

EXCEL TRACK UG MULTIDISCIPLINARY AND PROFESSIONAL STUDIES BUILD GUIDE

1) Creating a Course Offering & Template

Course Template should be in School **ExcelTrack**

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

2) Announcements

Headline: Student Faculty Recognition

Content:

Has a faculty member gone above and beyond as an instructor, motivated and inspired you as a student, and stood out as a memorable contributor to your educational success? Please take a moment to recognize their efforts.

[Student Faculty Recognition Form](#)

[HTML Code]

```
<p>Has a faculty member gone above and beyond as an instructor, motivated and inspired you as a student, and stood out as a memorable contributor to your educational success? Please take a moment to recognize their efforts.</p>
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```
<p><span style="text-decoration: underline;"><a rel="noopener" href="https://forms.gle/7Y3pVH8njaPfVTBr6" target="_blank">Student Faculty Recognition Form</a></span></p>
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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- content varies by course

Digital Book- if applicable

Academic Tools

- Writing with Integrity - Add from LOR
- Academic Success Center - Add from LOR
- Academic Writer-[Add link from External Tools]
- Library-[Add link from External Tools]
- [PG Library - Diversity Equity and Inclusion Resources](#)

Instructor Resources (draft mode)

- CTL Resources – Add from LOR
- Writing Across the Curriculum (WAC) – Add from LOR

[Department of English and Rhetoric Google Site](#) (CM courses) *Add from LOR (Open as External Resource)*

[Department of Humanities and Social Sciences Google Site](#) (HU, CS, SS courses only) *Add from LOR (Open as External Resource)*

[Department of Mathematics Google Site](#) (MM courses) *Add from LOR (Open as External Resource)*

[Department of Science Google Site](#) (SC courses) *Add from LOR (Open as External Resource)*

[Multidisciplinary and Professional Studies Faculty Resources](#) (ALL courses) *Add from LOR (Open as External Resource)*

Main Content setup

Learn

Connect

Practice

Competency Assessment

4) Gating

The primary difference in CBE and regular courses is that CBE 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 and Syllabus should be setup with the gating. **You will also add gating to the Discussion forum and Competency Assessment Assignment.**

Completes 1 attempt on Readiness Check

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 which 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/1w3gJYaTN2LF2pDvFb2TsbWO5mwMrMgwtglts09cNWO0/edit?usp=sharing>