

Weekly Tasks

- Ask a Question
- Office Hours
- Contact me
- Meet your instructor
- Student Helpdesk

+ Item:

- **Welcome message (tool?)**
- **Course Guide/Syllabus**
- **Set up information** – how to get their computer ready
- **Course setup** – workflow; how the course works

Course visual or auditory cue:
banner, emblem, photo, video,
mp3 or instructor photo

+ Item (this setup done with tables on Bb)

Week(s) # Dates
Title of Lesson (Page #s)
Objectives

Visual or auditory cue
that is relevant to material
in the section

- Bulleted list of learning activities in the order in which they should be completed. **Due dates and points possible in red. Grading criteria embedding in assignment instructions.**
- Announcements can all be embedded in list of learning activities for a streamlining effect or an announcements tab could be added to the menu.
- Books (pages, slides, lectures)
- Videos/ tutorials
- Slideshows
- Online workbook
(consistent pattern with due dates- always due on Fri.)
- Discussions *(always due on Fri.)*
- Writing assignments *(always due on Fri.)*
- Voice assignment *(always due on Fri.)*
- Quizzes *(always due on Fri.)*

+Item

Week(s) # Dates
Title of lesson (Page #s)
Objectives



- Repeat same general organization and workflow for each new lesson with the new week(s), learning activities and assessments.
- Days to submit work follow a predictable routine.
- Instructions for midterm and final assessments embedded in the week's activities.
- Important announcements can also be embedded in the week's list of activities.

