

MASTER MODULE COURSE BUILD GUIDE

1. Creating a Course Offering & Template

Course Template should be in School **ExcelTrack**

Course Template Name: CourseCodeET Course Title (Course Template)

ex.: MT219ET Marketing (Course Template)

Course Template Code: CourseCodeET Template

ex.: MT219ET Template

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

Course Offering Name: CourseCodeModule#MCO Module Name

ex. MT219M1MCO Marketing Strategy

Course Offering Code: CourseCodeModule#MCO_TermCode

ex. MT219M1MCO_2105C


Homepage: 2020 Course Home Page





Navbar: Course Nav – Zoom ExcelTrack

<https://docs.google.com/document/d/1ltNHAhdt4DHAQLqyB9UW9MXvBsCXB7tFkpPdjHH8yeQ/edit>

2. Visual TOC and Homepage Setup

- Banner images use default school-specific images
- VTOC images use default Global ExcelTrack images
- Descriptions are Global cannot be changed during revision

| Image | Title/associated page | Standard Verbiage (do not edit) |
|---|-----------------------|---|
|  | Getting Started | <p>Take a few minutes to review the information provided here. You will learn about the structure of the course and how all of the elements are designed to help you successfully complete the course requirements.</p> |

| | | |
|--|-----------------------|--|
|  | Learn | <p>This section presents you with informational resources to review. These resources are meant to provide you with content related to the outcome(s) that will be assessed in the competency assessment.</p> |
|  | Connect | <p>This section of the course provides you with opportunities to ask questions and receive feedback on the discussion board and also in live Faculty Connect sessions. You are encouraged to ask questions about any of the materials, activities, or assessments in the course.</p> |
|  <p>ThinkstockPhotos-506801384.jpg</p> | Practice | <p>This section of the course gives you the opportunity to practice and receive feedback on activities aligned with the competency assessment and Course Outcome(s). Review the resources available to you and ask questions if you need more support and practice.</p> |
|  <p>GettyImages-938637102.jpg</p> | Competency Assessment | <p>The competency assessment is your opportunity to display your mastery of the Course Outcome(s). Carefully review the assessment directions and minimum submission requirements.</p> |

3. Announcements

Title: Online Classroom Preview Period

Content:

The term officially begins on a Wednesday. However, beginning the Sunday before your term start, you can take advantage of the online classroom preview period to get acquainted with your online classroom.

It is recommended that you carefully review the **Getting Started** section of your competency module. From the Navbar, click **Content** at the top of this page, then select Getting Started on the left side of the page. The **Getting Started** section overviews the competency module and explains what to do in the online classroom.

You will also see the **Readiness Check**, an ungraded assessment that introduces you to key concepts in the course. The Readiness Check is the first academic activity you will complete in every ExcelTrack course. Your results on the Readiness Check will help you prioritize your learning in the course.

As soon as the Readiness Check is completed, the content will appear in the course: Readings, Discussion Boards, and other Learning Activities. Complete these Learning Activities as needed to prepare for your Competency Assessment.

Important: Any academic activity such as a Readiness Check, Discussion Board post, or Competency Assessment completed during the preview period (before term start) does **not** record official attendance. These completed activities only record official attendance once a term starts. Please bear this in mind if you choose to complete any of these activities during the preview period, and make sure that you are fulfilling attendance requirements once your term starts. Please familiarize yourself with the following policies in the University Catalog: [Attendance](#), [Withdrawal Due to Nonattendance](#), and [Registration](#).

If you have questions, call your Advisor at 866-522-7747 (toll-free) or Live Chat from your Campus homepage.

Enjoy getting started in your online classroom.

[HTML Code]

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4. Intelligent Agent – Participation Nudge

Import zip file using Copy / Import / Export > Import Components from a course package:

C Track (UG): [IA-Participation-ExcelTrack-10W.zip](#)

Each zip file contains three intelligent agents:

- 1 – Readiness Check Reminder
- 2 – Competency Assessment Reminder
- 3 – Unsuccessful Competency Assessment Reminder

After importing zip file, add the following setting and release conditions to the intelligent agents:

Criteria

Role in Classlist > Users with specific roles: **Student**

Criteria

Role in Classlist*

All users visible in the Classlist

Users with specific roles:

Primary Instructor

Student

Release Conditions

[ET Intelligent Agents – Release Conditions](#)

- Last enrolled at least 10 days ago in the current org unit should already be in place when zip file is imported.

5. Table of Contents: Module Setup

Start Here: This module will *always* be the first module in the course. The Readiness Check quiz should be placed inside a submodule named Readiness Check.

Syllabus*:** This module will *always* be the second module in the course.

