



Get Your Ducks (& Turkeys) in a Row: Prepping for Next Semester

CITL Tech Tuesday Workshop







Today's Menu

- Main Course: Refresh Your Syllabus & Materials
- Side Dishes: Streamline Navigation
- Key Ingredient: Check Accessibility
- Add a Dash of Engagement
- After Dinner Reflection
- Invite AI to the Table

CHECK-IN POLL:

Select the festive option that most closely matches your progress on next semester's course prep.

-  Already cooking — my course is nearly ready
-  Still mixing ingredients — getting organized
-  Just opening the cookbook — haven't started yet
-  Waiting for leftovers — procrastination is my plan





The Main Course: Refresh Your Syllabus & Materials

- Update dates, due dates, and links
- Align outcomes with activities
- Revisit policies
- Add a “Course at a Glance” Section



Important Tennessee Tech Syllabus Links



[Course Syllabus
Requirements](#)



[Syllabus
Information Guide](#)



[Syllabus Template](#)



[AI Syllabus
Statement Options](#)

From TN Tech [Faculty Handbook](#)



Side Dishes: Streamline Navigation

1

Simplify your
course layout

2

Use consistent
naming for
modules and
assignments

3

Remove
outdated or
duplicate links

4

Quick Tip: View
your course in
student mode
to test clarity



Module Organization

This screenshot shows the 'Table of Contents' page in a course management system. The left sidebar contains a search bar and a list of navigation items: Course Syllabus, Bookmarks, and Course Schedule. Below these is a detailed table of contents with 12 modules, each with a count. The 'Table of Contents' item is highlighted with a red box. The main content area displays 'Module 0: Start Here' with a large purple header featuring the Tennessee Tech logo and the text 'Module 0'. Below the header are buttons for 'Upload / Create' and 'Existing Activities', followed by sections for 'Course & Instructor Information' and 'Student Policies, Student Services, & Technical Supports'.

Item	Count
Table of Contents	30
Module 0: Start Here	15
Module 1: [Title]	1
Module 2: [Title]	1
Module 3: [Title]	1
Module 4: [Title]	1
Module 5: [Title]	1
Module 6: [Title]	1
Module 7: [Title]	1
Module 8: [Title]	1
Module 9: [Title]	1
Module 10: [Title]	1
Module 11: [Title]	1
Module 12: [Title]	1

This screenshot shows the 'Module 4: [Title]' page in a course management system. The left sidebar contains a search bar and a list of navigation items: Bookmarks, Course Schedule, and a table of contents. The 'Module 4: [Title]' item is highlighted with a red box. The main content area displays 'Module 4: [Title]' with a large purple header featuring the Tennessee Tech logo and the text 'Module 4'. Below the header is a 'Download' button and a progress bar showing '0 % 0 of 1 topics complete'. There are also sections for 'Learning Materials' and 'Assignments'.

Item	Count
Table of Contents	18
Module 0: Start Here	7
Module 1: [Title]	✓
Module 2: [Title]	✓
Module 3: [Title]	1
Module 4: [Title]	1
Module 5: [Title]	✓
Module 6: [Title]	1
Module 7: [Title]	✓
Module 8: [Title]	1
Module 9: [Title]	1
Module 10: [Title]	1
Module 11: [Title]	1



The image shows four different pies. In the foreground, there is a large pecan pie with a thick layer of pecans on top. To its right is a cherry pie with visible dark fruit. In the background, there are two more pies: one with a crumbly topping and another with a fruit filling. The pies are arranged on a wooden surface.

Key Ingredient: Check Accessibility

- Use alt text for images
- Closed captions for videos
- Check color contrast and heading structure
- Use built in checkers for Word and PowerPoint before uploading to iLearn



“Accessibility
isn’t extra steps;
it’s steps you’ve
missed.”

@NickTillem
Instructional Designer

Accessibility

- CITL - Accessibility Resources
- Syllabus Information
- Document Accessibility
- Closed Captioning in YuJa videos



Panorama Check-in

- 🔗 **Deadline:** February 3
- 🔗 **Goal:** Spring courses must reach at least 70% with **0 Severe** and **0 Major** issues. Alt text on all images.
- 🔗 **How:** Review your Panorama report and fix flagged issues
- 🔗 **Resources:** Book a Consultation with a CITL member for support.

