

Before we get started



Let us know if you can hear us when we do **Audio checks**



Download **Presentation Slides** at uoft.me/ctsi-videos



Turn on live captions if you would like closed captioning (see screenshot for details)

During the webinar



Your **microphone** will be muted until Q&A at the end of the session



Type questions and comments into the **Chat**

Organizing your Course Content

Following the webinar

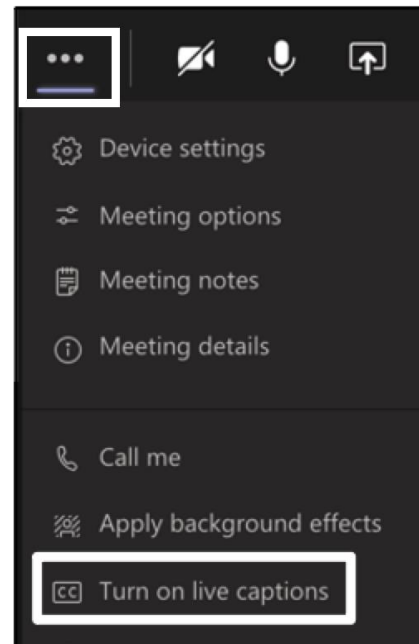


View **Session Recording** at uoft.me/ctsi-videos in 2 business days



Complete **Feedback Survey** (link sent via email)

Welcome!



Organizing your Course Content

Sun Ooi and Marko Piljevic
July 6, 2022



UNIVERSITY OF
TORONTO

CENTRE FOR TEACHING SUPPORT & INNOVATION



In this webinar:

1

Identify key course content that students need to succeed in a course

2

Organize course content so students can access materials with ease

3

Consider key aspects of the student learning experience when organizing course content

4

Navigate Quercus support resources

Identifying key course content

Answer in chat

What types of course materials do you need to make available to your students?

QUERCUS

The University of Toronto's Academic Toolbox

QUERCUS



Organize content

Connect and
communicate



The Academic Toolbox helps you...



