WIU UCNI Tip Sheet - Classic Content Experience

This tip sheet provides WIU instructors with a reference for navigating and modifying the Universal Course Navigation and Interface Shell (UCNI). The UCNI provides customizable templates to fit your needs and **fixed (unchangeable) elements (*Course Navigation Bar, Course Banner, Course Image, Homepage Layout, Visual Table of Contents),*** that will enhance accessibility, consistency, and usability for you and your learners. **<u>DO NOT CHANGE</u> any of the five fixed elements and interrupt the consistency and usability for WIU students**. The UCNI is accessible. As you add and modify elements within your course, please use the built-in Accessibility checker tool. Follow the Accessibility Checker Instructions provided by D2L to keep pages in your course accessible.

Importing (Copying) Content from a Previous Course

Please follow the instructions below when importing content from a previous course so that you do not inadvertently change the course homepage and/or banner. **Do not select Copy All Components** you will want to use the **Select Components** option.

1. Select **Course Admin** from the navigation bar.
2. Select **Import/Export/Copy Components**.
3. Select **Search for Offering**
4. Enter the name, star number, or OU number of the course you want to import from.
5. Select the course by clicking in the radio button to the left, then click **Add Selected**.
6. At the bottom of the page, choose select components.
7. **Do Not** select the following options:
    a. **Homepages**
    b. **Navigation Bars**
    c. **Course Appearance**
    d. **Widgets**
8. Click **Continue.**
9. If you want to offset dates, make the selection you want to use.
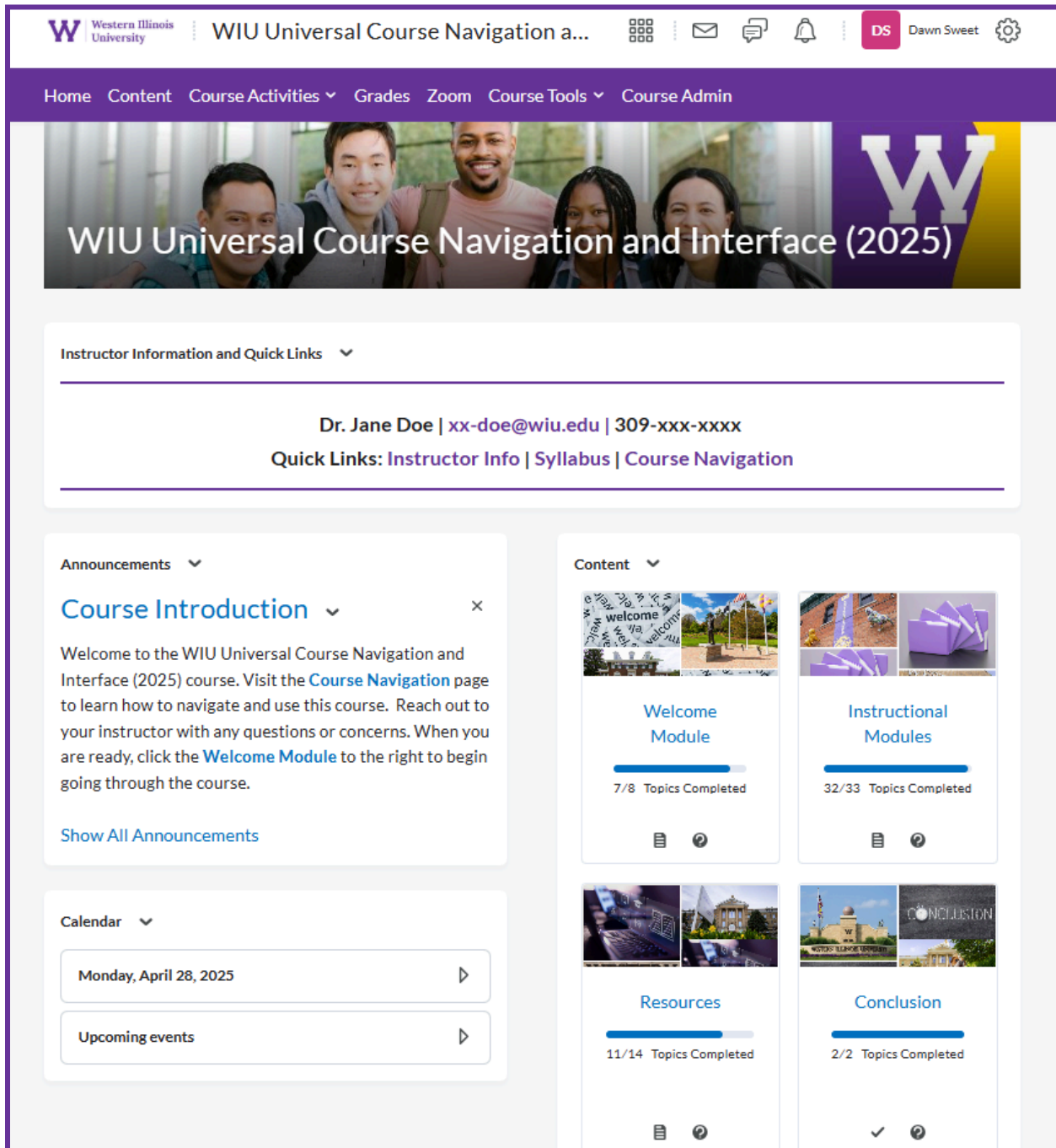10. Click **Finish**.

Organizing Copied Content

After you copy your content, you will notice that extra modules were automatically added in the content area. Here is what you will need to do to clean this up as you are building your course.

1. In the **Visual Table of Contents**, click on the **Instructional**   **Modules** folder to select it.
2. Above the **Search bar** in the menu on the left, click on the   + **New Unit** link.
3. In the **Unit Title** field, type something such as *Imported Content* or *Previous Course Content*.
4. Click the **Save and Close** button at the bottom of the page.
5. Move all of the content that you copied from the previous course into the module and set the sub-module to **Not Visible**.
6. Keep it in this module as you edit it, and move it into its proper place in the **Universal Course Navigation and Interface Shell**.