The screenshot shows the 'Accessibility Report' for the document 'Adding-Media-Content.pdf'. It is divided into three main sections:

- Section 1: Summary**
 - Score: 65% (indicated by a yellow progress bar)
 - Minor: 2
 - Major: 6
 - Severe: 0
 - Issues: 8
- Section 2: Review Issues**
 - Structural Remediation** updates the tagged elements and reading order of PDFs. (Launch button)
 - Successfully Updated Document in D2L** (green checkmark)
 - Major Issue:** The document is missing a title. (Learn more, Fix Issue button)
 - Minor Issue:** Check reading order. (Learn more, Check Issue button)
 - Major Issue:** The item does not have an alternative description. (Learn more, Fix Issue button)
- Section 3: Update Document**
 - Replace the document with a more accessible version.
 - Drag & Drop or Choose Media to Upload
 - Update button



TN Tech iLearn Template



Designed with
Accessibility in
Mind



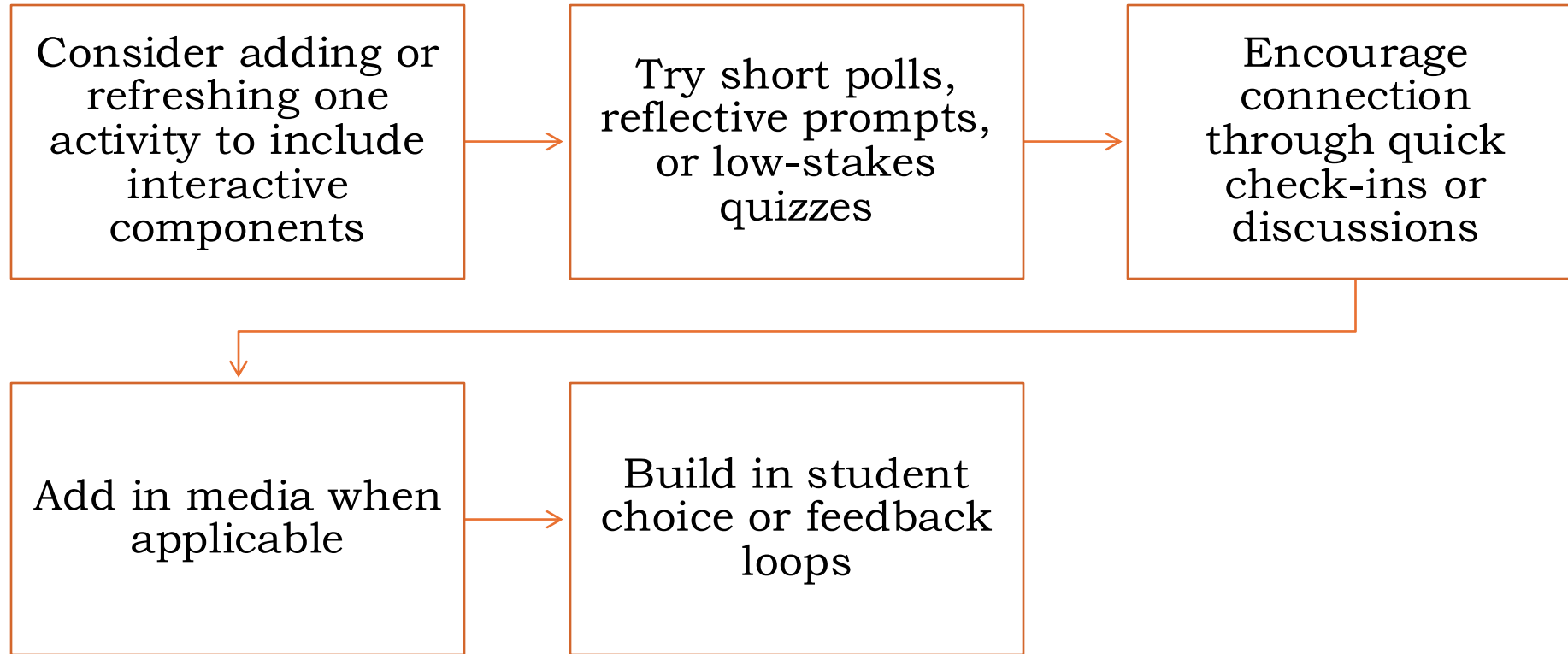
Easy to
implement



Ready for your
content

The screenshot displays the TN Tech iLearn Template interface. At the top, the navigation bar includes the Tennessee Tech logo, the text "Tech-Direct", and user information for Taylor Chesson as Banner_Student. Below this, a purple