Assess student work
and provide feedback

Teach from a distance





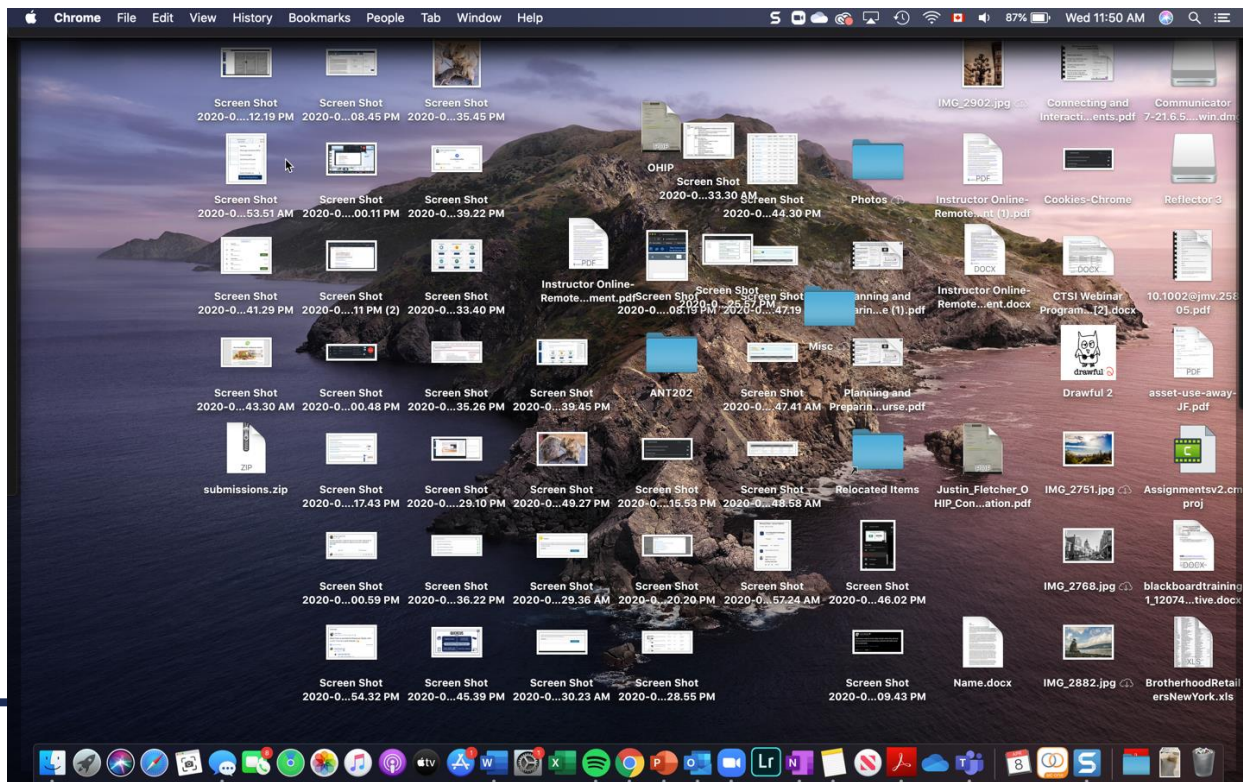
QUERCUS

Organize content

Organize your:

- Syllabus
- Readings
- Videos
- Assignment descriptions
- Rubrics and guidelines

Reducing cognitive load



Organizing course content: Modules and Pages

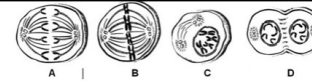


QUERCUS

Modules and Pages



⋮	▼ Week 1: Introduction to Parts of the Cell	✓	+	⋮
⋮	📄 Introduction to Parts of the Cell	✓		⋮
⋮	📎 File: Parts of the Cell	✓		⋮
⋮	🔗 Link: Cell Systems Open Textbook	✓		⋮
⋮	💬 Discussion: Cell Structure Muddiest Point	✓		⋮
⋮	📄 Parts of the Cell Complete	✓		⋮



Course and Instructor Information

Introduction to Cell Biology

<Info>

Course Description

<Info>

Learning Outcomes

- Distinguish...
- Apply...
- Create...

Evaluation Scheme

Assignment	Brief description	Value

Policies

Academic Integrity

Academic integrity expectations for this course include...

Communication

<Info>

Course Schedule

Week 1: [Parts of the Cell](#)

- Reading: [Cell Systems Open Textbook](#)

Week 2: [Mitosis](#)

Week 3: [Meiosis](#)



QUERCUS



Modules

Home

Modules

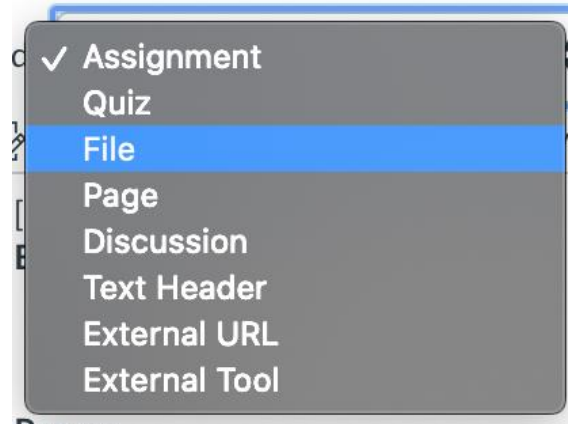
Assignments

Announcements

Discussions

Grades

Module as a container to hold content



Content can be created outside of modules



QUERCUS



Modules

Organize and Display Content

- Display content as you want (e.g., by week, topic, unit or chapter)
- Sequence content as you want
- Control when and how content will be released

⋮	▼ Week 1: Introduction to Parts of the Cell	✓	+	⋮
⋮	📄 Introduction to Parts of the Cell	✓		⋮
⋮	🔗 File: Parts of the Cell	✓		⋮
⋮	🔗 Link: Cell Systems Open Textbook	✓		⋮
⋮	💬 Discussion: Cell Structure Muddiest Point	✓		⋮
⋮	📄 Parts of the Cell Complete	✓		⋮



Pages

Q

Introduction to Cell Biology

<Info>

Course Description

<Info>

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- Distinguish...
- Apply...
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Assignment	Brief description	Value

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Academic integrity expectations for this course include....

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Edit View Insert Format Tools Table

Course Schedule

12pt Paragraph B I U A T²              

Week 1: [Parts of the Cell](#)

- Reading: [Cell Systems Open Textbook](#) ↗

Week 2: [Mitosis](#)

Week 3: Meiosis

How do learners read?