Do not add new modules. If you **need to add additional modules, add them as submodules** in one of the 4 existing modules. If you have questions about this or need assistance, please contact OTL by emailing support@wiu.edu.

WIU UCNI Shell Homepage Overview

The look and feel of the course Home is the same for both the Classic view and the NCE view. Your course homepage consists of a *Navigation bar* and six widgets: *Course Banner, Instructor Information and Quick Links, Announcements, Calendar, Content (Visual Table of Contents), and the For Instructors Only - UCNI and NCE Guided Resources.*

- **Course Navigation Bar:** At the top of the page, under the institutional navigation bar, you will see your c*ourse navigation bar* widget.

- **Course Banner Widget:** Directly below the navigation bar, you will see your custom-created *Course Banner* widget. This widget includes a photo representing your course topic and the official course name. **This is a fixed element that can only be changed by an administrator.** *Your banners are custom-created when the shell is applied. If you need assistance with something that is not appearing correctly, contact* support@wiu.edu*. Please understand that we have limited staff and cannot create new banners for every course. However, if you have an image that meets quality standards (2400 pixels x 960 pixels) that you would like to use, please let us know by contacting* support@wiu.edu *and creating a ticket.*

- **Instructor Information and Quick Links:** Directly below the course banner, you will see the *Instructor Information and Quick Links* widget. In this area, you will include your name, email address, location, phone number, etc. By default, the *Quick Links* include pre-built links to the *Instructor Info, Syllabus, and Course Navigation* pages, located within the *Course Welcome* module. Use the quick links to provide immediate access to **crucial documents**. Do not add more than 4-5 links to this area. We have provided a Course Resources area in the **Resources module** to provide quick access to information, assignments, and materials that students will be referencing frequently. **To maintain consistency and usability, do not remove or change the name/"look" of the Instructor Information and Quick Links widget.**

- To the left, you will see your **Announcements** and **Calendar** widgets. Use the *Announcements* tool to communicate course updates, changes, and new information to students. The *Calendar widget* provides instructors and students a centralized view of upcoming deadlines and events, helping them stay organized and on top of course activities. Instructors use the tool to view and manage course events, assignments, and due dates.

- To the right, you will see the **Content** widget, which contains information and links to the four main areas of your course: *Welcome Module, Instructional Modules, Resources,* and *Conclusion*.

You will learn more about the functionality of these areas and how to edit them throughout the remainder of this document.

Overview of UCNI Navigation

The new simplified course navigation is a fixed (unchangeable) element of the UCNI. **Do not modify or change this navigation bar**. If in the past you have customized your navigation bars in Western Online, we have provided the ability to add QuickLinks to the *Instructor Information and QuickLinks* widget on the homepage, and a *Course Resources* area under the *Resources Module* where you can locate commonly used materials, links, etc.

We strive to provide consistent usability throughout all Western Online Courses with a single navigation bar. The new navigation consists of the following:

1. **Home** - this link takes you to the course Home page.

2. **Content** - this link takes you to the course Table of Contents page.

3. **Course Activities** - this link provides access to the most commonly used course tools at WIU. *Refer to these activities and assessments as **Course Activities in your course syllabus** so learners can easily identify with this menu when they enter your course on Western Online. These activities include:*

    a. *Assignments*

    b. *Discussions*

    c. *Quizzes*

    d. *Self-Assessments*

    e. *Surveys*

* All other tools will be found under the Course Tools link on the navigation bar and/or under Course Admin.

4. **Grades** - this link takes you to the course grade book.

5. **Zoom -** this link allows you to schedule, join, and manage meetings within your Brightspace course. Additionally, you will be able to manage and share your course recordings. Your students can use this link to attend courses and view recordings from this link in their Western Online courses if the instructor uses it. You can learn more about using this feature in the [Zoom LTI Integration Tip Sheet](#).

6. **Course Tools** - this link takes you to an alphabetical list of all the tools you and your students may use in your Western Online courses.

7. **Course Admin** - this link takes you to additional administrative tools available only to the course instructor, including tools listed in the *Course Activities and Course Tools* menus in the navigation bar.

Updating UCNI Homepage Elements

Instructor Information and Quick Links

Update the following items in your *Instructor Information and Quick Links Widget.*

- Instructor Name

- Email Address

- Additional Contact Information as necessary.

- Instructor Info (only if necessary, it should be present - test it)
  Note: *Your instructor info page in the Welcome Module includes contact information and office hours, as does your syllabus.)*

- Syllabus (only if necessary, it should be preset - test it)

- Course Navigation (only if necessary, it should be present - test it)
  Note: *Please leave this link intact and the page provided in the Welcome Module. This provides your learners with the opportunity to learn where items within your course are located and how to navigate the course. If you need something specifically modified in the course navigation instructions based on specific elements of your course, please contact an Instructional Designer at OTL by emailing* support@wiu.edu.

Instructions for Editing Instructor Information and Quick Links

1. From the course homepage, click the drop-down arrow to the right of the **Instructor Information and Quick Links** widget name, then select **Edit this widget**.
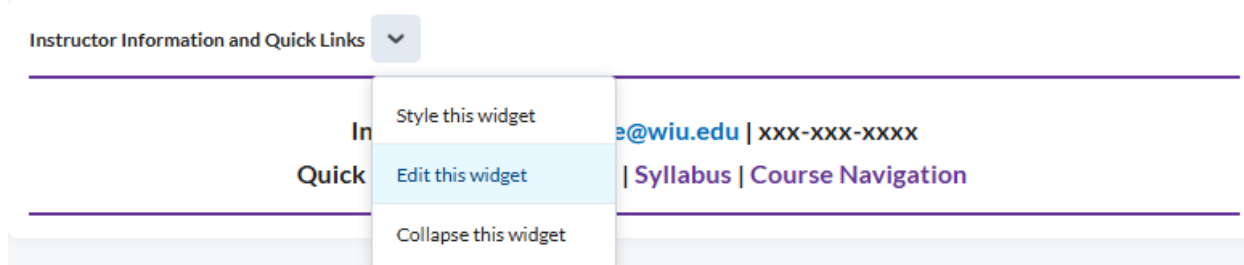
2. Click the **Content** tab above the Edit Widget Properties box to open the editor.