navigation menu lists various course components: Content, Assignments, Quizzes, Discussions, YuJa Media, Grades, Course Tools, and Resources. The main content area is titled "Course & Instructor Information" and includes a search bar, a "Download" button, and a progress bar showing "100 % 7 of 7 topics complete". The left sidebar contains a "Table of Contents" with links to "Bookmarks", "Course Schedule", "Table of Contents", "Module 0: Start Here", "Course & Instructor Information" (which is highlighted with a checkmark), "Student Policies, Student Services, & Technical Supports", "Module 1: [Title]", and "Module 2: [Title]". The main content area lists course topics: "Course Welcome & Introduction" (Web Page), "Placeholder: Optional Video Introduction from Your Instructor" (Video), and "Course Learning Objectives" (Web Page). Each topic is accompanied by a checkmark icon.

The Seasoning: Add a Dash of Engagement



CHECK-IN POLL:

Which "seasoning" do you use the most to keep students engaged?

- Discussion prompts
- Quick quizzes or polls
- Reflection journals
- Group projects or peer feedback



After Dinner Reflection



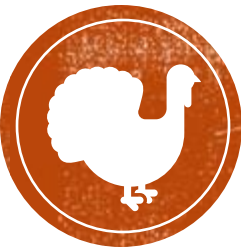
Reflect on your teaching and classroom activities



