

# UNM-LA Online Course Template, V2.0

**Screenshots and information about what instructor sees in  
the template**

**Part 1: Course Entry screen**

**Course Menu**

**Home Page**

**7-9-2017**

# Course Entry Page – First screen the instructor sees in the Template

The screenshot displays the Course Entry Page interface. On the left is the Course Menu, which includes sections for Course Information, Communications and Tools, and Course Content. The main area is titled 'Announcements' and contains a 'Create Announcement' button, a dashed line indicating where new announcements appear, and a sample announcement. The sample announcement includes a title 'Welcome to [your course name]', a placeholder 'Item is not available.', a date, and a body of text with yellow highlights and bracketed placeholders. Annotations with red arrows point to these elements: 'Course Menu' points to the left sidebar; 'Edit information in [brackets]' points to the title and the 'Home Page' link; 'Delete information highlighted in yellow' points to the instructional text in the announcement body.

**Course Menu**

**Announcements**

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

**Create Announcement**

New announcements appear below this line

**Welcome to [your course name]**

*Item is not available.*

Posted on: Wednesday, May 17, 2017 10:37:00 AM MDT

[User guide section 2.7 Table 2.7 # CM-6. Post a welcome announcement here. Edit the announcement and change date restrictions, below the announcement, to allow students to see the announcement.

Welcome to ....

**After you have read this announcement, click on [your course] Home Page,** at the left near the top of the Course Menu.

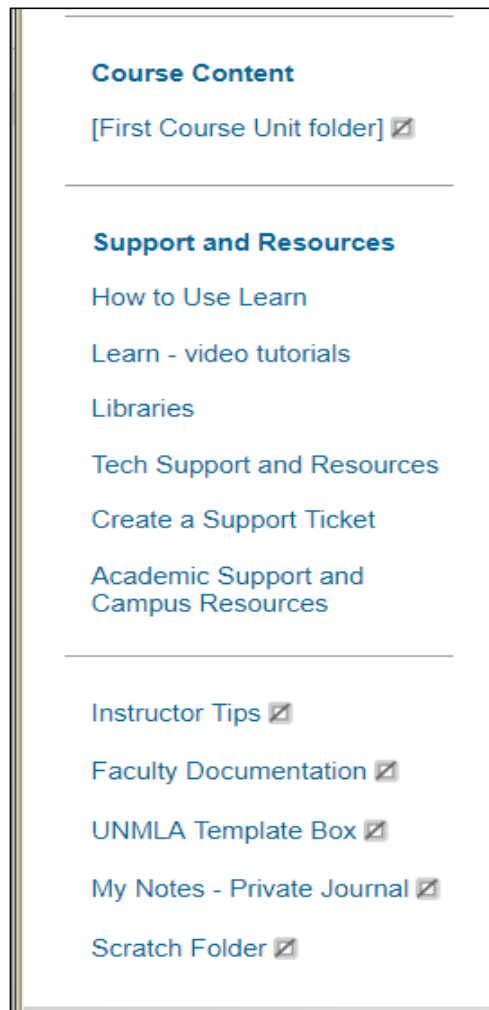
You can display the Home Page at any time by clicking on [your course] Home Page.

