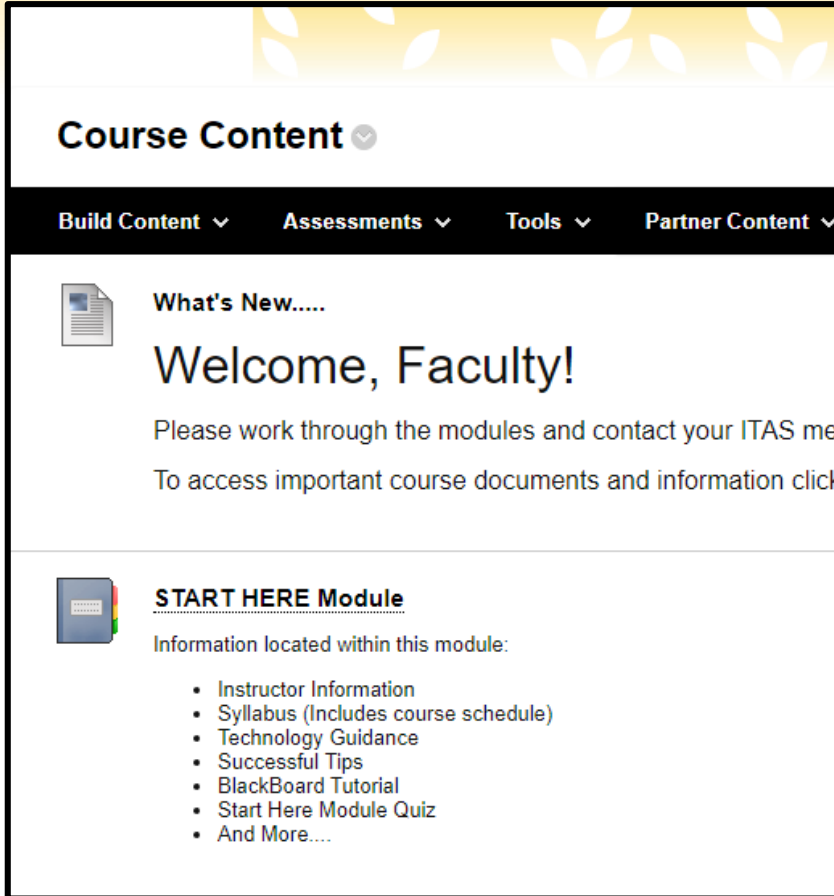


Start Here Module Requirements

Brought to you by ITAS



What is the Start Here Module (SHM)?



The screenshot shows a course content interface. At the top, there is a header with the text "Course Content" and a dropdown arrow. Below this is a navigation bar with four items: "Build Content", "Assessments", "Tools", and "Partner Content", each with a dropdown arrow. The main content area is divided into two sections. The first section is titled "What's New....." and contains a document icon, the text "Welcome, Faculty!", and a paragraph of text: "Please work through the modules and contact your ITAS me" and "To access important course documents and information click". The second section is titled "START HERE Module" and contains a document icon, the text "Information located within this module:", and a bulleted list of items: "Instructor Information", "Syllabus (Includes course schedule)", "Technology Guidance", "Successful Tips", "BlackBoard Tutorial", "Start Here Module Quiz", and "And More....".

- It is the first module in the course content area.
- It has pre-loaded items to make your life easier.
- It has placeholders for the items you create (you will need to replace these with your own PDF files):
 - Welcome/Contact Information
 - Syllabus
 - Tips for Success

Why is the SHM important?

The SHM has several functions:

- Helps our courses meet Quality Matters standards of course design.
- Makes it clear to students where they should begin.
- Houses the necessary information to give students a successful beginning.

Very Important!

1. Your SHM must be completed and loaded in your live course 7 days before your class starts!
2. ITAS reviews all SHMs in Hybrid and Online courses during the 7-Day Quality Checks.
 - This is just a check where ITAS lets you know if there are things missing from your syllabus or SHM.

SHM Requirements by Course Type

Face-to-Face (Traditional) Courses

- Syllabus
- Pre-loaded Content (see next slide)

Online or Hybrid Courses

- Syllabus
- Instructor Welcome/Contact Info
- Tips for Success
- Pre-loaded Content (see next slide)

What is Pre-Loaded Content?

There are some items that come standard with your SHM that you **should not** delete or replace:

- WSU Tech Policies
- Netiquette Video
- Computer Requirements and Office 365 Instructions
- Remote Desktop Guide

What can I do to enhance my SHM?

Besides putting the required documents into your SHM, you might consider the following:

- Use a video or audio file to provide your Welcome or Tips For Success information
- Include/create a walkthrough for logging into/navigating 3rd party vendor web sites such as Cengage
- If your department has a handbook – provide a link to a digital version
- Consider placing your syllabus quiz in the SHM, rather than in Module 1.

What if I have questions?

If you have any questions about the SHM—whether about required elements or how to create/add video or audio—ask your One-on-One mentor or email ITAS@wsutech.edu.