3. You can edit all items within this widget in the Widget Content editor. See specific instructions for each item on the next page.

A. *Edit the Instructor Name:* Type in the correct name of the course instructor to replace the placeholder name.

B. *Edit the Email Address:* Select the placeholder email address and click on **Insert Quicklink** on the menu bar. Select **Link** from the dropdown list to open the link edit box. Under Link, change "https" to **"mailto"** and add the correct email address of the course instructor. In the Text field, type the correct email address of the course instructor. Choose

New Window under **Open in**. Click **Apply** to finish. Click the **Save** button at the bottom of the page to save this change. **Note:** If the edits change the font color, reset the color to Dark Purple #6639a0.

C. *Edit Syllabus Link:* Select **Course Syllabus** and click on **Insert Quicklink** in the menu bar. Select **Content** from the dropdown list. Click on the **Welcome Module** folder and select the **Course Syllabus & Schedule** file. Click the **Save** button at the bottom of the page to save this change. **Note:** If the edits change the color, reset the color to Dark Purple #6639a0.

D. *Adding Additional Quick Links:* Add any additional items to the course content area first, then type the name that you want in the editor. Select that name and click on **Insert Quicklink** on the menu bar. Select **Content** from the dropdown list. Click on the path to the item you want to add (the place you uploaded it to within the course). If you are adding a *link to an external website*, select that name and click on **Insert Quicklink** on the menu bar. Select **Link** from the dropdown list. Enter the URL in the **Link** field, and enter the text you want to display in the Quick Links area if it isn't already showing. Under the **Open in*** option, select **New Window**. Click **Insert**. **Note:** Click **Save and Close** to reflect changes and close the Widget Content editor. **Note:** If the edits change the color, reset the color to Dark Purple #6639a0.

Note: Ensure that you have clicked **Save and Close** to reflect changes and close the Widget Content editor.

Announcements

Use the announcements area to add text or record a short video to welcome your online learners and guide them on how to get started in your course.

Ensure the Course Introduction announcement is visible. We have provided you with the announcement. Feel free to add a short video or text greeting above that information.

Throughout the semester, use concise announcements for:

- Assignment reminders, including notifications to get started on large assignments.

- Announcing "what's next," such as topics in an upcoming learning unit or beginning work on a larger project.

- Provide brief, global feedback on assignments and notify learners when individual feedback and grades are posted.

- Sharing additional information or news relevant to course topics or extending a class discussion.

- Encouraging and motivating learners with assignment kudos and previews of upcoming course topics.

- Sharing links to websites and resources that provide relevance or "real-world" connections.

Keep this area clean and up to date. End or delete any unnecessary announcements by editing/modifying the start and end dates. Modify start and end dates for any announcements that will be reused throughout the semester.

## Instructions for Adding/Modifying Announcements

1. Click on the drop-down arrow to the right of the **Announcements widget** on your course homepage.

2. Select **Go to Announcements Tool**.

3. Select the announcement you want to edit by clicking on its link.

4. In the content field, add or modify your text. If you want to add a Video, click on the **Insert Stuff** ▶❚ icon and select **Add Video Note**. *(Learn more with our Video Note Tip Sheet.)*

5. Set the date for when you would like your announcement to appear for students in the **Start Date** field.

6. Set the date when you would like your announcement to disappear for your students in the **End Date** field. *Note: Adding an end date does not delete the announcement. It will still be available for you in the announcements tool to edit and repost whenever you would like.*

7. Click **Update.**

Watch D2L's Announcements Video Tutorial for additional information.

Note: *Adding end dates to announcements is important so learners do not become overwhelmed by too many announcements/outdated announcements on the home page. Make every effort to keep the announcement area cleaned up. Create a content page for archived announcements and post them in the course's Table of Contents, if necessary.*

Overview of the Content Widget

The new and improved *Content* widget (a.k.a *Visual Table of Contents*) displays the four main elements of your course: *Welcome Information, Lessons, Resources,* and *Conclusion*. It is a fixed element of the UCNI and should not be changed. **Please, *do not change the images, order, or name of these four modules. Such changes will interrupt the consistency and usability for WIU students.***
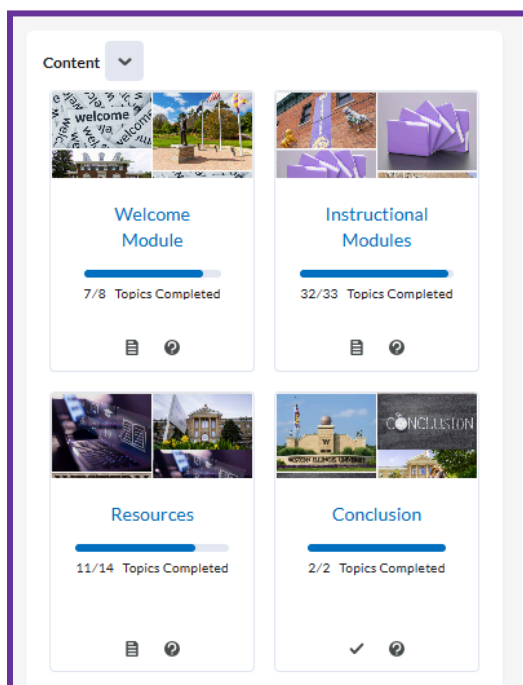
Using this new and improved widget, learners can:

- Click the " " **Next Topic** icon in the lower middle of any of the four module cards to move to the Next Topic in their learning sequence. When the learner hovers over the *Next Topic* icon, they will see the name of the next topic.

