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