Lamakū Course Starter Template: Companion Guide (5-, 6-, 8-, 15-, and 16-week versions)

Document Shortened Link: https://go.hawaii.edu/FHG

The Lamakū Course Starter Template is a sample course site pre-populated with consistent navigation and visual design, as well as placeholder content. Each template (5-, 6-, 8-, 15-, and 16-week course) is aligned to online learning standards, including instructional design best practices and accessibility requirements. The purpose of the Course Starter Template is to support instructors in developing high-quality course content and to provide students with intuitive Lamakū navigation.

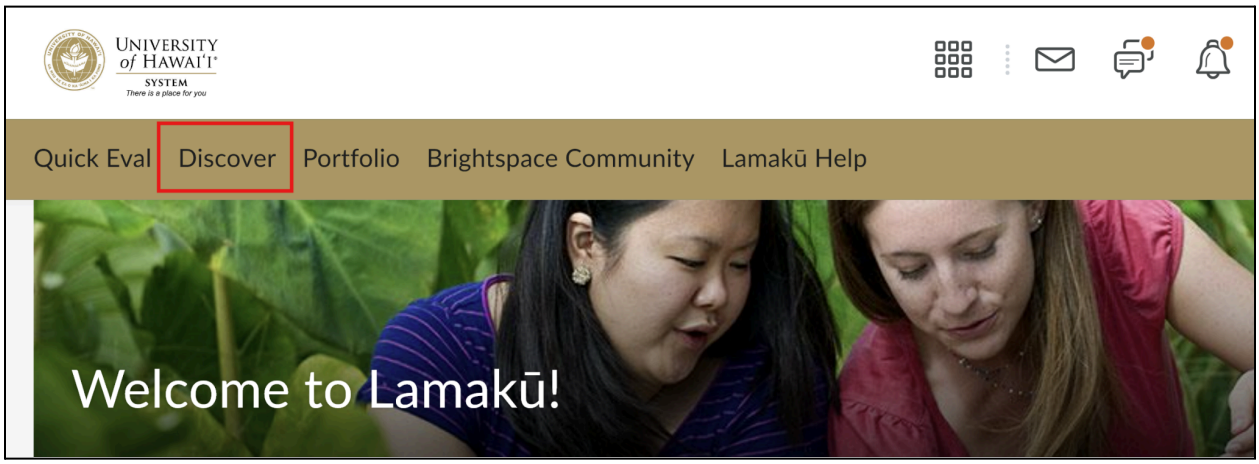
Created by the instructional designers (ID) in the UH ID Professional Learning Community (PLC), this guide explains the Lamakū Course Starter Template modules to instructors and leads them through customizing the template content for their courses.

Table of Contents

- How to Copy the Lamakū Course Starter Template Content into Your Course 2
- How to Use the Course Starter Template 3
  - Instructor Notes 3
  - Create/Edit Topic Pages (HTML Document Templates) 4
- Course Overview 4
- Lamakū Course Starter Template Companion Guide (For Instructors) (Hidden) 5
- Welcome (Welina Mai)! Module 5
- Getting Started Module 6
- Syllabus Module 7
- Module Content and Activities 9

How to Copy the Lamakū Course Starter Template Content into Your Course

The Lamakū Discover tool provides access to a visual list of courses available for self-enrollment. This includes a Course Starter Template designed by the UH Instructional Design Professional Learning Community (ID PLC). You can copy the entire course template or select course template components into your destination course.