Posted by: Carol Furchner  
Posted to: Carol Furchner (furchner) - Sandbox 08


**Edit information in [brackets]**

**Delete information highlighted in yellow**

## Course Menu (in course itself these are all in a single column on the left)



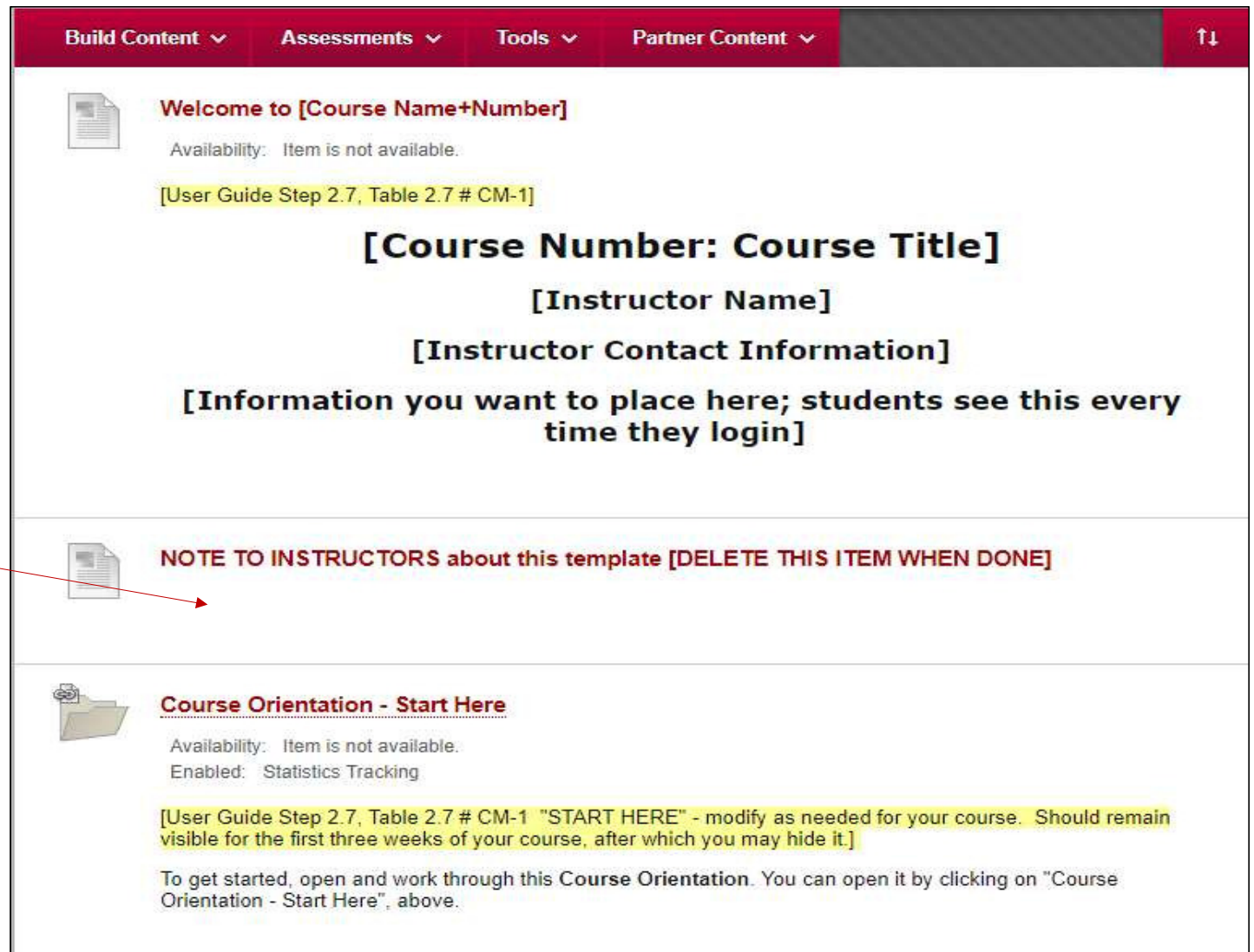
COURSE MANAGEMENT – tools and utilities provided by Blackboard for instructor use only, never seen by students.

 Icon means “hidden from students; instructor decides when to show it.”

**The next several slides will begin to step through the course menu.**


## Course Menu: [Your Course] Home Page

part 1





The screenshot shows a course menu home page template. At the top is a red navigation bar with four dropdown menus: "Build Content", "Assessments", "Tools", and "Partner Content". On the far right of the bar is a red button with a white up-and-down arrow icon. Below the navigation bar are three content sections, each with a document icon on the left and text on the right.

**Build Content** ▾ **Assessments** ▾ **Tools** ▾ **Partner Content** ▾ ↑↓

 **Welcome to [Course Name+Number]**  
Availability: Item is not available.  
[User Guide Step 2.7, Table 2.7 # CM-1]

**[Course Number: Course Title]**  
**[Instructor Name]**  
**[Instructor Contact Information]**  
**[Information you want to place here; students see this every time they login]**

