - **Upload/create**
  - **Existing activities**
  - **Drag and drop**



# CONTENT – UPLOAD/CREATE

- Upload Files
  - PDF, PowerPoint, Word Doc, etc.
- Video or Audio
  - URL or Embed code from YouTube, Microsoft Stream, etc.
- Create a File
- Create a Link
- New  
Dropbox/Discussion/Quiz/Checklist



# VIDEO OR AUDIO

Add Video or Audio

Web Video or Audio Upload

Enter Url or Embed Code

Preview

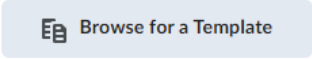
[What video sites can be embedded?](#)

- Add video from streaming sites like YouTube and Microsoft Stream that can play directly within your course site
- Alternative to creating a link to the external site






# CREATE A FILE

## Create a File in "Assignment Resources"

Enter a Title

 Browse for a Template

Hide from Users

Paragraph ▼ **B** *I* U ▼ *A* ▼ ≡ ▼ ☰ ▼     $\Sigma$  ▼  ▼ + ▼ -apple-syste... ▼ 16px ▼ ... 

- Build content pages directly within CourseLink
- Insert Stuff supports addition of images, links, etc.
- Next level option: [HTML templates](#)

# CREATE A CHECKLIST

Week 1 Checklist ▾



0 % 0 of 4 items complete

## List 1

Read Ch. 2-3

Pay particular attention to pages 32-40

Submit original discussion post

Reply to at least 2 peers in the discussion forum

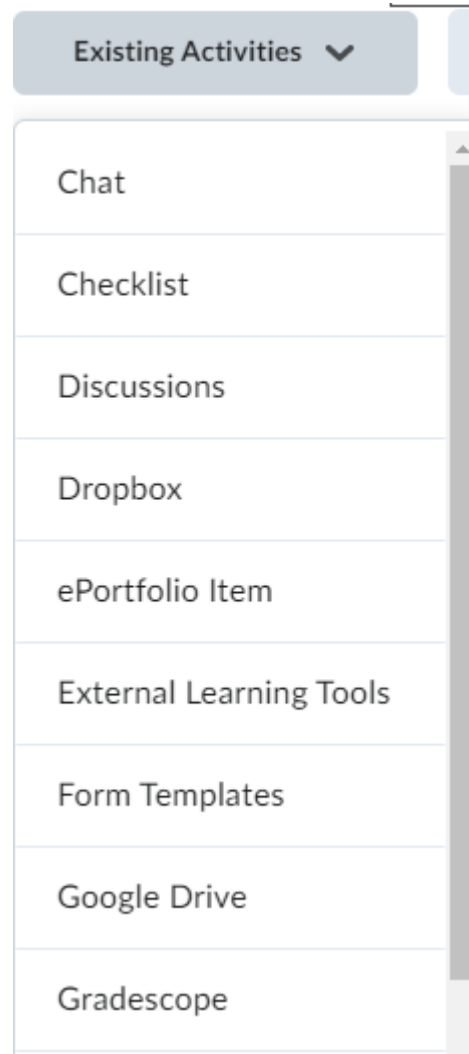
Submit Homework #1 to Dropbox

Due Dec 20, 2022 12:01 AM

- Useful for first year courses where students may require more guidance
- Allows students to check off items and track progress
- Important due dates or notes may be included as reminders

# CONTENT – EXISTING ACTIVITIES

- **Discussions**
- **Dropbox**
- External Learning Tools
  - Zoom
- Google Drive
- Gradescope
- OneDrive
- **Quizzes**



# CONTENT – EXISTING ACTIVITIES

- Discussions/Dropbox/Quizzes
  - Create links to the most commonly used CourseLink tools
  - Helps students to see where assignments and tests fit into the overall course

# DEMO

- Content by Week module
- Assignments module
  - Add a submodule
- Edit properties in place
- Registered student view
- Learner management - "Class progress"

# BEST PRACTICES

- Regardless of module organization, provide content in the order you want students to review it
- Provide meaningful content titles
- Take advantage of the description option if additional context is necessary (edit properties in place)
- Use submodules sparingly
- Always consider content accessibility



# SUPPORT & RESOURCES

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# SUPPORT

## CourseLink Support

Email: [courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)

Phone: 519-824-4120 x56939 or 1-866-275-1478 (CAN/US)

For assistance with any **technical issues** in CourseLink and other supported technologies (Gradescope, SFQ).

## Instructional Technology Specialists

Email: [insttech@uoguelph.ca](mailto:insttech@uoguelph.ca)

For **pedagogical/best practice support** for any of our centrally supported technologies.

# RESOURCES

## OpenEd Support & Documentation Site

- [Content](#)
  - [Embedding Items](#)
- [Import/Export/Copy Components](#)
- [Zoom Transfer Tool](#)
  - [Zoom Cloud Storage Retention](#)
- [Classlist-linked Microsoft Security Groups \(CLMSG\)](#)

# QUESTION AND ANSWER PERIOD

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