Headers

How and when do I access my course in Quercus?



Once you are signed into Quercus, you should be able to see a list of your courses in your Dashboard. If you are unable to find your course, please contact your Business Office or Academic Human Resource Officer. If you are a staff member of a Federated College, please contact your Academic Coordinator. Note that any changes made to a course will be reflected in Quercus. If you are unable to find your course, please contact your Business Office or Academic Human Resource Officer. If you are a staff member of a Federated College, please contact your Academic Coordinator. Note that any changes made to a course will be reflected in Quercus.

WHOM DO I CONTACT FOR SUPPORT WITH QUERCUS?



Contact your Business Office support team here: [https://www.mcc.edu/quercus/help/quercus.html](#)

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² | Link Image Table | | | |

What is Quercus? (H2)

<TEXT>

Content (H3)

<TEXT>

Communication (H3)

<TEXT>

Assessment (H3)

<TEXT>

Access to Quercus (H2)

<TEXT>

Text Formatting (Colour, Size, **B**/U, CAPS) and Alignment

WHAT IS QUERCUS?

Quercus' common functions include:

Effective Engagement and Collaboration:

conduct discussions; facilitate webinars, organize assignment groups

Assessment 'of' and 'for' Learning:

apply assessment tools like quizzes, surveys, assignment submissions

Main functions of Quercus

Content

- Distribute course syllabus
- Share course materials (e.g., readings, videos)

Collaboration and Communication

- Conduct discussions
- Facilitate webinars
- Organize assignment groups
- Send announcements to students and teaching team

Assessment and Feedback

- Accept electronic assignment submissions
- Provide feedback on student work
- Conduct online quizzes
- Administer surveys

White Space

How and when do I access my course in Quercus?

Once you are signed into Quercus, you should be able to see a list of your courses in your Dashboard. If you are unable to see your courses,

this may be because of one of several reasons. First, contact your department to verify that you have been assigned as the instructor for the course created in RCSS and that you have been assigned as the instructor for the course created in Quercus. If not, verify with your Business Office that your employment record has been activated in HRIS. If you are a faculty or staff of Frederick Community College, please contact your department. If you are a faculty or staff of Frederick Community College, please contact your department. [Notice that any changes made in RCSS or HRIS will be reflected in Quercus within 24-48 hours.](#)

All courses in Quercus follow the [Course Life Cycle](#). The Quercus course life cycle is a timeline of events a course goes through from creation to delivery to archived (read-only). The resources listed to provide information on the course life cycle are located in the resources section of the Quercus course. Where applicable, tasks suggested in the resources are to be completed by the instructor. Please review the timeline to confirm whether you should have access to the course. Please review the timeline to confirm whether you should have access to the course. Please review the timeline to confirm whether you should have access to the course. [Manually Adding Instructors and Non-Instructor Access to Courses](#)

Access to Quercus

[Login to Quercus with your UTORid](#)

After you log in, your Dashboard displays courses that you have access to.

Instructors are assigned as the "owner" of Course Websites in Quercus via an automatic feed from RCSS.

Please also see information about [requests for access to course websites](#).

If you do not see your course:

- Contact your department's RCSS Coordinator to verify that you are assigned to the course as an instructor.
- Contact your department's Business Office or Additional Human Resources Office to verify that your employment record has been activated in HRIS.

Changes made in RCSS or HRIS will be reflected in Quercus within 24-48 hours.

Course Life Cycle in Quercus

The [Quercus course life cycle](#) is a timeline of events a course goes through from creation to delivery to archived (read-only). Please review the timeline to confirm whether you should have access to your course.

