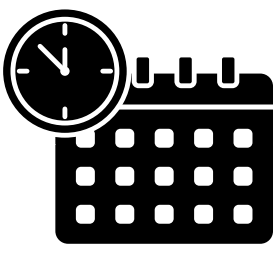


Details & Functions of Design & Formatting



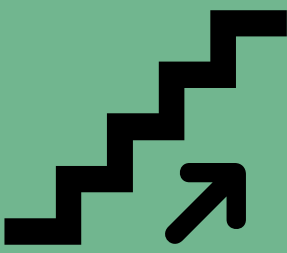
Pace Weekly

Self-pacing can be a challenge for students. To guide them, divide content week by week so students know what to do each week.



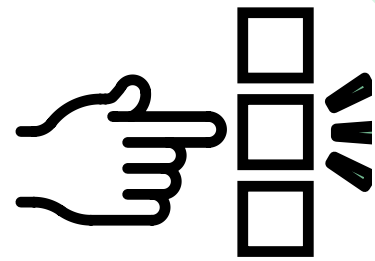
Single Sign-on

Having a singular platform that students sign on to eliminates confusion. This way students know that all course content and messages are in the same place.



Content Progression

Once you have the course divided into weeks add restrictions to ensure students complete all the building blocks of learning before they move onto the demonstration of understanding.



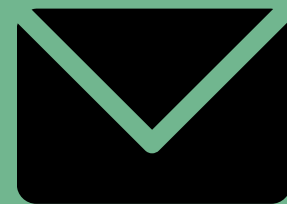
(UDL) Choice and Voice

Give students options to allow students multiple means of engagement, representation, and expression.



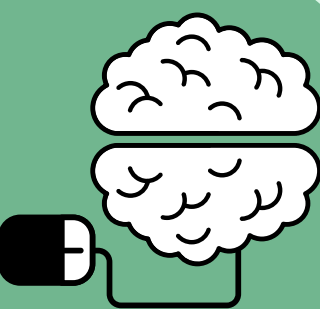
(UDL) Accessibility Tools

Look for accessibility features on your platform (text-to-speech, change in colour scheme, adjust font sizes, spell-checker, or a dictionary) to address diverse needs.



Teacher Contact

Include contact information at the top of your platform or in an easily accessible area to make it easy for students to contact you. .



Progress Tracker

Set up a way for students to view their progress. This will help students to stay on track and take ownership of their learning.

For more information on design and formatting check out the "Engaging Online Learners" resource <https://sway.office.com/37uTtu5XxczZHKEn>.

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