

ENGAGING STUDENTS THROUGH A FASE QUERCUS COURSE TEMPLATE

November 26, 2-3pm



SESSION AGENDA

1

import and edit
a [Quercus course
template](#)

2

review Quercus tools
that support effective
course organization
and content structure

3

explore
supplementary tools
to help students
navigate your course
more easily

4

introduce a [course
set-up checklist](#) to
help get you started
with your course
organization

ANSWER IN CHAT

- What has been your best experience with a Quercus course (or other online course), either as an instructor or participant?
- How much impact did structure and navigation have on your enjoyment of the course?





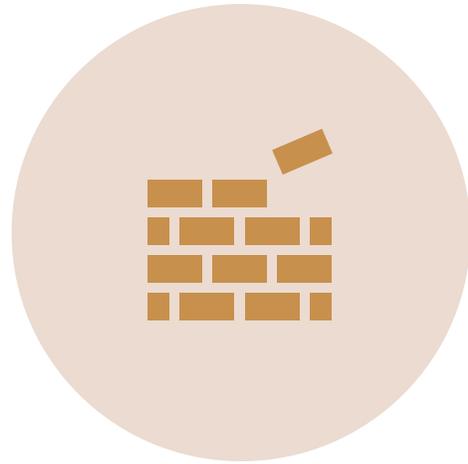
BIG PICTURE

TERMINOLOGY: STRUCTURE AND NAVIGATION

EFFECTIVE COURSE STRUCTURE AND NAVIGATION SUPPORTS STUDENT LEARNING

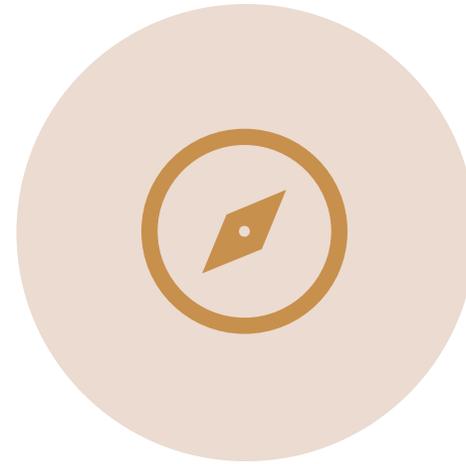


TERMINOLOGY: STRUCTURE AND NAVIGATION



STRUCTURE

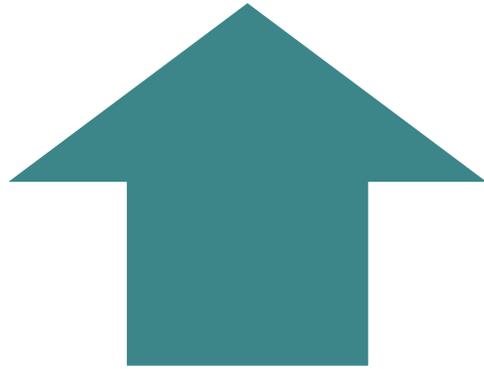
layout of individual components
of the course (pages, modules)



NAVIGATION

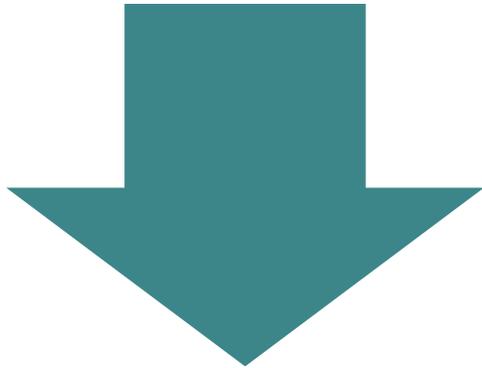
pathways to the content

EFFECTIVE COURSE STRUCTURE AND NAVIGATION SUPPORTS STUDENT LEARNING



executive function

- Organization & Planning
- Problem-solving
- Self-management



cognitive load

- Ease of access to course content and activities
- Clear links between concepts and ideas



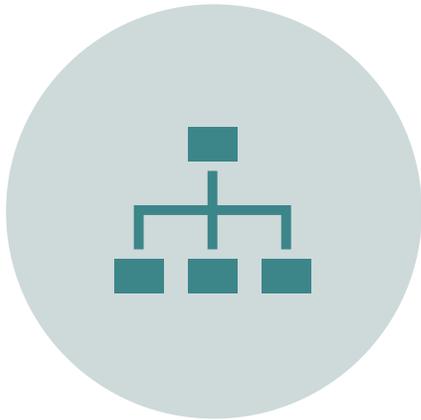
START WITH A TEMPLATE

BENEFITS OF USING A TEMPLATE

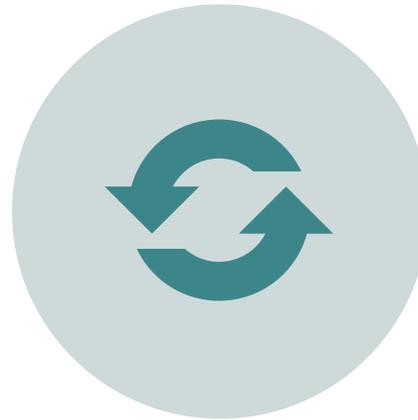
DEMO: IMPORTING AN EXISTING COURSE TEMPLATE



