

# Ag Template Faculty Training

## Choosing the best template for your needs:

There are two module types present in the template, the **Submodule Style** and the **Roadmap Style**.

### **Submodule Style**

The Submodule Style separates content based on its purpose or role in the class. In this module style, the lectures, readings, and assignments are organized in their own discrete containers, so that students can easily see what they are expected to do. This module style is best if:

- Students are expected to do each module and each category of item in a predictable order – for example, if students are expected to finish all the readings, then move on to lectures, then end the module with their assessments.
- The course's content can be easily defined into categories and one category needs to be completed before the next category (e.g. students need to complete all their readings to better understand the lecture materials).

### **Roadmap Style**

In the Roadmap Style, module content progresses from one item to the next, regardless of the type of item (e.g. Reading, Assessment, Lecture, Discussion). This module is organized according to the **order** students need to complete each item. This module style is best if:

- Content items build upon one another. For example, a student could be asked to read material, then immediately take a quiz on that materials.
- Course content is planned and aligned to follow a linear path – each item imparts knowledge and skills needed to complete the following items in the module.
- In general, students prefer the Roadmap Style, as offering variety in activities is more engaging. The Roadmap Style, however, requires planning out the module to ensure that all the items are in the proper order.

# Submodule Style: Examples

The screenshot shows the main overview page for 'Module X - Submodule Style'. On the left is a navigation sidebar with options: Syllabus, Bookmarks, Course Schedule, Table of Contents (19), Start Here (6), Module X - Submodule Style (6), Readings (1), Lectures (1), Assessments (3), Module X - Roadmap Style (6), and Instructor Only (1). The main content area features a search bar, a title 'Module X - Submodule Style', and a 'Print' button. Below is a yellow banner for 'Module 1' with the Purdue University logo. The 'Learning Objectives' section states: 'By the end of the module, students will be able to:' followed by a list: L01, L02, L03, and L04. Action buttons include 'Upload / Create', 'Existing Activities', and 'Bulk Edit'. A 'Module Checklist' section is visible, containing expandable boxes for 'Readings', 'Lectures', and 'Assessments'.

This section provides a detailed view of the 'Readings' and 'Lectures' sections. The 'Readings' section has a yellow header and lists three items: 'Reading Assignment 1', 'Reading Assignment 2', and 'Reading Assignment 3'. It includes 'Upload / Create' and 'Existing Activities' buttons. A specific reading is shown as 'Reading: [TITLE]' with a 'PDF document' icon and a checkmark. The 'Lectures' section also has a yellow header and lists three items: 'Lecture Title 1', 'Lecture Title 2', and 'Lecture Title 3'. It includes a 'Total Lecture Time: ~XX minutes' label, 'Upload / Create' and 'Existing Activities' buttons, and a specific lecture shown as '01\_VIDEO LECTURE TEMPLATE' with a 'Web Page' icon and a checkmark.

# Roadmap Style: Examples

## Module X - Roadmap Style

[Print](#)
[Settings](#)

Add dates and restrictions...

### Module 1

#### Learning Objectives

By the end of the module, students will be able to:

- LO1
- LO2
- LO3

#### Roadmap of the Module

1. Lecture 1
2. Reading: [ARTICLE TITLE]
3. Quiz [TITLE]
4. Lecture 2
5. Exercise [TITLE]
6. ...

**Total Lecture Time** -XX minutes  
**Total Reading** -X Pages

### Module Checklist

Checklist

✓

## Module Checklist

### Lecture 1

Web Page

✓

**Video Lecture:** [Lecture Title]

**Run Time:** XX:XX

**PowerPoint:** [PPT Link]

### Reading: [ARTICLE TITLE]

PDF document

✓

**Reading:** [ARTICLE TITLE]

Length: X pages + Citations

### Quiz [PLACEHOLDER TITLE]

Quiz

✓

**[Quiz Title]**

[Arial - 12pt Font. The quiz description should include the number of questions, question types, and amount of time for the quiz]

