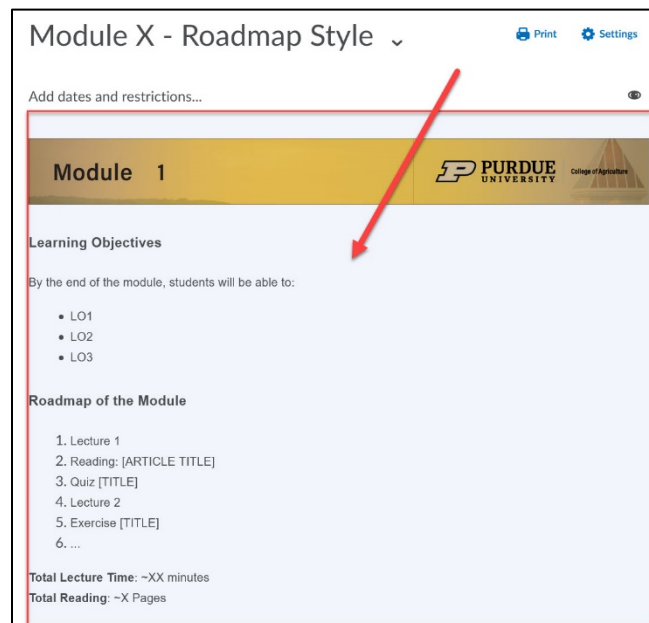# Ag Templates Guide – Course Content

Setting Up Your Course

This section provides a short overview setting up your modules and creating items and item descriptions.

Step 1 – Set up your Module Introduction and Learning Objectives

1. Click on the description area for the module. This will allow you to edit the text in the description box.


2. Enter your Module's **learning objectives**. For the best learning objectives, consider using action verbs from Bloom's Taxonomy to tell students what they will do, know, or learn by the end of the module.

3. If you are using the Roadmap style, enter the items into the description in the order they appear in the module. This will help students understand, at a glance, what is expected of them.

4. At the end of the module description, enter in an estimated number of minutes of video lectures and an estimated total page count for the reading in the modules.
   - This will help students determine approximately how much time they will need to devote to the work in the module and be able to plan accordingly.

Step 2 – Creating Items and Item Descriptions

- Module Checklist
  1. Students appreciate having a place to keep track of their progress. For this, the template contains a module checklist for each module. The checklist can be edited by clicking into the checklist and then edited like item descriptions.

2. Items should be added either by category or by the order they appear in the module.

- Video Lectures
  1. First, ensure that your lecture video has been uploaded to Kaltura, as Brightspace links to Kaltura to embed the video. Alternatively, you can host a video from YouTube, although the method of linking it will be slightly different.
  2. Click Upload/Create > Create a File
     - **N.B:** Brightspace calls any HTML page that hosts course content a "File." These HTML files can be used to display graphs and pictures, write text and descriptions, or embed videos.
  3. On the HTML creation page, enter a title for your lecture page, then click Select Document Template > 01_Video Lecture
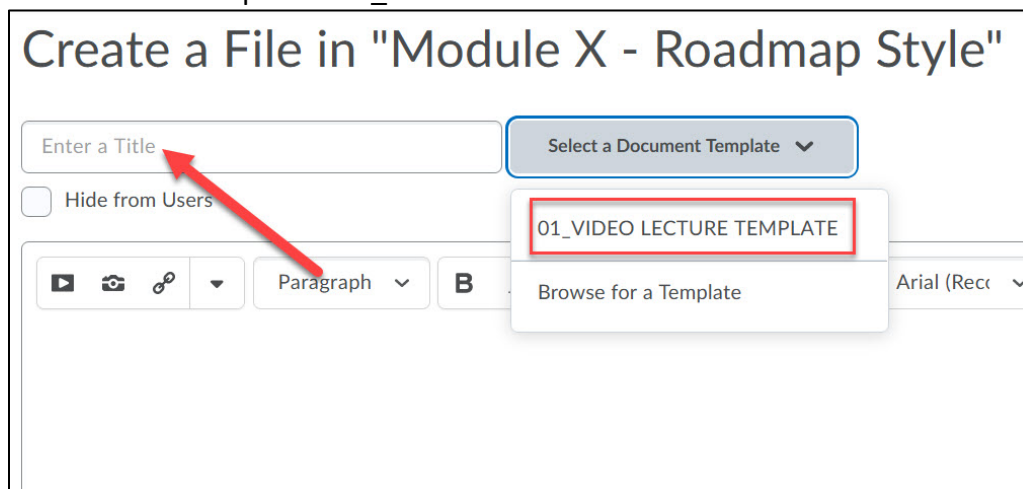
  4. If you have done this correctly, your page should look like this:
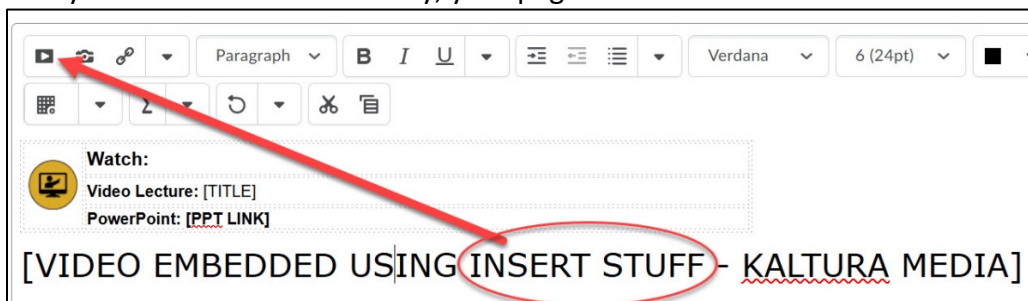
  5. To embed the video, click the **Insert Stuff** button (looks like a play button) and scroll down to choose **Kaltura Media**. This will take you to your MediaSpace dialog. Choose the video you want by clicking the <Embed> button.
  6. To Embed a You Tube video, you would click **Insert Stuff** and then **YouTube** and search for the title of the video you want to embed.
  7. **Be sure to change the placeholder text for the Video Lecture: [Title] and upload your own PowerPoint to the box provided.**
     - If you are not uploading a PPT file, click on the line that says PowerPoint Link and then select "Remove Row" in the options that appear.

8. Once you have clicked "Save and Close" to create your page, you can then create the item description.

- Other Items and Item Descriptions
    1. You can create other items as you need in whatever way you normally create your items in Brightspace. To use the template's description text, however, you will need to copy-paste the description text and art from one of the models.
    2. To make this easier, a list of Template Item Descriptions has been provided in the **Instructor's Only** section of the course (students cannot access this).
    3. Go to the **Instructor Only** section of the Content list. There is a list of Item Description Templates entitled **Item Descriptions** that can be copied and pasted into any of the other items.
    4. Item descriptions can be edited by clicking them from the content list or by clicking the **V** next to the item title and selecting **Edit Properties In-Place**.