 **NOTE TO INSTRUCTORS about this template [DELETE THIS ITEM WHEN DONE]**

 **Course Orientation - Start Here**  
Availability: Item is not available.  
Enabled: Statistics Tracking

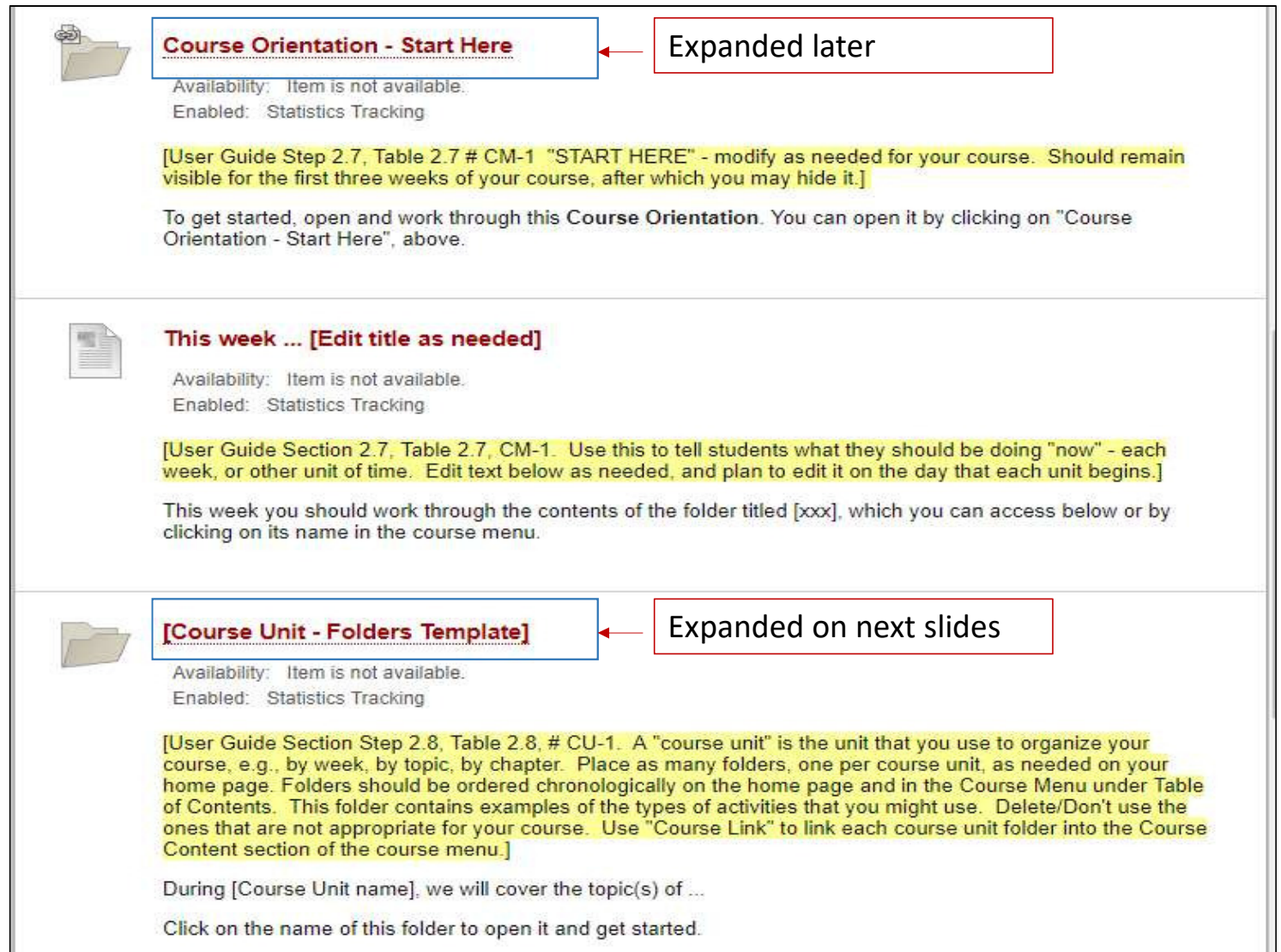
[User Guide Step 2.7, Table 2.7 # CM-1 "START HERE" - modify as needed for your course. Should remain visible for the first three weeks of your course, after which you may hide it.]


To get started, open and work through this Course Orientation. You can open it by clicking on "Course Orientation - Start Here", above.

