HOW TO READ THE WEEKLY SCHEDULE AND PRODUCE RESULTS

Online courses at UCalgary Continuing Education include information to help you stay on top of your activities and assignments. Two pieces of information you should use to stay organized are the Learning Activity Summary Box and the Course Outline.

The learning activity summary box is located on the content page of the modules or in the weeks of your online course. Click on the "Content" tab where your course content is organized by weeks or modules. Then, click on the side menu to display the content that will be covered on that given week or module. As you scroll down the content for the week or module, you will find the learning activity summary box. There you will see at a glance all the activities you will be required to complete for that given week or module. Note that it is possible that some courses may present the learning activity summary box differently or may not have one.

The course outline is a document you can download and print or save and have handy in your computer. Reading this document should be the first thing you do when accessing your D2L course. The course outline is located on the content page of the D2L course. Let's go over the information provided in the course outline in detail. The outline is divided into three main sections. In the first section you will find general information about UCalgary and your course, including the acknowledgement to the territories, instructor contact information, type of delivery, duration of your course, and course materials.

Then you will find the academic section. In this section you will find your course description, outcomes, workload expectations, assignments, and grading. The last section is about the supports available for your course. These include academic integrity, library resources, writing resources, academic accommodations, and Continuing Education Policies and procedures. The last item in the outline is the Course schedule – this is an excellent resource for time management and organization. Finally, some instructors may include additional details to the ones already mentioned in each section of the outline.

As you can see the course outline is in a way a roadmap of your course. So, use it when planning your study sessions, scheduling the time you will spend completing assignments, and when needing to contact your instructor or any other support. Thank you for watching!

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