

Course Organization Tips

Using UB Learns – Original Course View

- **Determine your course’s organizational structure before building.** Consider a structure that is consistent, logically organized, easy to navigate and visually appealing.
- **Review the sections of the course students will need to access.** Hide or delete any areas that are not being used (particularly when adopting a template).
- **Consider where items will live and how students will access them.**
 - Determine which sections will be accessed from the course navigation menu and which items will live inside other tabs (ex: syllabus, content, assignments, assessments, discussions, resources, etc.)
- **Build content in organized sections using a chronological structure.**
 - Organize content by week, topic or theme.
 - Ensure the syllabus and module organization are aligned.
 - When naming modules, include consistent features such as the number of the module, a key word or phrase, and/or the dates of the module.
 - If folders become lengthy, consider creating a *Document* to consolidate information.
- **Utilize visibility settings to release content over time.** Content that is not needed at a given time can be made available later in the semester.
 - Option 1: Manually release content by keeping items *Hidden from Students* then changing it to *Visible for Students* when ready to post.
 - Option 2: Automatically release content by choosing *Conditional Availability* settings.
- **Set due dates on all assignments.** Assignments and assessments with due dates will populate in a student’s *Calendar*.
- **Embed resources when applicable.** If linking to external sources, have tabs open in new windows.
- **Use *Student Preview* to ensure the correct content is visual for students.** Check hyperlinks and other resources to verify they are working properly.