Hidden on this slide –  
contains only instructions  
for instructors, to be  
deleted

## Course Menu: [Your Course] Home Page

part 2




 **Course Orientation - Start Here** ← Expanded later

Availability: Item is not available.  
Enabled: Statistics Tracking

[User Guide Step 2.7, Table 2.7 # CM-1 "START HERE" - modify as needed for your course. Should remain visible for the first three weeks of your course, after which you may hide it.]

To get started, open and work through this **Course Orientation**. You can open it by clicking on "Course Orientation - Start Here", above.

---


 **This week ... [Edit title as needed]**

Availability: Item is not available.  
Enabled: Statistics Tracking

[User Guide Section 2.7, Table 2.7, CM-1. Use this to tell students what they should be doing "now" - each week, or other unit of time. Edit text below as needed, and plan to edit it on the day that each unit begins.]

This week you should work through the contents of the folder titled [xxx], which you can access below or by clicking on its name in the course menu.

---

 **[Course Unit - Folders Template]** ← Expanded on next slides

Availability: Item is not available.  
Enabled: Statistics Tracking

[User Guide Section Step 2.8, Table 2.8, # CU-1. A "course unit" is the unit that you use to organize your course, e.g., by week, by topic, by chapter. Place as many folders, one per course unit, as needed on your home page. Folders should be ordered chronologically on the home page and in the Course Menu under Table of Contents. This folder contains examples of the types of activities that you might use. Delete/Don't use the ones that are not appropriate for your course. Use "Course Link" to link each course unit folder into the Course Content section of the course menu.]

During [Course Unit name], we will cover the topic(s) of ...

Click on the name of this folder to open it and get started.

Course Menu  
Home Page →

Course Unit [Folders Template

part 1



### [Course Unit] Overview [EXAMPLE]

Availability: Item is not available.

Enabled: Statistics Tracking

[User guide step 2.8, Table 2.8, CU-2]

#### Overview of [Course Unit Descriptor]

This [time period] we will ...

On completion of this [course unit], you will be able to ... [list learning objectives and outcomes for this course unit, or provide a link to a file that lists them.]

---

The work for this [course unit] will include:

**Read** [if any, list or point to list and provide due dates]

- [Reading XX - due dd/mm/yy]
- [Reading YY - due dd/mm/yy]

**Other media** [if any, list and provide due dates ]

- [Video ZZ - due dd/mm/yy]

**Assigned work** [if any, list or point to list and provide due dates, e.g.,]

- [Assignment XX - dd/mm/yy]
- [Discussion XX - dd/mm/yy]
- [Test XX - dd/mm/yy]

---

To help you meet the learning objectives for this [Course Unit], complete the assigned items in this folder in the order in which they are listed.

Course Menu  
Home Page →

Course Unit [Folders Template]

part 2



### Materials for this [course unit]

Availability: Item is not available.

[User guide step 2.8, Table 2.8, CU-3]

This week you should read [ ] in the textbook [or other paper reading materials]

In addition, [read | listen to | view ] the following materials:



### Discussion [n] - [Title]

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Table 2.6 CO-15, Table 2.7 CM-10, and Table 2.8 . T-DiscussionsInLearn-Overview.docx]

This discussion covers [topic(s)] [note - write questions and topics here, or attach them in a separate file]

Initial posts are due on [date or day of week].

Replies are due on [date or day of week].

Remember to reply to at least [n] discussion posts.

This discussion is worth [n] points.

Your discussion contributions will be graded based on [provide description of criteria or link to discussion grading rubric].

Your participation in this discussion will help you achieve [briefly mention learning objective, how the discussion will help the student learn].

You can find more information about how to participate in discussions in this class in the **Course Resources folder**, in **Information -- Discussions**.

Click on the Discussion [n] [title] to begin and make your initial post in this discussion.



Course Menu  
Home Page →

Course Unit [Folders Template]  
part 3



### Assignment Instructions - [PLACEHOLDER]

Availability: Item is not available.

[User Guide step 2.8, Table 2.8, CU-5. T-Template-contents-for-CourseUnit-Folders.docx. This PLACEHOLDER should be removed and replaced with an Assignment, created using Assessments --> Assignments from the tool menu at the top of this folder. See instructions in T-Template-contents-for-Course-Unit-Folders.docx and checklist in C-CourseUnitFolderTemplateChecklist.docx in the TemplateBox. ]

This item is hidden from students.