- Click the " " **Show Description Icon** in the lower middle of any of the four module cards to show a description of what the module contains. *Instructors:* These descriptions are found in the first content area within a module. The image and description were provided by OTL. Please do not change the image; it is part of the overall consistency and usability within the course. If you need to **add to** the description underneath the picture, please feel free to do so. Please use the same format that is provided.

- Click on the image, or in the middle of any of the four modules, or the link at the bottom of the image to navigate to the root module, where you will see all the contents within a module at once.

- Navigate to the next page or content item in a given module (using the >> arrows in the upper right corner of the content widget tile).

Note: Do not make changes to the Visual Table of Contents widget, or the four main module names or images (Welcome Module, Instructional Modules, Resources, Conclusion). Also, do not create new modules or add to the four main modules. *If you see an issue or need assistance with the Visual Table of Contents widget, contact OTL for assistance by emailing* support@wiu.edu*.*

Instructions for Modifying Module Description

If you need to **add to** the description underneath a specific module, please feel free to do so. Please use the same format that is already provided. If you run into issues, please contact OTL to assist by emailing support@wiu.edu.

1. Click on content in the navigation bar to access the **Table of Contents** area. Under *Table of Contents* on the left, click on the module (*Welcome Module, Instructional Modules, Resources, Conclusion)* that you need to add descriptive text to.

2. Once you have clicked on a module, you will see it appear in the pane to the right. Click inside the text underneath the module picture to automatically open the editor. You may need to click the expansion button ⛶ in the upper right corner of the editor to see more. Place your cursor at the end of the already provided information and add your additional information. Note: The font should be Lato (Recommended) 20.9px. If you start typing, the fonts will stay set correctly. Alternatively, **if you copy content** from another document, **right-click and choose paste as plain text, or paste as unformatted text** to retain the correct formatting. If you run into issues, contact OTL by emailing support@wiu.edu.

3. Once you have finished making your changes, click the **Update** button under the editing window.

If you need assistance updating your module descriptions, contact OTL at support@wiu.edu*.*

Modifying Course Content

The four main content modules in the UCNI are fixed (cannot be changed). **Note:** our main shell contains 16 "modules" under *Instructional Modules*. While the initial name of that module will always remain *Instructional Modules* for consistency, we realize that not everyone uses that

terminology. Therefore, we have designed a template that can be added to your course with the content inside of Instructional Modules named *(Weeks, Units,* or *Lessons* as opposed to *Modules*). Before requesting such a change, please ensure that your college/department does not have a set option being used across the board. *If you would like to have an alternative option loaded under Instructional Modules, please contact OTL at* support@wiu.edu *and specify which of the following you would like to change to: Weeks, Units, or Lessons.*

Instructions for Modifying the Table of Contents

1. Navigate to course content by clicking on **Content** in the purple navigation bar.

2. Leave the **Overview** blank.

3. You will be updating/building the **Course Schedule** when you begin adding/modifying start, due, and end dates. You do not need to do anything with it at this point.

4. **Do not rename, reorder, or change the image** of the four main content modules: Welcome Module, *Instructional Modules, Resources, or Conclusion*. Also, do not create any new modules or add to the four main modules. Doing this will interrupt the necessary

consistency and usability for students, and the main goal we are trying to achieve by requiring the UCNI.

Modifying the Welcome Module

You can think of the **Welcome Module** as the *"first day of class."* In this section, you will use the provided HTML page templates to welcome students to the course, explain the course and how

learning will be structured, and share course expectations, policies, and resources. In this section, use the provided templates to modify the following pages unless indicated otherwise:

- *Course Welcome*

- *Instructor Information*

- *Course Syllabus & Schedule (online course syllabus template)*

- *Course Schedule (optional)*

- *Introduction Discussion*

When you are ready to edit these pages, please refer to our step-by-step instructions on modifying these HTML page templates on our **Western Online Page Templates 5.0** , **ensure that you follow the tips provided in this tip sheet regarding formatting content to ensure consistency. Specifically when you copy and paste out of another document into one of the HTML documents follow the steps provided under Copy and Paste** in the Western Online Page Templates 5.0 tip sheet.

Do not remove or modify the following elements of the Welcome Module.

- *Getting Started with Online Learning and Contents (Contact OTL support@wiu.edu if you need updates or revisions to Getting Started with Online Learning.)*

- *Course Navigation Instructions *(Do not remove or modify. (Contact OTL support@wiu.edu if you need updates or revisions to Getting Started with Online Learning.)*

If you need assistance, contact OTL support@wiu.edu.

Modifying Instructional Modules *(Weeks, Units, Lessons)* and Submodules

This is where you will build your course *Modules* (*Weeks, Units, Lessons*) by developing and uploading your instructional materials, activities, and assessments within the structure provided. To maintain the consistency and usability that the UCNI provides, **please do not create new additional main modules. If you need another layer of organization, add submodules inside the main modules.** Remember, we want to **build course content within the existing modules, not around them.**

What Should I add to the Instructional Modules?

Instructional Modules in the UCNI contain an overview, readings, multimedia, activities, assessments, and other items aligned with the course learning objectives. Best practices and research show that learners prefer modules that contain task-based submodules.

Adopting and adapting *Georgia Southern University's* use of the *Study, Apply,* and *Review* model, our new UCNI incorporates this practice to actively direct and scaffold learners through the

completion of the module without overwhelming them. Our action/task-based sub-modules are *Study, Apply Knowledge,* and *Review.*

This is a new concept at WIU. Therefore, we will provide more explanation of the submodules before providing technical instructions for making modifications.