Use student feedback to drive future instruction

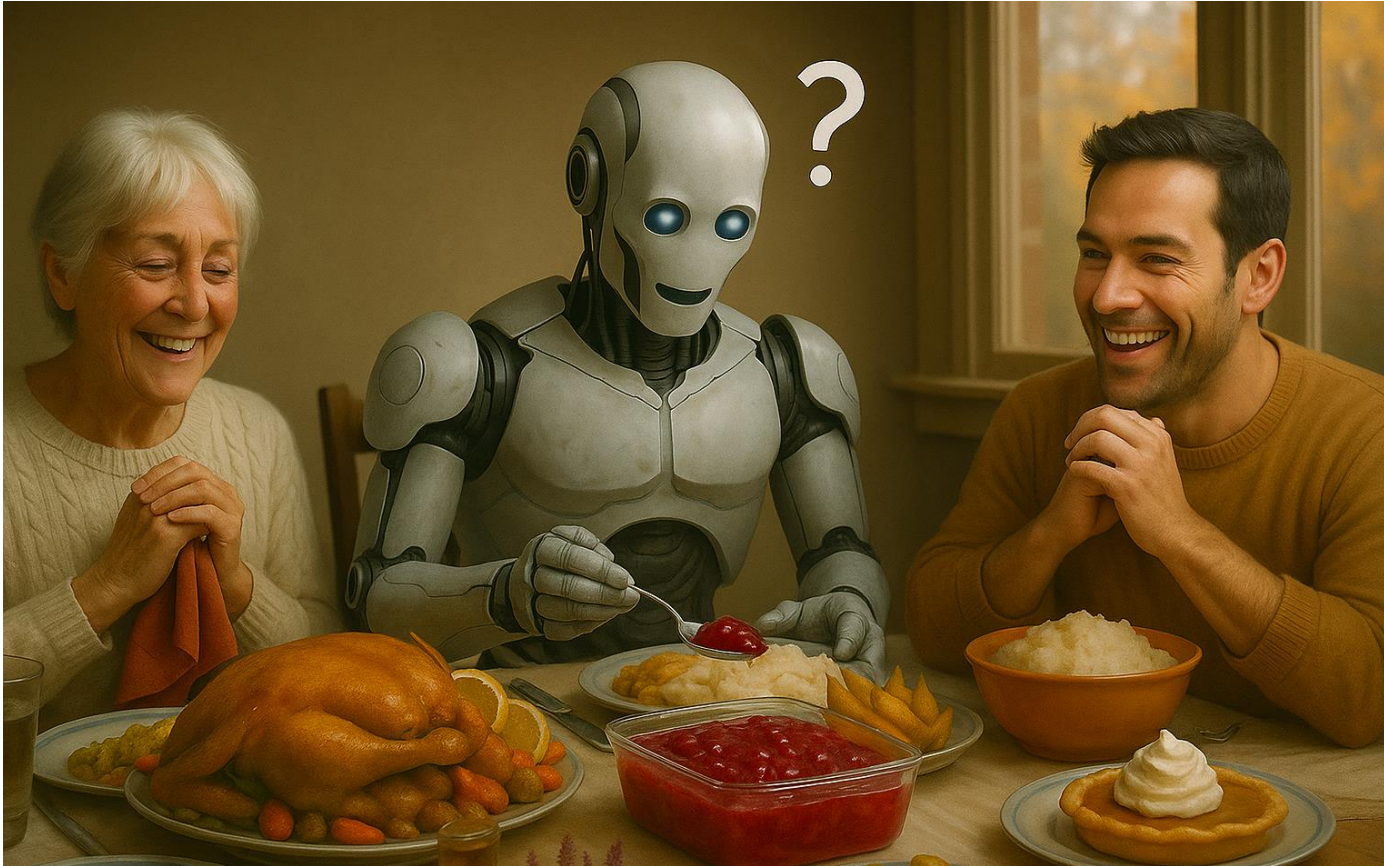


Create a short "Course Prep Checklist" for next semester



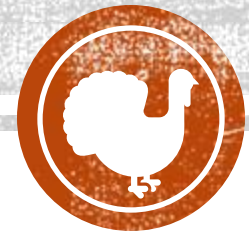
- 🔗 What worked well in the course?
- 🔗 What did not work as planned?
- 🔗 What technical difficulties did I or my students have?
- 🔗 What areas of the course would I like to improve?
- 🔗 What can I change or enhance within my control?
- 🔗 What content or activities would I like to add/change?
- 🔗 Are the course materials accessible?
- 🔗 Do I want to re-evaluate my grading scales/policies?

Reflection Questions



Created using ChatGPT 5 on Nov. 6, 2025

Invite AI to the Table



CHECK-IN POLL:

Have you tried using AI tools to help prep your course?.

