Building a One-Stop Shop

Common Menu Items

◈ Announcements

◈ Calendar

◈ Syllabus

◈ Grades

Best Practices

◈ Organize content folders no more than three levels deep; two levels is advisable.

◈ Links open in a new tab

◈ Use consistent naming conventions and organization throughout your online course.

◈ Small file sizes for banners and images (~100K) for PDF files (~10 MB)

◈ Link to video in places like MS Stream or YouTube.

◈ Accessible – avoid complex HTML editor layout, as well as scanned PDF files.

Hyflex Organization

- Weekly Structure

- Daily Structure

Face to Face Organization

◈ Weekly Structure

  ◇ Daily structure

◈ Modular (by topic, lesson, or theme)

Repository

- Center for out of class activities

- Center for assignments