

EXCELTRACK GRADUATE BUSINESS BUILD GUIDE

1) Creating a Course Offering & Template

Course Template should be in School **ExcelTrack**

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

Course Template Code: CourseCodeET Course Title

ex.: MT219ET Marketing (Course Template)

Course Offering Code: CourseCodeModule#MCO Module Name

ex. MT219M1MCO Marketing Strategy

2) Announcement

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. Select the **Content** button at the top of this page, then select Getting Started on the left side of the page. The Getting Started section gives you an overview of the competency module and explains what you need to do in the online classroom.

You will also see the readiness check, an ungraded assessment that introduces you to key concepts. The readiness check is the first academic activity you will complete. Your results on the readiness check will help you prioritize your learning.

Once you have completed the readiness check, content will appear: 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, Faculty Connect participation, 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, telephone your advisor at 866-522-7747 or use Chat from your Campus homepage.

Enjoy getting started in your online classroom.

[HTML Code]

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3) Modules

ExcelTrack will utilize unique module structure that differs from our standard unit setup. These are the modules that will be used in all ExcelTrack courses:

Getting Started: This module will *always* be the first module in the course.

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

Course Resources

- Learning Outcomes and Assessment UG from LOR
- SBIT Writing Conventions Support Guide from LOR

Digital Book- [[Digital book directions](#)]

Academic Tools

- Library-[\[Add link from External Tools\]](#)
- Academic Writer --[\[Add link from External Tools\]](#)
- Academic Success Center - [Add from LOR](#)
- Business Tutor Center – [Add from LOR](#)
- Writing With Integrity – [Add from LOR](#)

Instructor Resources (draft mode)

- Tutorial: Modular Course Grading and Feedback – [Add from LOR](#)

Main Content setup

Learn

Connect

Practice

Competency Assessment

4) Gating

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

Every module except for Getting Started, Syllabus, and Faculty Information should be set up with the gating. You will also add gating 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 (i.e., “MT219M1_1802C_01”). 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/1N1esmJ2fDG08pwX6UQQ0gsQeNpiFVyeWwETfUsgMbdQ/edit>