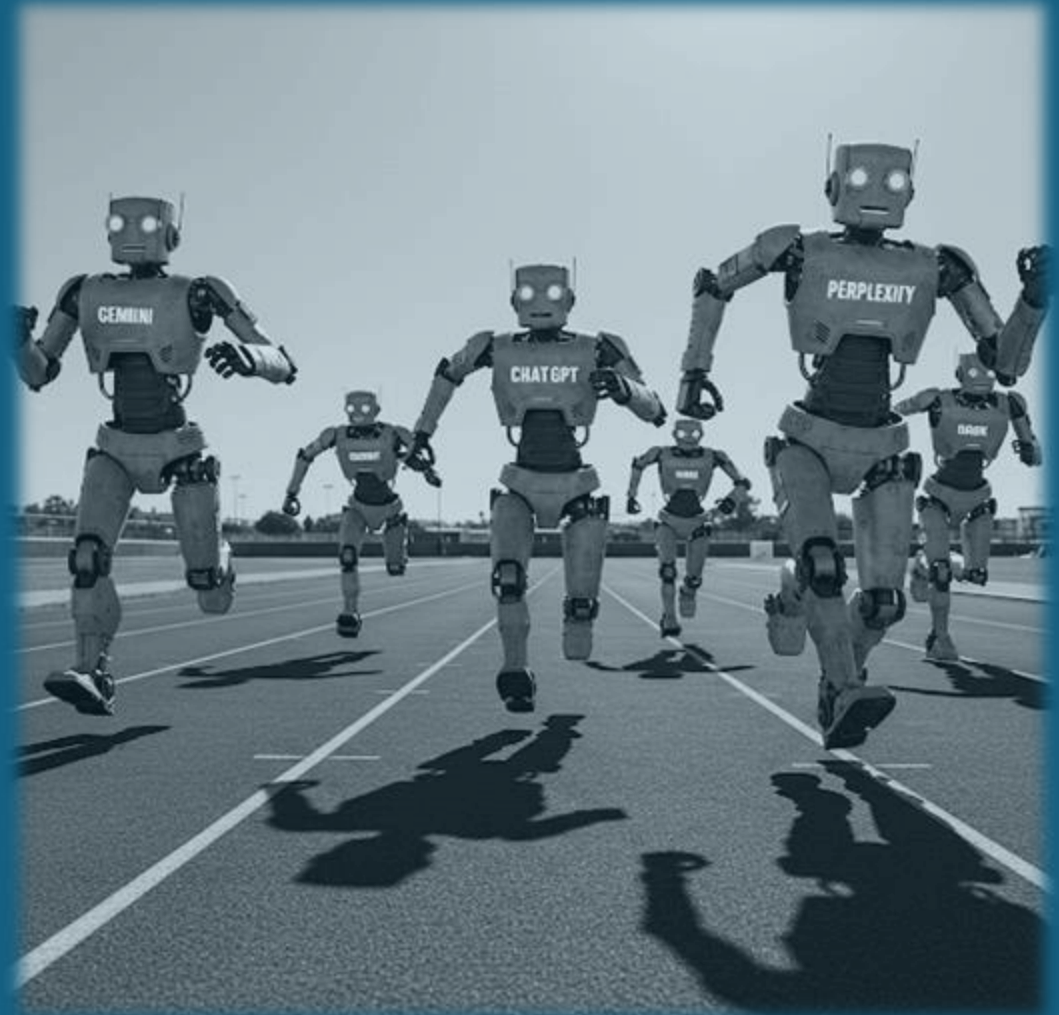
- Yes — and I love it!
- I've experimented a bit
- Not yet, but I'm curious
- No thanks, not my cup of tea



NEW TO AI? CHECK OUT OUR AI ACADEMY!

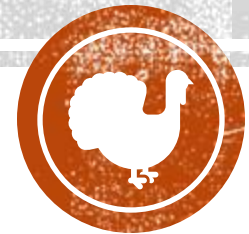
The AI Academy is a course designed for anyone looking to explore and build a foundational understanding of Artificial Intelligence.


AI Academy
Registration



How can AI help?

Syllabus, Assignments, Accessibility, Engagement, and more...