The Study Submodule
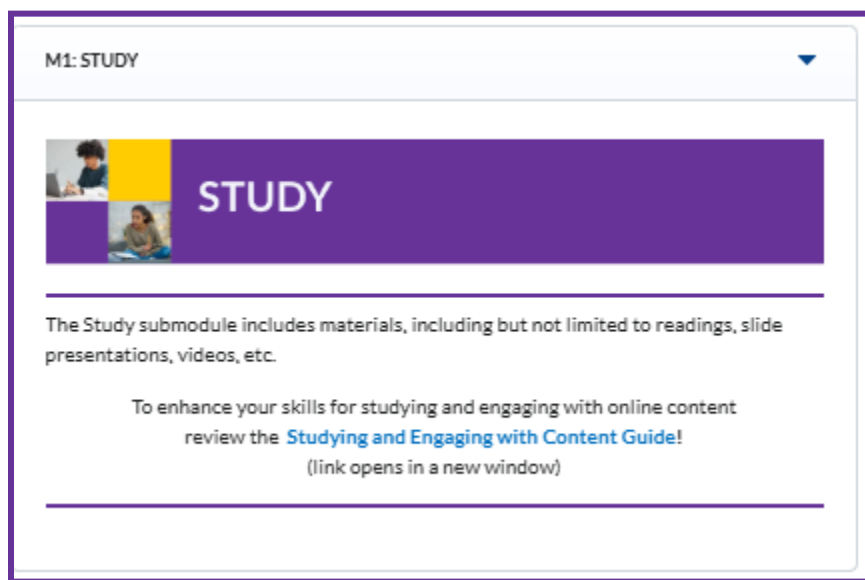
The *Study* submodule contains materials, including but not limited to readings, slide presentations, weblinks, videos, etc. It also includes a student guidance link to prepare them for studying and engaging with online content such as *Videos, Presentations, Lectures, Articles and Readings, and Websites*. **Do not change the image, text, or links provided in the Study Submodule description.**

Please follow these best practices when setting up your Study submodules for each instructional module.

- **Organize the items to study in the order that learners should study them**, based on how they are to be used.

- **Connect materials to how and when they will be used throughout the module**. Point out what assignments, assessments, and activities they are needed for, and when and if they will be continued to be used throughout the entirety of the course. **Note: *it is recommended that materials meant to be used continually throughout the course or referred to often be placed in the Course Resources folder under Resources and linked to from the resources folder within the particular submodules, assignments, quizzes,***

discussions, etc., where they will be used.

- **Include a 1-3 sentence description of each material** (item). This description should inform the learner what the material is, how they will use it for their learning, and how they will access it (remember, if added correctly to content, D2L will supply the type of content name with the link.)

  Additionally, within your description, **provide key ideas or questions that the learner should consider as they engage with the content**.

  Below are examples of two instructors' material descriptions, a *video* about Photosynthesis, and a *foundational article* on the Community of Inquiry from Simunich, Gregg, and Ralston-Berg (2024).

  > "This lecture is about the process of photosynthesis. You will use information from this video as you work on your photosynthesis diagram, due this weekend. Click the thumbnail image above to play the video. It is 6:20 long."

  > "This foundational article on the Community of Inquiry framework from Garrison Anderson and Archer will introduce you to teaching presence, social presence, and cognitive presence. This will be part of our breakout group discussion in our regular Wednesday class session, and your short essay is due by Sunday. Click the link above, and the article will open in a new tab. It's 17 pages long, plus references. It is a piece I'd like you to read closely, so plan to spend a few hours reading the article and reflecting on the related discussion questions before Wednesday's class" (p. 155).

The Apply Knowledge Submodule
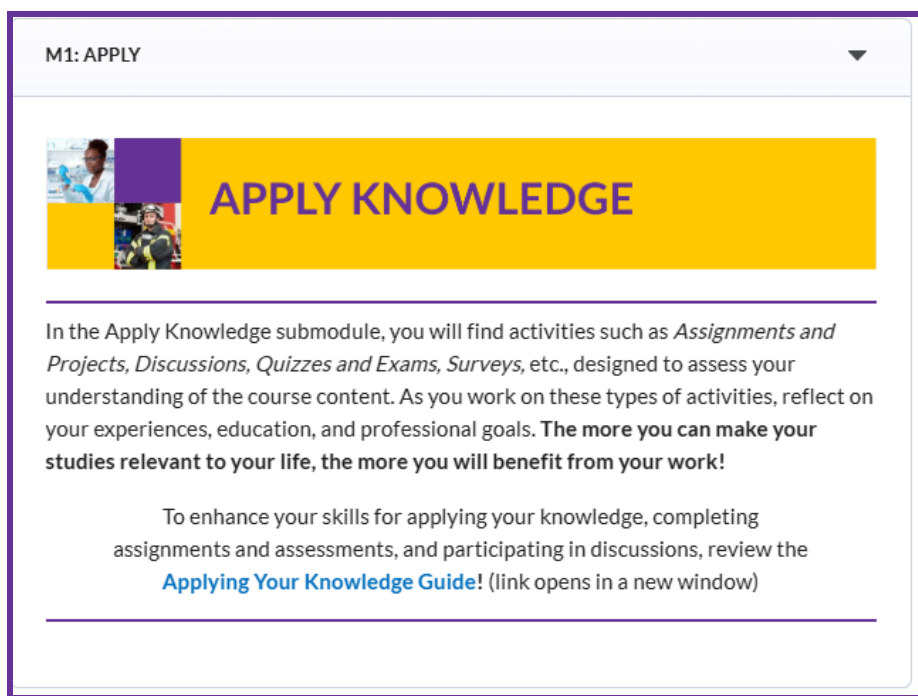
The *Apply Knowledge* submodule includes activities such as *Assignments and Projects, Discussions, Quizzes and Exams, Surveys, etc.,* designed to assess learner understanding of the course content and mastery of the module learning objectives/outcomes. Just like the *Study* submodule, the Apply Knowledge submodule includes a guide for your students. If you would like to review that resource, you can click on it within the UCNI Apply Knowledge Submodules or visit the options directly through the links below.

