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# Using ICON to Deliver a Well-Structured Course

**Preparing for Success**

Summer 2020

**Office of Teaching, Learning, and Technology - Academic Technologies  
Office of Distance and Online Education**

# Tips For This Training

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- This training is being recorded.
- Please mute yourself when not talking.
- Use the chat any time.
- Need more help? Contact the ITS Help Desk.

# Training Agenda

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- Part 1: Technology Overview: ICON Homepage & Modules
- Part 2: Demonstration
- Part 3: Questions

# Training Objectives

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At the end of this session, the participants will be able to

1. Set a Homepage that will welcome students to the ICON Site
2. Tailor the Course Navigation Menu to essential options
3. Create Modules to hold and deliver course content

## Part 1

# Technology Overview : ICON Homepage & Modules

# Keep Teaching Template Site

<https://icon.uiowa.edu/selfRegistration/course/151620>

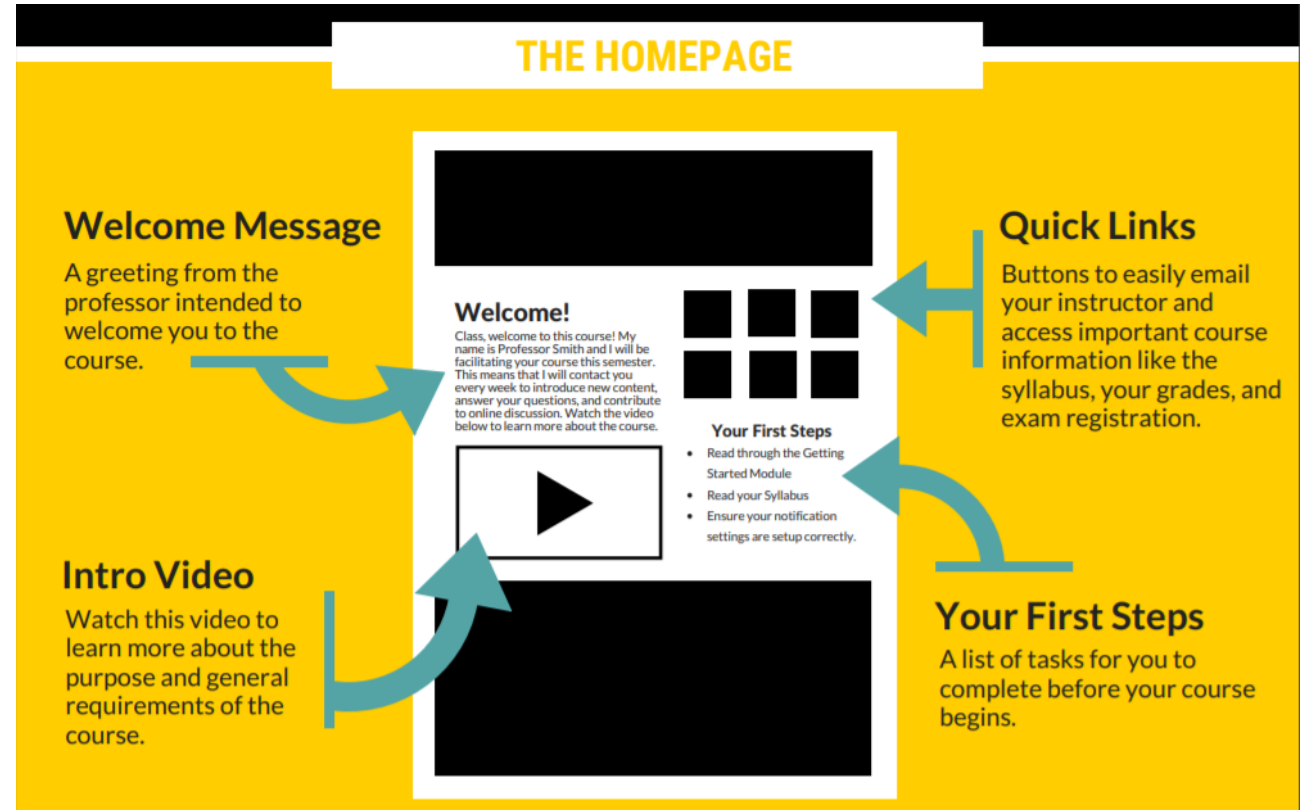
- This site is offered as a starting point for any instructor at Iowa
- Can download the .imcc file and import into any ICON site
- Many resources to discover!



The screenshot shows a web interface for the 'Keep Teaching Course Template' site. On the left is a navigation menu with links: Ongoing, Home, Modules, Assignments, Quizzes, Grades, Zoom, and UICapture. The main content area is titled 'Recent Announcements' and features the 'Keep Teaching Course Template' heading. Below this is the Iowa Distance and Online Education logo, which includes the text 'IOWA Distance and Online Education Office of Teaching, Learning, and Technology'. A welcome message follows: 'Welcome to the Keep Teaching Course Template site!'. The text explains that the site is designed to provide instructors with examples of ways to structure and deliver course content in ICON, and that elements can be imported and modified. It then lists resources found in the 'Modules' section: quick links to instructor resources, a sample syllabus template, and sample modules demonstrating common content structures.

