Why Create It?
Designing a “Start Here” module based on best practices is one way to make a great first impression on your students. Besides introducing you and your course to them, a well-designed “Start Here” module will tell them what they need to know to succeed in your course. If you are teaching a hybrid course, go over this content with your students on the first day of class.

Guidance
Your “Start Here” module should include the following information:

Course introduction: Use text, an image, or a video to explain the purpose of your course and get your students excited to learn.

Welcome message from you: In this section, you begin to establish your online presence. If you can, go beyond your academic and professional bio. This is the place where you can be a little more personal.

Course syllabus: In a hybrid or online course, students may have no verbal, weekly explanation of what needs to be done, when it’s due, or what’s coming up. That is why building a user-friendly, printable syllabus in Folio is important. The syllabus must be posted in the “Start Here” module to reinforce and complement information that is important for student success. Syllabi for online and hybrid courses are similar in that they both need information about what activities will happen online and where students should go to have access to them. A hybrid course syllabus, however, requires more information that explains the nature of hybrid teaching.

Course schedule: This section makes it clear when class sessions will be face-to-face and when they will be online (if there’s any live online meeting). In online courses, this section makes it easy for students to find what activities are due soon and when they are due.

Course structure and organization: Use this space to describe to your students how your course is organized. For online courses, you can explain how each module is structured. For hybrid courses, you can explain what that term is and what students should expect from this type of course structure.

Communication policies: Communication is key in both hybrid and online courses. When students can’t see you in person, they need to know how to get in touch with you. Make sure you establish clear guidelines for how students should communicate with you and how they should communicate with one another. You might also use this section to communicate response times for grading, feedback and email.

Campus technology: In this section, you should list all the required technologies for the course, how to access them, and how to get technical support if needed.

Student resources: In this section, you should describe and link to academic support services and resources that GS offers to students. You should also provide your students with information and links to GS and college-level policies that apply to them.

GS Folio Template
The GS Folio Template incorporates an ADA-compliant “Start Here” module with nine pre-built pages that you can populate with your content and get started faster.

Technology
Essential
- Adding a Module
- Creating a New File and Inserting Stuff
- Uploading Files from Your Computer
- Working with the HTML Editor
- Rearranging Modules and Content Topics