- General Tips for Studying and Engaging with Course Content
- Completing Assignments and Projects Guide
- Tips for Participating in Online Discussions Guide
- Taking Online Quizzes and Exams Guide
- Completing Surveys and Evaluations Guide

Do not change the image, text, or links provided in the Apply Knowledge Submodule description.

Consider the following tips when setting up your Apply Knowledge submodules for each instructional module.

- Provide thorough explanations (prompts) for Assignments, Assessments, Discussions, etc. When drafting these, consider what you would do or say in a face-to-face class when you introduce an assignment, assessment, project, or some other type of course activity.

Ask yourself the following questions when developing these types of instructions or prompts (Simunich et al., 2024, p. 140).

"Would you…

- ■ *Pull it up on a screen and talk through the details, adding more explanatory text than what is in the assignment instructions?"*
- ■ *show past examples?"*
- ■ *Proactively address common student questions?"*
- ■ *Talk about how you will evaluate student work and offer cautions about mistakes that are easy to make and suggestions for how to avoid them?"*
- ■ *Leave time for students to ask additional clarification questions?"*

The authors above summarized that if an instructor said yes to any of those questions in their online courses, they can proactively:

- ■ *Create a folder that houses examples of past assignments.*
- ■ *Provide a video or screencast to show the assignment and talk through the details while including suggestions and cautions.*
- ■ *Set up an FAQ discussion board, specifically for questions and comments about the assignment, assessment, discussion, etc.*
- ■ *Designate an online office/student hours to specifically talk about that assignment or activity and take student questions.*

- ● **Remember:** When creating sub-modules or folders of documents for course activities with multiple pieces of information (past examples, rubrics, detailed instructions, etc.), place them in the Course Resources module and then link to them from the module(s) where they will be used. You should also highlight/list the information provided in the course resources in your course syllabus.

Within the UCNI, OTL has developed an FAQ discussion area for uses like those described above, and guidance on designing assignments, discussions, and assessments. Additional guidance of this type will be developed as we have time to create it. For now, please visit the following resources for more ideas:

- ● [Assignment Prompt/Instructions Guidance Document](#) (Google Document)
- ● [Discussion Prompt/Instructions Guidance Document](#) (Google Document)
- ● [Quizzes and Exams Prompt/Instructions Guidance Document](#) (Google Document)
- ● *More Coming Soon!*

The Review Submodule
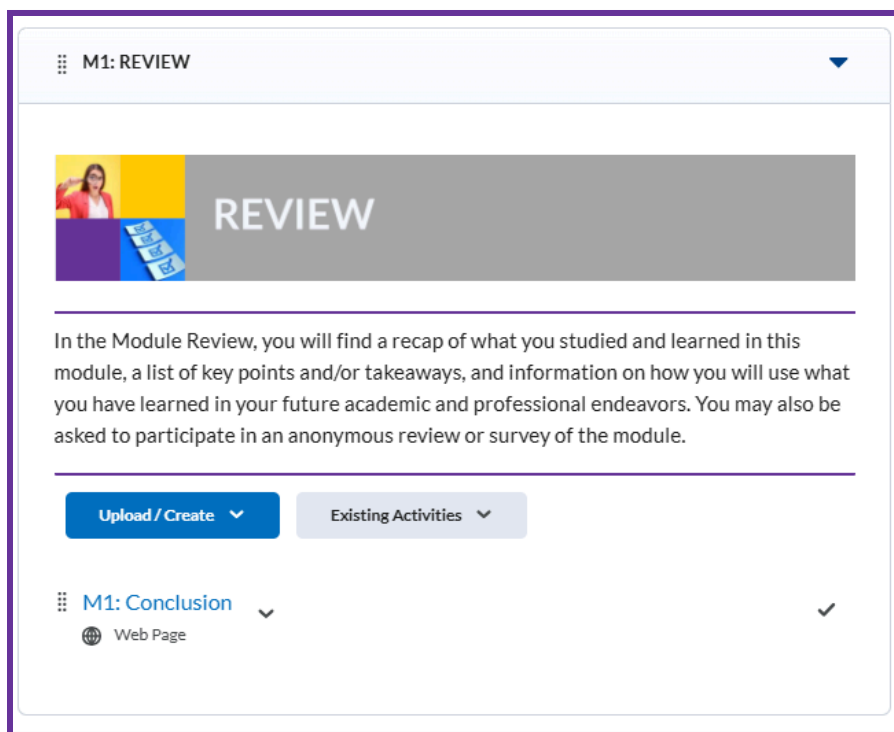
The *Review* submodule allows instructors to recap what the student studied and learned in the module, a list of key points and/or takeaways, and information on how the learner will use what they have learned in their future academic, professional, and life endeavors. However, this area does not need to be only an instructor's recap. Use the End of Module Review Tip Sheet to learn how you can create course activities to provide reflection and review opportunities for your students. Instructors may also wish to include an anonymous formative module review if they want to gain feedback as the course progresses.

Module Conclusion

Provide a summary that closes the current topic and transitions to the next topic.

Key Points & Takeaways

Summarize the key points and takeaways from this topic/module.

- Key Point/Takeaway One
- Key Point/Takeaway Two
- Key Point/Takeaway Three

Next Steps

Explain how students will build on what they have learned and activities that they have completed in this module in upcoming courses, activities, or assessments. Discuss how knowledge and experiences gained during this module will translate into their future professional lives.

- Read Item. . .
- Watch Lecture. . .
- Review Website. . .
- Watch YouTube Video. . .

Module Survey

If you include module surveys encourage your learners to complete it. Explain how it will benefit your instruction, their experiences, and/or future students taking this course.

