

4 SIMPLE STEPS FOR MODIFYING THE COURSE TEMPLATES

CIRT Course Templates are designed to streamline the creation of your online course using quality design best practices.

1 ADD & EDIT PAGES



Add new **pages**, assignments, or modules by using the "+" button from the modules page. Use the edit button on any page to replace the content with your own.

2 DELETE EXTRA PAGES AND ASSIGNMENTS



The templates provide a variety of example pages and assignments which you may not need. Delete or unpublish any **assignments** that you do not use so that they will not be in your grade book.



3 REVIEW THE POLICIES

A lot of course policies have been included to meet quality course requirements but you should be sure to review them and edit them to meet your course needs.

4 TALK TO AN INSTRUCTIONAL DESIGNER

If you have any questions or need help with modifying a course template, we are **here** to help.



EMAIL: CIRTLAB@UNF.EDU