**Advanced Online Template Overview**

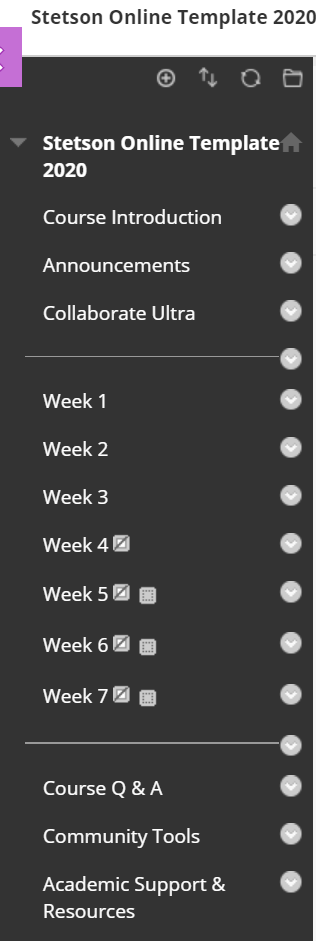
The advanced online template includes the structure of the content you should post for all Fall 2020 courses that will be taught in a hybrid or fully online delivery. The contents are listed below as well as links to directions on how to upload and edit the template.

Press [here](https://livestetson-my.sharepoint.com/:f:/g/personal/lsawtell_ad_stetson_edu/EtdP3MH-tLBAp1nidaqJbyEB9bFak28Fl6Kuks_VVdJJew?e=akq9xl) to download the file containing the template. You must download the .zip file and upload to your Blackboard course shell(s) and edit as detailed below.

Contact [OOLET](mailto:support@stetson.edu) at any time for assistance! We can upload template, provide training on any topic and assist with course development and higher level pedagogical options for quality course design.

**NOTES:**

* You must delete the duplicate or unused links that appear with the default Blackboard course shell.
* Dividers are included to help students navigate content with more ease.
* For detailed directions, logon to Blackboard > Organizations > Faculty Resource Center > Blackboard Basics > Online Course Template

**Contents**

* Course Introduction
  + Course Welcome
  + Syllabus/Detailed Course Schedule (with assignments as appropriate). Syllabi should be consistent with University guidelines posted on: [here](https://catalog.stetson.edu/undergraduate/student-policy/academic-affairs/coursesyllabi-policy/%20).
  + Textbook & Other Required Course Materials
  + Browser FYI: provides information on which browser(s) works best with the content required in the course.
  + Online Learning Tips
* Course Announcements
* Conferencing Software Used in the Course (e.g. Collaborate Ultra, Teams, or Zoom)

**DIVIDER**

* Weekly Content
  + Learning Objectives
  + Required Reading
  + Lecture Content
  + Interactive Tools
  + Assignments / Assessments
  + Weekly Summary

**DIVIDER**

* Course Q & A
* Course Tools
* Academic Support & Resources

**Blackboard Instructions**

[Import Course Template / Package](https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Import_Course_Packages)

[Create Navigation Menu Links](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Link_to_Content_and_Tools)

[Add Content](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content)

[Edit Content](https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Edit_and_Manage_Content)