Using This Guide

Use this guide for designing or evaluating a course through incorporation of best practices. Specifically, this guide walks you through creating and formatting modules prior to moving them to Canvas. We have provided one module template that can be copy and pasted as many times as needed for your individual course structure.

The following module content template is included in this document:

- Module Overview
- Learning Materials
- Assignments
- Discussions
- Quizzes

This template has been developed with language that is applicable to all subject matters and can be modified. Feel free to use this language in your own course(s) as needed!

The areas that have been highlighted on this document indicate the places where you will enter in your own content or give guidance on what content to include. Building your course is easier if you follow the instructions for each area as needed and take out the highlighting and italics when finished. Doing so will help you more easily build your content into Canvas. You will be copying and pasting this content into the Rich Content Editor when you are building your course.

A best practice for online/hybrid courses is to build the modules upon a weekly structure and be consistent with opening content and due dates. For example, consider the following structure:

- Module available: Monday at 8AM
- Discussion (original response) due: Thursday 11:59 pm
- Discussion (replies) due: Sunday at 11:59 PM
- Assignment due: Sunday at 11:59 PM
- Quiz due: Sunday at 11:59 PM
**Course Map**

**Course-level Learning Objectives**

[List Objectives here. About 3-4 well-written, student-friendly objectives should suffice.]

Make certain at least one of your objectives includes a higher-order task like synthesis, analysis, or evaluation, and that your objectives are not solely content-based, but allow students to apply critical thinking skills to the content. Use the bullet-pointed list functions in your word-processing program to format. Please see sample below.]

Upon successful completion of this course, students will be able to:

1. Compute limits, derivatives, and integrals.
2. Analyze functions using limits, derivatives, and integrals.
3. Apply the appropriate tools of calculus to solve problems.

Use the table below to map your course modules, learning materials, and assessments. The first row has been filled out to serve as a sample.

<table>
<thead>
<tr>
<th>Week</th>
<th>Module Name/Topic</th>
<th>Learning Materials</th>
<th>Assessments</th>
</tr>
</thead>
</table>
| 1    | derivative in terms of the limit of the difference quotient | - Chapters 3.1 and 3.2  
- Derivatives PowerPoint  
- https://youtu.be/Qjg0hMLrfOk  
- https://youtu.be/qQgVomi8ICc  
- Discussion: Problem Set Help  
- Quiz: Derivatives |
| 1    |                  |                    |             |
| 2    |                  |                    |             |
| 3    |                  |                    |             |
| 4    |                  |                    |             |
| 5    |                  |                    |             |
Module Overview

Overview

[Use this space to introduce the major topics, concepts, or themes for this Module. Consider covering some main ideas that students should pay special attention to, talk about any major projects coming up, etc.]

Learning Objectives

[List Objectives here. About 3-4 well-written, student-friendly objectives should suffice.

Make certain at least one of your objectives includes a higher-order task like synthesis, analysis, or evaluation, and that your objectives are not solely content-based, but allow students to apply critical thinking skills to the content. Use the bullet-pointed list functions in your word-processing program to format. Please see sample below.]

By the end of this module, you will be able to:

- Express the derivative of a function as a limit
- Evaluate this limit of the difference quotient algebraically
- Write the equation of the tangent line at a given point

To-Do List

[Help keep students on track by providing a To Do list in this space. Follow the organization of the Module (top to bottom) to keep the learning path clear and concise. Please see sample below.]

In order to successfully complete Module 1, please do the following:

1. Review: Module 1 Lecture Presentation
2. Review: Module 1 Resources
3. Read: Chapter 1 in your textbook
4. Discuss: Join your classmates in a Group Discussion regarding...
5. Practice: Work individually to create a presentation on...
6. Text, etc.
Module 1: Learning Materials

OVERVIEW

[Using the Rich Content Editor, you can add lecture/learning material directly to Canvas content pages. Your materials can include text, audio, video, hyperlinks, as well as other embeddable materials.]

REQUIRED READINGS

[Upload or link out to textbook readings, journal materials, websites, or anything considered a reading.]