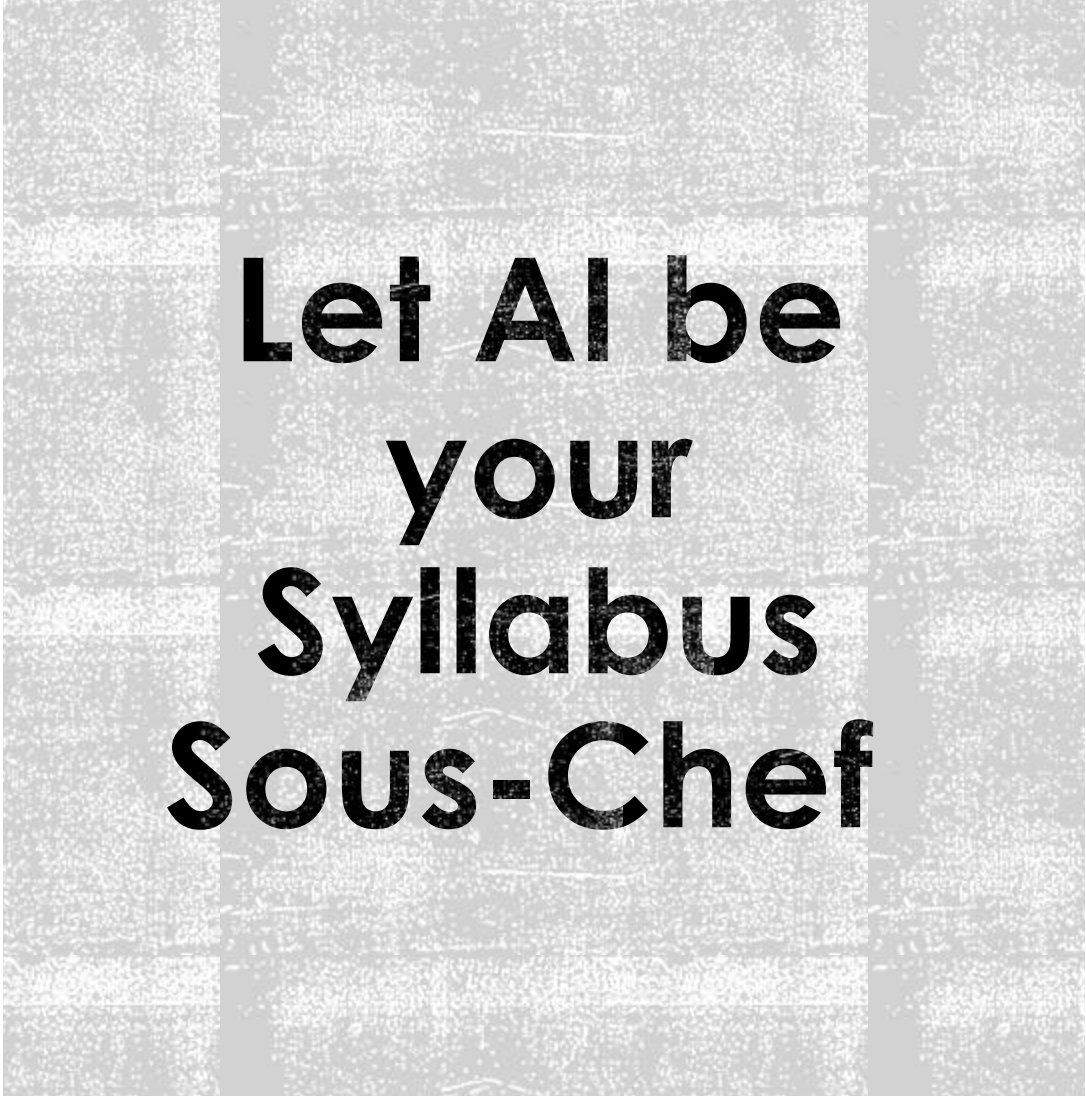


- Refine learning objectives

- Check alignment

- Change dates

- Detect unclear language



**Let AI be
your
Syllabus
Sous-Chef**

AI Helps Set the Table- So Students Find What They Need Fast!



Increase transparency
for assignment
instructions



Identify redundancies
or confusing elements



Create consistency
with naming
conventions



Condense long
instructions



AI Helps Serve Up Accessible Courses for Every Student



Simplify complex language



Promotes student-friendly tone



Suggests alternative text



Create multiple representation options



Suggests consistent labeling of files, links and sections



Using AI to Add Engagement

Brainstorm
interactive
ideas

Adapt
instructions to
fit the modality
of course

Can be tailored
to Bloom's
levels

Add real-world
or current
event
connections

Suggests
reflective
prompts





Other Ways AI can Help:

- Draft announcements, emails or reminders
- Create templates
- Reformat or repurpose content
- Generate rubrics
- Condense material into key points for students



How Can WE Help YOU?

Consultations

- 🔗 Course Design
- 🔗 Learning objectives
- 🔗 Course Templates

Observations

- 🔗 Not sure where to start?
- 🔗 Trying a new classroom strategy?
- 🔗 We offer feedback and support!

Instructional Diagnostics

- 🔗 Mid-Semester Feedback
- 🔗 Midpoint of every semester
- 🔗 Spring is already booking!

For any questions, please schedule a consultation with one of our technology specialists or instructional designers.



Resources & References:

- [AI Academy Registration](#)
- [CITL - Accessibility Resources](#)
- [Editing Captions in the Video Editor – YuJa Help Center](#)
- [11.18 Tech Tuesday Resource Document.pdf](#)

**Questions, Comments,
Concerns?**

[Feedback Survey](#)

THANK YOU!

**Next Week's
Session:**
Panorama and
Spring Course
Design
Support

[Book Now](#)

