

CTL Course Master Template (UDL)

The Centre for Teaching & Learning has designed a Course Master Template with UDL elements for MyCanvas. The template can be used as a starting point for new course builds or when redeveloping a course. The CTL Course Master Template (UDL) is evidenced-based, has incorporated student feedback, and includes Universal Design for Learning (UDL). In addition, the template supports online, blended, and face-to-face delivery.

This document outlines the purpose and key features of the CTL Course Master Template (UDL). If you have questions after reviewing this content, please connect with the [Centre for Teaching & Learning](#).

Table of Contents

Table of Contents	1
Benefits of a Course Template	2
Universal Design for Learning (UDL)	2
Key Features.....	3
Importing the CTL Course Master Template (UDL)	7
References	8

Benefits of a Course Template

Benefits of using the CTL Master Course Template (UDL) include:

- Broad implementation of evidenced-based pedagogical approaches
- A consistent look and feel for courses to support easier and faster navigation by students
- A logical course layout that is consistent with the Learning Plan
- Reduced time and effort to organize course structure
- Easy access to College policies and MyCanvas support for students

Furthermore, Mohawk College has made a commitment to the inclusion of Universal Design for Learning (UDL) within all of its learning environments. The CTL Master Course Template (UDL) has embedded a wide variety of UDL elements to both support inclusive and accessible student learning, and minimize additional effort and time to implement UDL in our online and learning spaces.

Universal Design for Learning (UDL)

“Universal Design for Learning (UDL) is a curriculum design, development, and delivery framework used to create inclusive and accessible learning environments. The goal of UDL is to support creating masterful learners who are purposeful, motivated, resourceful, knowledgeable, strategic, and goal-directed” in any learning environment (2021, Mohawk College). Mohawk College is committed to UDL implementation and has embedded elements within the CTL Master Course Template (UDL) including:

- An accessible learning plan that can be used with adaptive technology and provides content options
- Communication options for students and instructors
- Course navigation instructions
- A UDL statement for students that outlines all of the UDL elements used in the course and information on what UDL is
- Content options (e.g. content available in HTML text and downloadable Microsoft Word document)
- Explicit course and content organization
- Multiple ways to access key course content and assessments
- Opportunities for learners to check their knowledge and self-evaluate their progress
- Prompts for multimedia resources including written and video instructions and resources

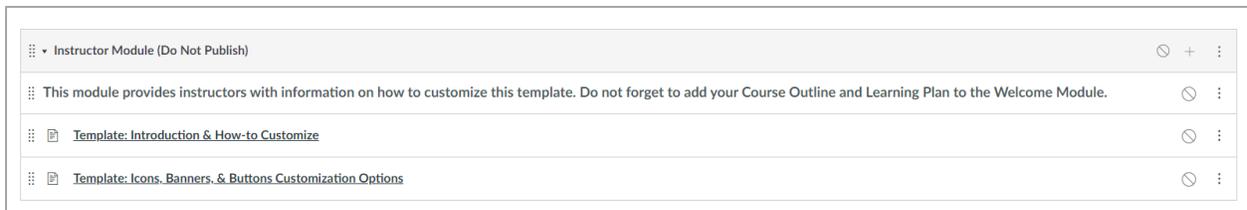
To learn more about UDL, please review [Mohawk College's UDL webpages](#).

Key Features

Highlights of the CTL Course Master Template (UDL) with supporting images are outlined below. If you have any questions about these elements, please connect with the [Centre for Teaching & Learning](#).

Template Instructions

The template includes an instruction module for instructors. The instruction module is not published, so students will not be able to see it. The module includes what information needs to be edited, how to duplicate content, and additional course development elements such as iconography.



Content in HTML Format

To support content accessibility, the template promotes the use of HTML pages so that content can be read by ReadSpeaker (the MyCanvas built-in text-to-speech tool). Content can still be added to course pages by using a "download here" feature so Word, PDF or alternate formats can also be included or posted directly within the weekly module.

Homepage

The template includes a homepage that prompts instructors to record a personal welcome video, a written welcome statement, and instructions on how to begin the course. Additional homepage features include custom quick-access buttons to improve course navigation and student technical support quick links.

Welcome

[You can insert a welcome video here, see example below. If you choose not to include a welcome video, please delete the example.]