### Other Student Activities [PLACEHOLDER]

Availability: Item is not available.

[User guide Step 2.8, Table 2.8 #CU-6]

If you have other activities that students must complete, include links and instructions for them in the course unit folder or learning module.



### OPTIONAL: Supplementary Materials [PLACEHOLDER]

Availability: Item is not available.

[User Guide Step 2.8 Table 2.8 # CU-7]

## Course Menu

### Course Information Section

Course Orientation

Course Resources

Syllabus and Schedule

Calendar

Announcements

Course Dashboard

Course Menu:

Course Information →

Course Orientation  
part 1



### Introduction to [Your Course]

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide 2.6, Table 2.6 # CO-1; T-OverviewOfThisCourse.docx]

Welcome to [Your Course name, number, and title]! In this course, we will...



### Work through the Course Orientation

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Step 2.6, Table 2.6, Row CO-2; T-WorkThroughCourseOrientation.docx]

Work through the steps in this Course Orientation. It will introduce you to how the course will be run. There are several items that you should read, and, at the end, some tasks that you should do that will give you experience in using the tools in Learn that we will use in this class.

On completion of this orientation, you will be able to navigate through the course to find items that you need, you will have set up your computer to work with Learn, you will be able to describe or find information about how the course will be run, and you will demonstrate hands-on familiarity with the tools in Learn that are used in this class.

Open each item by clicking on its title in the sections listed below. Work through the items in the order in which they are shown, and complete and submit the items marked "DO." Instructions for how to submit each item are provided with the item.



### Video: Getting Started with UNM Learn

Enabled: Statistics Tracking

Click on "Getting Started with UNM Learn," above, to watch a video tour of UNM Learn. This tour introduces you to basic course layout, navigation, and tools in Learn (3:04 min).

Course Menu:

Course Information →

Course Orientation  
part 2



### Syllabus

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Sections 2.5.1, Section 2.6, Table 2.6 #CO-4 - attach YOUR COURSE SYLLABUS]

The above link to the attached File contains the syllabus for this course. It is your guide to this course and how it will be conducted. Read it carefully.

Click on the link to the Attached File, above, to open the course syllabus.



### Schedule [OPTIONAL, USE IF SEPARATE FROM SYLLABUS]

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide 2.5.2, Table 2.6 #CO-5. C-Semester ScheduleChecklist.docx]

The above Attached File link contains the schedule for this course. Use it to keep track of when your coursework is due. To open the course schedule, lick on the link to the attached file, above.



### Welcome Letter

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide 2.5.2, Table 2.6 #CO-6; C-WelcomeLetterChecklist.docx]

If you did not receive a welcome letter about this class in your UNM email (LoboMail), you may read the welcome letter here. Click on the link to the Attached File, above, to read the welcome letter for this class.

Course Menu:

Course Information →  
Course Orientation

part 3



### Is This Your First Online Course?

Enabled: Statistics Tracking

If this is your first online course, you may wonder how it differs from courses that are offered in more traditional classrooms. There are several differences between online and face-to-face courses, and you should be aware of them and of your preparedness to take an online course. These items will support you in becoming familiar with the online learning environment and how you may need to approach it differently than a traditional classroom course.

- UNM-Los Alamos offers a free short workshop in how to take an online course, called "How to Take an Online Course". If your instructor requires you to take this training, or if you wish to take some or all of this training yourself, you can find instructions for enrolling in this course here. It is free for all UNM-LA students.  
[How to Take an Online Course Workshop - information for students](#)
- [Online Learning at UNM-Los Alamos: Student Guide](#): This guide will introduce you to online courses. Click on this link to open the Student Guide.
- Inside the above Student Guide, you will find a section called "Are you Ready for an Online Course." It is in Appendix A, p. 13. If you have never taken an online course, UNM-LA recommends that you take this assessment.
- [Computer skills needed for an online course](#): Do you have the computer skills needed for an online course? To find out, click on this link and look over the list.

If you need to brush up on some computer skills, you can obtain free training via videos at <http://lynda.unm.edu>. You will need to sign in with your UNM NetID and password.



### Set up Your Computer to Work with Learn


Enabled: Statistics Tracking

Click on the above link, "Set up Your Computer to Work with Learn," to obtain instructions for setting up your computer and for links to free software you may need to install. The attached file describes the basic set-up that is needed; your instructor may have additional requirements.