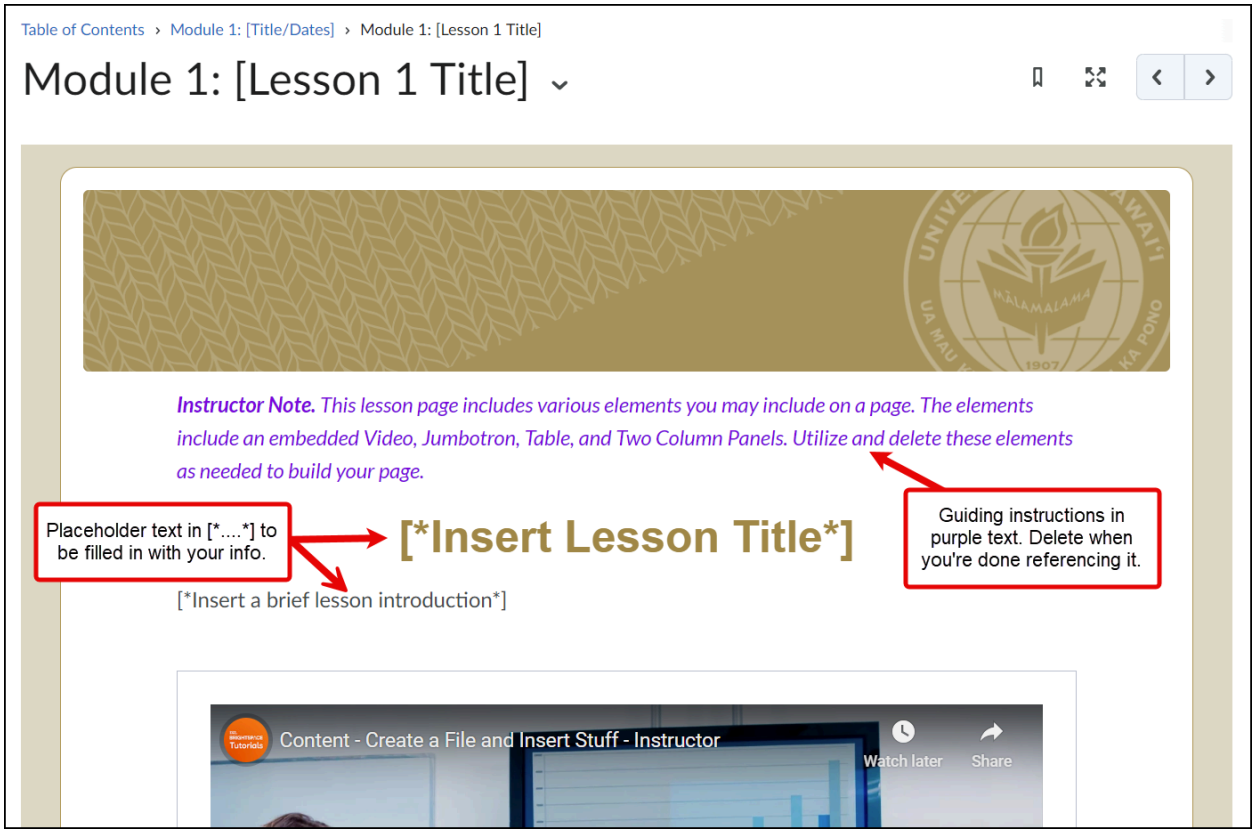


- To enroll yourself into the Lamakū Course Starter Template in order to preview or copy from the course, select Discover from the UH Lamakū organization navbar, find the template, and self-enroll into it. This will allow you to copy from the template course into the destination course of your choice (reference the Lamakū for Instructors: Start Here > Accessing Templates in Lamakū Discover tutorial for assistance).
    - **Note**: Upon self-enrolling in the course, you will be designated a Participant role by default which can be used to preview course content from a "learner perspective." Within ~one hour, your role will be converted to **Instructor Copy-Content Only** role, providing (limited edit access) instructor view and the ability to copy the template course content.
- Go to your destination course (e.g., your current semester's course site) and, from the course nav bar, select Course Admin.

- Under the “Site Resources” section, click on Import/Export/Copy Components.
- Copy the course starter course’s components (All or Select components) into your destination course (reference the Lamakū Tutorial - Copying Content from Another Lamakū Course tutorial for assistance).

How to Use the Course Starter Template

Instructor Notes



Throughout the Course Starter Template, you will notice *purple italicized text* (as shown in the screenshot above) in the description box of the modules, the description box of the topics, and on the topic pages themselves. These serve as guiding instructions or notes for you to use. Please delete the purple italicized text once you're finished with it. (Note: Students will see the purple italicized text if not deleted.)