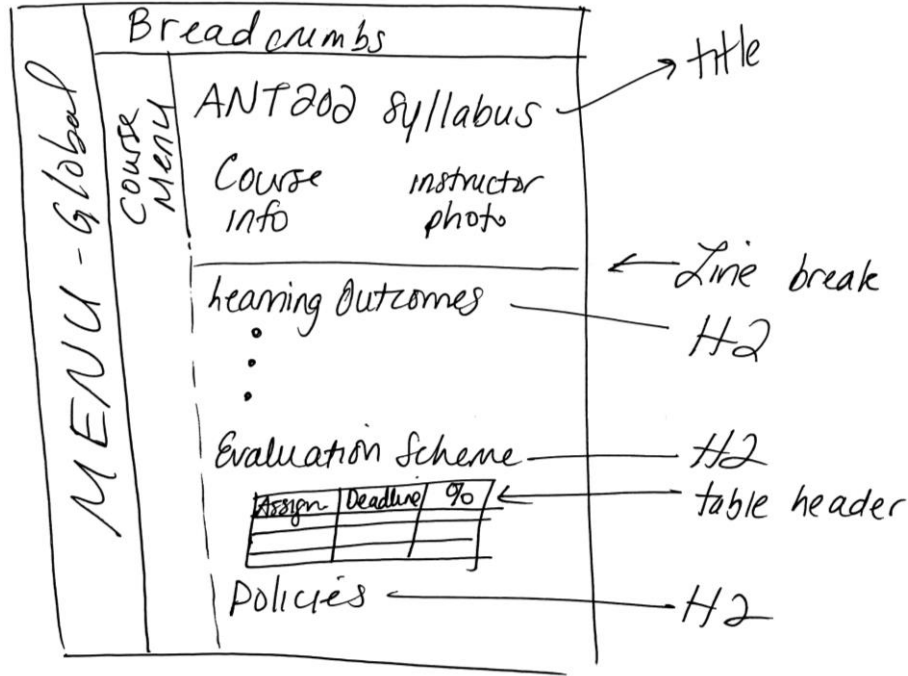
Quercus Teacher App

Download the Canvas Teacher app



Could using the Canvas Teacher app for high-stakes activities, such as marking assignments and proctored exams. Instead, use a laptop or desktop computer.

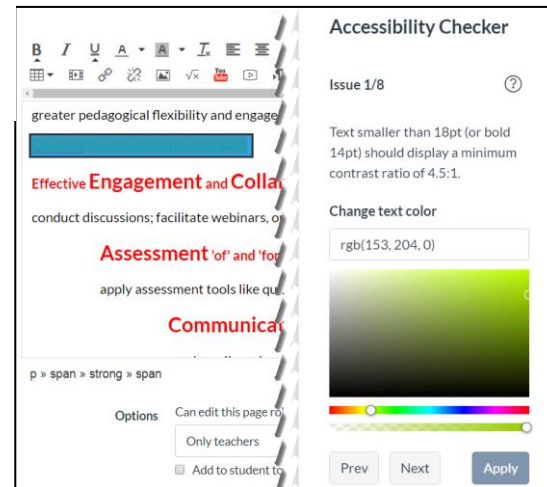
Sketch it out



Use accessibility checker



Quercus' common functions include:





QUERCUS

Modules and Pages



	Modules	Pages
Allow access to content	Yes	Yes
Guide learning experience with Requirements, Prerequisites	Yes	
Use Previous and Next buttons to navigate	Yes	
Release content based on time	Yes	
Add text, images, and video	Yes, as individual items	Yes
Customize formatting		Yes
Enable wiki option		Yes
Check for accessibility concerns		Yes
Link to other types of course content (e.g., page to module, module to page)	Yes	Yes

Quick poll

Which content organization tool are you most likely to use?

- A. Modules
- B. Pages
- C. Unsure

Maximizing the student learning experience



QUERCUS

Home Page

Q



Teaching with Quercus - (q)UDL



Home



Announcements



Modules



Grades



Rubrics



New Analytics



Assignments



Discussions



People



Files



Pages



Syllabus



Outcomes



Quizzes



Collaborations



Settings

CTSI Teaching with Quercus: UDL + Quercus Lunchtime Webinars

Edit



Photo by Joshua Eckelby on Unsplash

UDL + Quercus Lunchtime Webinars

Want to design learning that engages all your students? Interested in using Quercus to overcome barriers to in your course? Want to re-develop resources, activities, and assessments? This series of four webinars uses Universal Design for Learning Principles in combination with evidence-informed practices and specific Quercus features to help you create accessible and inclusive learning experience for your students. Join us for a hands-on exploration of practices and design principles that promote learning for all students.

Join us for one or all four webinars!

Getting Started

Before diving into the webinar content:

- view our "Course Tour" video to learn how to find your way around this course, and
- complete our self-paced "Introduction to UDL" module to become familiar with UDL principles, guidelines, and checkpoints.