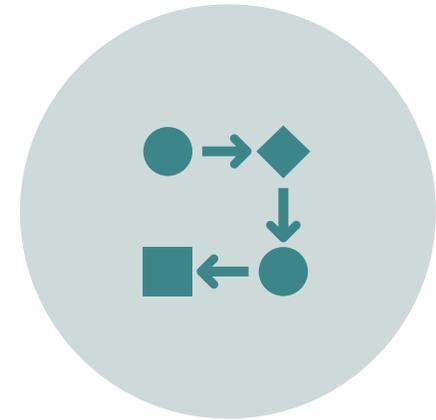
BENEFITS OF USING A TEMPLATE



**EXPEDITE COURSE
CREATION**

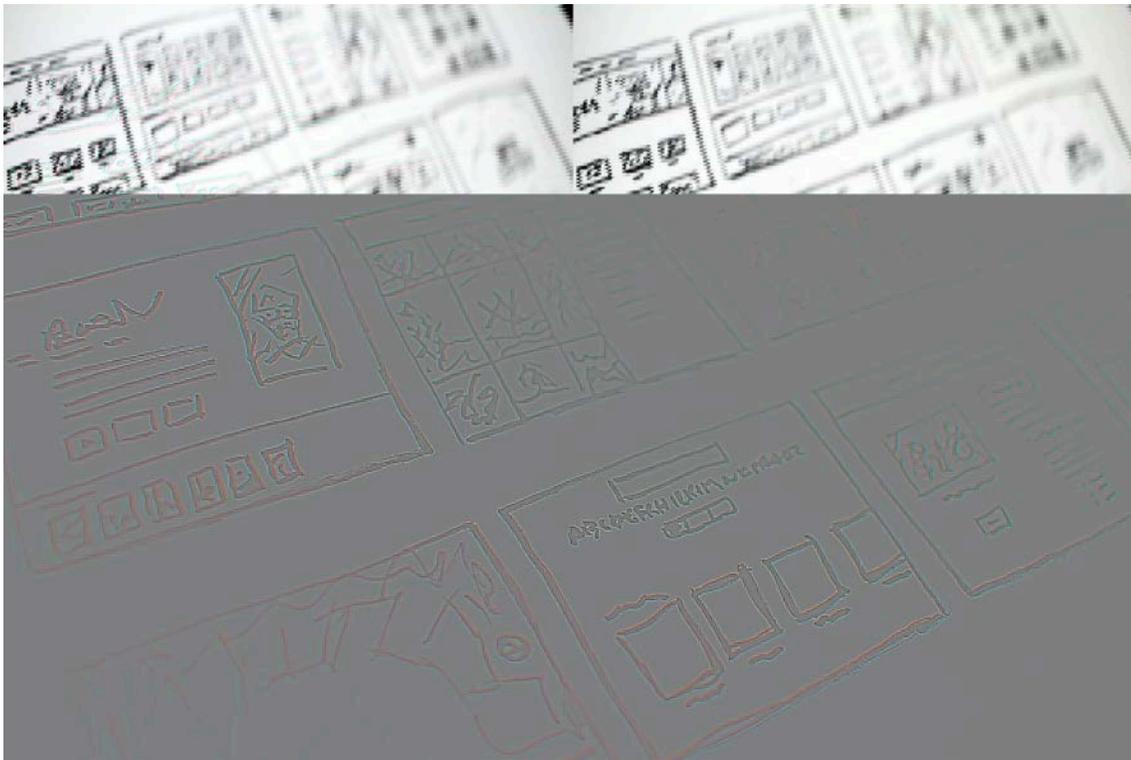


**SIMPLIFY COURSE
ORGANIZATION**



**CREATE CONSISTENCY
FOR LEARNERS**

WHAT DO YOU WANT YOUR COURSE TO LOOK LIKE?

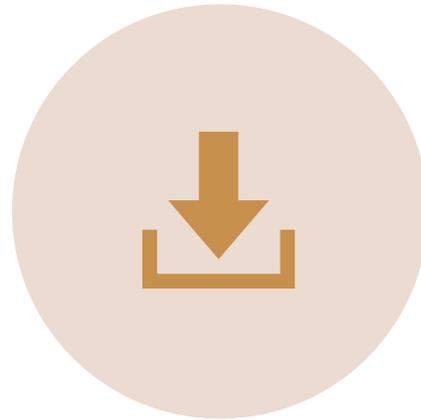


- even before choosing a template, grab a paper and pencil or some sticky notes and sketch out your course

TEMPLATE DEMO



**FIND COURSE
TEMPLATE(S)**



**DOWNLOAD
TEMPLATE FILE**



**IMPORT TEMPLATE FILE
TO NEW COURSE**

TEMPLATE DEMO



**FIND COURSE
TEMPLATE(S)**



DOWNLOAD
TEMPLATE FILE



IMPORT TEMPLATE FILE
TO NEW COURSE

TEMPLATE DEMO

Example Remote/Online Course
Template - U of T



Welcome to XYZ - Full Course Title!

This course will run fully online/remotely. To begin, I've prepared some tips and strategies, as well as some resources to help you be successful in this mode of learning. Before diving into course content, click on the "How This Course Works" button below for a module to orient yourself to this course specifically and to learning online generally.