My name is **xxxx** and I will be your instructor for this course. I can be reached by email at **xxxx.xxx@mohawkcollege.ca**. Please take a moment to review the following information to get you started:

- Review the [Learning Plan](#), [Course Outline](#), and [Course Navigation](#) instructions found in the Modules tool.
- I will use the [Announcements](#) tool regularly for non-time sensitive course updates.
- Questions? Please post general questions to the [Q&A discussion board](#). Chances are, if you have this question, so do your peers! [Please let students know if you will be monitoring this discussion board.]
- To get started go to Modules and review the content in the Welcome module. Once you have done that you will be able to access additional course content.

Looking forward to a wonderful semester with you all!

xxxx

Quick Access


[Getting Started](#)


[Announcements](#)


[Modules](#)


[Assessments](#)

Tech Support

Need to learn more about MyCanvas? The following resource pages are designed to help you navigate the MyCanvas system:

- [MyCanvas: Getting Started](#)
- [MyCanvas: Helpful Tips](#)
- [MyCanvas: Additional Support](#)

If you are accessing this course from a mobile device, please review the following: [Mobile Guides - Canvas Student](#)

Welcome: Begin Here Module

The template provides a standard Welcome: Begin Here module that includes an instructor information page with the option to include an instructor video, complete course information and policies for students, and a UDL statement page. Users “edit” the page and input their own custom information where indicated.

It is important that instructors link the Course Outline and Learning Plan within this module.

Welcome: Begin Here
⋮

This module provides important links that must be reviewed prior to viewing course material.

- 📄 [Course Navigation Instructions](#)
⋮
- 📄 [About Your Instructor](#)
⋮
- 📄 [Course Information](#)
⋮
- 📄 [Learning Plan](#)
⋮
- 📄 [Universal Design for Learning Statement](#)
⋮

Course Resources Module

The Course Resources module provides a space for additional course resources that students will find beneficial to have easy and quick access to. The Course Q&A encourages students to post course-related questions in the discussion area so that other students can have access to the information. Having a course Q&A can help reduce instructor email congestion and provides a valuable communication option to both students and instructors.

Course Q&A

This is an ungraded discussion area that you can use to post general class questions. If you are unclear on directions, assignments, etc. please feel free to post your question(s) below.

Please Note: If your question is related to a grade you have received or other personal matter, do not post it here. Instead, contact me directly: [About Your Instructor](#)

The module also includes a Glossary and instructions for students to effectively read their grades in the Grades tool.

Assessment Module

The CTL Course Master Template (UDL) includes an Assessment Module to ensure students are able to access key assessment content quickly and easily. The module includes a page that offers an overview of all of the course assessments, an optional assessment development template (with prompts for a video, assessment instructions, learning outcomes and rubric), and an overview of all course quiz information.



Assignment Overview

Type your assignment prompt and instructions here. You can also link to articles, websites, or embed images/videos as part of the prompt.

Your overview should include:

- Assignment rationale (why are students completing this assignment)
- Instructions
- Grading criteria (e.g., rubric)
- Exemplar (if possible)

Learning Outcomes

This assignment supports the follow learning outcomes: CLO#, CLO#, CLO#

Technical

Need technical help? Visit the Mohawk College Library [technical support page](#) for a variety of support options.

Assessment information for labs, placement, etc. can also be added to this module.

Weekly Content Modules

Layout Design Options

The CTL Course Master Template (UDL) offers two optional module layouts. Both options offer an overview for each module and a “Read, Watch, Do” structure. Both layout options include:

- A weekly overview that includes a module introduction, connections to the course learning outcomes and elements of performance, and expected time on task.

Weekly Overview

Module Introduction and Topics

[Please provide a brief introduction to the module and list the topics covered. You may wish to provide a video overview of this content. If you need assistance creating a video, please contact your Educational Technology Specialist.]

This module will cover the following topics/concepts:

- 1.
- 2.
- 3.

Outcomes

Please list the associated CLOs and EOPs that correspond with this week's module.

Elements of Performance	Related Course Learning Outcomes
EoP[X]	CLO[#]
EoP[X]	CLO[#]
EoP[X]	CLO[#]

Time on Task

Expect to spend the following amount of time on your learning this week:

Learning Activity	Approximate Time
Read	[## min/hr]
Watch	[## min/hr]
Do	[## min/hr]
Cumulative Total	[## min/hr]

The time(s) provided here are approximate. If you find that you are consistently taking significantly longer to complete the task(s) indicated, please contact your instructor.

- Designated areas for course readings and multimedia resources. These Read and Watch spaces/pages provide an explicit layout for reading and viewing materials and prompts instructors to provide accurate citations and a resource overviews.

