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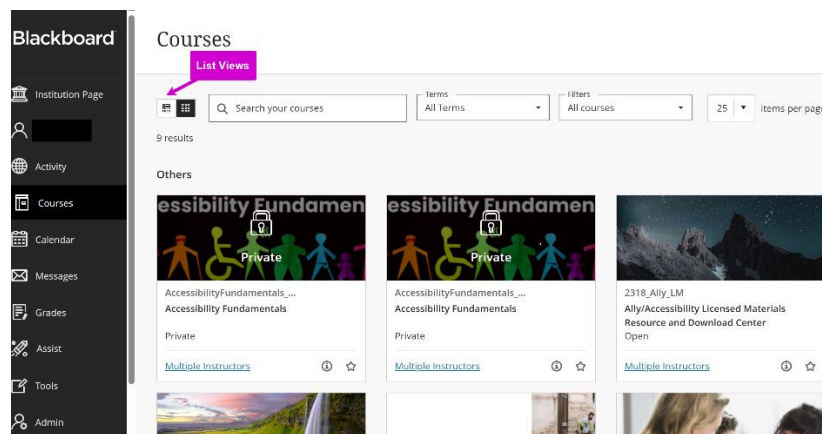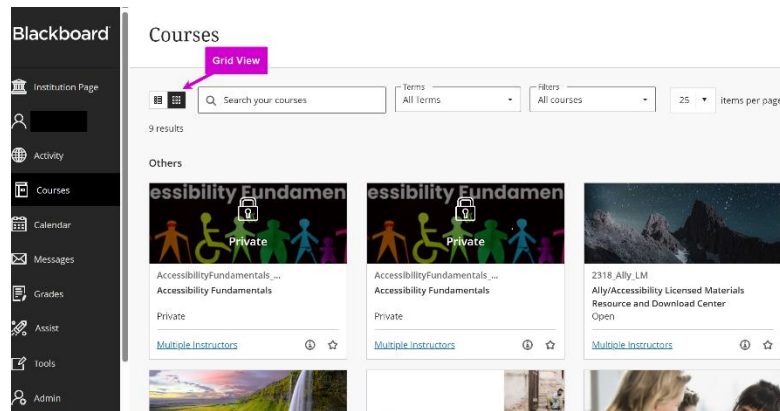# HOW TO BUILD AN ULTRA COURSE

QUICK REFERENCE GUIDE

WHERE TO BEGIN

To access your courses, click on Courses on the left navigation bar. All the courses in which you are enrolled will be displayed (as in the image below).

This is the **List view** (default):

You can also select the **Grid view** if you prefer:

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COURSE STRUCTURE

Modules and Folders can be used to structure your course content. For instance, three common organizational approaches are chronological, by content type, and by subject area.

For example:

Chronologically	By Content Type	By Subject Area
Intro to Astronomy Home Page Galaxies Nebulae Black Holes Relativity	**Intro to Astronomy** Home Page Week 1 Week 2 Week 3 Week 4	**Intro to Astronomy** Home Page Lectures Tests Assignments Blogs

Planning of the items to include in course Modules and Folders can save you time and create a more organized final product. Consider outlining or storyboarding course contents to create a logical organization.

LEARNING MODULES

The Learning Module is the primary container for elements in your course. You can add Learning Modules directly on the Course Content Page.

FOLDERS

You can add folders to Learning modules to organize content within a Module.

Visit the Help site to learn more about Learning Modules and Folders.

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COURSE CONTENT

In your Learn courses, you can add a variety of content, such as online lectures, multimedia, tests, assignments, and links to websites and social media.

Visit the Help site to learn more about the types of content you can add to your course.

DOCUMENTS

On the Course Content page, you can create a document or page to present a combination of content. For example, you can include introductory text for a lesson, an audio file of a lecture, and an image.

Visit the Help site to learn how to format and edit a document.

FILES

On the Course Content page, you can browse for files in cloud storage or on your computer. In some cases, students select the file name to download and open it. If allowed by the browser, some media files open in a new window or tab. Students are notified in their activity streams when you add content.

Visit the Help site to learn how to add files to your course.

LINKS

On the Course Content page, you can add a link to a website you want students to access alongside other materials. For example, you can add a link to a website with the required reading listed in your syllabus.

Visit the Help site to learn how to add links to your course.

ASSESSMENT

Tests are designed to be taken in real time, whereas assignments have a time frame between when students read the instructions and when they submit their answer. Both tools will help you assess learning.

TESTS

You can create tests alongside the other content students need as they prepare.

Visit the Help site to learn how to create tests.

ASSIGNMENTS

You can create assignments alongside other content. Students can access their work next to the content they need, right when they need it. You can also create a group assignment and release it to one or more groups in your course.

Visit the Help site to learn how to create assignments.

PARTICIPATION

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Just as it is critical to plan and structure your course content, you need to provide structure for Participation and Engagement.

DISCUSSIONS

Discussions are a good way to encourage students to think critically about their coursework and interact with each other's ideas. You can create discussions around individual course lessons or for your course in general. As the instructor, you own the discussions. After you start a discussion, you can post comments of your own to guide students.

Visit the Help site to learn how to [create discussions](#).

JOURNALS

Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course or discuss and analyze course-related materials.

Visit the Help site to learn how to [create journals](#).

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