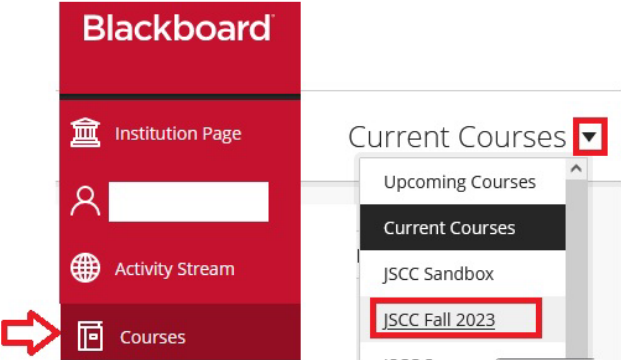
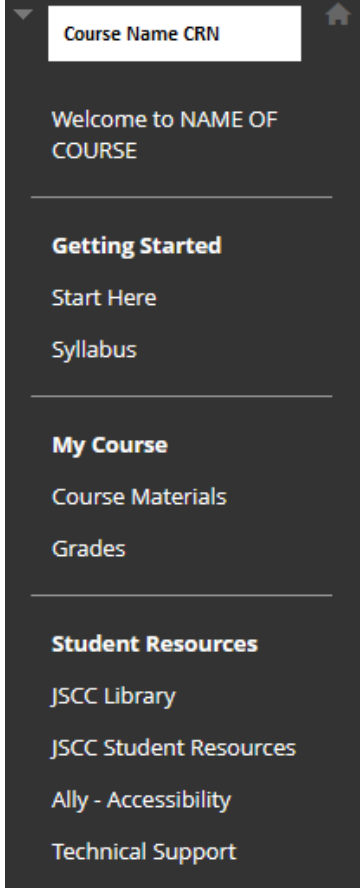


JSCC Course Template Overview

<p>Fall 2023 - JSCC Course Template</p> <p>Term Identifier:</p> <div> <div>JSCC_202410</div> </div> <p>Email</p> <p>helpdesk@jeffersonstate.edu</p>	
<p>Purpose - Create “one” look for all JSCC Courses (Menu)</p> <p><i>Student Preview Mode</i> Required Items visible and in the correct order):</p> <ol style="list-style-type: none"> 1. Welcome (1) 2. Getting Started (2) <ul style="list-style-type: none"> • Start Here • Syllabus 3. My Course (2) <ul style="list-style-type: none"> • Course Materials* • Grades 4. Student Resources (4) <p>Total of 9 links</p> <p>*Prior to Fall 2023 – any Shells created will show Instructional Materials.</p> <p>Required Areas to Edit/Update:</p> <ul style="list-style-type: none"> • Welcome (1) • Getting Started (2) • My Course (2) <ul style="list-style-type: none"> *Note – Grades show Grade Center (Student Preview Mode) <p>Note: Review Grades Menu in Student Preview Mode</p>	

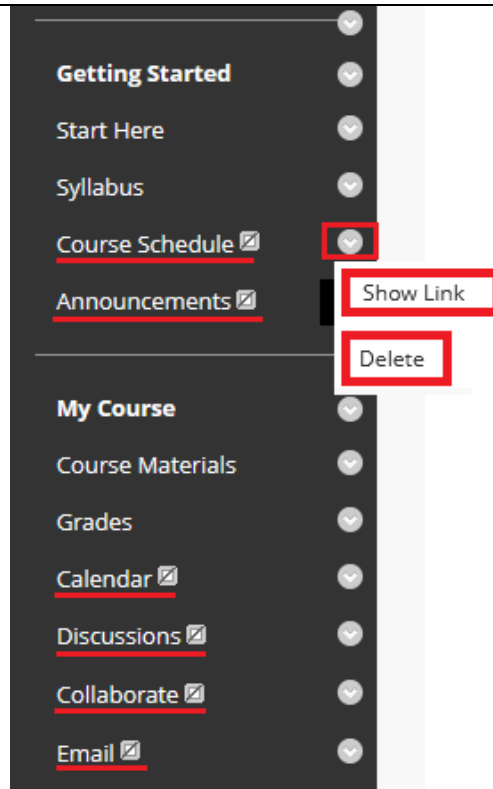
Note – Additional menu links/tools are “hidden” – Instructors can make available and use.

