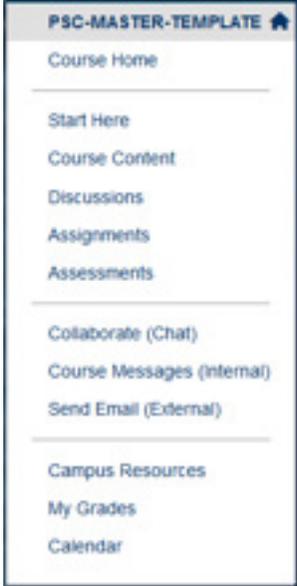
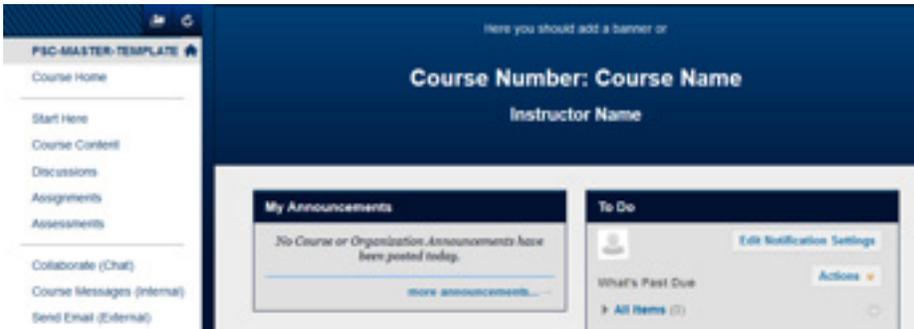


TIPS FOR COURSE ORGANIZATION

ITEM	DESCRIPTION
<p>Course Menu</p> <p>Getting Started with your Course Course Menu Overview</p>	<p>The Course Menu provides the navigation for the course. It is a list of options where students can quickly access and navigate through course information.</p> <p>It is important to be consistent within your content and use the same name stated on the menu within your activities, so students can easily locate them.</p> <p>In your template, you will find a set of options, including Start Here, Course Content, Discussions, Assignments, Assessments, Collaborate (Chat), Course Messages, Send Email, Campus Resources, My Grades, and Calendar. The instructor can customize the Menu. The options will be explained in this document.</p> 
<p>Course Home</p> <p>Adding a Banner to the Course Entry point:</p>	<p>By default, when you enter a course you will be shown the course home. Here you should see the course “identification” – it could be a banner or course name and number. Course Home is a modules page that can be useful to both faculty and students. By default the modules listed are My Announcements, To Do, eCampus Support, Student Resources and Faculty Resources.</p> 
<p>Start Here</p>	<p>Start Here is where students are introduced to the course. The instructors will provide information that will allow students to understand how the course will be conducted. Usually this area will have a Welcome Letter, Syllabus, Schedule, Course Learning Objectives, Policies & Support Resources, and a link to the eCampus Tutorial to provide guidance on how to use eCampus and install necessary plugins.</p>

Course Content	<p>In this area students will have access to the course content, divided by week, unit or module. They can be organized in folders – where you will click on the item to open the files or they can be organized in Learning Modules – where you will have to navigate through the page by clicking the page name or the arrows at the top right of the screen. When creating your content pages, please try to use the same font size and style to minimize distractions and to facilitate readability.</p>
Discussions Creating a Discussion Board	<p>The discussions are used to create a sense of community among students, it can replicate the robust discussions that take place in the traditional classroom. It is an online meeting for social interaction, collaboration, and the exchange of ideas.</p>
Assignments Getting Started with Assignments	<p>Assignments will be used to turn in papers and activities. You can use assignments to assess students in a variety of meaningful ways beyond objective tests. You can use the assignments tool for a variety of assignment types: Case studies, Essays, Research papers, Group projects, Field observations, Lab work, Peer reviews, Reports, Summaries, etc.</p>
Assessments Building a Test	<p>Assessments could be either quizzes (gradable) or surveys (anonymous). You can use tests and surveys to evaluate student knowledge, estimate learning progress, and gather information from students.</p>
Collaborate (Chat) Collaborate resources	<p>Blackboard Collaborate (Chat) is the new tool used with online synchronous classes, conferences, and chats. The instructor will provide sessions where students will participate at designated times. Before you participate in a session, it is recommended that you test your hardware and software configurations to make sure your microphone and audio are ready for the class.</p>
Course Messages (Internal)	<p>The Course Messages tool provides you with a familiar, email-like environment that you can use for course communication within the system.</p>
Send Email (External)	<p>The email tool allows you to send email to students in your course from within eCampus without launching an external email program. Email can be sent to individual users or to groups of users. This feature sends mail to students Mix e-mail.</p>
Campus Resources	<p>The Campus Resource area provides supportive links to University resources, such as WVU Accessibility Services, Library, Academic Catalog, Computer Security, Student Support Services and others.</p>
My Grades Grade Center	<p>The My Grades page displays detailed information about grades. It shows the status of gradable items, such as tests, assignments, journal, blog entries, and discussion posts. When the instructor releases grades here is where students will see them.</p>
Calendar	<p>The calendar displays a consolidated view of all your courses and personal calendar events. You can view events by day, week, or month. When you create items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day.</p>