[How This Course Works](#)

<https://q.utoronto.ca/courses/81302>

EXAMPLE
Ed Tech | Engineering

[FASE Reference Course with Help...](#)
[PERM FASE ReferenceCourse](#)



<https://q.utoronto.ca/courses/170555>



[Assessment and Feedback in Quer...](#)
[q-Assessment and Feedback T...](#)



<https://q.utoronto.ca/courses/159368>

TEMPLATE DEMO

Example Remote/Online Course
Template - U of T



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[How This Course Works](#)

<https://q.utoronto.ca/courses/81302>

EXAMPLE
Ed Tech | Engineering

[FASE Reference Course with Help...](#)
[PERM FASE ReferenceCourse](#)



<https://q.utoronto.ca/courses/170555>

Assessment and Feedback in Quer...
q-Assessment and Feedback T...

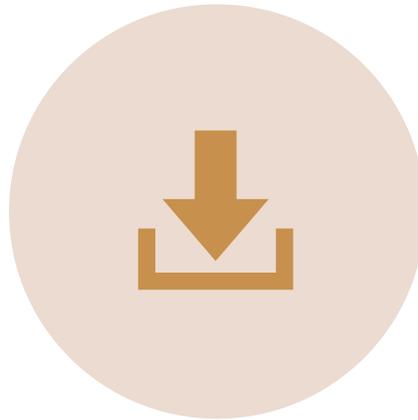


<https://q.utoronto.ca/courses/159368>

TEMPLATE DEMO



FIND COURSE
TEMPLATE(S)



DOWNLOAD
TEMPLATE FILE



IMPORT TEMPLATE FILE
TO NEW COURSE

[example-remote-slash-online-course-template-u-of-t-export.imsc](#)

TEMPLATE DEMO



FIND COURSE
TEMPLATE(S)



DOWNLOAD
TEMPLATE FILE



**IMPORT TEMPLATE FILE
TO NEW COURSE**

IMPORT TEMPLATE FILE TO NEW COURSE: STEPS

1. In Quercus, navigate to the course where you want to apply the template.
2. In your Quercus course, in the course navigation (on the left side of the page) select **Settings**.
3. On the Settings page, on the right side of the page, select **Import Course Content**.
4. In the Content Type dropdown, choose **Canvas Course Export Package**.
5. Next to Source, click **Choose File** and use the file browser to find “**example-remote-slash-online-course-template-u-of-t-export**” that you downloaded in the first step.
6. Next to Content, select **All content** or specify specific content.
7. Click **Import**. You will see a progress bar appear at the bottom of the page, letting you know how the import is progressing and when it’s complete.
8. To view the template, click the **Home** tab of your course.



QUERCUS TOOLS FOR EFFECTIVE ORGANIZATION AND STRUCTURE

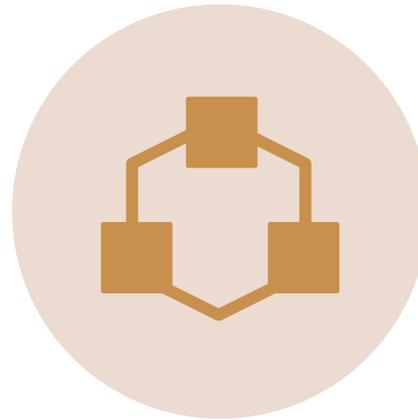
COURSE NAVIGATION MENU, MODULES, AND PAGES



