Table of Contents
1) Drive it from the News, at a glance students can see “This Week” and “This Semester”
2) Content linked, trackable
3) Links to Tutorials EVERYWHERE

1) Drive it from the News
I include a note on how to see all news items that may be available.

At a glance students can see
“This week”
• A place for announcements
• What week are we in?
  Include the date range and link to calendar
• What should you have finished?
• What to read?
• Link to Content for week
• What files do I need?
• What videos or resources are available?
• What is due THIS week?
  links to discussions, quizzes, dropboxes, PLUS link to discussion, quiz, dropbox tutorials
• What important stuff is coming up (Tests)?

I have a separate item for each week; each semester I copy in all the news items, and use the date restrictions to release the correct news item when needed. I double check dates, etc. when released.

“This semester”
Includes Weekly overview with links to
• printable pdf calendar with exact dates
• Content’s Weekly previews and
• Content’s Weekly What’d due pages with link to discussion/quiz/dropbox tutorials
2) Content linked, trackable.
I originally conceived to make the beginning page a list of links to reduce the number of content pages, but then I realized I could not track what items learners had viewed... so I went with the long listing approach.

Links from News items take students directly to that week's preview page, with instructions on navigating Content items

Again, by listing all the key items in content, I can track what my learners have looked at.

The last item for the week informs learners as to what is due, with links to the activities due, and links to discussion/quiz/dropbox tutorials as well as reminders.
3) First couple of dropboxes include link to tutorial on using the dropbox; I also include a practice dropbox. Also: links from Content/News include a link to that tutorial right next to the link to the actual item due.

First couple of discussions include link to tutorial on using the discussion tool. Also: links from Content/News include a link to that tutorial right next to the link to the actual item due.

I also provide a Questions discussion, a Just for Chatting Discussion, and Anonymous Feedback Discussions, as well as weekly formative assessment discussions.

First couple of quizzes include link to tutorial on taking a quiz; I also include a practice quiz.

Also: links from Content/News include a link to that tutorial right next to the link to the actual item due.