Required Lecture material

[Upload or link out to presentation such as PowerPoint, instructional videos, or documents considered material.]

OPTIONAL MATERIALS

[Upload or link out to any supplemental materials.]
MODULE 1: [NAME OF MODULE] ASSIGNMENT

OVERVIEW
[Insert a 1-2 paragraph description of the goal of the assignment. Try to make this language ‘student-friendly’. For example: “The goal of this assignment is to help you...” You can also link to articles, websites, or embed images/videos as part of the prompt.]

GUIDELINES
[Use this space to provide specific guidelines for students to follow. Please see sample below.]

Your assignment submission should be 100-250 words in length. It should contain proper grammar, be free of spelling errors, and reflect critical thinking.

DIRECTIONS
[List the steps students need to do to complete the assignment using the bullet pointed list function in your word processing program. Please see samples below for instructions to give students.]

HOW TO COMPLETE YOUR ASSIGNMENT [FILE UPLOAD EXAMPLE]
1. Click Submit Assignment
2. Click Choose File Upload to attach your document
3. When you are ready to submit, click Submit Assignment

For more information on how to submit an assignment, please view How do I upload a file as an assignment submission in Canvas?

HOW TO COMPLETE YOUR ASSIGNMENT [TEXT ENTRY]
1. Click Submit Assignment
2. Click the Text Entry Tab to enter your text
3. When you are ready to submit, click Submit Assignment

For more information on how to submit an assignment, please view How do I submit a text entry assignment?
GRADING

[Insert here a short description of the criteria for grading and/or if there is a rubric attached to the assignment. Please see sample below.]

This assignment is worth 100 points. Please see attached rubric for specific grading criteria.

MODULE 1: [NAME OF MODULE] DISCUSSION

OVERVIEW

[Insert a 1-2 paragraph description of the goal of the assignment. Try to make this language ‘student-friendly’. For example: “The goal of this assignment is to help you...”]

PROMPT

[Insert a 1-2 paragraph prompt for students to respond to. This can include a question or set of questions, as well as any supporting documentation or resources to answer the prompt. Include any information regarding frequency and quality of responses to peers.]

DIRECTIONS

[List the steps students need to do to complete the assignment using the bullet pointed list function in your word processing program. Please see samples below for instructions to give students.]

1. Click Reply to create your original post.
2. Read and reply to at least one (1) of your colleagues' threads.

For more information on using discussion boards, please view How do I reply to a discussion as a student?

GUIDELINES

As you read and respond to others' posts, keep in mind some basic rules for netiquette:

- Be kind and respectful to others
- Use full sentences
- Don’t use too much jargon
- Treat others online as you wish to be treated
- Use language that supports others
This discussion is worth 10 points. Please see attached rubric for specific grading criteria.

**Module 1: [Name of Module] Quiz**

**Note:** These instructions can be modified for tests, exams, and reading checks as well.

**Overview**

Insert a 1-2 paragraph description of the goal of the quiz. Try to make this language ‘student-friendly’. For example: “The purpose of this quiz is to assess...” and reiterate the module learning objectives this quiz pertains to.

This multiple-choice and short answer quiz covers material from the textbook readings within Module 1. There are 2 attempts on this quiz, however, the questions will differ in each attempt. Your highest score will be entered into the gradebook. You will have 30 minutes to complete this quiz.

This is an independent quiz; do not work with others.

You may use class materials (including the textbook) during the quiz.

**Directions**

List the steps students need to do to complete the quiz using the bullet pointed list function in your word processing program. Please see samples below for instructions to give students.

1. Click **Take the Quiz**
2. Answer the questions presented
3. When you are done and ready to submit the quiz, click **Submit Quiz**

For more information on submitting a quiz, please view How do I take a quiz?

**Grading**

Insert here a short description of the criteria for grading and/or if there is a rubric attached to the discussion. Please see sample below.

This quiz will be worth 100 points and will be automatically graded. You will be able to view your results immediately after you have completed the quiz.