TOOLS FOR EFFECTIVE ORGANIZATION AND STRUCTURE



**COURSE NAVIGATION
MENU**



MODULES

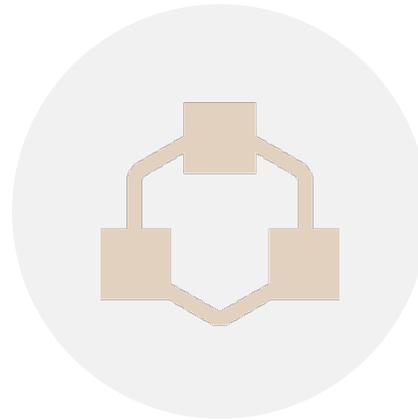


PAGES

TOOLS FOR EFFECTIVE ORGANIZATION AND STRUCTURE



**COURSE NAVIGATION
MENU**



MODULES



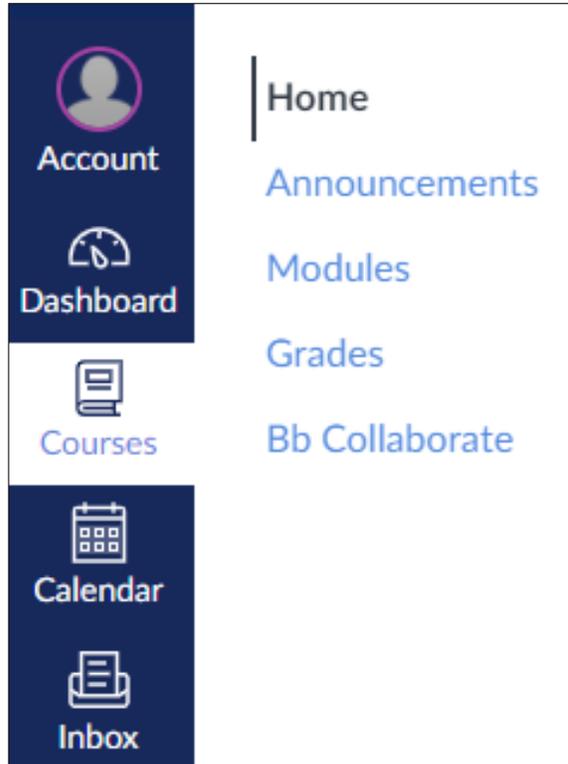
PAGES

COURSE NAVIGATION MENU



COURSE NAVIGATION MENU

- Simple navigation



enable



Modules

Grades

Announcements

Integrated tools

disable



Files

People

Pages

Assignments

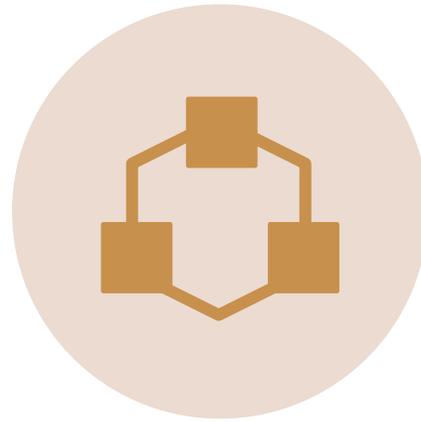
Quizzes

Discussions

TOOLS FOR EFFECTIVE ORGANIZATION AND STRUCTURE



COURSE NAVIGATION
MENU

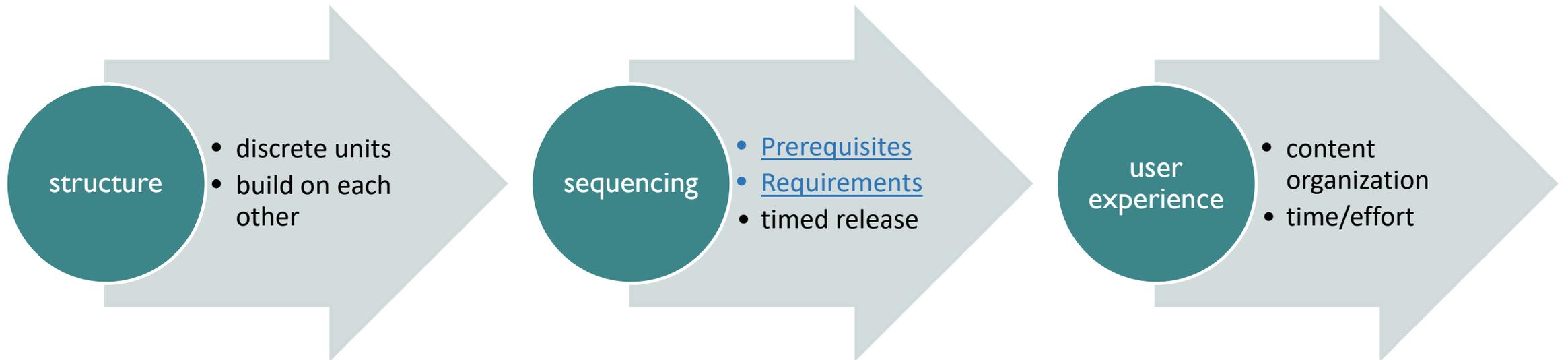


MODULES



PAGES

MODULES



MODULES

- structure

The screenshot displays a course module structure for 'Time-based Organization Example: Week 1'. The structure is organized into sections, each with a list of items. Red lines and boxes highlight specific elements:

- text headers:** A red box labeled 'text headers' is connected by red lines to the following items:
 - Week 1 Outcomes and Activities
 - Week 1 Lecture Content
 - Week 1 Resources
 - Week 1 Lecture Slides
 - Week 1 Lecture Content
 - Read & Watch: Content Item
- end-of-module page:** A red box labeled 'end-of-module page' is connected by a red line to the 'Week 1 Complete' item.

The module structure includes the following items:

- Time-based Organization Example: Week 1 (with a green checkmark, a plus sign, and a three-dot menu)
- This module is an example of organizing based on time (please customize). (with a green checkmark and a three-dot menu)
- Week 1 Outcomes and Activities (with a document icon, a green checkmark, and a three-dot menu)
- Week 1 Lecture Content (with a document icon, a green checkmark, and a three-dot menu)
- Week 1 Resources (with a green checkmark and a three-dot menu)
- Week 1 Lecture Slides (with a document icon, a green checkmark, and a three-dot menu)
- Week 1 Lecture Content (with a document icon, a green checkmark, and a three-dot menu)
- Read & Watch: Content Item (with a document icon, a green checkmark, and a three-dot menu)
- Week 1 Activities (with a green checkmark and a three-dot menu)
- Watch: Daphne Koller: What we're learning from online education (with a video icon, a green checkmark, and a three-dot menu)
- Before you begin: Introductory Practice Quiz (Example) (with a rocket icon, '2 pts', a green checkmark, and a three-dot menu)
- Week 1 Complete (with a document icon, a green checkmark, and a three-dot menu)

MODULES

- sequencing

Week 3 Prerequisites: Week 2 Complete All Items ✓ + ⋮

- Lecture 3 Recording** View ✓ ⋮
- Lecture 3 notes** Mark done ✓ ⋮
- Group Assignment 1** Nov 10, 2019 | 40 pts | Submit ✓ ⋮
- Week 3 Quiz** Dec 6, 2019 | 20 pts | Score at least 15 ✓ ⋮