Course Menu:

Course Information →

Course Orientation  
part 4




**Video: Tour of YOUR Course [PLACEHOLDER OPTIONAL]**

Availability: Item is not available.  
Enabled: Statistics Tracking

[User Guide Table 2.6 # CO-9, C-Course\_Orientation\_Video\_Checklist.docx]

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**How to Use Tools in Learn - Quick Step-By-Step Instructions**


Enabled: Statistics Tracking

Click on the above link, "How to Use Tools in Learn," to view getting started instructions on using Learn's tools

Tools that are described at this link include:

- Calendar
- Content Editor (in discussion and blog postings, assignments, messages)
- Tests
- Assignments
- Discussions, Blogs, and Journals
- Getting Notifications
- Communications
- Grades

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**Textbook, Publisher Site, and/or Other External Site [PLACEHOLDER]**

Availability: Item is not available.  
Enabled: Statistics Tracking

[User Guide Table 2.6, #CO-11, C-UsingExternalWebsites.docx, C-PublisherCourseChecklist.docx]

Textbook:

- Title and edition:
- Author:
- Publication Date:
- ISBN:
- Access code or how to obtain one (if needed):

UNM-LA online bookstore - Ordering Books: <http://losalamos.unm.edu/campus-life/ordering-books.html>

Course Menu:

Course Information →

Course Orientation  
part 5



### My Grades: Where to Find Grades and Get Feedback

Enabled: Statistics Tracking

Your instructor may use **My Grades** in Learn to record your grades and to provide feedback on your work. **My Grades** is in the Course Menu on the left, under **Communications and Tools**. This handout describes the information that it contains and where it is located. Click on "My Grades:..." above, to view this handout.



### Communications in This Course

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Table 2.6 #CO-13. T-CommunicationsInThisCourse.docx]

In all online communications with members of this class, you should observe rules of Netiquette (see the link to Netiquette, below).

In this course, we will communicate using **Course Messages** and **Announcements**.

**Course Messages:** We will use Course Messages as the primary means for private communications with each other. Messages sent using Course Messages stay entirely inside this course; you must be logged in to send and read these messages. Use Course Messages to communicate with the instructor.

You should not use email within Learn or UNM LoboMail for this course unless something happens that prevents you from logging in to Learn (such as your computer crashed, or there's a problem with the internet). Then, contact your instructor using LoboMail, phone, or text. Contact information is available in the syllabus. You should save this instructor contact information somewhere outside of the online classroom.

You can access Course Messages on the course menu at the left. From there, you can create and send messages to the instructor or to other students, and you can open and read messages from them. You can also attach a file to a course message.

When you receive a new course message, you will see a notification in the upper left corner of the My Learn screen after you log in; a notice will also be posted on the Dashboard. You should check for new course messages every time you log in to this course.

You can find instructions for using course messages here:

<http://online.unm.edu/help/learn/students/pdf/course-messages.pdf> .

**Announcements:** Your instructor will periodically post information in Announcements. When a new announcement is available, you will see a link to it on the left of the "My Courses" page; a link will also appear on the Dashboard. Make sure you check for new announcements each time you log in.

Course Menu:

Course Information →

Course Orientation  
part 6



### Netiquette

Enabled: Statistics Tracking

Click on "Netiquette," above, to read about guidelines for politeness and good online communications with your instructor and other students.



### **DO: Send a Message to the Instructor [OPTIONAL - RECOMMENDED FOR ALL CLASSES]**

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Table 2.6 #CO-15a - edit as needed. Modify if you plan to use email].

After you have read through the materials on Communications in this course, using **Course Messages** send a message to your instructor. In the message, describe why you are taking this class and how you believe it will help you accomplish your educational goals.

Due on Monday of second week of classes.

Your grade will be based on completing this on time, with "reasonable" content (5 points).

To send a course message, click the link to **Course Messages** on the Course Menu, on the left, under the **Communications and Tools** heading.

You can find instructions for using course messages here:

<http://online.unm.edu/help/learn/students/pdf/course-messages.pdf> .



