

Undergraduate Education, Communication and Human Services Build Guide

1. Creating the Course Offering:

Course Template should be in school **Education and Communication UG** course level 400 and under

HN courses will continue to use the **AS Banner**

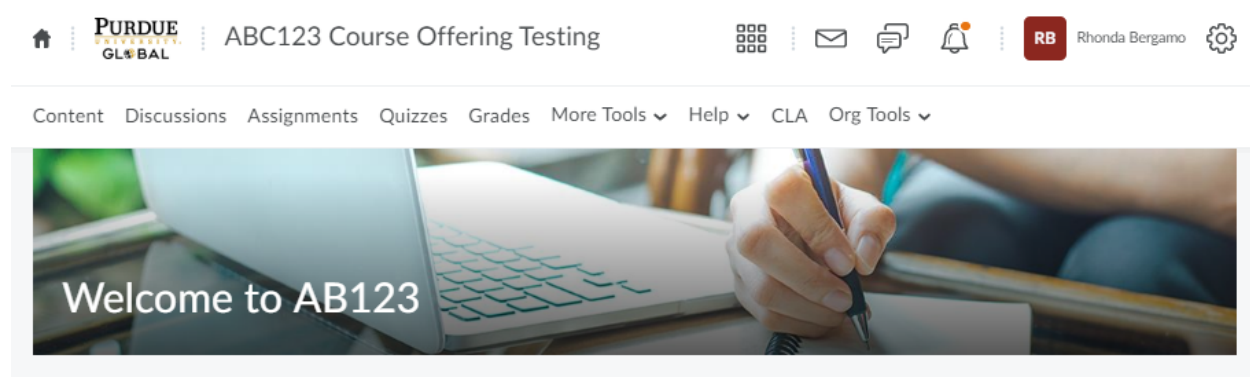
Course Offering should be in Term **Master Course Offering**

2. Home Page Setup - 2020 Course Home Page

Home Page banners to be used for all programs - [CS will note on Dev guide program]

Masters Banner - Education_Banner.jpg

Add Text - Welcome to [Course Code]



Visual TOC images - use default images per school/per program within Brightspace unless otherwise specified during revision, ADOC approval needed. CS will identify the program to be used.

1. Communication
2. Early Childhood Admin
3. Liberal Studies
4. Human Services

3. Table of Contents

Course Resources

- **Grading Rubrics** – [Specifications by School](#)
- **College of Social and Behavioral Sciences Student Resources** –
(add submodule from LOR)

Instructor Resources

- **Resources to Support Student Persistence** – (add from LOR)

4. Start Here

Please use SBS Start Here template page.

Template: start-here-sbs

There are [two SBS-specific items](#) in the start-here-sbs template which should be on the Start Here page in ALL SBS courses:

- *GET HELP WHEN YOU NEED IT* section
 - If reusing Start Here page from previous MCO and the link to "Student Assistance Program" is pointing to a Google doc, please update the link to point to the file on Akamai:
https://kapextmediassl-a.akamaihd.net/global/SBS/Announcements/Student_Assistance_Program.pdf
- College of Social and Behavioral Sciences Personalization Site LOR item linked under *HOW SHOULD I MANAGE MY TIME?*