Edit Module Settings

Week 3

Lock until

Prerequisites

Week 2 ×

+ Add prerequisite

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

Lecture 3 Recording	view the item	×
Lecture 3_notes	mark as done	×
Group Assignment 1	submit the assignment	×
Week 3 Quiz	score at least	15.0 / 20 ×

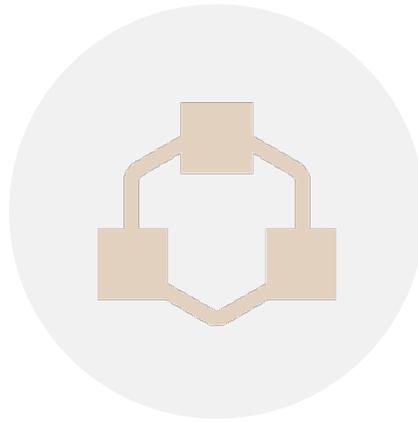
+ Add requirement

Cancel Update Module

TOOLS FOR EFFECTIVE ORGANIZATION AND STRUCTURE



COURSE NAVIGATION
MENU

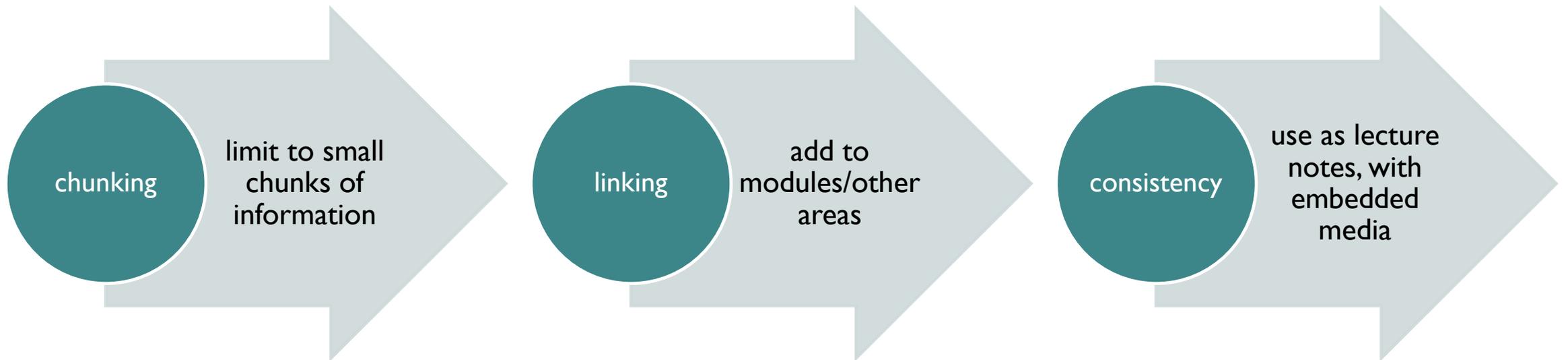


MODULES



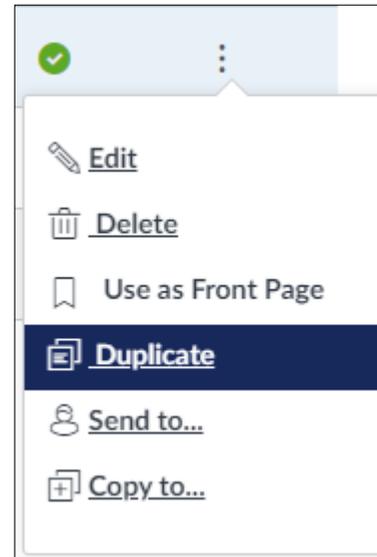
PAGES

PAGES



PAGES

- lecture notes example



Lecture Template

Lecture ##

Date: mm/dd/yyyy

Lecture Topic(s)

- Topic 1
 - Topic 2
 -
-

Readings

- Reading 1 (link, if needed)
 - Reading 2 (link, if needed)
 - Reading 3 (link, if needed)
 -
-

Additional Preparation

- Source 1 (link/ embed video, image, etc)
 - Source 2 (link/ embed video, image, etc)
 -
-

Use [Duplicate](#) option to create template pages

PAGES

- tip box example

 **Tip**

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio:

- [Link 1](#)
- [Link 2](#)

Add a tip section to a content page for additional guidance

PAGES

- Home Page examples

GENERAL COURSE LINKS	MODULES
Course overview	TOPIC 1: Praesent consectetur ante pellentesque ipsum.
Introduction to your instructor	TOPIC 2: Cras consequat rhoncus turpis.
Course Syllabus and Policies	TOPIC 3: Pellentesque ut dolor. Donec imperdiet.
Book orders and required materials	TOPIC 4: Donec eleifend elit id tellus. Nullam tristique
Introduce yourself	TOPIC 5: Nulla id arcu. Pellentesque placerat blandit odio
A note about class participation & discussion	TOPIC 6: Praesent consectetur ante pellentesque ipsum.
Preparing for your final project	TOPIC 7: Nam urna risus, lobortis sed
	TOPIC 8: Vestibulum tempus dolor vel urna.

