



CC Basics - 3.2 – Using the CC Template

Why Do This?

We understand that it can be challenging to find the time to create or redesign a course. Particularly in online courses, a consistent and easy to navigate course site can make things much easier for both you and the students. To this end, we have created a course template for online courses we wanted to share. The template course can be imported into your empty course, or merged with existing course content. It includes many of the elements recommended in the [Quality Online Learning and Teaching guidelines](#) used extensively in the CSU, along with instructions on how to customize the template for your course. Below you'll see some screenshots of the course. If you are interested in using this, email us at cchelp@csusm.edu and we will add you as an instructor so that you can import it into your empty course, or merge it with existing course content. If you do decide to use it, we would love to hear your feedback and any suggestions for improvements.

The screenshot displays a course management interface. On the left, there are navigation options for 'Questionnaires' and 'Resources', and a section titled 'YOUR CLASSMATES' with a message: 'There are no entries yet in the chosen glossary. Add a new entry View all entries'. The main content area is titled 'edit: Course Full Name (e.g. Introduction to Psychology)' and 'Instructor's Name'. Below this, there are fields for 'Contact Info:' and 'Office Hours:'. A list of activities is shown, each with a vertical arrow icon, a title, a status icon, and an 'Edit' button with a user icon or checkmark. The activities are: 'Announcements', 'REVIEWERS - SUGGESTIONS, ADDITIONS, CHANGES', 'Announcements', 'Talk to Me' (with a sub-note: 'Use the Zoom link below during online "office hours".'), 'Instructions for Adding and using the Zoom Webconferencing Software', 'Get Help', 'Student Support & Policies' (with a sub-note: 'Last updated Spring 2017'), and 'Ask your fellow students'. At the bottom right, there is a '+ Add an activity or resource' button.

Start The Course Here

Welcome to _____ I am really excited to meet you all. The purpose of this module is to get you off to a strong start, so please familiarize yourself with the syllabus, take the readiness questionnaire, introduce yourself and set some personal learning goals for this course.

Reference Documents



Accessible Syllabus Template

Getting Acquainted



A Bit About Me



Instructors: Using the Introduce Yourself Glossary & Block



Introduce Yourself

Success in this Class



Instructors: Using the Documents and Activities Forum below



How to be Successful in this Course



Online Learning Readiness Questionnaire



Forum Conversations - Guidance to students 33.8KB



Set and Share Your Learning Goals

Video overview of the course

Use the Add a resource/URL to add the link below this label. Give it a meaningful title. Your video should provide an orientation to your course, including detailed instructions for students to begin accessing all course components, such as the syllabus, your use of the course calendar and other Cougar Courses features.

This label is hidden. To use it, delete the italicized text and edit the common module settings "Visible" dropdown from Hide to Show, then Save.

Topic 5



Start Here



Read, Watch, Listen, Investigate



Submit

Choose your preferred student feedback survey from the options below, and delete the others. Edit as necessary. Make it visible and ask students to complete it at about the 1/3 point in the course.



Anonymous Feedback: Midterm Student Eval (Start, Stop, Continue)



Anonymous Questionnaire: Midterm Student Eval



Your Anonymous Feedback: Help me improve this course