Read

[If you have lecture notes, PowerPoints, etc. that you would like to link to from this page, type the name of the resource, highlight it, then click on the Documents icon in the toolbar and choose Course Documents or Upload Documents - find and insert your resource. Alternatively, you can post lecture notes, PowerPoints, etc. directly in this week's module. You can also type or copy/paste content you wish students to read directly onto this page.]

If there is nothing for students to read this week, please indicate that here.]

This week, please read the following materials:

Insert citation of associated reading #1 [use citation style expected in your course]

- To improve comprehension and engagement, provide a description of the reading including its importance, how it connects to the learning outcomes and any other relevant details.

Insert citation of associated reading #2 [use citation style expected in your course]

- To improve comprehension and engagement, provide a description of the reading including its importance, how it connects to the learning outcomes and any other relevant details.

Chapter X

- To improve comprehension and engagement, provide a description of the reading including its importance, how it connects to the learning outcomes and any other relevant details.

Watch

[If there is nothing for students to watch this week, please indicate that here.]

This week, please watch the following materials:

[If you have a pre-recorded video lecture please include it here.]

Insert link and citation of associated video #1 [use citation style expected in your course]

- Provide description of video, why it's significant important to watch, how it connects to their learning, and any other relevant details. This will help learners' focus their attention on key elements.

Insert link and citation of associated video #2 [use citation style expected in your course]

- Provide description of video, why it's significant important to watch, how it connects to their learning, and any other relevant details. This will help learners' focus their attention on key elements.

- The Do space/page template provides space for the learning activities and assessments that students are to complete as part of the module.

Attend

[Please provide students with any pertinent information about the live/synchronous lecture/lab that they need to attend this week. If there is nothing for students attend this week, please indicate that here.]

Do

[Please include the learning activities and assessments students are required to complete this week. This may include:

- Knowledge check quizzes or activities
- Discussion posts
- Assignments (with a link to the assignment)
- Group work
- Lab reports
- Quizzes/texts/exams

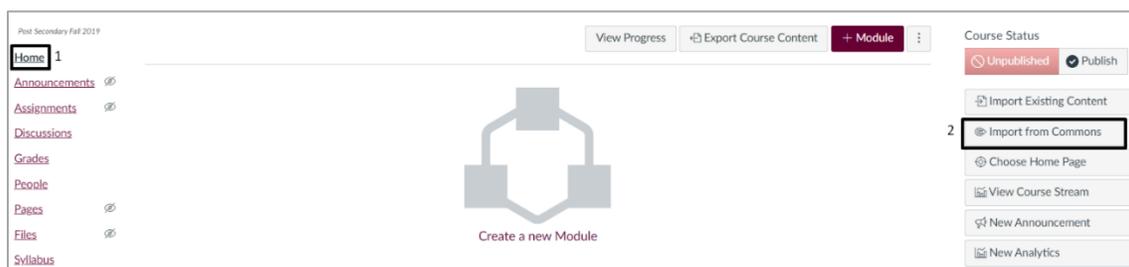
If there is nothing for students to do this week, please indicate that here.]

Importing the CTL Course Master Template (UDL)

The Canvas Commons is a learning object repository that MyCanvas instructors use to share learning resources and entire courses. The CTL Course Master Template (UDL) is available the MyCanvas Commons.

To import the template:

- Enter the course shell that you want to add the CTL Course Master Template (UDL) to.
- From the course homepage, choose Import from Commons from the sidebar. Alternatively, you can choose to access the Commons directly from MyCanvas' Global Navigation.



3. In the Commons, type "CTL Course Master Template" into the search.

A search bar with the text "CTL Course Master Template" and a magnifying glass icon on the right.

4. Select "CTL Course Master Template (UDL)" to view the template details.
5. Select the Import/Download button.



6. Select the course shell or shells in which you want to import the course template, and select the Import into Course button. Alternatively, you can choose to download the course template as a .zip file to store it for future imports.

A dialog box titled "Import into Canvas". It contains a search bar with "hydra" entered. Below the search bar, the word "courses" is displayed. There are two checkboxes: "Hydraulics 1" (checked) and "Hydraulics 1 - STEN-MF254- REDEV" (unchecked). At the bottom, there are two buttons: "Import into Course" (highlighted in blue) and "Download". A circled "1" points to the "Hydraulics 1" checkbox, and a circled "2" points to the "Import into Course" button.

If you need assistance with importing the CTL Course Master Template (UDL), please connect with the [Centre for Teaching & Learning](#).

References

Mohawk College. (2021). Universal Design for Learning. Retrieved on May 6, 2021 from <https://www.mohawkcollege.ca/employees/centre-for-teaching-learning/universal-design-for-learning/universal-design-for-0/course>