Course Home Page

Choose Course Home Page

Select what you'd like to display on the home page.

- ☐ Course Activity Stream
- ☒ Pages Front Page *Welcome!* [\[Change\]](#)
- ☐ Course Modules
- ☐ Assignments List
- ☐ Syllabus

Cancel

Save

Customized Home Pages

- [Example 1](#)
- [Example 2](#)
- [Example 3](#)

Home

[Announcements](#) 

[Discussions](#)

[Assignments](#)

[Modules](#)

[Quizzes](#)

[Grades](#)

[Pages](#) 

[Files](#) 

[People](#) 

[Syllabus](#) 

[Outcomes](#) 

[Collaborations](#) 

[Rubrics](#)

[Settings](#)

Example Remote/Online Course Template - U of T

 Edit 

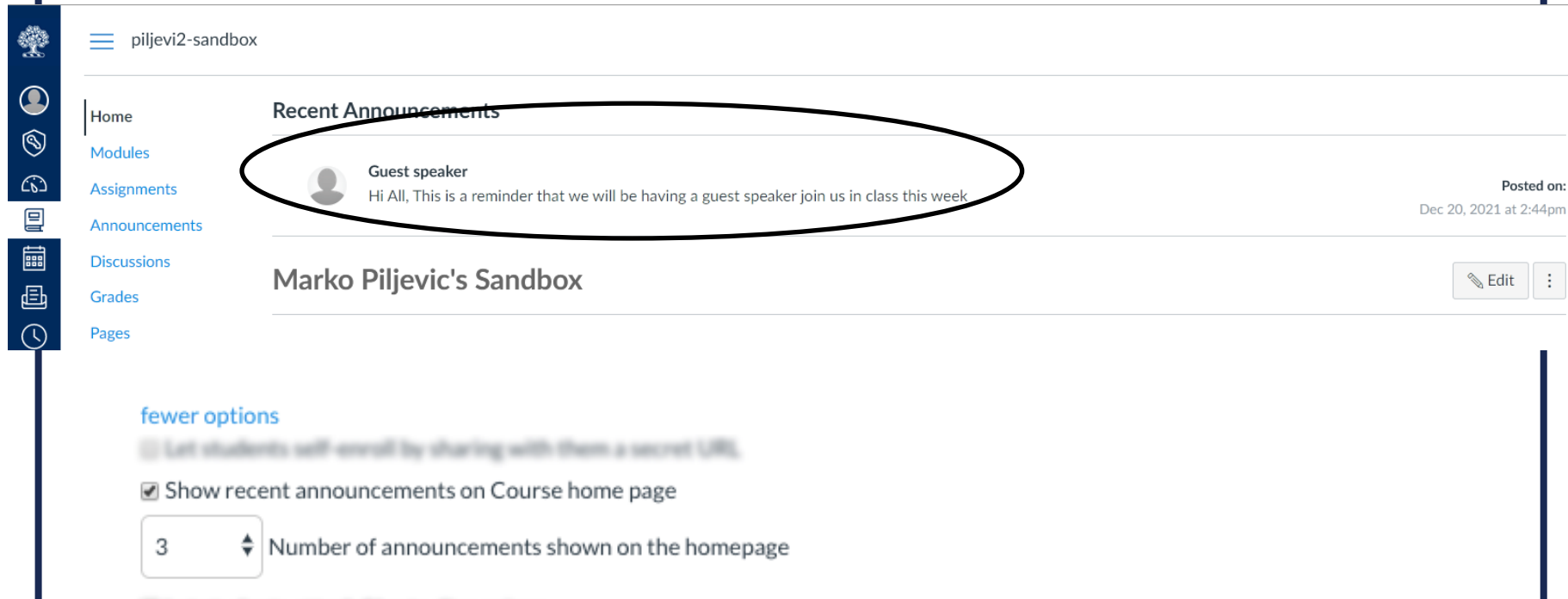


Welcome to XYZ - Full Course Title!

This course will run fully online/remotely. To begin, I've prepared some tips and strategies, as well as some resources to help you be successful in this mode of learning. Before diving into course content, click on the "How This Course Works" button below for a module to orient yourself to this course specifically and to learning online generally.

How This Course Works

Add announcements to the home page



Canvas LMS interface for course **piljevi2-sandbox**.