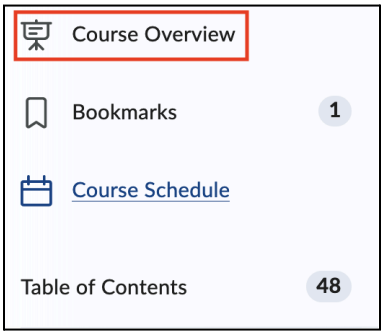
Additionally, you'll notice black text in brackets like this: [*.....*]. This is intended to be filled in with your own information. Whereas regular black text is suggested text intended to remain on the page for you to use or edit/modify.

Create/Edit Topic Pages (HTML Document Templates)

View the Lamakū Tutorial - How to Use Document Templates document for step-by-step instructions on how to edit or create additional topic pages using HTML document templates.

Course Overview

The **Course Overview** is a Content tool that can orient students to the course, content materials, and expectations.



Note that the Course Overview tool only allows for one attachment and is *not* a dedicated Syllabus tool. It is recommended to include the syllabus within the Syllabus Module.

Tips and Considerations

- If left blank, the Course Overview tool will be hidden from students by default.
- The Course Overview tool does not readily show up in the Pulse app. Students should switch to "mobile view" on the app by first clicking on the "University of Hawai‘i Homepage" button before entering a course site and viewing the Content tool.

Resource: Content Experiences (D2L Brightspace Community).

Lamakū Course Starter Template Companion Guide (For Instructors) (Hidden)

The **Lamakū Course Starter Template Companion Guide (For Instructors)** is a module that is hidden from student view. This module contains a link to this guide for instructors to reference for additional information about the Course Starter Template.

Tips and Considerations

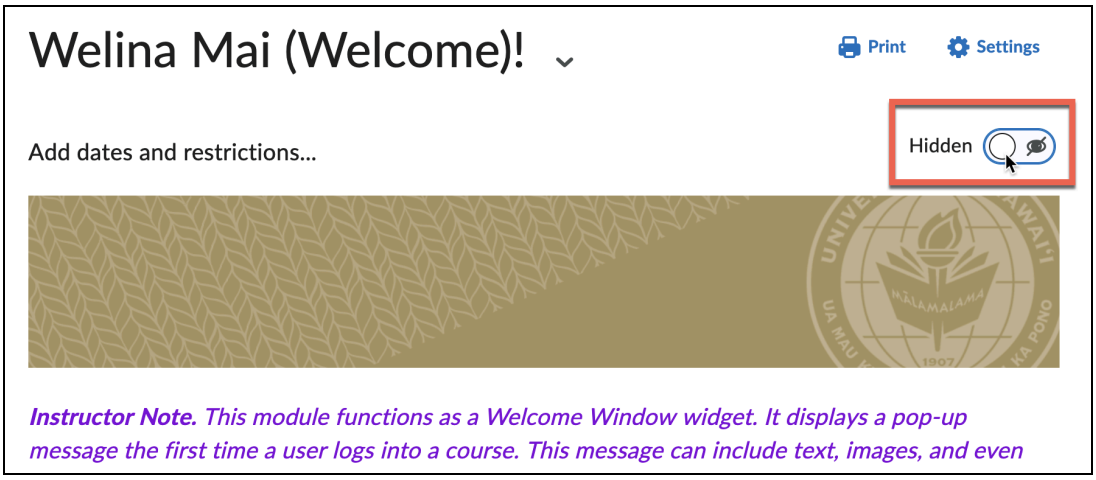
- You can delete this module or leave it hidden. Do not make this module visible to students if this module is copied to your course.
- Keep this companion guide document open as you work through each component of the Course Starter Template.

Welina Mai (Welcome)! Module

The **Welina Mai (Welcome)!** module is an opportunity to personally welcome students to your course. It includes space for your biography/introduction, contact information, and a welcome video. Any module with the word “Welcome” will automatically be linked to the Welcome Window Widget pop-up.