Within the Review Submodule for each instructional module, you will find a **Conclusion HTML template** that provides a prompt for developing your module conclusion.

Modifying the Module "Overview" HTML Template

Each **module must have an overview** that connects and engages the learner with the topic, materials, and activities they are about to learn. Use the provided *M# Overview* HTML template in each lesson to provide learners with the following information:

- **Topic Name and Overview**
  This section of the module overview should introduce the module (topics) and help learners connect with them. To do this, relate the module topic(s) to students' experiences with *prior coursework, professional work, social/personal lives,* or any other *"real-life" experiences;* a previous or upcoming module(s), topic(s), activities, assignment(s),

assessment(s), etc. within this course. Use this space to explain the **What, Why, and How** relative to this particular module. *What* - state and introduce the main topic(s), *Why* - explain why the learners need this knowledge (e.g., how will they use it in upcoming coursework, practicum, career, life in general, etc.) *How* - discuss the activities (application of skills) in the module, and how they will prepare the learners to master the topic(s) in the module. Finally, please share your experience with this topic (*your interest in it, how it challenges, research, practical experiences,* and *why you enjoy teaching it, etc.)* **Note: this section can be text-based, or you can create a video overview.**

- *Learning Objectives/Outcomes*
  In this section, list clear and measurable learning objectives that explain what your learners will be able to do upon successful completion of the module. If you need assistance with creating or revising learning objectives/outcomes, contact an OTL Instructional designer for [one-on-one assistance](#) and/or training materials.

- *Study Materials*
  List all items your learners will need to engage with and study throughout this module. List them in the order in which you would like learners to engage with them, and include a brief descriptive preview of each that introduces the materials and connects them to any course activities they will be used with. (When listing the items, include the appropriate action verb *Read, Watch, Review, etc.,* before the item name to activate/engage active learning.) When creating your description for these items, remember to review the [Study Submodule](#) guidance.

- ***Apply Your Knowledge - Course Activities***
  List and describe all course activities (*assignments, projects, discussions, quizzes, exams, surveys, practice activities, etc.).* When you have long activity descriptions, provide additional information in the activity tool description area or a linked document. (When listing the items, include the appropriate action verb: *Submit, Post and Respond, Complete, etc.,* before the name of the item to activate/engage active learning.)

When you are ready to edit this page, please refer to our step-by-step instructions on modifying these HTML page templates on our [Western Online Page Templates 5.0](#) tip sheet.

If you need assistance, contact OTL by emailing support@wiu.edu.

Populating Modules and Sub-Modules

Within all modules (weeks, lessons, units), it is important to arrange content, materials, and activities based on the order you want your learners to interact with them. **The organization of your content, activities, modules, and sub-modules within Western Online should match the order in which you have them listed in your course schedule (outline) and your syllabus. Additionally, the same naming conventions you used in your syllabus should be used throughout your course.**

Each module will have the *Module Overview page*, *Study* sub-module *(folder), Apply Your Knowledge* sub-module (*folder*), and *Review* sub-module (*folder)*.

Remember these tips as you begin to add items to the course modules and sub-modules:

- Add and organize items in the Table of Contents modules and submodules before you link them in the module overviews.

- Use action verbs and names that identify each item (do not use file names or other names that do not make sense to the learner).

- Include descriptions for materials as discussed previously, and instructions/prompts for activities, assignments, projects, assessments, discussions, etc.

- Organize items in the order you want the learners to complete them.

Adding Content to Modules and Sub-Modules

1. If you are adding content to a Module, click on the **M#_____ Module** If you are adding content to a sub-module, click on the **Study, Apply Knowledge, Review, etc. sub-module**, you want to add to, to ensure items are added to the correct area.

2. Click the **Upload/Create** drop-down menu.

3. To add existing files (e.g., articles, presentation files, Word, Excel, PDF files, etc.) from your computer, course offering files, or Google Drive, select **Upload Files**.

4. To add a video or audio file, select **Video or Audio**.

5. To create a web link, click **Create a Link**.

6. To add a new HTML page, click **Create a File**. When choosing this option, use the Western Online Page Templates 5.0 tip sheet.

Organizing content in Modules and Sub-Modules

1. Click on either the **M#_____ Module** or the correct **sub-module** to ensure you are organizing materials within the correct area.

2. There are two ways to reorder content within a lesson (module or materials sub-module).

   a. Click on the handle icon to the left of the item, then drag and drop it where you would like it to appear.

   b. Click on the drop-down arrow to the right of the item, then select **Move Up** to move the item up in sequence or **Move Down** to move the item down in sequence.

Adding Existing Activities to Your Modules or Sub-Modules

1. To add existing activities to your modules/sub-modules, click on the **Existing Activities** drop-down menu, then select from the following options:

   a. Assignments

   b. Checklist

   c. Discussions

   d. Quizzes

   e. Media Library

   f. Surveys

Changing Files for Content Topics

When replacing a file with a new file, follow these instructions:

1. Click on the drop-down menu to the right of the content item for which you want to change files.

2. Select **Change File**.

3. Click the **Upload, Record Video** (if replacing a video file), or **Choose Existing** button.

4. Select the file.

5. Click the **Update** button to replace the existing file everywhere it is used in your course. Adding a new file without following this process will result in broken links anywhere the old file was referenced or linked.