In Edit Mode On:
Expand the down arrow next to the item and select “Show Link” or “Delete Link.”

Note: Email tool is “Course Messages.”


Note: Instructors may delete **optional** menu items.

IMPORTANT: Instructors are discouraged from adding and/or rearranging any other items/links to the menu. Refer to Page 6 of this Handout to view/print out Menu Order.



Welcome Page - required area to Edit/Update

In Edit Mode/Edit Content Area – Edit Tools:

- Edit Course Name and CRN.
- Delete existing image and re-add personal (Instructor) or Book image (size 275 x 183)
- Select the  icon to add image.

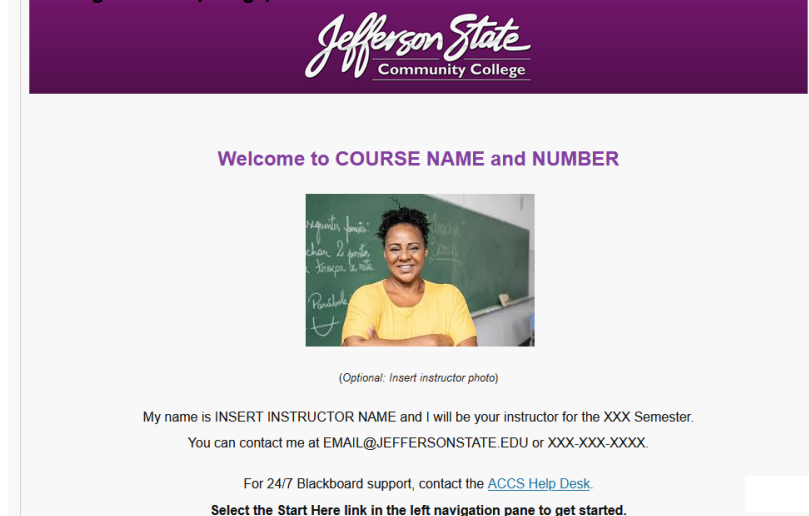
Note: Right-click on image to add “Alt-Text” description for ADA Standards.

Edit/update remaining text and select submit.