Course Menu:

Course Information

Course Orientation  
part 7



**DO: Discussion 1: Introduce Yourself [OPTIONAL - RECOMMENDED FOR ONLINE CLASSES]**

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Section 2.6, Table 2.6 #CO-16, T-DiscussionsInLearn-Overview.docx]

Since we will be communicating with each other via discussions throughout the semester, let's break the ice and find out a little about the people on the other side of the screen, about each other. In this discussion, you will introduce yourself to your classmates and tell us a little about yourself. Share things such as your major, your hobbies or interests, your family, your pets, your job, why you are taking this class, or something interesting or unique about yourself. Is this the first time you have taken an online class? If you're an old hand at taking online classes, would you be willing to help newbies? What advice do you have for other students regarding taking an online class?

Then, after several people have posted, **Reply** to comment on at least two posts. Feel free to make more comments back and forth with each other, to get to know each other a little better.

---Initial post - Due Friday of first week of classes

---Reply - Due Monday of second week of classes

Your grade will be based on the timeliness and completeness of your initial post and reply. (5 points)

To begin and make your initial post, click on **DO: Discussion 1: Introduce Yourself**, which is the title of this item.

You can find instructions for participating in a discussion in Learn here:

<http://online.unm.edu/help/learn/students/pdf/discussion-forums.pdf>

Course Menu:

Course Information →

Course Resources  
Part 1



### About Course Resources

Availability: Item is not available.

Enabled: Statistics Tracking

[User Guide Table 2.6, CR-0, CR-1]

Course Resources contains information about your online classroom in Learn, computer information, the expectations that the instructor has for your work, and how you can meet these expectations and fulfill the learning objectives for this course. You should become familiar with the contents of the Course Resources folder, and you should expect to consult it frequently during the course.

To see course resource information, click on the name of a folder or item in the list below. Some of the items below are folders that contain other items. Some items will open in a new window, and some others will open in a tab, depending on your browser and how it is set up.



### Rubrics Used for Grading Student Work

Availability: Item is not available.

Enabled: Statistics Tracking




[User Guide Table 2.6, CR-2]

A rubric consists of information that tells you what your instructor is expecting from you in an assignment and how that assignment will be graded. ...

Course Menu:

Course Information →

Course Resources  
Part 2

	<b><u>Writing in This Course</u></b>	Contains links re avoiding plagiarism. Instructor may add more, e.g., MLA Style links.
	Availability: Item is not available. Enabled: Statistics Tracking	
	[User Guide Table 2.6, CR-3]	
	This folder contains materials that will help you write materials that your instructor requires for this course. It includes information about academic honesty and avoiding plagiarism.	
	<b><u>Information - Discussions</u></b>	Contains link to “How to Make Discussions a Success”. Instructor adds info about how discussions will be used, rules for participation.
	Availability: Item is not available. Enabled: Statistics Tracking	
	[User Guide Table 2.6, CR-4, CR-5]	
	This folder contains information about how we will use discussions in this course and how to participate in them.	
	<b><u>Studying and Learning: Strategies for Success</u></b>	Contains links to video and handout re techniques for studying, link to “Learning (Your First Job)” handout.
	Availability: Item is not available. Enabled: Statistics Tracking	
	[User Guide Table 2.6, CR-6]	
	The files in this folder are provided to help you succeed in this and other courses.	

## Course Menu, Course Information Section, Continued

Remaining Course Menu Items under **Course Information** section of menu:

- **Syllabus and Schedule** – links into Course Orientation section to syllabus item contained there.
- **Calendar** – links to Calendar tool
- **Announcements** – links to Announcements tool (also appears on course entry screen)
- **Course Dashboard** – links to Course Dashboard tool

## Course Menu, Communications and Tools Section

### **Communications and Tools**

- **Course Messages** – links to Learn's Course Messages tool
- **My Grades** – links to student's view of Gradebook (instructor's section is Grade Center)
- **Discussion Board** – links to 2 templates for discussion forums (see screenshots on next page)

Course Menu:

