Undergraduate Aviation Build Guide
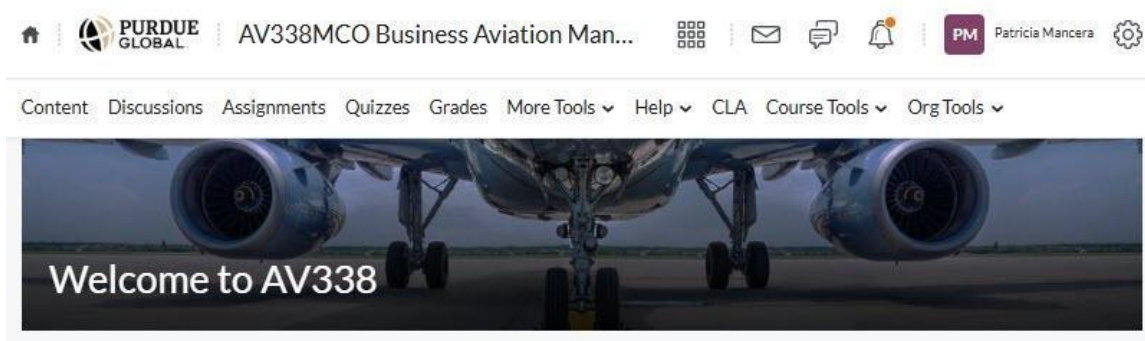
1. Creating the Course Offering:

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

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

2. Home Page Setup- 2020 Course Home Page

Banner - AviationBanner 2.jpg
Add Text - Welcome to [Course Code]

Visual TOC images- use default images per school within Brightspace unless otherwise specified during revision, ADOC approval needed.

3. Table of Contents
Course Resources

- **College of Social and Behavioral Sciences Student Resources**
  – (add submodule from LOR)
   Contents:
   General Student Resources Information
   Partnership Map

- **Grading Rubrics**
  - **Assignments** - (CS will provide link if changing)
  - **Discussion –** (CS will provide link if changing)

■ **Seminar –** {See Master Build Guide}

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

ALL courses, add LOR item under Instructor Resources:
- Resources to Support Student Persistence

Course Documents- (Only in courses that use Kaltura)

- **Tips for Audio & Video Presentation Skills - Setting Yourself up for Success** – Pull in content item from Kaltura (1_3gr9yjg9), for ALL courses

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?*

Currently in Aviation courses:

Time Calculator

Use the **Time Calculator** to help you identify ways to make the most of your time so you can manage your coursework effectively!

Timeline for Unit Success

Use this **Timeline for Unit Success and Best Practices Schedule** to help you succeed in this course.

Time Management Tips

All unit activities will require a time commitment on your part. Though all work is due by Tuesday at 11:59 p.m. ET, a best practice is to break the unit assignments into smaller, more manageable steps. In fact, research shows that if you "chunk" your time by working on unit assignments a bit each day, you will:

- reduce stress by having a head start on the assignment
- have time to plan, execute, and revise when needed
- be prepared for success on all assignments

The three videos below from **Learning for Success** will help you plan your time and take charge of your own learning.

MAPP 1: Get Started
MAPP 2: Stay Focused
MAPP 3: Keep Learning

Additional Resources

The following Writing Center resources are designed for undergraduate students and will help you understand the expectations for writing at the undergraduate level.

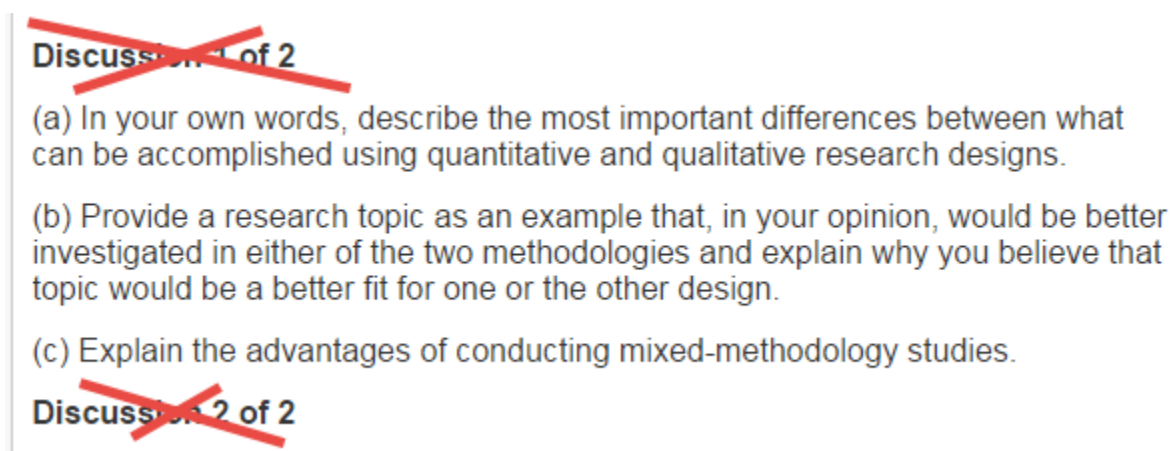**College Writing Expectations**
APA Style
Writing Resources

GET HELP WHEN YOU NEED IT

The Student Assistance Program helps with personal and family problems, free of charge. You can speak with an experienced clinician, and they will help direct you to resources. Call 855-384-1800 or visit the website (HealthAdvocate.com/members) for chat any time — 24 hours a day, 7 days a week.

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5. Discussions

Discussions should be set up as one topic and one grade item per unit. Do not add labels Discussion 1 of 2, Discussion 2 of 2.

Please update Discussion Instructions language with the following (keep standard page setup with callout box):

In each course you take at Purdue University Global, you are part of a learning community. All members are working to strengthen their professional and communication skills and achieve their academic and career goals. Group discussion allows for new perspectives and personal growth. Discussion Boards are an important part of your learning; they provide an opportunity to asynchronously interact with your classmates and instructor.

Using the required, academic readings, and supplemental academic

research, you will address the questions in the Discussion Board while adhering to the Discussion Board Rubric.