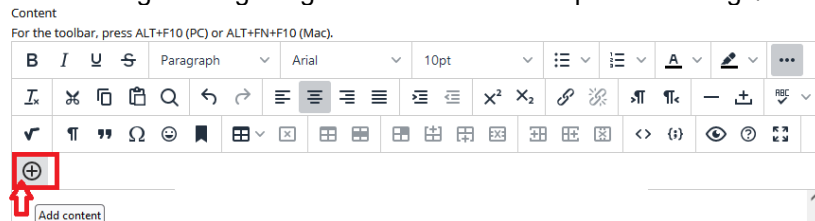
Submit

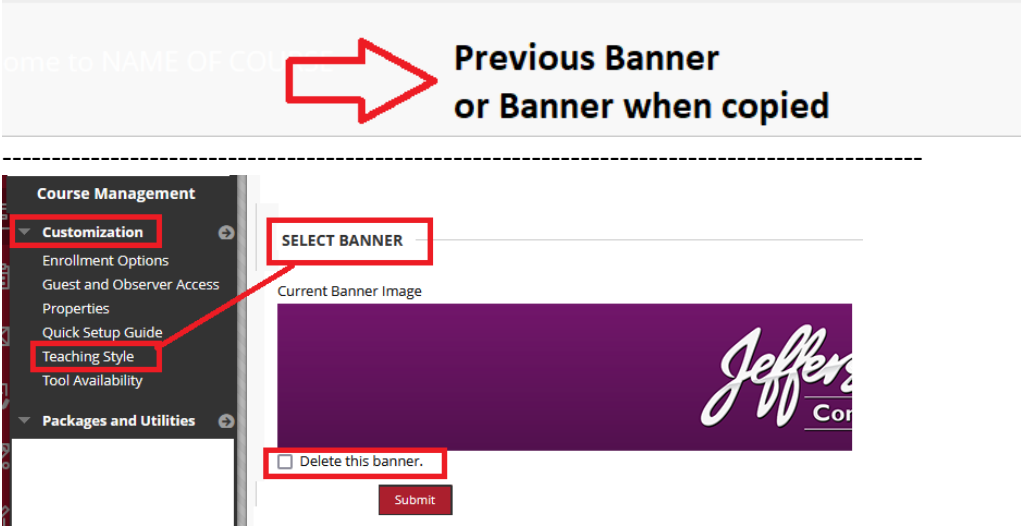
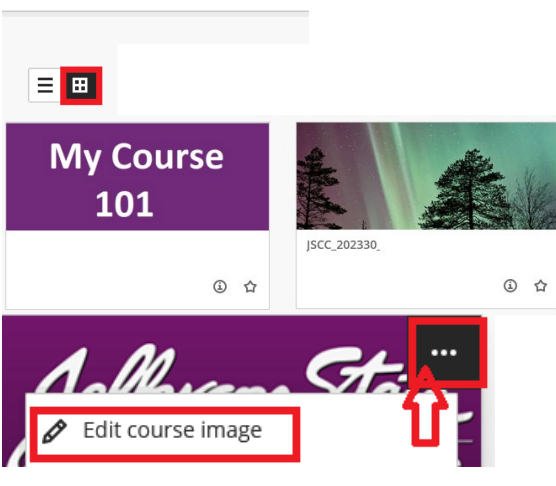
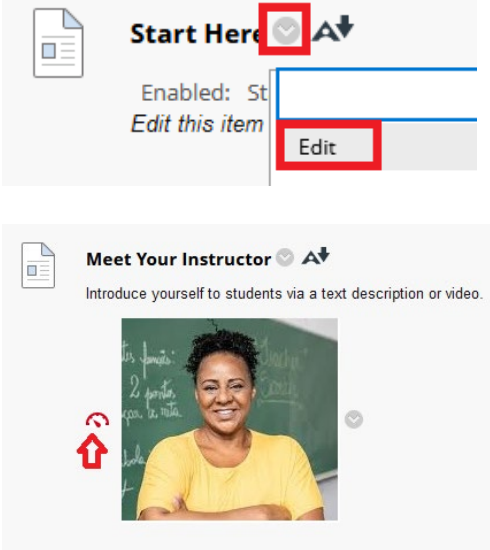
Note: Keep the Font/Color and Text Size the same as shown.

Welcome Page - Banner/Image/Edit



After deleting existing image – select icon to add personal image/book:



<p>Use of Banners – Only the Jefferson State Banner should be visible on the <i>Welcome Page</i>.</p> <p>Copied Course(s) - If you had the Jeff State logo in a previous Template Shell or have any other Banner Image that gets copied – go to menu under Course Management: Customization/ Teaching Style and delete.</p>	
<p>Note: You can use your previous Banner or other images as your “Thumbnail” Course Image View.</p> <p>Your image always displays as the course card thumbnail on the Courses page.</p> <p>Note: Image must be at least 1200 x 240 pixels. Images with text don’t scale well.</p>	
<p>Start Here Menu Link: In Edit Mode On: Select down arrow next to item to edit.</p> <p>Note: Keep the Font/Color and Text Size the same as shown.</p> <p>Note: If images are uploaded/used in Instructor Bio make sure to add “ALT Text” for ADA Standards. After uploading (click on another menu area to wait for Ally to run Accessibility Checker). Click on Red Gauge to update ALT-Text.</p>	

Note: Under Course Navigation - any “Optional” Items not being used will need to be deleted.