### Lecture 2

Web Page

✓

**Video Lecture:** [Lecture Title]

**Run Time:** XX:XX

**PowerPoint:** [PPT Link]

### [PLACEHOLDER ASSIGNMENT]

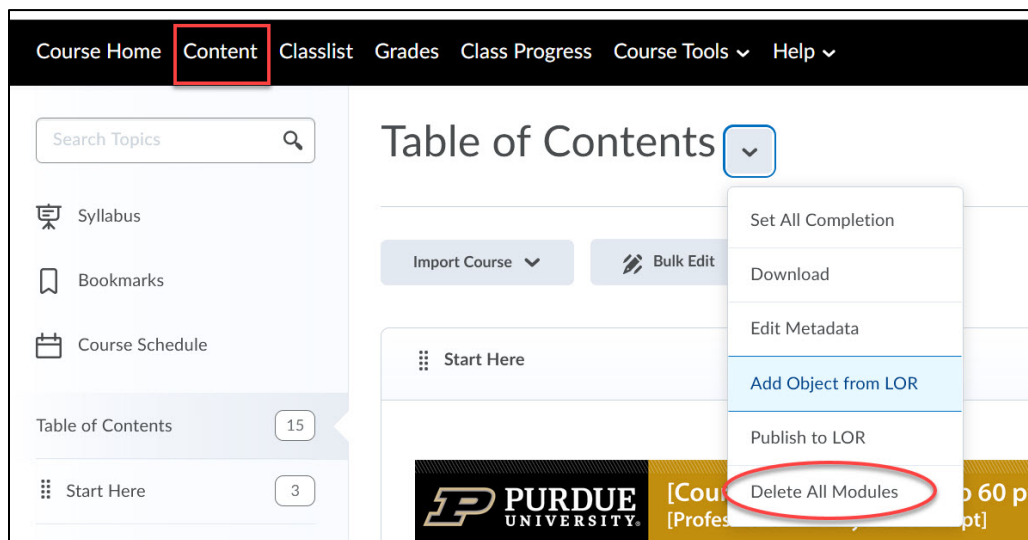
Assignment

✓

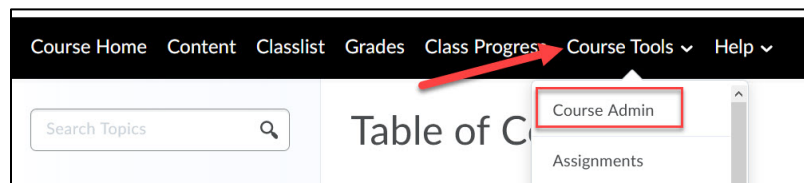
**[Assignment Title]**

## Application of the Template

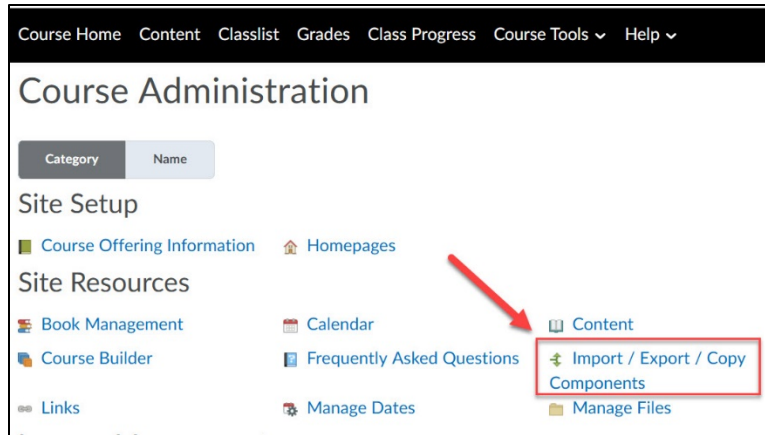
1. Download the course cartridge file for the version of the template you want to use.
  - a. Ensure that your computer does not automatically extract your .zip file. Brightspace needs the file in a .zip format to work.
2. Go to your empty, new live course shell to apply the template **prior to adding anything into the course**. If you have already started adding content into your course, skip the next steps.
  - a. Alternatively, you can create a Dev-Shell version of your course, to act as a “master course” that is used solely for building without students.
3. Most live shells are pre-populated with a few items. You can leave them in safely, but will have to delete them later. To quickly empty your shell in preparation for adding the template and building your course:
  - a. Click Content > Table of Contents. In the drop down list at the end of the Table of Contents header, there is option to Delete All Modules. This will empty your course shell (**Note: Do not do this if you have already copied your course content, as it will result in a loss of data**)



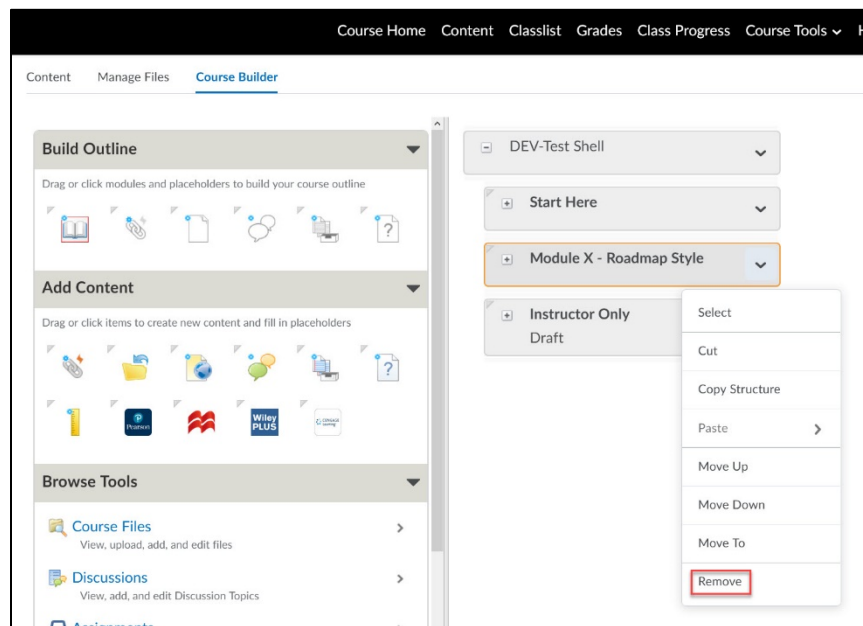
4. Once you have your course shell ready, you can then apply the Course Cartridge zip file to the course shell.
  - a. Click Course Tools > Course Admin



- b. Select Import/Export/Copy Components



- c. In the dialog that comes up, either click “Upload” and select the .zip file of the course template or drag the .zip file of the course template into the dialog box.
  - d. Once the process has completed, the template should be in the Content section.
5. Each course using the template will be pre-populated with module folders for 18 modules, which may be more than you need in the course. To remove these extra modules, go to the Course Builder. Click **Course Tools > Course Admin** in the upper right corner on the black bar.
- a. In Course Admin, select **Course Builder**.
  - b. You should now see an outline of your course. Go to the module that you would like to remove and click the “downward V” next to the module name. Select **Remove**.



- c. Do this for any module folders that you will not need.