Note: You should create these elements in the tools found under **Course Activities** in the navigation bar. For instructions on using the most common tools to create these topics (activities and assessments), please refer to the following resources:

- [Western Online Assignments](#) | [Assignments Tip Sheet](#)

- [Create a Checklist](#)

- [Western Online Discussions](#) | [Discussions Tip Sheet](#)

- [Western Online Quizzes](#) | [Quizzes Tip Sheet](#)

- [Media Library](#)

- [Surveys](#)

Resources

The Resources area includes two sub-modules: *Course* and *Institution*. Within the **Course** sub-module, provide information that your learners will need to access multiple times throughout the course, regardless of the lesson they are currently working on. Examples include *Project Guidelines, Instructions, Rubrics, Recurring Assignments, Discussions, Quizzes, Exam Instructions, Digital Articles or Books, etc., and Weblinks that students will frequently access throughout the semester.*
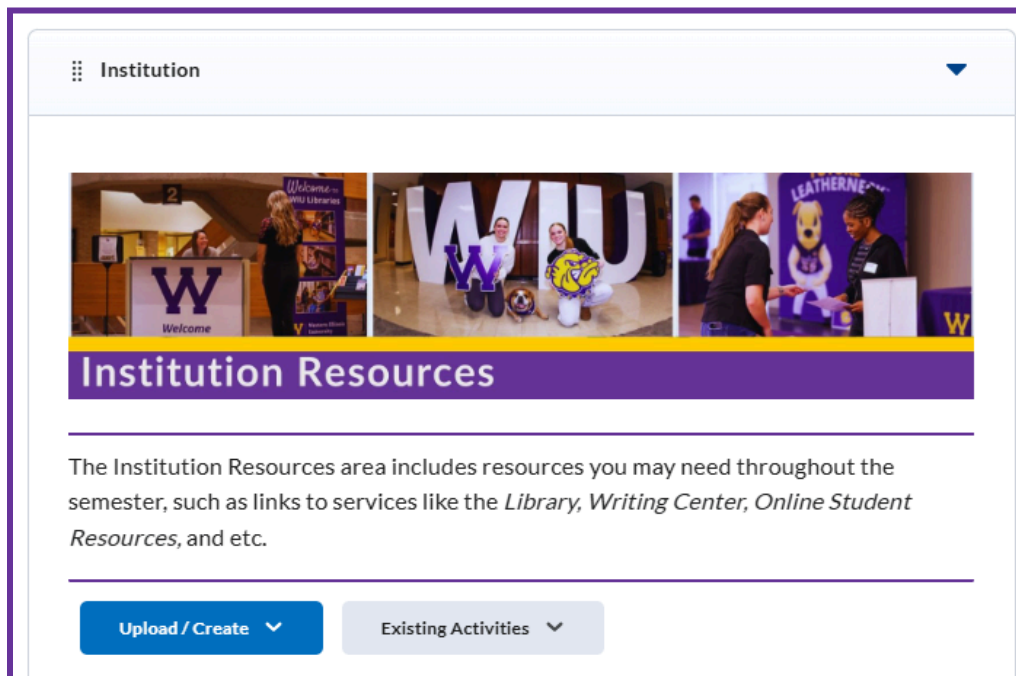

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Within the **Institution** sub-module, include institutional resources learners may need throughout the semester, such as links to services (e.g., *Department Website, Library, Writing Center, Online Student Resources* website, etc.).

Use the information in the [Populating Modules and Sub-Modules](#) section above to add content items and existing activities to these modules.

Conclusion

The *Conclusion* contains two items: *Conclusion (HTML File)* and the *Course Evaluation (web link)*.

1. Within the course **Conclusion,** provide a summary that closes the course and transitions learners to their next course level, practicum, professional experience, etc. Summarize *key points and takeaways* from the course, and provide the *next steps.* The built-in HTML page will prompt you on each of these items.

2. When you are ready to edit this page, please refer to our step-by-step instructions on modifying these HTML page templates in our Western Online Page Templates 5.0 tip sheet. If you need assistance, contact OTL by emailing support@wiu.edu.

The Course Evaluation link is formatted to take students to the Online Course Evaluation once your department opens it. You can add an announcement and/or send your students an email to remind them to complete the course evaluation when it is time to do so. If your course evaluation link needs to be reset, follow the instructions in the Online Course Evaluation Link Tip Sheet.

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General Guidance and Tips

- To maintain consistency and improve usability, **do not rename, reorder, or change images in fixed elements of the UCNI.** The fixed elements in the UCNI include the *Course Navigation Bar, Course Homepage Layout, Course Banner, Content Widget (on the homepage), Module names and images for the Welcome Module, Instructional Modules, Resources, and Conclusion, Get Started with Learning Online, Submodules for Study, Apply Knowledge, Review, Course Resources, Institution Resources, Learner Success Resources, Online Student Orientation, Taking Proctored Exams.* Do not change the formatting or remove the *Module Overview HTML Template, Module Review Conclusion Template,* or the *Course Conclusion Template*. **If you need assistance modifying these elements, contact OTL by emailing support@wiu.edu.**

- When editing HTML pages, use Heading Structures to identify main elements on the page. The templates that you find in your course have already been created with this structure; please try to maintain it. If you have trouble with your HTML template page structure or formatting, **contact OTL by emailing support@wiu.edu for assistance.**

- Always add your course content, materials, web links, videos, assignments, quizzes, discussions, etc., to your **lesson or materials folder before linking it to a lesson overview,** checklist, or any other area of the course.

- When copying and pasting content from a document into an HTML template, right-click or control-click and select *paste as plain text or unformatted text* to maintain font type and style consistency. Normal font should be Lato size 20.9. **If you experience difficulty keeping your page fonts consistent, contact OTL by emailing support@wiu.edu for assistance.**

- Always order items within your lesson and materials folders in the order in which you want your learner to progress through them.

- When replacing a file with a new file, click on the drop-down menu to the right of the content item and choose **Change File** to overwrite the existing file with the new file and ensure that links throughout the course are maintained. Adding a new file without following this process will result in broken links anywhere the old file was referenced or linked.

- Always check your HTML pages in Western Online for Accessibility after you modify them using the built-in Accessibility checker tool. Follow the Accessibility Checker Instructions provided by D2L to keep your pages accessible. **If you have trouble with this or have questions, please contact OTL by emailing support@wiu.edu.**