Course Navigation

Edit

GETTING STARTED

Start Here - This is where you find information to get you started in the course. You will also find the course syllabus and information about me, your instructor.

Syllabus - This is where you will find the course syllabus.

Course Schedule - This is where you will find due dates for assignments and assessments.

Announcements - This is where you will find updated information from me. Be sure to check this section regularly so that you have the latest course information.

MY COURSE

Course Materials - This is where you find all course materials, assignments, and assessments.

Discussions - This is where you find all discussion topics.

Collaborate - This is a real-time conferencing tool where you will meet with your instructor and other course participants.

Grades - This is where you can view posted grades and feedback from me.

Email - This is how we will communicate within the course.

Calendar - This is where you will find due dates for assignments and assessments.

Start Here Item - Participation Verification Assignment
(include description).

If the participation verification activity is completed in Blackboard then place a link to the activity below this item (include description).

Note: If you have copied content and have a Participation Activity – you will locate the item and under the down arrow – select “move” to the Start Here Content Area.

Note: If you created a Participation Quiz under Course Tools/Tests area you will need to “Deploy” the test to the “Start Here” area. If you plan to use an Assignment (that is new) you can select Assignment to create and add to the Start Here area.

Participation Verification Assignment

Participation Quiz

Participation Quiz

Move

Move

CONTENT INFORMATION

Name
Participation Quiz

DESTINATION

Destination Course
vmSummerCourse

Destination Folder
/Start Here **Browse...**

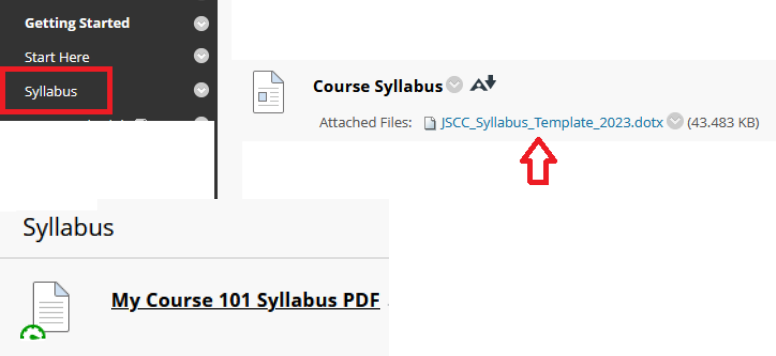
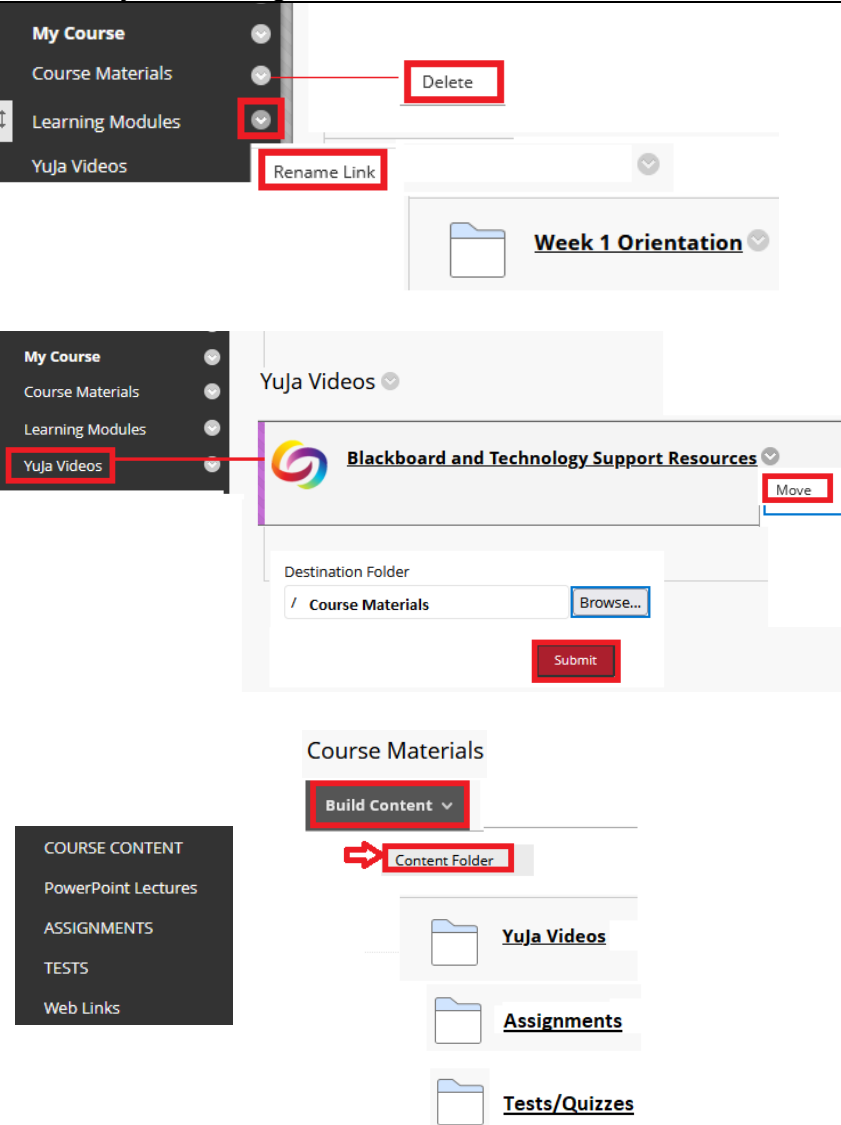
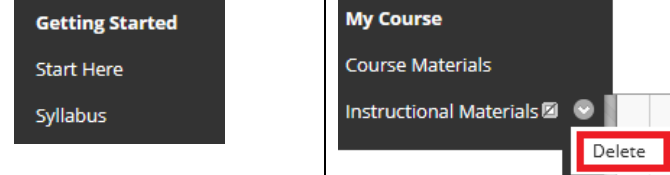
Start Here

