

Course Structure: Daily

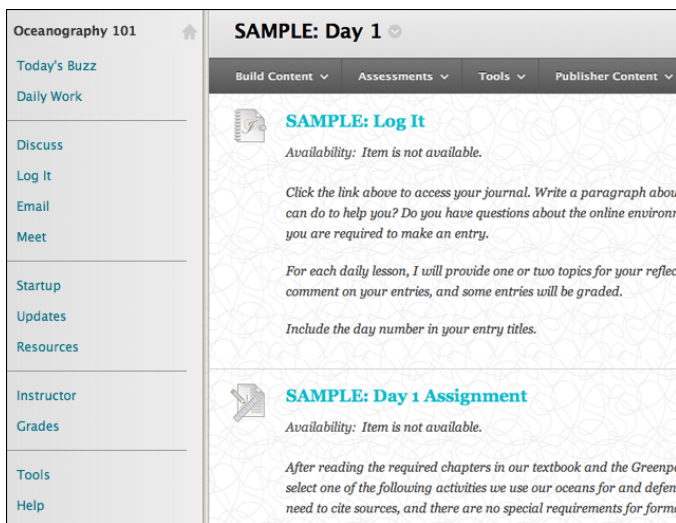
You can use the daily course structure for short, intense class terms or when a segment of material needs to be presented or learned in a defined time period.

In the content area, add folders for each day. Content in each of the folders should follow a consistent layout for easy navigation, with similar content items, activities, and tools. This uniformity helps students adhere to the schedule.

When students need to complete work on a daily basis, communication is vital. Students can use the **Log It** journals to reflect on the daily course content and communicate privately with you. Use the **Discuss** forums to encourage conversation among students and the announcements in **Today's Buzz** to communicate daily reminders and give encouragement.

This course structure works well for intensive training sessions and shortened summer or winter terms.

What does the course menu look like?



Using your course menu

The following table describes the content areas and course tools included in the Daily course structure.

Content Type	Description
Today's Buzz	Keep students on track in a daily course with regular announcements. You can link to specific items, such as a test or assignment, give students reminders, or let them know about new or revised course material. Using Today's Buzz as the course entry point ensures students will see announcements when they enter the course.

Content Type	Description
Daily Work	Daily Work is your central instructor-designed content area. Create a folder for each day of the course, including materials such as a schedule for class and homework, readings, activity instructions, assignments, and tests. Provide students with a familiar layout so they can find information easily and know exactly how to proceed for each new set of material.
Discuss	Pose questions about each day's topic in the Discuss forums to extend class conversations. Encourage student participation by grading the forums and responding to individual posts. Students can also use discussions as a space to ask and respond to each other's questions.
Log It	Log It journals are an excellent place to communicate with and get to know students individually in a fast-paced daily course. Journal entries are visible only to you and the student, allowing them to reflect on their experiences privately, receive feedback before submitting graded work, or ask questions.
Email	Communicate urgent information to individual users or groups of users through course Email . Use announcements and email to let students know about unexpected changes in the schedule or to offer clarification on high-priority assignments.
Meet	Use the live, text-based chat feature in Meet for additional class meetings, question-and-answer sessions, real-time interaction in asynchronous courses, virtual office hours, and student project planning time. As thought-provoking questions arise in the discussion forums, schedule chat sessions so students can continue the conversations live.
Startup	In the Startup content area, provide materials that students can access throughout the semester. Include a syllabus or other basics, such as grading policies, textbook information, course outline, and important dates. If chat sessions are mandatory, be sure to list dates so students can adjust their schedules.
Updates	The customizable module page provides students with a single place to go for an overview of current course information such as Announcements, My Calendar, To Do, What's New, and My Tasks .
Resources	In the Resources content area, you can share additional material so interested students can learn more. Help students expand on the information presented by directing them to specific web articles and recommended reading. Students can also use these resources to find topics for projects or papers.
Instructor	Create profiles for yourself, other instructors, teaching assistants, and guest lecturers participating in your course in Instructor . Include contact information such as email addresses, phone numbers, office hours, and location.
Grades	Students can see the status of gradable items such as assignments, tests, and discussion posts on their My Grades pages.
Tools	Give students access to all available course tools on a single page. Add commonly used course tools to the course menu for easy access.
Help	Blackboard Help contains searchable how-to information. Students in need of additional assistance should contact the institution's computing help desk.

Customize the course structure by renaming, removing, hiding, or adding content areas and links to tools.