Course Name
Overview of Course Activities

Note: *Use this template to provide additional guidance and clarification for the technology tools that will be used in your course. Add or remove instructions for activities based on those used in your course.*

- Look for **green text** used as a placeholder, to indicate information needed, text you should change, or notes. *Be sure to delete these notes before finalizing your syllabus and change the text color to black.*

Face-to-face Meetings

Face-to-face (F2F) sessions will be held on the Sacramento State Campus (include location and appropriate details).

Calendar of Course Activities

The schedule of course dates and deadlines can be accessed from the **Calendar Tool** on the course menu. It is your responsibility to be aware of dates and deadlines posted in the calendar and keep up with course requirements.

Learning Modules

Learning Modules are used to organize content, activities, assignments, and course resources into specific units for each week of the course. Access Learning Modules from the link on the course menu.

Each week you should begin by visiting the corresponding Learning Module for an overview and links to the week's activities, assignments, and deliverables.

While Learning Modules serve as an organized place to find all activities for a particular week or unit, you may also access individual activities directly from the respective tools as explained in the sections below.

Course Assignments and Projects

Assignments and projects can be accessed from the **Assignment Tool** on the course menu (or from the corresponding Learning Module for the week in which they are assigned).

Assignment Submission Instructions

All assignments for this course will be submitted electronically through SacCT unless otherwise instructed. Refer to each assignment for specific instructions regarding expectations, deadlines, and submission.

Prior to the deadline, you may have the opportunity to "take back" an assignment, make revisions or updates and resubmit. Once the deadline passes, you may not take back an assignment.

Group assignments will have specific instructions for completion and submission. Typically, one person from each group will be responsible for submitting the group's assignment file(s).

Discussion Activities

The Discussion area can be accessed from the **Discussions Tool** on the course menu (or from the corresponding Learning Module for the week in which they are assigned). In this course, there will be four types of postings required *(For information on effective use of the discussion forum and selecting appropriate discussion activities for your course, visit the Faculty* [Discussion Board Guidelines](#)*.)*

General Discussion Assignments

- The primary discussion category used for course discussion activities. This space includes threaded discussions with topics posted by the instructor. You will respond, and often be asked to respond to your peer's postings. (Indicate Required/Optional)

Group Discussions

- A space provided for groups to discuss group assignments, collaborate on projects, and share feedback with group members. (Indicate Required/Optional)

Course Blogs

- The Course Blog is designed to build community in our course. It is open to all students in the course and the instructor to post comments and messages related to both face-to-face and online activities and topics. (Note: If used, indicate how this will be used differently than discussions)

Private Journal

- This discussion category serves as your personal reflection journal. Post to this journal as indicated in the course assignments and weekly learning modules. The journal is a private space where only you and your instructor can view and reply to your journal posts. (Indicate

Required/Optional)

Online Chat

Access the Chat rooms from the **Chat Tool** on the course menu (or from the corresponding Learning Module for the week in which Chat sessions are scheduled).

Similar to Discussions, Chat is a communication tool we will use for a variety of course activities. The Chat tool will be used for large and small group chat at scheduled times announced in the course calendar.

Collaborate - Live and Pre-Recorded Presentations

Access **Collaborate** live lectures and presentations or pre-recorded archives through the Collaborate link on your course home page. Insert a statement describing how Collaborate will be used for your course, including online office hours if applicable.

View the [Collaborate SacCT Participant support page](#) for more information.

Online Quizzes & Exams

Quizzes and exams can be accessed from the **Assessments Tool** on the course menu (or from the corresponding Learning Module for the week in which they are assigned).

You can only take an exam within the specified time frame. **Be sure to pay close attention to deadlines—there will be no make up quizzes or exams.** When a quiz or exam becomes available, the link will become active and you can then begin the exam. Make sure to save your answers as you take the quiz or exam. Once you are finished you will be able to review your submission via the View Submissions option.

Important Note: The activities listed above serve as a reference to the types of activities we will complete in this course. This list is subject to change. Specific information about each required activity will be provided in the weekly Learning Module