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[How This Course Works](#)

Course Materials

After you've looked through the "How This Course Works" section you can begin your course work. Click on the module buttons below

[Week 1 - TITLE](#) [Week 2 - TITLE](#)

View more Home Pages in [Example Courses](#)

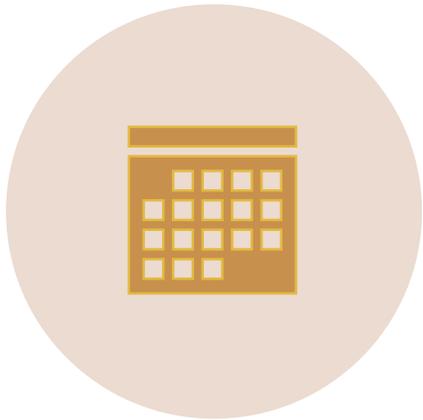


SUPPLEMENTAL TOOLS

CALENDAR, ANNOUNCEMENTS, INBOX/CONVERSATIONS



SUPPLEMENTAL TOOLS



CALENDAR

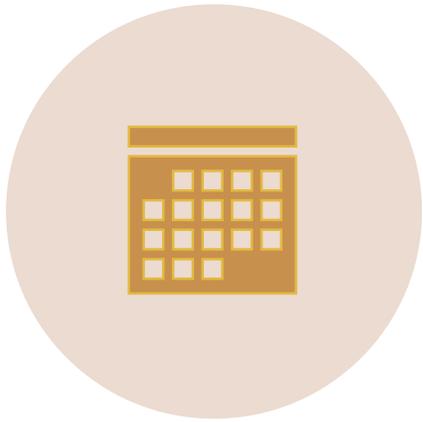


ANNOUNCEMENTS



INBOX

SUPPLEMENTAL TOOLS



CALENDAR



ANNOUNCEMENTS



INBOX

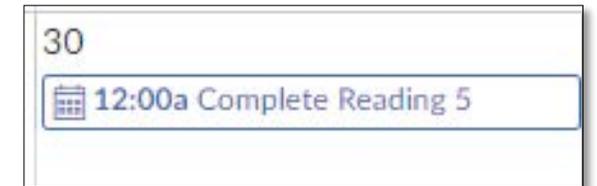
CALENDAR

- Use Event option for non-graded course activities

The screenshot shows the 'Edit Event' form with the following fields and callouts:

- 1**: The 'Event' tab in the top navigation bar.
- 2**: The 'Title' input field containing 'Complete Reading 5'.
- 3**: The 'Date' input field containing '2020-11-30' with a calendar icon.
- 4**: The 'Calendar' dropdown menu showing 'Anna Limanni's Sandbox'.
- 5**: The 'Submit' button.

Other fields include 'From' (12:00am to 12:00pm) and 'Location' (empty).



CALENDAR

- Add [Due Dates](#) to Assignments so that they show up on students' calendar

Edit Event ×

1

Event Assignment My To Do Appointment Group

Title: Lab Report 3 2

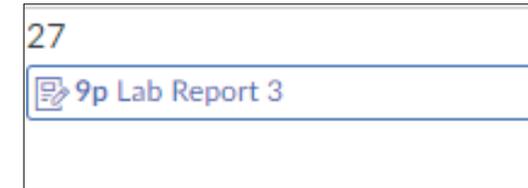
Due: Fri Nov 27, 2020 ' 9:00 p 3
Fri Nov 27, 2020 9:00pm

Calendar: Anna Limanni's Sandbox 4

Group: Assignments

Publish: 5

More Options Submit



CALENDAR

- Use the [Appointment Group](#) option to schedule and have students sign up for office hours or consultations

Edit Event [Close]

Event | Assignment | My To Do | **Appointment Group**

Name
Office Hours

Location
[Empty]

Calendar
Anna Limanni's Sandbox

Have students sign up in groups.

Date [2020-12-01] [Calendar Icon] [2020-12-01] [Calendar Icon] [2020-12-01] [Calendar Icon] [2020-12-01] [Calendar Icon]

Time Range
9:00am - 9:15am X
9:15am - 9:30am X
9:30am - 9:45am X
9:45am - 10:00am X

Divide into equal slots of 15 minutes. [Go]

Options
 Limit each time slot to 1 users.
 Allow students to see who has signed up for time slots that are still available.
 Limit participants to attend 1 appointment(s).

Details:
[Empty]

[Cancel] [Publish]

Callouts: 1 (Title), 2 (Date/Time Range), 3 (Go), 4 (Options), 5 (Details)

Office Hours [Close]

Dec 1, 9am - 9:15am

Calendar: Anna Limanni's Sandbox

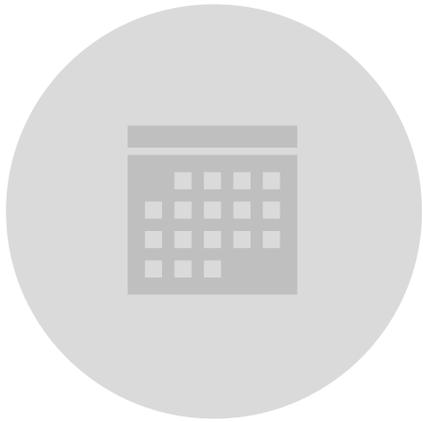
Slots: 1 available

Comments
[Empty]

[Reserve]