# Course Homepages

- Focus on introducing yourself and the course **and providing clear steps for how students should move forward.**



# Module Structure

- Build ICON course sites with a logical, consistent layout help to provide a clear learning path for students

⋮ Sample Module Style B (With Direct Links)

⋮ This style of module creates a clear list of instructor's expectations for students and generates data about engagement.

⋮  [\\_Module Overview Page Template](#)

⋮ Learning Activities

⋮ Watch


⋮  [Sample Video Link \(Youtube\)](#) 


⋮  [sample\\_ANTH3243](#)


⋮ Read

⋮  [Sample Reading \(pdf\)](#)

⋮ Submit

⋮  [Sample Assignment 1](#)  
10 pts

⋮  [Week 1 Discussion: Ice Breaker](#)  
Aug 23 | 5 pts

⋮  [Module 1 Summative Quiz](#)  
0 pts



# Module Overview Pages

→ Use a Module Overview to give students clear expectations for the week/unit

## This Week


State the learning objectives for the week.


Example:


At the end of this week you will be able to:

- Identify the elements of ICON for a course

MONDAY-WEDNESDAY

 Watch the instructor welcome video

 Watch Lecture 1

 Begin to read *Title*

WEDNESDAY

 Post to the [Week 1 Discussion: \[Ice Breaker\]](#)

SUNDAY

 View the Introduction to the *XXX Assignment*

 Respond to peers on the [Week 1 Discussion: \[Ice Breaker\]](#)

Part 2

# Demonstration

# Setting your Course Home Page

<https://community.canvaslms.com/docs/DOC-13012-4152724499>


→ Selecting a Front Page gives you opportunity to:


- Welcome students to the course
- Provide important information
- Update as needed

Course Status


Unpublish


Published

 Import from Commons

 Choose Home Page

 View Course Stream

 Course Setup Checklist

 New Announcement

 Student View

 New Analytics

# Setting your Course Navigation

<https://community.canvaslms.com/docs/DOC-12933-how-do-i-manage-course-navigation-links>

→ Remove anything you aren't using to reduce student confusion

Course Details

Sections

Navigation

Apps

Drag and drop items to reorder them in the course navigation.

Home

Announcements

Modules

Grades

# Create clear Modules

<https://community.canvaslms.com/docs/DOC-10735-what-are-modules>

<https://community.canvaslms.com/docs/DOC-26322-how-do-i-add-a-module>

- Begin with a “Getting Started” module
- Create a Module for each week (or unit)
- Pick a style that works for your course

|   |   |   |   |   |
|---|---|---|---|---|
| ☰ | ▼ Sample Module - GETTING STARTED                           | ✓ | + | ⋮ |
| ☰ | 📄 <a href="#">START HERE: First Steps</a>                   | ✓ |   | ⋮ |
| ☰ | 📄 <a href="#">About Your Instructor</a>                     | ✓ |   | ⋮ |
| ☰ | 📄 <a href="#">Course Technical Requirements (IMPORTANT)</a> | ✓ |   | ⋮ |
| ☰ | 📄 <a href="#">How to View Instructor Feedback</a>           | ✓ |   | ⋮ |
| ☰ | 📄 <a href="#">Virtual Meetings via Zoom</a>                 | ✓ |   | ⋮ |
| ☰ | 💬 <a href="#">Questions About the Course</a>                | ✓ |   | ⋮ |

# Create informative Module Items

<https://community.canvaslms.com/docs/DOC-26329-how-do-i-add-course-content-as-module-items>

- When creating assignments be sure to **use the Due Date field**
- Use the description field to communicate outcomes and process of learning with the students.

| Sample Module Style A (With Links in Pages) |   | ✓ | + | ⋮ |
|---|---|---|---|---|
| ⋮   | 📄 <u>Module Overview Page Template</u>  | ✓ |   | ⋮ |
| ⋮   | 📄 <u>Sample Overview by Week   May be helpful if Module topic entails multiple weeks.</u> | ✓ |   | ⋮ |
| ⋮   | 📄 <u>Sample_Content Page</u>  | ✓ |   | ⋮ |
| ⋮   | 💬 <u>Week 1 Discussion: Ice Breaker</u><br>Aug 23   5 pts                                 | ✓ |   | ⋮ |
| ⋮   | 📄 <u>Sample Assignment 1</u><br>10 pts  | ✓ |   | ⋮ |
| ⋮   | 🎯 <u>Module 1 Summative Quiz</u><br>0 pts   | ✓ |   | ⋮ |

Part 3

# Questions

# Need Help?

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- **Online help sessions** will be available for drop-in support for questions about pedagogy and technology.
  - Occur weekdays from 1 to 2 p.m.
  - [Join the waiting room to attend a help session.](#)
- [Request a consultation](#), with follow-up support as needed, to discuss course structure, communication strategies, course facilitation, and more.
- Ask a SITA for Technical Consultation
  - [SITA@uiowa.edu](mailto:SITA@uiowa.edu)
- [Contact the ITS Help Desk](#) for technical troubleshooting or technology issues/questions.



# Further Resources

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→ Distance and Online Education

- <https://distance.uiowa.edu/>

→ Office of Teaching Learning and Technology

- <https://teach.its.uiowa.edu/>

→ Resources for ICON

- <https://teach.uiowa.edu/icon>

→ ITS Help Desk

- Email: [its-helpdesk@uiowa.edu](mailto:its-helpdesk@uiowa.edu)
- Phone: (319)384-HELP(4357)

**IOWA**