Tips and Considerations

- The Welcome Window Widget will appear each time a student enters the course until the student selects the “Dismiss” button. The “Dismiss” button will be made available after selecting any associated “Next” button(s).
- A student can recall a dismissed Welcome Widget Window to revisit the information at the bottom of the course homepage.
- The widget pop-up will re-appear if welcome content pages are added, changed, or rearranged within the Welcome module.
- By default, this module is “hidden” (not visible to students). If you would like to make the module visible, select the "eyeball" icon just above the top-right corner of this description and select the toggle button to update module settings from "hidden" to "visible." Later, you can “hide” the module to deactivate the pop-up or to reuse it later in the course.



Resource: Using the Welcome Window Widget (D2L Brightspace Community).

Getting Started Module

The **Getting Started** module provides an orientation to the course, including an introduction and purpose, course learning outcomes, expectations and important policies, navigation, technology tools, resources, and support information. The pages in this module help students acclimate to the course and to the online learning environment.

The **Getting Started** module includes the following pages:

- **Course Introduction**: This page gives students a brief description of the course content and the main topics that will be covered. This may include details on how learning will take place through activities, assessments, and other student learning experiences.
- **About Your [Instructor/Facilitator]**: This page is a space to foster rapport with your students. You can share brief statements about your teaching philosophy, experiences, what excites you about teaching, and personal hobbies and interests.
- **Course Navigation**: This page can include suggestions on how students progress and interact with the course content to support their success. You can embed a short "How to Navigate This Course" video (e.g., screencast).
- **Course Technology**: This page can link to your syllabus, which should already include course technology information. If you include information directly on this

page, be sure there is alignment and consistency between this page and your syllabus.

- **Getting Help**: This page provides information on how students can get answers if they have Lamakū or technology-specific questions. It also can include your contact information if students have course-related questions.
- **Next Steps**: This page directs students to begin Module 1 and includes tips on how to be successful in the course.

Syllabus Module

Description

The **Syllabus** module is used to embed or link to your syllabus to allow easy access to the syllabus for students near the top of the Table of Contents at any time. Review and copy your campus' template from the UH ID PLC Resource - Compiled Campus Syllabus Templates.

Tips and Considerations

- Ensure that any document, whether a Google Doc or an uploaded Word or PDF document, is ADA-compliant.
- Use Grackle for Google Docs or the Accessibility Checker in MS Word before sharing your syllabus with students.

Link or embed your syllabus into the Syllabus module in one of the following ways:

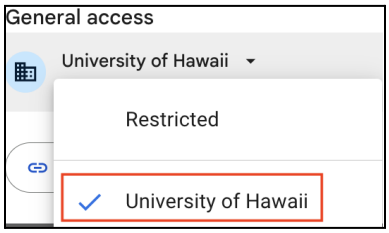
Option 1: Use Your Campus' Syllabus Template (Recommended)

1. Determine which Syllabus Template you want to use from the UH ID PLC Resource - Compiled Campus Syllabus Templates. Reference the syllabus template instructions for the corresponding file to preview and/or make a copy.
2. Edit the Syllabus Template with your course information and delete the instructional text throughout.
3. Change the Share Settings in Google Docs:

a. Select the blue **Share** button in the upper right corner of the screen. The share dialog box will appear.



b. From the General Access drop-down, select “University of Hawaii” to allow your students to view it.