- [+ 9a Office Hours
- [+ 9:15a Office Hours
- [+ 9:30a Office Hours
- [+ 9:45a Office Hours
- [+ 10a Office Hours
- [+ 10:15a Office Hours
- [+ 10:30a Office Hours
- [+ 10:45a Office Hours
- [+ 11a Office Hours
- [+ 11:15a Office Hours
- [+ 11:30a Office Hours
- [+ 11:45a Office Hours

SUPPLEMENTAL TOOLS



CALENDAR



ANNOUNCEMENTS



INBOX

ANNOUNCEMENTS

- use announcements to share information and check-in with the entire class

How to use Announcements in your course

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U A ▼ ▼ T² ▼ ▼ ▼ ▼ ▼ | | ⋮

You can create an announcement to share important information with all users within your course and with users in sections of a course. In your notification preferences, you can choose to receive notifications for announcements created by you as well as replies to announcements you've created (see "[How do I manage notifications for a single course as an instructor?](#)").

Getting started with Announcements (see also "[Announcements](#)" in the Canvas Instructor Guide):

- [How do I use the Announcements Index Page?](#)
- [How do I add an announcement in a course?](#)
- [How do I attach a file to an announcement in a course?](#)
- [How do I delay posting an announcement until a specific date in a course?](#)
- [How do I show recent announcements in the Course Home Page?](#)
- [How do I record a quick video to share via an Announcement?](#)

p > span | 137 words | ⋮

Post to

All Sections x

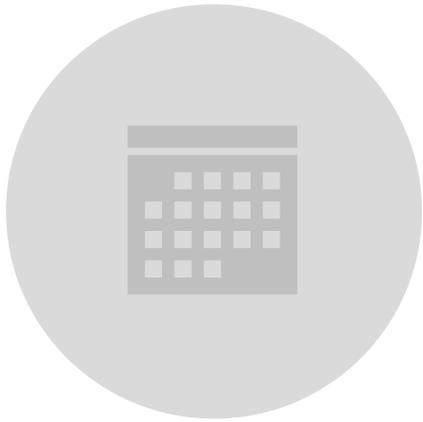
Attachment No file chosen

Options

- Delay posting
- Enable podcast feed
- Allow liking

Cancel Save

SUPPLEMENTAL TOOLS



CALENDAR



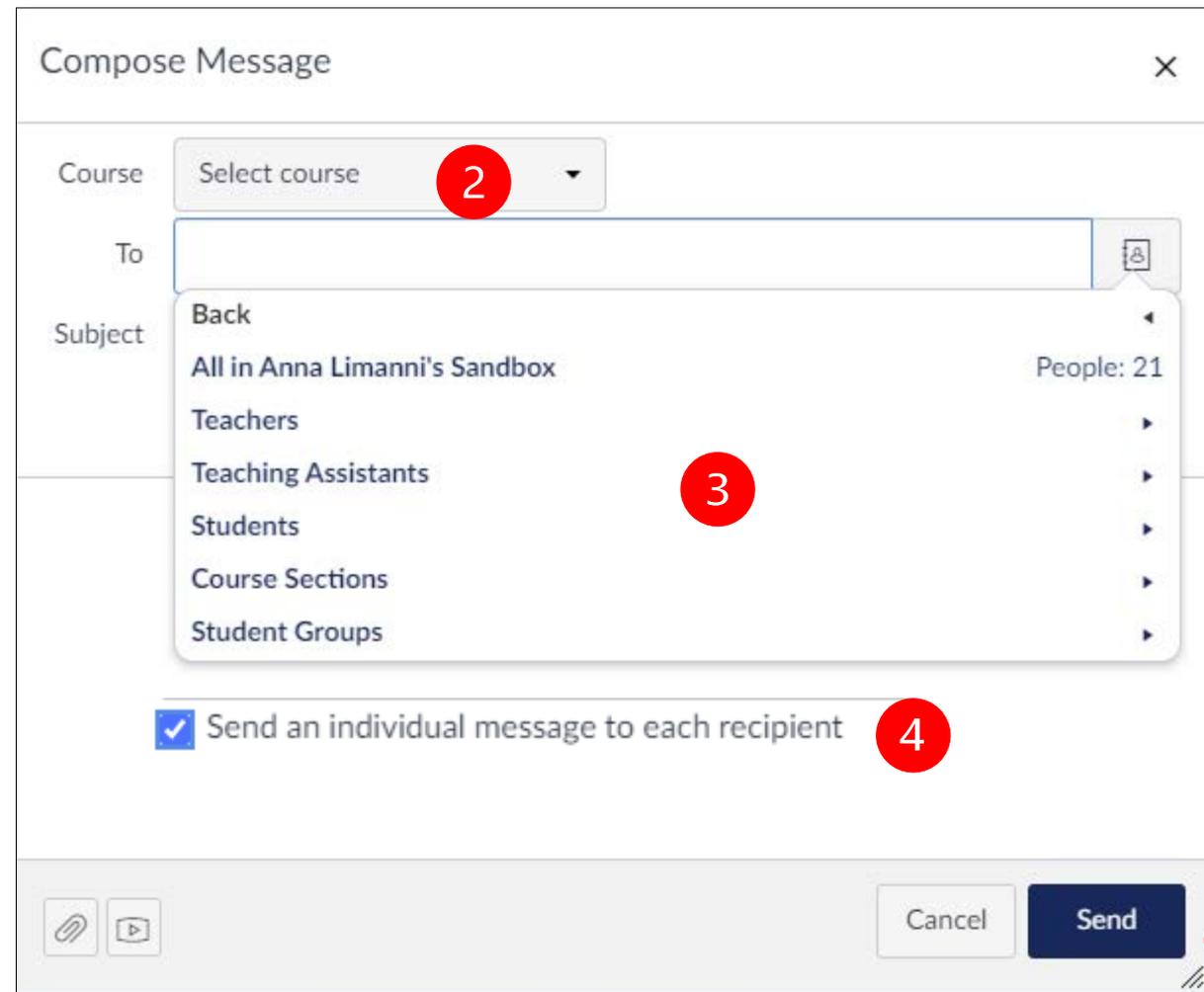
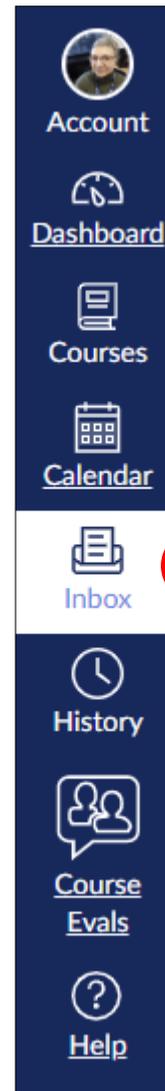
ANNOUNCEMENTS



