MATUL Course Populi Setup Template

WARNING. AS SOON AS YOU OPEN THIS DOCUMENT, SAVE IT AS WCIU2020 TUL### (Course Number) PopuliBuild. DO NOT START EDITING THIS DOCUMENT IN ANY WAY UNTIL YOU HAVE SAVED A COPY FOR THE COURSE YOU ARE WORKING ON!!!

This template aligns the course content from various files and sources into a standardized form before entering everything into Populi. This pre-organization of material from disparate sources saves time from searching for resources at the build time.

## Links to Current Source Documents for Course

Syllabus – <https://frontierv.sharepoint.com/teams/wciu/Transformational%20Urban%20Leadership/Syllabi/WCIU2019/TUL555-19%20VGJH%20EduCentersSyllab.docx>

Modules – <https://frontierv.sharepoint.com/teams/wciu/Transformational%20Urban%20Leadership/Course%20Shells/Syllabi%202019/555-2019/WCIU2020%20TUL555,%20Syllabus%20and%20Modules.docx>

Assignments – <https://frontierv.sharepoint.com/teams/wciu/Transformational%20Urban%20Leadership/Course%20Shells/Syllabi%202019/555-2019/WCIU2020%20TUL555,%20Assignments.docx>

Forums – <https://frontierv.sharepoint.com/teams/wciu/Transformational%20Urban%20Leadership/Course%20Shells/Syllabi%202019/555-2019/TUL%20555,%20Forums.docx>

# Initial Information to Gather for the Build

## Course Outcomes (from Syllabus, to Populi Syllabus page)

## Course Assignment Categories and Grading Weights

[From Syllabus Evaluation and Assessment Activities]

[This becomes the framework for Assignment Groups and grading weights in Populi]

[NOTE: Any adjustments to assignment categories or weighs for Populi must be adjusted also in the syllabus]

## Course Assignment Details Location (Where do we get all assignments?)

[We need to know the most reliable source(s) here. This is used to build the Assignments section later.

## Rubrics (What Rubrics are Needed?)

[Are the necessary Rubrics in Populi already? Do we need to add new ones for completeness?

Academic Admins must add new Rubrics and publish them for availability to faculty and developers.

Rubrics should not be added as course-specific or they are unavailable for broader use in a program.]

## Lesson Modules (Where is the most recent/reliable set of weekly modules?)

[This will be used to build the weekly framework, content, links, and lesson flow.]

***Student Learning Objectives***

Are these available in each lesson module? If not, create them in the sections below where they fit.

### Pre-class Readings and Video

Where are the Pre-Class readings and videos identified for each module?  
Are links and files current and available?

### Online Conversation

Are there instructions for the weekly Zoom sessions?

### Forum Discussions

Where are the discussion forum instructions? Modules typically have more broad or generic forum instructions.

Is there a separate Forums document that identifies the specific discussion prompts and focuses for forums?

Which forums does the MATUL Director want to include and which are replaced by Zoom discussions?

[If Zoom is unavailable, the Forums might be needed. So copy all Forum information, but Mark the headings for initial Load/Not Load. If needed he can add the remaining forums when appropriate.

### Assignments & Project

[These are the end of lesson instructions for the assignment links to follow]

\*\*\* After this section you should link any assignments that are due that week.

# Course Build Workflow

Building the course materials and content should be done in this order for consistency and completeness.

## Rubrics

First make sure that all needed rubrics are available. This way they can be added to the Assignments at the time of creation. If not, they can be added later, but this will streamline build process somewhat.

## Assignments Groups and Assignments

If this is built up front then these are ready to place at the appropriate places in the Lessons.

When an assignment is placed in a lesson, Populi removes it from the available list. So this provides a visual checklist of what assignments remain.

For recurring assignments (Zoom sessions, forum discussions, etc.) make sure to include one assignment for each lesson with a Week # so that show up in order in the list and provide a visual reminder of the one to assign to a given week.

## Lessons

Then build the lesson content using the order in the Populi framework for each lesson.

Check links, instructions, content.

# Assignment Groups and Assignments

## Assignment Groups

Name of group, grading weight, and (optional) extra credit.

One row for each group

|  |  |  |
| --- | --- | --- |
| ***Assignment Group*** | ***Grade Weight (%) Total of normal items should = 100*** | ***Extra Credit? Points don’t count toward 100%*** |
|  |  |  |

## Assignments

[Build this as you work through the original assignment list in the Syllabus. But as you work through the weekly lessons, note where additional submissions, activities, readings are also needed.  
Check on any adjustments to the Assignment Groups or grade weightings needed if items weren’t in the original list.]

# Lesson Modules

## Pre-Course Preparation

### Course Image for Module Header

[What image file is needed for the header of each module?]

Image file

### Unit Learning Objectives

[Objectives for Pre-Course Prep]

### Pre-Class Reading

[Any items for reading before class starts. If not, delete header and content box.]

## Week 1

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

[Get the EMBED code for the image you will use. Then use Global Search and Replace (CTL-H) to replace the above code with the one for your course. Select Replace All to change throughout this document.

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 2

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 3

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

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### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 4

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### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 5

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

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### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 6

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

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### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 7

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

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### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 8

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 9

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 10

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 11

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 12

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 13

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 14

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links

## Week 15

[Header image in 1st content box – Must use Embed code from the image file and place this in the HTML <> code]

Sample: <center>{EMBED:a14e01df7c4bafd7e06c58272e097edf}</center>

### Student Learning Objectives

[Copy here]

### Pre-Class Readings and Video

[Copy here]

### Online Conversation

[Zoom discussion instructions here]

#### Week 1 Zoom Session Link (If provided. Delete content box if no instructions and just leave header)

### Forum Discussion

[Any forum details for this module here. Delete content box if no instructions and just place Forum link(s)]

#### Week 1 Forum Discussion Link(s)

### Assignments and Project

[Instructions for assignments first]

#### Assignment/Project Links