Build Content **Assessments**

Test

Survey

Assignment

<p>Syllabus</p> <p>Note: Download Syllabus Template to fill in information in editable fields. Save as PDF and upload to the Syllabus area.</p> <p>Note: Course Schedule is optional but is helpful to include for students.</p>	 <p>Download MS Word Syllabus Template from OneDrive Note: May need to log in to MS Office 365.</p>
<p>Course Materials - content is loaded and follows an organized structure.</p> <p>Note: If Copied Course has existing content materials – delete the Menu Item “Course Materials” and rename your menu item to “Course Materials.”</p> <p>Note: There should only be one (1) menu item with content loaded for Course Materials. Any content related course menu listings (i.e., Assignments, Quizzes/Tests, YuJa Videos) should be moved to Course Materials.</p> <p>Note: You can create a Folder to add any content related materials.</p> <p>Note: If Menu has several content links – each item will have to be moved one at a time. You can hide the links from students while in the process of moving but make sure the Course Materials link has enough content for students to get started (if at the beginning of the Term).</p>	
<p>IMPORTANT: Review and delete any duplicate Menu Items and Course Items that may have copied over from previous Template and when copying from course to course.</p>	

Course Menu Links – List Order

Note: Instructors are discouraged from adding and/or rearranging any other items/links to the menu. *Optional menu links/tools may be made visible, deleted, or remain hidden.

Menu: Course Name/CRN

Welcome to ____ (Course)

Getting Started (Header – no link)

Start Here

Syllabus

*Course Schedule

*Announcements

My Course (Header – no link)

Course Materials

Grades

*Calendar

*Discussions

*Collaborate

*Email

Student Resources (Header – no link)

JSCC Library

JSCC Student Resources

Ally – Accessibility

Technical Support

Tools (hidden)