



## eCollege Course Packing Tips

April 2017

### In eCollege

**For archived courses** (courses that will not be migrated to D2L Brightspace):

- Create a folder structure that mimics your modules/topics/units/weeks
- Use a detailed title for each file
  - Poor title choice: **Slides1**
  - Good title choice: **(course)\_(booknickname)\_Unit1\_Chap2\_PowerPoint**
- Save all files that you anticipate to use in the future, including documents, images, audio, video, weblinks, and content in Announcements, Doc Sharing, Dropbox, Exam, File Manager, Gradebook, Journal, Live, Rubric, Threaded Discussion, Virtual Office, Webliography

**For migrated courses** (courses that will need to be prepared for migration to D2L Brightspace):

- Remove any superfluous, outdated, and inaccessible files
- Consider file size
  - For instructor created/owned videos, consider housing your videos on the OAT private YouTube Channel to embed videos in your course OR manually upload your videos to D2L Brightspace after migration
  - For articles, consider using the Gee Library's Permalinks instead of uploading the files
- Archive your desired content in Doc Sharing, Dropbox, Gradebook, Journal, Live, Rubric, Threaded Discussion, Virtual Office, Webliography, since these will not carry over



## Recommended File Types

File Type	File Format
Audio	<b>.mp3</b> <b>.wav</b> .aif, .aiff .flac .mxf
File Containers	<b>.zip</b>
Database/Data Sets	<b>.xls, .xlsx</b> <b>.xml</b> .csv .ods .sxc .txt
Image	<b>.bmp</b> <b>.gif</b> <b>.jpeg, .jpg</b> <b>.png</b> <b>.tif, .tiff</b>
Text	<b>.doc, .docx</b> <b>.pdf</b> .rtf .txt <b>.wpd</b> .odt
Video	<b>.asf</b> <b>.avi</b> <b>.mov</b> <b>.mpeg, .mpg</b> <b>.mp4</b> <b>.m4a, .m4v</b> <b>.ra, .ram, .rm</b> .jp2 .wmv
Presentation	<b>.pdf</b> <b>.pps, .ppt, .pptx</b> .odp .sxi

\*Note: **File extensions in bold** are supported by [D2L Brightspace](#)

## Standard Layout of Courses

### Start Here

Course introduction, pre-requisites, overview

- Faculty Introduction (video or photo and written message)
- Syllabus (link)
- Discussions:
  - Introductions
  - Ask the Professor

### Module/Topic/Unit/Week 1

- Module Learning Objectives
- Content (eBook, video clips, links to resources, presentations, etc.)
- Activity/Assignment
- Assessment
- Discussion/Video Conference

### Module/Topic/Unit/Week 2

- Module Learning Objectives
- Content (eBook, video clips, links to resources, presentations, etc.)
- Activity/Assignment
- Assessment
- Discussion/Video Conference

### Module/Topic/Unit/Week ... (repeat)

#### **Tools:**

Announcements  
Doc Sharing  
Dropbox  
File Manager  
Gradebook  
Journal  
Live  
Virtual Office  
Webliography