About Creating and Editing Timeline & Sessions

Tips & Best Practices

- A course can be divided into Sessions in a number of ways. Sessions can parallel traditional class meetings (e.g., 2 or 3 per week), semester weeks, textbook chapters, or course units or topics. Find an option that best fits the course structure.

- Sessions can be customized to control students' progress through the course, provide specific instructions, and include appropriate coursework.

- The Timeline and Sessions can be created before or after creating Materials, Work2Do, Forums, Quizzes, and Exams. All items except Materials can be linked to Timeline Sessions as they are created.

- Course materials must be placed into a category under the heading "Include in Courses" (located directly below the Material Description text box) in the Webstorium. If this step is skipped, they cannot be placed on the Timeline.

- Avoid including dates in Session descriptions, most Materials, and Work2Do assignment instructions. Dates in these areas will need to be changed every semester.

- Dates can be included and easily updated in the Session Date field.

- Include a traditional syllabus or course outline with contact information, course policies, and dates in your Materials. This file is easily updated every semester.

- Some instructors have found an initial introductory Session to be helpful. This Session can include information about course prerequisites; Materials such as a traditional syllabus, course policies and guidelines; and assignments or discussions that allow students to become acquainted with each other and the WebStudy system.

Meeting Times

Meeting Times can be in-person or live chat sessions between the instructor and students. Use this icon to include meeting information at the top of the Timeline. After clicking the icon, enter details in the lower frame and click Post It.
Session Properties and Options

Display the session? (required) Sessions can be hidden from students to limit how far they can work ahead in the course.

Previous session is prerequisite? (required) One Session can be a prerequisite for the following Session. If so, students must access all Materials, Forums, Work2Do, Quizzes, and/or Exams from the first Session before they can access those items in the subsequent Session.

Session Order: (required) By default, new Sessions are added to the end of the Timeline. To place a Session in a different position, select the appropriate numerical order.

Session date: (optional) A specific date can be set for a Session. Including a date in the Session date field will allow students to plan study time and WebStudy to alert them to upcoming assignments when they access their courses. If Sessions are dated, students should be told whether Session materials and assignments are to be started on the Session date or submitted on the Session date.

Session Title / Summary: (required) Session Titles can reference text chapters, course topics, or semester weeks, whatever method works best for the course.

Session Description: (optional) The Session Descriptions can present an overview of the Session, an introduction to the topic, lesson objectives, instructions, or references to offline material (e.g., texts or study guide).

Coursework due: (optional) Select desired Materials, Assignments, Exams, Quizzes, and Forums to include in Session. To select multiple items in one category, hold down the control (CTRL) key while clicking items. Note: only items that have been created will be listed.