Course Resources*:** [Note: additional items from the school specific guide may include]

- **Understanding Your Learning Outcomes** [*When adding, make sure to select Dynamic link, not locked.*] Add from LOR (Open as External Resource)
- **Submodules**
 - **Grading Rubrics** - vary by program
 - **Course Documents** - will vary by course

Academic Tools*:** add links below

- Writing With Integrity – [Add from LOR](#)
- Academic Success Center - [Add from LOR](#)
- Library - [Add link from External Tools] *Do not open as External Resource*
- Academic Writer - [Add link from External Tools]

Instructor Resources***: (Hidden)

- **CTL Resources** - Add from LOR (*Open as External Resource*)
- **Writing Across the Curriculum (WAC) Resources**- Add from LOR (*Open as External Resource*)

Digital Book*** (If applicable)

Learn

Connect: “1-col-connect-instructions” template page

Practice

Competency Assessment

4. Release Conditions/Gating

The primary difference between module courses and regular courses is that module courses rely on gating that prevents students from seeing the rest of the course content until they complete the readiness check.

Every module except for Getting Started and Syllabus, should be set up with the release condition based on completing 1 attempt on the quiz: Readiness Check. You will also add the release condition to the discussion topic and competency assessment assignment.

5. Grades

In Gradebook, the following items will be added:

- Readiness Check
- Competency Assessment

Readiness Check: Link to “Readiness Check” quiz. This will be **hidden** and **excluded** from the final grade.

Competency Assessment: Link to “Competency Assessment” in assignments tool. This will be 1,000 points.

6. CLAs, GELs, and PCs

Each module will contain a single CLA that follows the module's naming convention (ex. MT219M1_2101C_-1). These will be associated to the global Competency Assessment rubric, which is stored within Brightspace.

Note: Do not associate these items with the unique rubrics that import with the outcomes package.

GELs and PCs may also be present in your module. These will associate with the standard rubric for the necessary GEL or PC.

7. TurnItIn (global TII optional settings)

The competency assessment submission folder should have **TurnItIn** enabled. You can find the global optional settings here:

<https://docs.google.com/document/d/1w3gJYaTN2LF2pDvFb2TsbWO5mwMrMgwtgIts09cNWO0/edit?usp=sharing>

8. My Surveys LTI Link

The Go to Survey link and verbiage should **only be added to the last module in the module sequence** for every set of module courses. There are two main steps:

- a. Verbiage (this will either be in the description area or on the content page depending on if the course has been converted to the new course template): Inside the Competency Assessment module below the sentence, "Please refer to your Syllabus for additional competency assessment requirements." please add a new paragraph (please do not include the bullet):
 - The end-of-course survey is your opportunity to provide us with valuable feedback about your experience as a learner, the course materials, and your instructor. The survey takes approximately five minutes to complete. We take your feedback very seriously.
- b. Add the My Surveys LTI Link: Go to Existing Activities > External Learning Tools > My Surveys LTI Link.
 - Rename the link text only from "My Surveys LTI Link" to "Go to Survey" and set the link to *Open as External Resource*.
 - This should be added after the Competency Assessment content page in the new course template and as the first item

in the Competency Assessment module in the old course template.

Please note, clicking on the link will result in an error message.

9. Readiness Check Settings

The following settings apply to all Readiness Checks unless otherwise noted in the Dev guide:

| Global Readiness Check Settings | | |
|----------------------------------|--|---|
| General | Name | Readiness Check |
| | Description | To view all of the content and activities for this module, you must first complete the readiness check. The purpose of the readiness check is to determine your overall comfort or familiarity with the content that is the focus of this module. The questions you will answer in this assessment are closely aligned with the content in the module as well as with the competency assessment. Be sure to pay special attention to the feedback you receive during the assessment. This feedback will help you determine where you may want to focus your efforts in the module. Please note that if you answer all of the questions in the readiness check correctly, this does not necessarily mean you are prepared to take the competency assessment, and you are always encouraged to review and participate in all of the activities included in the module in order to prepare and practice for the competency assessment. Once you have completed the readiness check, you may proceed to the Learn, Connect, and Practice sections of this module. |
| | Grade Item | Readiness Check |
| Attempts & Completion | Manage Attempts/Attempts Allowed | 1 Attempt Allowed |
| Evaluation & Feedback | Evaluation | <input checked="" type="checkbox"/> Auto-publish attempt results immediately upon completion. With this feature turned on, the auto-evaluated attempt results will be published and appear to learners. Note: If questions cannot be evaluated by the system (e.g. written response questions), those questions will be automatically scored with a zero until manual evaluation <input checked="" type="checkbox"/> Synchronize to grade book on publish With this feature turned on, the learner's grade will be automatically published to the grade book once it has been evaluated. This requires the quiz to be connected to the grade book. |
| | When published, display to learners | <input checked="" type="checkbox"/> Attempt grade (default) and <input type="checkbox"/> No questions (default) |

| | | |
|--|---|---|
| | | <input type="checkbox"/> Incorrect questions only, with correct answers <input type="checkbox"/> Incorrect questions only, without correct answers <input type="checkbox"/> All questions, with correct answers <input checked="" type="checkbox"/> All questions, without correct answers |
| | <p>Customize Quiz Results Displays</p> | <p>Submission Confirmation Message: <input checked="" type="checkbox"/> Your work has been saved and submitted (default message) <input type="checkbox"/> Custom Message _____</p> <p>Questions: <input checked="" type="checkbox"/> Show the learner's responses to the displayed questions <input checked="" type="checkbox"/> Show the learner's grade for the displayed questions</p> |