Recent Announcements

Guest speaker
Hi All, This is a reminder that we will be having a guest speaker join us in class this week.

Posted on: Dec 20, 2021 at 2:44pm

Marko Piljevic's Sandbox

fewer options

☒ Show recent announcements on Course home page

3 Number of announcements shown on the homepage



QUERCUS

Course Tour



Teaching with Quercus tip: Course tour



Creating a Course Tour using Lecture Capture Software

Hide unneeded menu items

[Course Details](#)[Sections](#)[Navigation](#)[Apps](#)[Feature Options](#)

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Discussions	⋮
Assignments	⋮
Modules	⋮
Quizzes	⋮
Grades	⋮
Rubrics	⋮



Settings > Navigation

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Pages	⋮
<i>Page disabled, will redirect to course home page</i>	

Instructor view

[Home](#)[Announcements](#) [Discussions](#)[Assignments](#)[Modules](#)[Quizzes](#)[Grades](#)[Pages](#) [Files](#) [People](#) [Syllabus](#) [Outcomes](#) [Collaborations](#) [Rubrics](#)[Settings](#)

Example Remote/Online Course Template - U of T

[Edit](#) 

Welcome to XYZ - Full Course Title!

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[How This Course Works](#)

Course Materials

After you've looked through the "How This Course Works" section you can begin your course work. Click on the module buttons below

[Week 1 - TITLE](#)[Week 2 - TITLE](#)

Student view


Account
Dashboard
Courses
Calendar
Inbox
History
Course Evals
Help

q-example-sandbox-06

Home

Discussions


Assignments

Modules

Quizzes

Grades

Example Remote/Online Course Template - U of T



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How This Course Works

Academic Integrity

Student Mental Health

UCheck

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

63 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

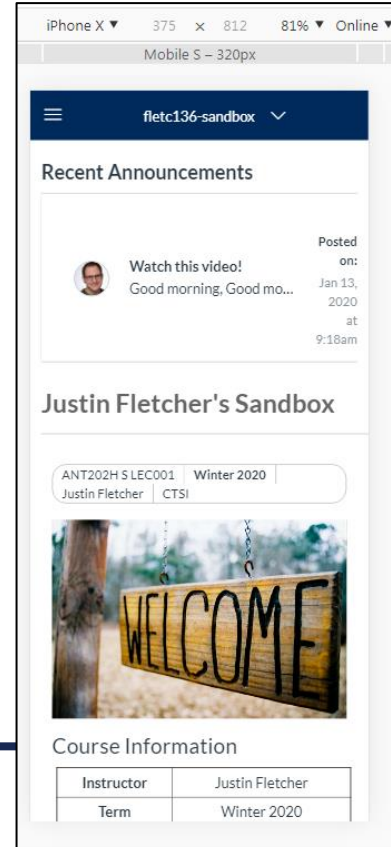
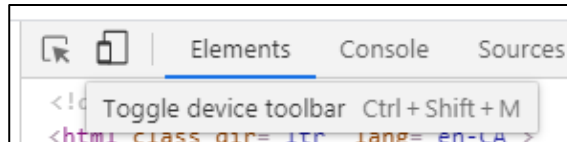
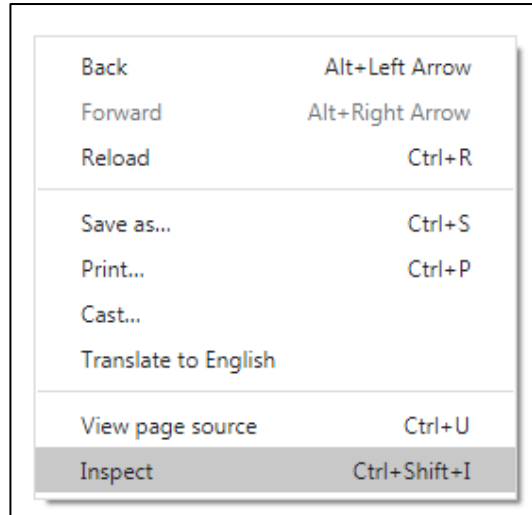
Leave Student View

User testing

Consider:

- How many clicks to get to your essential content?
- What can be hidden to minimize distraction/load?
- What different paths might users take to meet the tasks you wish for them to complete?

