

TW Template Getting Started Guide

Please follow the procedures in this guide for setting up your own future section(s) of ENGL 3764: Technical Writing.



If you are teaching 2 or more sections, consider combining them into a single “parent” section. Instructure’s [Cross-Listing Overview \(Instructors\)](#) page can teach you about this.

1. Import Template Contents into Your Own Section(s)

Please do not work within the template. Instead, import the template contents into your own sections.

Instructions for importing course content can be found by watching Instructure’s video [Course Content Import \(Instructors\)](#) or reading the (modified) video transcript below.

1. From the course home page, click the **Import Existing Content** button.
2. In the **Content Type** drop-down menu, select the type of content you will upload to your course.
3. You can import content directly from another Canvas course by selecting the **Copy a Canvas Course** option.
4. If you choose to copy content from another Canvas course, use the **Select a course** drop-down menu or type the name of a course in the Course name search field.
 - a. To include concluded courses in your search, click the Include completed courses checkbox.
5. Choose to import all course content or to select specific content for your import.
6. If you want Canvas to automatically adjust event and due dates in the import,
 - a. click the Adjust Events and Due Dates checkbox and select dates using the calendar fields, or
 - b. remove all due dates by selecting the Remove dates option.
7. To begin the content import, click the **Import** button.
8. If you chose to select specific content for your import, click the **Select Content** button. Then select the course content you want to include in the import.



Although you can simplify your work by importing selected content components, you should consider importing everything to begin with. Doing so means more work on the back end, but it also ensures that all content you might need gets brought in.

2. Review the Current Landing Page

Currently, the landing page for the course serves as an introduction to the template for ENGL 3764. It covers a range of subjects you will need to know about when building your own course.

Once you understand the policies covered on the landing page and have your course prepared for publishing,

1. Deselect the current landing page as the front page for your course,
2. Make the [Welcome to ENGL 3764: Technical Writing](#) page the front page,
3. Add your info to the bottom of the page, but do not change the content otherwise.

The front page for the course is set to show your last three announcements at the top.

The following pages should not be made available to students:

- Pages
- Files

3. Familiarize Yourself w/ The Course Structure

This guide focuses on the 15-week course structure. It consists of **6 major topic-based modules**, which can be broken down into sub-modules by week. Breaking down the larger modules makes finding info easier for students.

It is important that you cover all of these topics. However, if you run out of time, you can drop the last module (presentations). Please do not change the modular structure in other ways.

- Introduction to TW
 - What TW is, audience awareness & rhetoric, ethics, plain language, document design; informal reports
 - **1 major assignment + homework of your choice**
- Essential Communication
 - Letters, memos, and emails
 - Try to give your students experience in all of these forms.
 - **1 major assignment + homework of your choice**
- Usability
 - Usability and accessibility; user documents (instructions, user manual, user document revision)

- **1 major assignment + homework of your choice**
- Project Proposals
 - Traditional proposals and research proposals
 - Research proposal is linked to the extended research project.
 - **1 major assignment + homework of your choice**
- Extended Research Projects
 - Research, documentation, reports (recommendation, informational, fact sheets)
 - If you link the proposal to this project, please remind students that they are indeed connected.
 - **1 major assignment + homework of your choice**
- Presenting Research
 - Poster and video presentations
 - Either project should be connected to the research project.
 - **1 major assignment + homework of your choice**

NOTE: We no longer cover job packets in this course. However, a cover letter assignment is an option for the correspondence module.

4. Choose Your Assignments

In this version of the template, you can choose from a variety of homework and major assignments that fit into the above module categories.

You can find them

- Listed by topic on the [Assignment Bank](#) page and
- Organized by homework and major assignment groups on the **Assignment** page.

Based upon the module topics listed above, select the homeworks and major assignments you want to use on the Assignments page.

Eliminate the others or unpublish and move them to a new assignment group that you create (e.g., Unused Assignments).

If you prefer to use your own homework or major assignment, please create it in this template and add it to the list of assignments so other teachers will have a chance to review and possibly use it.

If you add an assignment, please put your last name after the title of the assignment so we can identify that it is a new one: *Creating a Gantt Chart (Smith)*.

Currently, there are no reading quizzes. If you want to create some for your section(s), please go ahead.

5. Set Grading Scheme + Grade Weights & Groups

Assignments in the template are currently set to be worth 100 points; however, you can use the grading scale of your choice. Please feel free to change the grading scheme.

On the [Assignments](#) page, assignments are currently set up by group, but those groups are distinguished by “homework” or “major assignments.” If you plan to use groups and set up grade weighting based on those groups, you will need to do this on the Assignments page.

If you create weighted groups, it is recommended that you create one large group for all homework.

6. Choose Your Sample Documents

For all major assignments, as well as some homework assignments, sample documents are provided for students, attached to the assignment page. You can find such documents listed on the [Sample Documents](#) page, identified by category.

If you would prefer to use your own sample documents, please upload them to the correct folder in Files and link them from the Sample Documents page.

7. Select Your Readings

This course uses OER textbooks only. Please do not ask your students to buy a textbook. The template uses parts of three OER texts, as none of them are truly comprehensive.

Select your readings from those suggested on the [Readings Per Topic](#) page. Please feel free to add new readings to this page.

Here are the current texts:

- [*Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields*](#). Suzan Last. University of Victoria, British Columbia, Canada. 1 January 2019.
- [*Technical Writing*](#). Michele DeSilva, et al. University of Alaska, Anchorage, Alaska. 1 October 2017.

- [*An Introduction to Technical Communication*](#). Sherena Huntsman. Boise State University, Boise, Idaho. No date.
- [Purdue Online Writing Lab \(OWL\)](#).



All but a few of the custom modules have been removed from the course. If you used them in the past and still want to use them, you will need to import them (and any images) from a past class. Custom modules will no longer be supported.

8. Set Up Your Calendar or Modules

You will be responsible for creating a way for your students to access assignments and readings. After you have selected your assignments and set up a grading scheme, decide whether you want to set up a **Course Calendar** alone, **Modules** alone, or a combination of the two.

The [Sample Course Schedules](#) page suggests a rough breakdown for each of the three different types of terms.

Use the **Course Structure** page and the **Sample Course Schedule** page to create your semester schedule.

9. Update Your Syllabus

A model [syllabus](#) has been provided for you, but you are encouraged to change/replace it to suit your own writing style and to personalize the policies.