Communications and Tools →

Discussion Board  
part 1

<input type="checkbox"/>	Forum	Description
<input type="checkbox"/>	<a href="#">DO: Discussion 1: Introduce Yourself</a>	<p>[User Guide Section 2.6, Table 2.6 #CO-16, T-DiscussionsInLearn-Overview.docx]</p> <p>Since we will be communicating with each other via discussions throughout the semester, let's break the ice and find out a little about the people on the other side of the screen, about each other. In this discussion, you will introduce yourself to your classmates and tell us a little about yourself. Share things such as your major, your hobbies or interests, your family, your pets, your job, why you are taking this class, or something interesting or unique about yourself. Is this the first time you have taken an online class? If you're an old hand at taking online classes, would you be willing to help newbies? What advice do you have for other students regarding taking an online class?</p> <p>Then, after several people have posted, <b>Reply</b> to comment on at least two posts. Feel free to make more comments back and forth with each other, to get to know each other a little better.</p> <p>---Initial post - Due Friday of first week of classes</p> <p>---Reply - Due Monday of second week of classes</p> <p>Your grade will be based on the timeliness and completeness of your initial post and reply. (5 points)</p> <p>To begin and make your initial post, click on the item title: <b>DO: Discussion 1: Introduce Yourself.</b></p> <p>You can find instructions for participating in a discussion in Learn here: <a href="http://online.unm.edu/help/learn/students/pdf/discussion-forums.pdf">http://online.unm.edu/help/learn/students/pdf/discussion-forums.pdf</a></p>

## Course Menu:

## Communications and Tools →

## Discussion Board part 2

Discussion [n] - [Title]  
[User Guide Table 2.6 CO-15, Table 2.7 CM-10, and Table 2.8 . T-DiscussionsInLearn-Overview.docx]  
This discussion covers [topic(s)] [note - write questions and topics here, or attach them in a separate file]  
Initial posts are due on [date or day of week].  
Replies are due on [date or day of week].  
Remember to reply to at least [n] discussion posts.  
This discussion is worth [n] points.  
Your discussion contributions will be graded based on [provide description of criteria or link to discussion grading rubric].  
Your participation in this discussion will help you achieve [briefly mention learning objective, how the discussion will help the student learn].  
You can find more information about how to participate in discussions in this class in the **Course Resources** folder, in **Information -- Discussions**.  
Click on the Discussion [n] [title] to begin and make your initial post in this discussion.

## Course Menu, **Course Content Section**

### **Course Content**

- **[First Course Unit folder] – link:** use Course Unit Folder template on Home Page to build each course unit folder on the Home Page, then provide a link to each course unit folder on the Course Menu.

Do the same for each Course Unit Folder.



## Course Menu, **Support and Resources Section - 1**

### **Support and Resources**

- **How to Use Learn** – links to How to Use Learn information on UNM Web Site
- **Learn – Video Tutorials** – links to page of video tutorials for students, produced by Blackboard
- **Libraries** – links to UNM-LA and UNM Library websites
- **Tech Support and Resources** – Contains links to this information:
  - About Technical Support and Resources
  - Where to Get Help and Technical Support
  - How to Create a Support Ticket
  - Set Up Your Computer to Work with Learn
  - Check Your Browser's Compatibility with Learn
  - Computer Skills Needed in an Online Course
  - lynda – Free Online Computer Skills and Software training
  - Create a Backup Plan, and How to Backup Your Files
  - How to Keep Your PC Free from Viruses and Malware
  - Printing Screen Content from Learn

## Course Menu, **Support and Resources Section - 2**

### **Support and Resources**, continued

- **Create a Support Ticket**– course-specific link for creating a support ticket
- **Academic Support and Campus Resources** – contains links to these resources:
  - UNM-LA Academic Support Center
  - UNM-LA Student Services
  - UNM Accessibility Resource Center
  - The Pathfinder – UNM Student Handbook
  - UNM-LA Campus Safety
  - UNM LoboAlerts

## Course Menu, **Instructor Only** Section

### **Instructor Only** (no section heading, below last divider in menu)

Items in this section are hidden from students, for Instructor's use only

- **Instructor Tips** – link to Instructor Tips on UNM Online faculty website
- **Faculty Documentation** – link to Learn documentation for faculty on UNM Online faculty website
- **UNM-LA Template Box** – links to UNM-LA's TemplateBox page – contains many files with checklists, templates with boilerplate, examples, user guides, and more
- **My Notes – Private Journal** – links to a private journal set up within the Learn classroom. Instructors may use this for making private notes about any aspect of the class or students
- **Scratch Folder** – links to an empty folder that is hidden from students, for building parts of the course before they are ready for students to view.