

WEEKLY LESSON TEMPLATE

Weekly Subpages

The Lesson tool in Sakai allows instructors to organize content into weekly folders, called subpages. Creating a subpage for each week of the class is especially important for the organization of online and hybrid classes.

For each weekly subpage, include:

Week # and topic

Recommended: Current week's date range

Optional: Short phrase describing the week's topic

Clicking the link for any week takes the student to a subpage that includes all of the information for that week. See the next page for more details.

The screenshot displays the Sakai Lessons tool interface. At the top, there are buttons for 'ADD CONTENT +', 'MORE TOOLS', 'REORDER', 'TIPS', and a settings icon. Below this is a list of weekly subpages, each with a folder icon, a title, and a date range. A blue arrow points from the 'Week 3 Searching the Web' link in the list to its corresponding subpage view. The subpage view shows the following content:

- Due date: Sunday, January 22**
- Learning Objective for the Week:**
 - Utilize a search engine to locate information
- Reading**

Discovering the Internet, Chapter 3: Searching the Web

[Chapter 3 Overview \(doc\)](#)
- Short video(s) with potential quiz questions:**
 - [Web Search Strategies in Plain English \(YouTube video\)](#)

Tips for searching the web.
 - Video Transcript: [Web Search Strategies in Plain English \(txt\)](#)

URL to video: https://youtu.be/B_rFFosTEMc
 - [Is Wikipedia a Credible Source? \(YouTube video\)](#)

Wikipedia is a free encyclopedia, written collaboratively by the people who use it. It is constantly in motion as people update it. Can it be considered a reliable resource? When we're searching the web, Wikipedia often appears as one of the first web sites you'll see in

Subpage Content

A well-designed subpage will contain the information outlined below.

For accessibility, use Heading 2 for each major section and Heading 3 for any subsections.

Due Date

Due date

Use consistent weekly due date(s) and communicate them clearly (and repeatedly). Most instructors have a single due date for each week/all assignments.

Tip: Remember to set the time due to a time other than midnight.

Overview/Learning Outcomes

Learning objective(s)

What is the most important thing students need to learn this week?

Overview

Why is the material important? Does this material build on earlier instruction? How does it relate to their lives or their career? Does this material create a foundation for future learning/activities?

Presentation of Content

Textbook reading assignment

Consider including guidelines for reading or a list of key terms. What important points or arguments does the reading make?

Other content – online readings, lecture materials

Break up content into segments or chunks that make sense.

Can any of the content be transformed or supported by audio, video, or images?

Would linking to an online resource expand the content in a meaningful way?

Activities/Assessments

Activities / Assignments

*What opportunities will be provided for students to interact with the content, each other, the instructor?
How can students practice **applying** and/or **exploring** the content?*

Assessment / Feedback

How will you and your students know how well they accomplished the week's objective(s)?

What feedback will students receive?

See the next page for a sample subpage layout.

Sample Subpage Layout

LESSONS

Week 3 Searching the Web PRINT VIEW INDEX OF PAGES ?HELP

ADD CONTENT + REORDER TIPS ◦ BACK NEXT

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- Utilize a search engine to locate information

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Discussion and Assignment

[Week 3 Searching the Web Discussion](#)
You'll search for and evaluate a website about a product or service you're interested in. Be sure to answer all four questions thoroughly and reply to two of your peers.

[Week 3 Google Search Activity](#)
You'll find out not only the basics about Google Search, but you'll also work with Google Advanced Search to search within a website to find images you can "legally" use and videos you can use in blogs and websites.

Quiz

[Week 3 Search Quiz](#)
Review Chapter 3 and the material provided on Web Search Strategies and Wikipedia before taking the quiz.