



Examples of Schedule Builder Organization

The Schedule Builder is a tool for organizing your class schedule and providing students access to the content in your course via the Content page. Creating a logical and consistent Content page for your course improves your students' learning experience because it gives students a clear pathway to follow throughout the academic term. The Schedule Builder organizational method should support the learning objectives of the course by showing students:

- What content they need to learn
- What actions they need to do to learn
- When and where they are supposed to do those actions

Below are examples of how to organize the Schedule Builder in different ways and some considerations for each method. Additional information about setting up and using the Schedule Builder tool is available in the [CoursePlus Help Guide for Faculty](#).

Organizational Method 1: Weekly

This organizational method is set up by creating a [Category](#) for each week of the academic term and then mapping all course content, activities, assessments, and information (referred to as [Events](#) in the Schedule Builder) across each week. Communicate any long-term assignment due dates early in the course when using this method.

- Pros: Students know exactly what to do each week of the academic term.
- Cons: It can be difficult to show how some events on the schedule may take place across multiple weeks. It may also be challenging for students to effectively manage the workload for long-term assignments. Clear communication with students on upcoming events is necessary when using this module.

| Week 1 | | | | |
|-------------------------------------|--------------------|---|-----------------------|----------------------------------|
| Mon, May 29 | Lecture 0 | Welcome to the Course <i>Watch this short video BEFORE the first live class session.</i> | Thu, Jun 1, 11:59 PM | <input type="button" value="x"/> |
| Mon, May 29 | Discussion Forum 1 | Introduce Yourself <i>Please introduce yourself in the discussion forum. Include in your introduction: 1) your name, 2) one fun fact about yourself, and 3) something that you would like to learn in this course.</i> | Thu, Jun 1, 11:59 PM | <input type="button" value="x"/> |
| Mon, May 29 | Activity 1 | Syllabus Scavenger Hunt | Sat, Jun 3, 11:59 PM | <input type="button" value="x"/> |
| Mon, May 29 | Reading List | Class Sessions 1 and 2 | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |
| Thu, Jun 1 1:00 PM | Class Session 1 | Introduction to... | | <input type="button" value="x"/> |
| Week 2 | | | | |
| Tue, Jun 6 1:00 PM | Class Session 2 | The Fundamentals of... | | <input type="button" value="x"/> |
| Tue, Jun 6 | Discussion Forum 2 | The Fundamentals of... <i>In this discussion forum, please expand on the in-class activity that we did during Class Session 2...</i> | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |
| Wed, Jun 7 | Quiz 1 | The Fundamentals of... <i>This quiz will cover topics covered in Class Sessions 1 and 2</i> | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |
| Mon, May 29 to Sun, Jun 11 11:59 PM | Assignment 1 | Select Your Topic <i>Use the sign-up sheet to select your topic for the final project.</i> | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |



Organizational Method 2: Modular

This organizational method is set up by creating a [Category](#) for each module or topic and then mapping all [Events](#) across each module. When using this method, it is recommended to include the dates of the module in the category title (these will need to be manually updated with every offering).

- Pros: Students can easily see how each event relates to one another within an overarching module or topic.
- Cons: Students may lose track of when each module takes place, so clear event sequencing with dates of availability displayed is recommended when using this method.

| Getting Started (Complete before Class Session 1) | | | | |
|---|--------------------|---|-----------------------|----------------------------------|
| Mon, May 29 | Lecture 0 | Welcome to the Course <i>Watch this short video BEFORE the first class session.</i> | Thu, Jun 1, 12:00 PM | <input type="button" value="x"/> |
| Mon, May 29 | Discussion Forum 1 | Introduce Yourself <i>Please introduce yourself in the discussion forum. Include in your introduction: 1) your name, 2) one fun fact about yourself, and 3) something that you would like to learn in this course.</i> | Thu, Jun 1, 11:59 PM | <input type="button" value="x"/> |
| Mon, May 29 | Activity 1 | Syllabus Scavenger Hunt | Thu, Jun 1, 11:59 PM | <input type="button" value="x"/> |
| Module 1: Fundamentals of... (May 29 - June 9) | | | | |
| Mon, May 29 | Reading List | Module 1 | | <input type="button" value="x"/> |
| Thu, Jun 1 1:00 PM | Class Session 1 | Introduction to... | | <input type="button" value="x"/> |
| Tue, Jun 6 1:00 PM | Class Session 2 | The Fundamentals of... | | <input type="button" value="x"/> |
| Tue, Jun 6 | Discussion Forum 2 | The Fundamentals of... <i>In this discussion forum, please expand on the in-class activity that we did during Class Session 2...</i> | Thu, Jun 8, 11:59 PM | <input type="button" value="x"/> |
| Mon, Jun 5 | Quiz 1 | The Fundamentals of... <i>This quiz will cover topics covered in Class Sessions 1 and 2.</i> | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |
| Thu, Jun 1 to Sun, Jun 11 11:59 PM | Assignment 1 | Select Your Topic <i>Use the sign-up sheet to select your topic for the final project.</i> | Sat, Jun 10, 11:59 PM | <input type="button" value="x"/> |

Additional Tips

- Consistent terminology: Use consistent terminology throughout the Schedule Builder. Once you decide how you will set up events on the schedule, make sure all events use the same terms.
- Consistent display of learning activity dates: All events on your schedule should display their associated dates. For any assignment, specifying a due date on the scheduled event will promote students' self-efficacy while also clearly communicating expectations. Consider consistency in the items' availability, especially across similar event types. The predictability of having related activities (e.g., lectures, discussion forums, recurring quizzes, etc.) appearing on the same day of the week throughout the term will assist both students and faculty teams in knowing what to expect.