Design for the learner



Content tips

- Contact your Liaison Librarian for access to resources.
- Host videos and other large files on a media server (e.g., MyMedia) or OneDrive. Link to them from Quercus.
- Ensure your content is accessible. **Examples:**
 - Video captions/transcripts
 - Alternative text for images
 - Headings

Navigating Quercus support resources

Tune into Teaching

CTSI workshops

Syllabus design clinic: Build a supportive course culture through a learner-centered syllabus

Course planning clinic: Designing courses for academic resilience

Exploring accessibility considerations for face-to-face teaching

Quercus Quickstart (in-person workshop)

Captioning Clinics (30-minute appointments)

Recordings and materials:

<https://uoft.me/ctsi-videos>

Other CTSI events:

<https://teaching.utoronto.ca/events>

Global calendar to support online/remote teaching:

<https://online-remote.teaching.utoronto.ca/>

CTSI website

WELCOME TO THE NEW CTSI SITE

We've updated the look and navigation of the site, including both pedagogy and educational technology support resources, for easier access in a more inclusive design. To find resources and information

- Click **Resources** in the top menu to browse by category ([Events](#), [Planning and delivering your course](#), [Engaging with students](#), [Assessing learning](#), [Improving practice](#), and [Educational technology](#), including teaching with technology resources and tool guides)
- Use the **Search** bar in the top menu or visit our main resource page to search by category and filters

CTSI programming and consultations are available both in-person and virtual as of July 2022. Please visit [Events](#) or [Consultations](#) for more information.



Quercus support resources

Educational Technology

Tool Guides

Learn about the educational technology tools the University has access to.

SEARCH ALL TOOL GUIDES

Tool Finder

Use our Tool Finder to see guides for the various tools in our Academic Toolbox.

TOOL GUIDE MENU

Teach with Technology

Learn how technology can assist in teaching your course.

ACCESS ARTICLES

Student support resources

Student Support

Instructors: feel free to share this support page with your students

For more tips, please follow the Quercus Student Blog: <https://qstudents.utoronto.ca/>

Quercus Tools:

- ▶ [Crowdmark](#)
- ▶ [Group Tool](#)
- ▶ [Discussions](#)
- ▶ [iClicker Remote](#)
- ▶ [Library Resources](#)
- ▶ [Mobile Apps - Canvas Student](#)
- ▶ [Plagiarism Detection Tool](#)
- ▶ [Quiz tool in Quercus](#)

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 - 1.2. [Group Tool](#)
 - 1.3. [Discussions](#)
 - 1.3.1. [Overview](#)
 - 1.3.2. [Viewing Discussions](#)
 - 1.3.3. [Replying to a Discussion](#)
 - 1.3.4. [Discussion Permissions](#)
 - 1.3.5. [Creating a Discussion Topic](#)
 - 1.3.6. [Editing and/or Deleting a Discussion Reply](#)
 - 1.3.7. [Guides and Tutorials](#)
 - 1.3.8. [Video Tutorial](#)
 - 1.3.9. [Canvas Student Guides](#)

- [Technology Requirements for Remote Teaching and Learning](#)
- [Student Support Guide](#)

Divisional support

Divisional Support Contacts

Support from your Local Academic Unit

DIVISION/ FACULTY	CONTACT
Applied Science and Engineering	Education Technology Office frs@edtech@utoronto.ca
Architecture and Forestry	For technical problems: IT@tdsntels.utoronto.ca For all other issues: programm@tdsntels.utoronto.ca
Arts and Science	Instructors: UofT Instructors
Dentistry	academicadmin@dentistry.utoronto.ca
Education (OISE)	oisn.help@utoronto.ca



CTSI website: <https://teaching.utoronto.ca>

Upcoming events: <https://teaching.utoronto.ca/events>

Quercus Support Resources: <https://uoft.me/qresources>

Divisional Support: <https://uoft.me/qsupportcontacts>

Questions: q.help@utoronto.ca

Mini reflection

1. What's one thing I learned today that I plan to implement?
2. What's one thing that's confusing, and what will I do to find the answer?

References

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- Mind Tools. Cognitive load theory. <https://www.mindtools.com/pages/article/cognitive-load-theory.htm>
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- The eLearning Coach. Visual design checklist. <https://99designs.ca/blog/tips/visual-hierarchy-landing-page-designs/>



Questions?

Thank you!
