# **COURSE CONTENT TEMPLATE**

Please save a copy of this document to your desktop **before** adding your course content and information.

# **Home Page**

Include a course description and any prerequisites here.

### Instructor

Instructor: [Name and title]

Email: [ACES email address]

Phone: [Office number, Google Voice number, etc.]

Office Hours: [Your office hours / availability]

Class Time and Location: [Include class meeting times and location for face-to-face or hybrid modalities. If this is a fully online course clearly indicate the modality here along with expectations for student participation.]

# **Orientation Module**

## **START HERE**

### Read the Syllabus

[Insert a link to your Simple Syllabus here.]

## **Course Welcome**

Welcome to [Insert Course Title]

### Course Description

[Provide a brief description of your course here.]

### Course Prerequisites

[List any prerequisites for your course here. If there are no prerequisites, you may remove this block.]

### Course Outcomes

At the end of this course, you will be able to:

[List your course outcomes (from your Concourse syllabus) here.]

### Meet Your Instructor

Faculty Photo

[Add a brief biography and then delete and replace the image to the right with an image of yourself.]

### Contact Me

[Provide your contact information and any office hours that you will provide.]

## **Textbook and Materials**

### Required Textbook

[List the name of your course textbooks, the author(s), ISBNs, and publisher's name on this page.]

[If an e-book is required be sure to provide access directions.]

[Add an image for each textbook.]

See the sample below:

Title/Author: Ron Larson (Author), Laurie Boswell (Author), Timothy D. Kanold (Author), Lee Stiff (Author)

ISBN #: 978-0618250202

Publisher: McDougal Littell / Houghton Mifflin

Textbook Image

## **Course Policies, Expectations, and Student Privacy**

[Provide details about any course-specific policies and expectations; for example, your policies on Late Work or Attendance. Some expectations include student conduct. Some important categories have been provided below. Feel free to add more if needed.]

### Policies

### Grades and Grading

[Briefly describe how grading will occur for your course here.]

### Late Work

[Update and include your late work policy here, if applicable.]

Late Work Policy

I do not accept late work, so plan your work time accordingly so that you do not miss any deadlines.

### Expectations

Instructor

Timely Feedback

Please note that emails sent to me through Canvas or via your Alamo ACES student email accounts ONLY will receive a response within 24-48 hours, not including holidays or weekends.

I will provide grades and any applicable feedback one week from the due date of the assignment, except when otherwise indicated.

Most True/False or multiple-choice quizzes will provide an immediate grade unless there is a short answer included which will then subject it to the one-week turnaround time for feedback and final grade.

Course Week

The Course Week in my class starts on Monday and ends on Sunday at 11:59 PM. Therefore, activities for the week are due by 11:59 PM on Sunday. I post new Modules during the weekend before the week starts so you can look ahead at what's coming up the following week.

External Web Platforms

[Edit the following statement if you plan to use social media or other external web platforms in your course (YouTube, Facebook, Google docs, blogs, etc.). Erase this entire section if you do not plan to use any platform outside of Canvas.]

In this course, we will use [insert name of the web platform] outside of our Canvas course. Information or assignments shared on this platform may be viewable to individuals outside of our course, so be sure to take extra precautions to avoid placing any personal information on it.

Please visit the privacy settings on [insert the name of the platform] for more information: [insert a link to privacy settings information].

## **Cheating Prevention Software & Resources**

Preventing cheating in your classes can be a struggle and labor-intensive. Alamo Colleges has partnered with three companies to help prevent cheating in your course. Each of these solutions has an LTI tool that is integrated into Canvas. When you are creating a quiz or assigning a term paper utilize the tool that will best fit your needs.

Note: It is a requirement that all online courses implement a cheating prevention strategy either from the publisher or from the integrated LTIs within Canvas. Please choose the cheating prevention strategy that is most appropriate to your course.

## **Course Schedule**

Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Module Objectives | Assignment | Due Date |
| Module 1 |  |  |  |
| Module 2 |  |  |  |
| Module 3 |  |  |  |
| Module 4 |  |  |  |
| Module 5 |  |  |  |
| Module 6 |  |  |  |
| Module 7 |  |  |  |
| Module 8 |  |  |  |

## **Introduce Yourself Discussion Board**

(Optional)

Let us know if you’d like for this to remain in your course

## **Orientation Quiz**

(Optional)

[Edit this quiz and its questions to suit your course, your syllabus, and what you want to be sure the students know before starting on the course content. Be sure to edit the points and due dates as needed.]

This quiz is your confirmation that you have completed the orientation activities in this course, agree to any course or program policies and procedures, and have read and understood the course syllabus.

You must complete this quiz, and score 100% before the content modules for this course will become available to you.

## **Orientation Module Wrap-up**

What You Learned

[Briefly list the key concepts that were covered in this module. This should align with the learning objectives.]

What You Did

[List the task/activities completed in the unit/module.]

What's Next?

[Include a brief introduction of what will be covered in the next unit/module.]

# **Module 1: Add Topic – (Add Date—optional)**

## **Module 1: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 1: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 1: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 1: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 1: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 1: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 2: Add Topic – (Add Date—optional)**

## **Module 2: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 2: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 2: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
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* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 2: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 2: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 2: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 3: Add Topic – (Add Date—optional)**

## **Module 3: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 3: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 3: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 3: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 3: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 3: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 4: Add Topic – (Add Date—optional)**

## **Module 4: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 4: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 4: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 4: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 4: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 4: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 5: Add Topic – (Add Date—optional)**

## **Module 5: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 5: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 5: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 5: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 5: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 5: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 6: Add Topic – (Add Date—optional)**

## **Module 1: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 6: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 6: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 6: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 6: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 6: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 7: Add Topic – (Add Date—optional)**

## **Module 7: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 7: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 7: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 7: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 7: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 7: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here

# **Module 8: Add Topic – (Add Date—optional)**

## **Module 8: Overview**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here

## **Module 8: Readings and Resources**

Introduction text here

## **Readings**

1. List all required readings

## **Lectures**

List all video lectures here

## **Sources**

List all associated sources here

## **Module 8: Discussion**

Introduction text here

## **Instructions**

Insert content here

## **Initial Post | Due by time/date**

1. Insert instructions here
2. And here

## **Peer Responses | Due by time/ date**

Provide detailed instructions for students to reply to their peers in the discussion forum.

## **Etiquette** *(leave this information as is)*

Remember to...

* **... be kind.** Treat others with respect and use polite words. No name-calling or hurtful comments.
* **... stay on topic.** Stick to the main subject of the discussion. Don't change the subject.
* **... share ideas.** Share your thoughts and explain them clearly. Use facts or examples when you can.
* **... learn from others.** Be open to learning new things and changing your mind sometimes.
* **... join in.** Participate regularly to make the discussions better.

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 8: Assignment**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Tasks**

Insert content here. What will students need to do in order to complete this assignment successfully?

## **Sources**

## List all associated sources here

## **Grading Rubric**

Points:

Submitting: Online, On Paper, or External Tool

Insert rubric here

## **Module 8: Quiz**

Introduction text here

## **Objectives**

1. List measurable objectives here in bulleted format

## **Instructions**

## Insert content here

Insert Quiz questions, question type & answers here

## **Module 8: Wrap-up**

Introduction text here

## **What You Did**

* Insert content here

## **What You Learned**

* Insert content here

## **What's Next**

* Insert content here