How to Customize Your Spring 2021 Course

For those teaching hybrid and A/V sections using the online curriculum.

* Edit your name on the course home page.
* Edit the welcome letter or replace with your own original letter. Be sure that you revise for EN 102 if you already have a letter from EN 101.
* Create your syllabus and course schedule and make sure they are updated in the main menu and content collection.
  + There’s a sample hybrid syllabus in the “instructors’ only” section of the main menu. This includes the grading breakdown.
  + For “syllabus” on main menu, click web link and edit to link to OIRA syllabus once that has been created.
  + You can also add a pdf of your formatted syllabus to the main menu if you want.
  + A sample course schedule is in the main menu. [Instructions for editing a file in the content collection.](https://fwp.english.ua.edu/instructors/online-instructor-resources/)
* Set up the needed Turnitin assignments.
* Edit assignments to reflect your due dates and preferences.
* Consider adding due dates to the titles of assignments and activities to help students navigate the course more easily.
* Change due dates within Blackboard assignments to match your course schedule.
* Consider hiding material from students until it is time for them to do the activities. When you edit assignments’ due dates, you can set the assignment to open (appear) on a certain day.
* If you want to edit essay assignments, make sure to update within the content collection and verify the link goes to the right assignment. Or, you can edit the link in the module and upload from your computer.
* If you don’t want to use videos, you can delete them. You might also want to move them to the bottom of the module’s page.
* Assignments, journals, etc. can be edited to be more concise or to better reflect how you want to use them in synchronous class meetings. Deleting anything means you will have to readjust the grade breakdown (see syllabus).
* Create the gradebook using the appropriate grading breakdown found in the template course syllabus
* You can edit the “Netiquette” section in the Introduction module if you wish.