INBOX

INBOX

- use inbox to 'nudge' specific students
- from Global Navigation menu



INBOX

Average Course Grade 65.19%

As of Nov. 25, 11:52 a.m. EST 1

Course Grade Weekly Online Activity Students Reports **NEW**

Nov. 4, 2018–Nov. 22, 2020

All Sections Add a Section, Student ▼ ✉ ↓ ⋮

- use inbox to ‘nudge’ specific students
- from [New Analytics](#)

Message Students Who

Viewed Didn't View Participated Didn't Participate 2

Range Nov. 4, 2018, 7:00 p.m. EST to Nov. 29, 7:00 p.m. EST

Resource All Resources 3 ▼

BCC All Sections ✎ [1 Students](#)

Subject Enter subject of message here... 4

Message 5

Close Send



COURSE SET-UP CHECKLIST

SIMPLE 10-STEP CHECKLIST

COMPREHENSIVE CHECKLIST



QUERCUS COURSE SET-UP IN 10 STEPS



- Access Quercus
- Customize your Course list
- Import content or course template into your course
- Organize Course Content with Modules
- Create a Home Page
- Customize Course Navigation
- Set up Assignments and Gradebook
- Add Course Staff
- Publish Your Course
- Send Your Students a Welcome Announcement

10-STEP CHECKLIST

Remote/Online Course Design Checklist



- [Leverage your support contacts](#)
- [Build a "How this course works" module](#)
- [Articulate your expectations for interaction](#)
- [Consider your course design and layout](#)
- [Design and share your content and activities](#)
- [Align your assessment and feedback strategy with your learning outcomes](#)

COMPREHENSIVE CHECKLIST

ANSWER IN CHAT

- What is one course structure and navigation tool and/or tip from today's session that you plan to use?

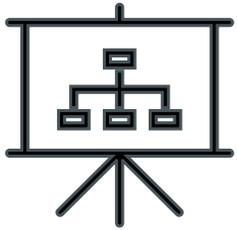


QUESTIONS?

- Use the “raise hand” function if you’d like to ask a question and unmute your mic when ready to speak.
- If you prefer, you can also drop your question in the chat for our moderators.



AFTER THIS WEBINAR



Slides



Recording



Feedback Survey



SUPPORT RESOURCES



RESOURCES

- Quercus Support Resources:
 - [Example Courses](#)
 - [Modules and Pages](#)
 - [New Analytics](#)
- CTSI Past webinar [recordings and notes](#)
 - Planning and Preparing Your Online Course
 - Organizing your Course Content
- Canvas Instructor Guides
 - [How do I add prerequisites to a module?](#)
 - [How do I add requirements to a module?](#)
- [How to add Due Dates to Assignments](#)
- [How to use the Assignment Group Option](#)
- FASE ETO:
 - [Consider a Quercus course template](#)
 - [How do I import a course template?](#)
 - [Quercus Course Quick Set-Up List for Instructors](#)
 - [Run through the Remote/Online Course Design Checklist before publishing your course](#)

REFERENCES AND FURTHER READING

- Mayer, R. E., & Moreno, R. (2003). Nine Ways to Reduce Cognitive Load in Multimedia Learning. *Educational Psychologist*, 38(1), 43–52. https://doi.org/10.1207/S15326985EP3801_6
- Darby, F., & Lang, J. M. (2019). *Small teaching online: Applying learning science in online classes*. ProQuest Ebook Central <https://ebookcentral-proquest-com.myaccess.library.utoronto.ca>
- Cohen, Z (2018, July 17). Small changes, large rewards: How individualized emails increase classroom performance. *The evoLLLution*. Retrieved from: <https://evollution.com/attracting-students/retention/small-changes-large-rewards-how-individualized-emails-increase-classroom-performance/>



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[TECHNICAL HELP GUIDES](#)

[SCHEDULE A CONSULTATION](#)

THANK YOU!