UMMS Course Organization and Style Guide – School of Medicine

These specifications have been approved by leadership from the five schools - Graduate School of Biomedical Sciences (GSBS), Graduate School of Nursing (GSN), School of Medicine (SoM), Graduate Medical Education (GME), and Continuing Medical Education (CME). It is recommended that the organization of the Content Collection and navigation toolbar, naming conventions and color coding remain as outlined in this guide. The goal is to provide quick and consistent access to curriculum content for all students.

Based on student feedback, the School of Medicine has revised the entry page of the course to be the Session Table. If the course contains weekly session tables, the home page will be the Content Area that contains those session tables.

Login page for Bb Learn: https://umassmed.umassonline.net.

Course Left Navigation Toolbar

The labeling and order of the left navigational toolbar items are as follows:

1. Course Number and Course Name Home Page - Sessions Table (SoM)
2. Course Announcements and to Do List
3. **Course Topic 1 (i.e. Lab Materials)
4. **Course Topic 2
5. *Lecture Capture
6. *Required Tests and Assignments
7. *Supplemental Tests and Assignments
8. *Required Discussion Tools
9. *Supplemental Discussion Tools
10. My Grades
11. Calendar
12. Course Mail
13. Course Feedback

Divider Bar

14. Information and Resources
15. Syllabus
16. Policies
17. Faculty
18. Curriculum Calendar
19. E*Value
20. PeopleSoft Student
21. Course Team Help
22. Student Help

*Items with asterisks can be hidden if not being utilized in the course.

**Course Topic links are present if curriculum content is organized by topics rather than session-driven events.
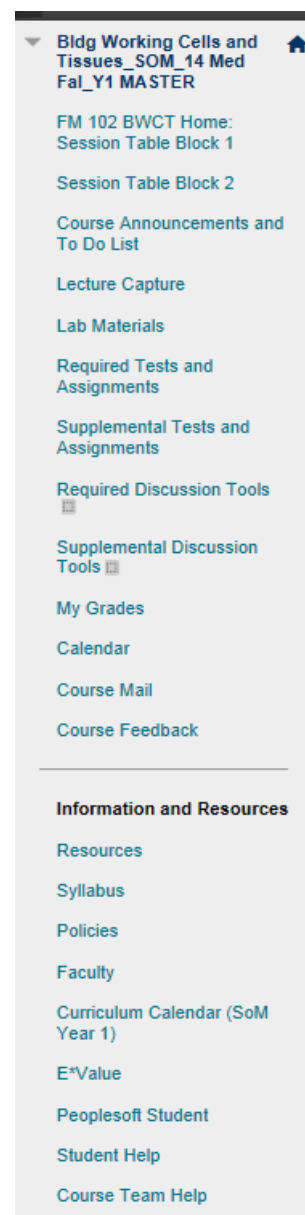
Left Navigation Details

Course Number, Course Name - Session Table: This course title is manually added by Academic Computing Services (ACS) for each course (*Example: FM 201 The Brain Session Tables*). The **home page** for each School of Medicine course is a Session Table.

Session Table: The **Session Table**, which is linked to from the left course menu, is similar to the Lecture Table that was used in BLS Vista. It will contain the
1. Date, time (no am or pm) and location of session.
2. Session Topic (can contain links to lecture files).
3. Faculty name(s).
4. Required Prep and Consolidation Exercises.
5. Session Materials (can contain links to lecture files or additional notes/materials).
6. Other Resources (can contain additional readings, websites, directions for Practice Exams, etc.).

Color Coding Conventions for Sessions Table

- Hyperlinks to session-related course materials in the Content Collection or external websites should appear in Bb Learn's default blue.
    - *Example:* Neurology Case Studies
        Visit website: http://www.umassmed.edu
- Tests, Assignments, Prep, and Discussions that **are graded** appear in red (#ff0000) and direct students to the corresponding left navigation area. The Due Date appears as mm/dd/yyyy.
    - *Example:* See "Required Tests and Assignments" for Online Prep Quiz 1; DUE 01/25/13
    Also put in red any due dates or special instructions (i.e., Laptop is Required).

    Note: Do not link to an Assessment or Assignment from the Sessions Table; refer your student to the left navigation link where they will access the assessment/assignment. Remember to put graded activities in red:

Course Announcements and To Do List (Module Page): Contains the following modules:
1. **What's New**: This module will alert students when a new activity is assigned to them.

    Note: Links to uploaded files from the Sessions table will not trigger a "What's New" notification.

2. **My Announcements**: You may post announcements for this course in this module.
3. **To Do**: This module will automatically display all items due and past due for your students if you have associated a due date when building the activity in Bb Learn.