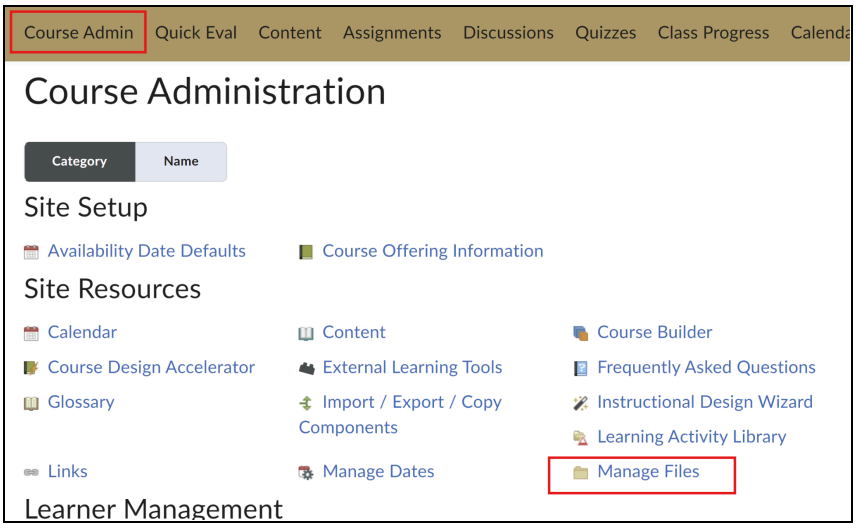
c. Click the **Copy Link** and **Done** buttons to save your selections.



d. In your course or inside the Syllabus module, select Upload/Create.
e. Select Create a Link.
f. Enter a Title in the Title field.
g. Paste the URL of your Syllabus in the URL field.
h. Select Create.

Option 2: Upload Your Syllabus to Manage Files.

1. Select Course Admin from the navbar.
2. Select **Manage Files** under the Site Resources heading.



3. You can either:
    a. Select Upload and upload your Syllabus.
    b. Choose an existing folder you want your Syllabus to be located in, select Upload, and upload your Syllabus.
    c. Or select New Folder to create a new folder, title it “Syllabus”, and upload your Syllabus into that folder.

Embed Your Syllabus

1. Within the Syllabus module of your Lamakū course site:
    a. If using a Google Doc use the Existing Activities option.
        i. Select Google File Embed.
        ii. Find and select your Syllabus.
    b. If using a Word or PDF document:
        i. Select Upload/Create.
        ii. Select Add from Manage Files.
        iii. Find and select your Syllabus.

Module Content and Activities

Each of the modules in Course Starter Templates (16-, 15-, 8-, 6-, and 5-week) includes seven topics within. Each module includes a banner, a placeholder for a module description, an alert to the student on automatic progress tracking, and instructions to begin with the module introduction.

- **Module X: Introduction**: This page includes placeholders for a brief overview of the module's goal(s), what will be covered, and specific activities with due dates. There is also a section for the module's Learning Objectives (LOs).
- **Module X: [Discussion Title] (Discussion)**: This is a Discussion placeholder with starter instructions to include an original discussion post due date and replies due dates. You can also include prompts for posts and replies.
- **Module X: [Lesson 1 Title]**: This HTML Template includes elements that can be utilized on a page, including an embedded Video, Jumbotron, Table, and Two Column Panel. You can utilize these elements to enhance the design and interaction of your lesson page(s).
- **Module X: [Quiz Name] (Quiz)**: This is a quiz placeholder where specifics on grading, due date, attempt and completion requirements, etc., need to be added.
- **Module X: [Lesson 2 Title]:** This HTML Template includes elements that can be utilized on a page, including an Ordered List: Large, Standard Callout, Tabs: Group of 4, and Accordion: Group of 6. You can utilize these elements to enhance the design and interaction of your lesson page(s).
- **Module X: [Assignment Name] (Assignment)**: This is an assignment placeholder where specifics on grading, due date, assignment type, etc. need to be added.
- **Module X: Conclusion**: This page includes placeholders for a brief overview of the main topics of the module and key takeaways. There is also a section for a brief description of the next module to notify the student of the next steps for the course.

Tips and Considerations

- Module 1: Self-Introductions (Discussion) can be used as is after customizing the due dates. The Discussions for Modules 2-16 do not include post and reply prompts and need to be updated for your specific course.
- This straightforward design provides Topics in a linear fashion to support easy navigation and a clear learning path for students.

- This approach may not fit courses with complex content (e.g., multiple subjects within a module), and sub-modules can provide a more logical and organized structure.
- For alternative approaches, see the Lamakū Course Content Structure Guide.