

# COURSELINK TUNE UP SERIES

Content

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# AGENDA

- Why Content?
- Options for Content organization
  - By week
  - By topic
  - By type
- Submodules
- What can be included in Content
- Demos and examples
- Support & Resources

# WHY CONTENT?

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# 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
- Student perspective/view of course

# CONTENT ORGANIZATION

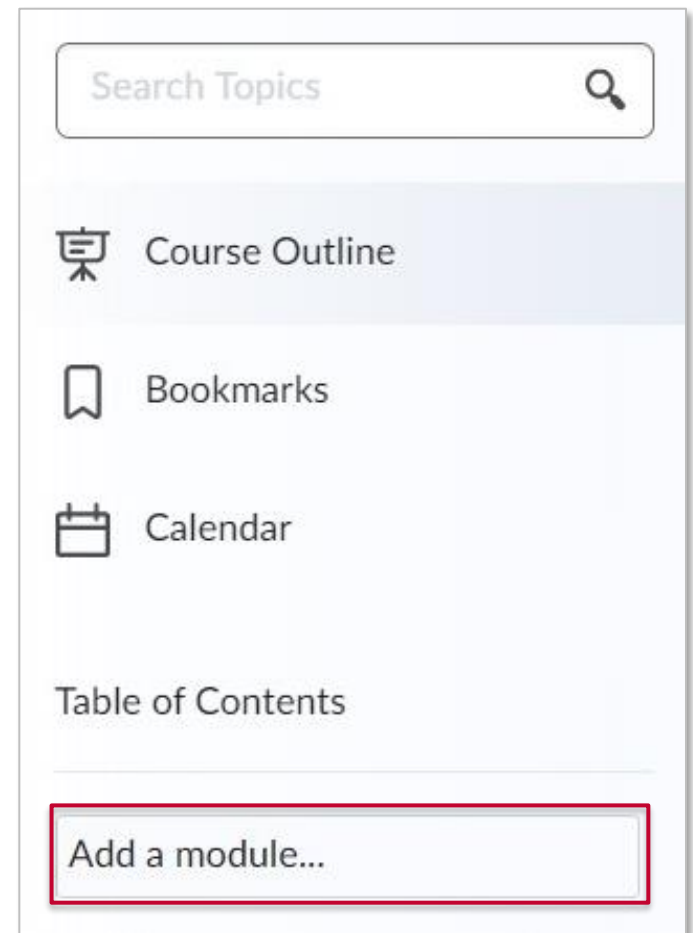
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# CONTENT ORGANIZATION BASICS

- 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 (e.g., 36 classes x 2 formats = 72 items)

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☰ 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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# 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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# SUBMODULES IN CONTENT

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## BUT WHAT ABOUT 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
- Impact of submodules on students may be impacted by course delivery mode
  - 100% in-person vs. blended vs. 100% online

# SINGLE MODULE

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.

# WITH SUBMODULES

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 ▾

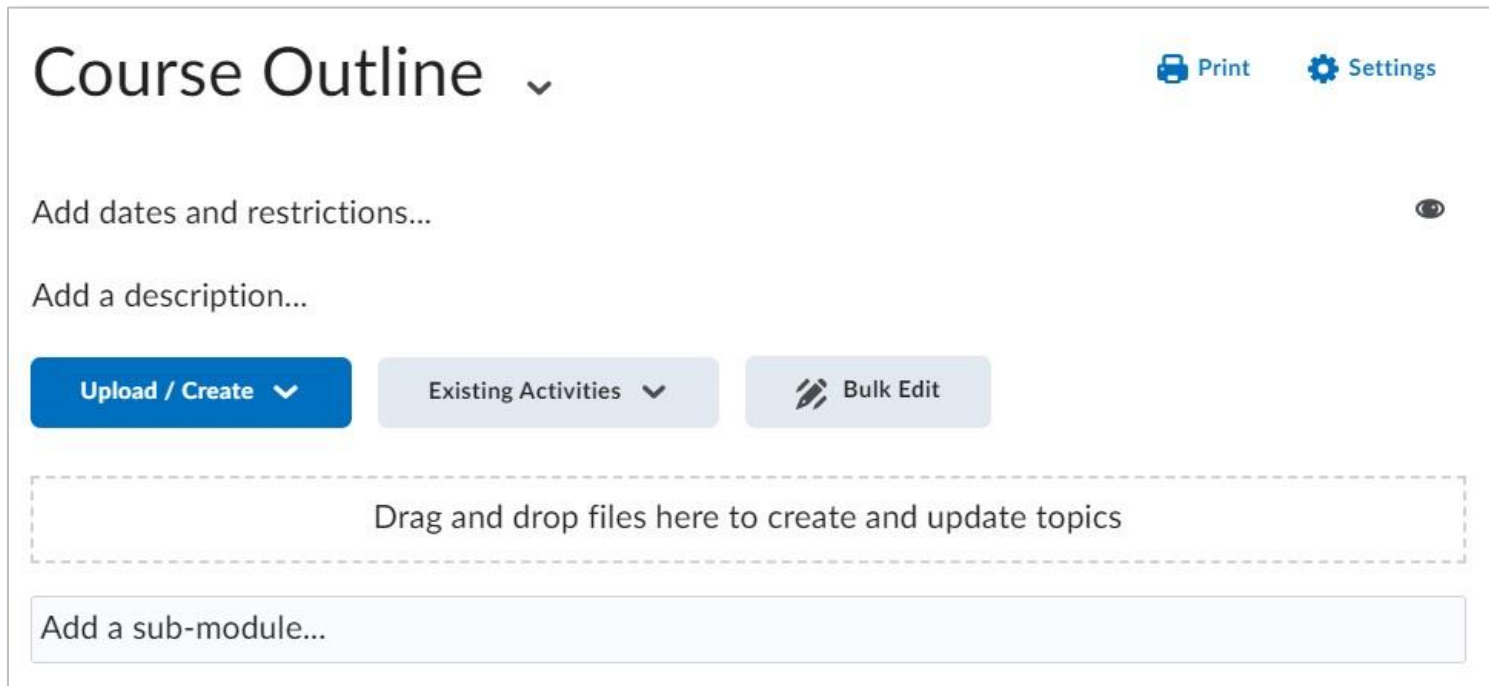
- Monday Reading ▾  
Word Document ✓

## 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 the '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



# 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 "Week 1"

Enter a Title  Select a Document Template ▼

Hide from Users

Paragraph ▼ **B** *I* U ▼  ≡ ▼ ≡ ▼     $\Sigma$  ▼  ▼ + ▼ Arial ▼ 16px ▼ ⋮ 

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

# CONTENT – EXISTING ACTIVITIES

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

# 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 AND EXAMPLES

- Content by Week module
  - Simple chronological
  - Submodules by type
- Assignments module
- Edit properties in place
- Registered student view

# 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 \(CLMSG\)](#)

# UPCOMING SUMMER PROGRAMMING

All our upcoming events are available on the [Summer 2022 Programming](#) page.

- **Gradescope**
  - Transitioning from Crowdmark to Gradescope (June 28<sup>th</sup>)
  - Prepare for Gradescope Bubble Sheets (July 14<sup>th</sup> & August 18<sup>th</sup>)
- **Zoom for Hybrid and Synchronous Delivery** (July 6<sup>th</sup>)
- **Classlist-linked Microsoft Security Groups and Zoom Transfer Tool** (August 25<sup>th</sup>)