Course Topics:
- Links to page containing **topic-related content** (see pages 2 and 3 of this document).
- Icons for each item should be visible.
- Activities are organized by Block, Track, topic, etc.; the most time-sensitive activities should be listed first.
- Any activities which are no longer necessary should be dragged to the bottom of the list.

Lecture Capture: Links to page containing the Lecture Capture button, which links directly to the lecture capture page for each course. ACS updates these pages for each course, each new semester.

Required Tests and Assignments and **Supplemental Tests and Assignments:**
- Links to content areas where test and assignments are created – one area for those activities that are required; one for activities that are supplemental.
- Icons (graphics) for each tool should be visible.
- Activities are organized by Block, Track, topic, etc.; the most time-sensitive activities should be listed first.
- Any activities which are no longer necessary should be manually dragged to the bottom of the list.

Required Discussion Tools and **Supplemental Discussion Tools**:
- Links to content areas where activities such as Discussions, Journals, Blogs, and/or Wikis are created – one are for those activities that are required; one for activities that are supplemental.
- Icons for each tool should be visible.

My Grades: Where students can view their personal grades

Calendar: Displays by default the events for all courses in which you are enrolled. These are color coded in order to distinguish one course's events from another. The color scheme can be customized by individual. By unchecking the box next to a course, that course's events will no longer display on the calendar. The subject and catalog number of each course does not have to be part of the event title.

Course Mail: Link to the Bb Learn email tool.

Course Feedback: Link to an Anonymous Blog where students provide course feedback to Faculty.

Divider Bar

Information and Resources: (Heading)

Syllabus: Link to a Syllabus in Content Collection.

Policies: Link to Course Policies in Content Collection.

Faculty: Link to Faculty information in Content Collection.

Curriculum Calendar: Link to the Curriculum Calendar page on the UMMS Intranet. This link may be deleted if a Curriculum Calendar is not used.

E*Value: Link to a shared content file about the E*Value application. This content is managed by ACS.

PeopleSoft Student: Link to the login page

Student Help: Link to the UMMS Student Technology Recourses: Bb Learn website. Link is set to open in a new window.

Course Team Help: Link to the UMMS Bb Learn Resources website for Course Administrators and Faculty. Link is set to open in a new window.

Optional Left Navigation Links: Each course may contain left nav links to content that is specific that course. These are added at the discretion of the course team under the Information and Resources heading. (*Example: Brain Atlases for SoM; Comprehensive Bibliography for GSN*)

The Content Collection

The Content Collection is where course documents, images and presentations are located. Named Folders in the Content Collection include the following:

1. Session and/or Topic
2. Tests and Assignments
3. Information and Resources
4. Syllabus
5. Policies
6. Faculty
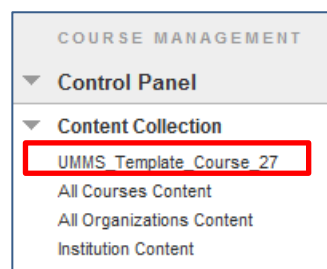
Session and Topic Folders: Content related to a specific session date or topic has a corresponding folder in the Content Collection. Each folder contains all of the learning objects (PDF, PPT, MS Word files, etc.) associated with that event.

> *Note:* PDF is the recommended file format.

> <mark>*Naming Convention for Files Uploaded to Content Collection*</mark>

> 6-Digit Session Date (MMDDYY)_Letter*_Topic_Lecturer (*Lecturer name is optional*).
>
> > *** P for Prep
> > L for Lecture
> > C for Consolidation
> > SG for Small Groups
> > LG for Large Groups
> > LAB for Labs
> > CONF for Conferences
>
> (Example*: 051513_L_Rheumatic_Fever_Smith.pdf*)
>
> *Note: Dates should be updated every year.*

Tests and Assignments Folder: Contain images or files that are used in a test or an assignment built with the Bb Learn Assessments and Assignments Tool and/or tests and assignments that are not built with the Bb Learn Tool.

Information and Resources Folder(s): Contains course content that is not associated with a specific course session or other folder.

Syllabus Folder: If a syllabus is provided, it is located in this folder.

Policies Folder: If policies are unique to a course, they are located in this folder. If a policy is relevant to more than one course or school, it is contained in a Shared Content area maintained by Academic Computing.

Faculty Folder: Information about faculty is located in this folder.

Shared Content

Content that is relevant to multiple courses is uploaded to a Shared Content area by Academic Computing.

Default Module Page Example (Course Announcements and To Do List)