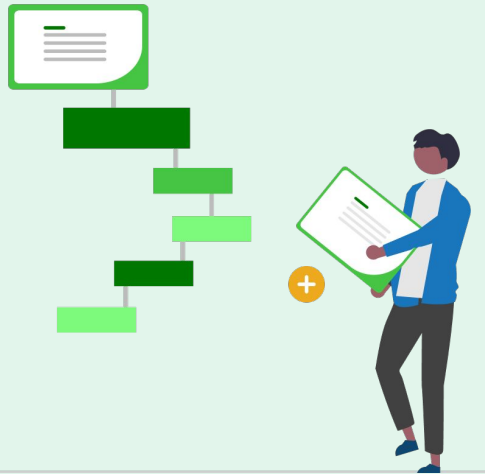


CourseFlow

Getting Started

What is CourseFlow?

Navigation overview and Organizational structure

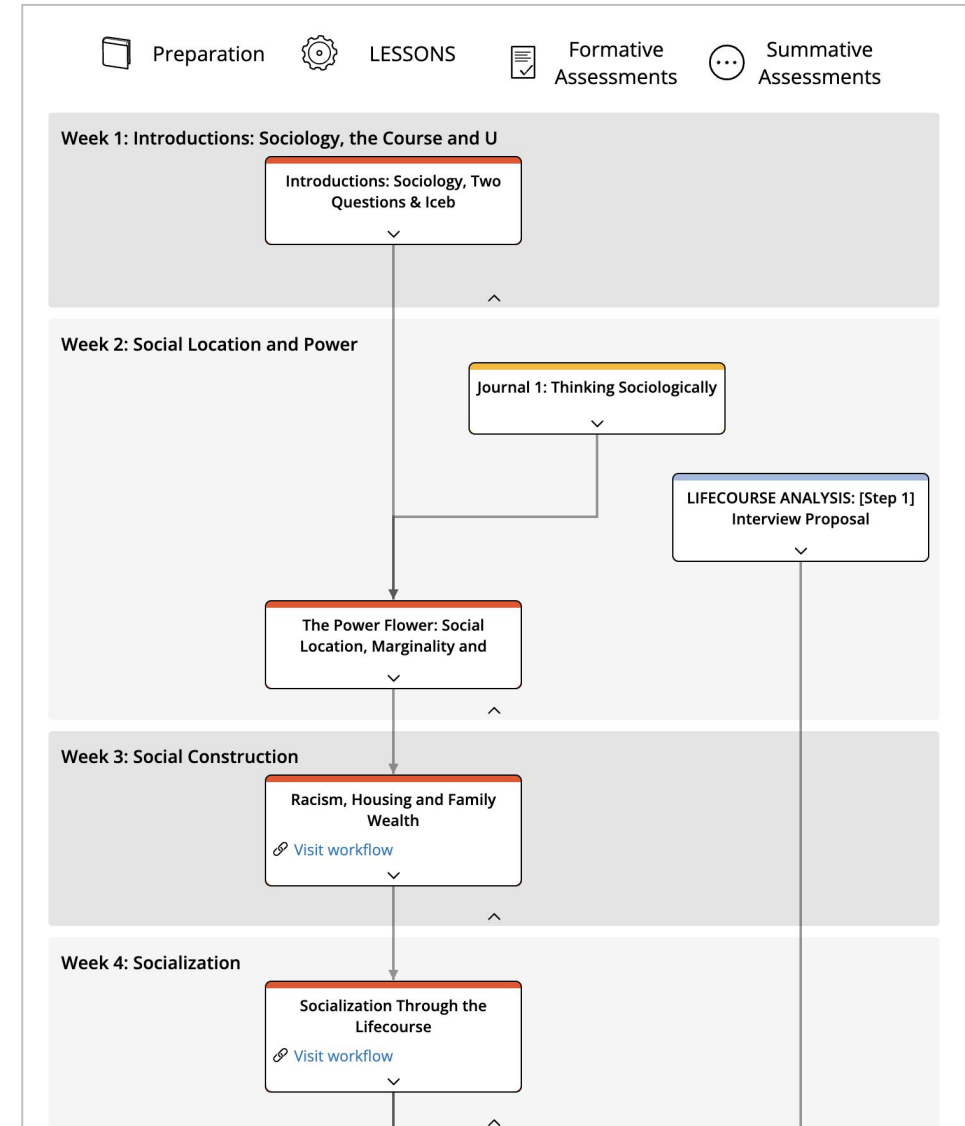


CourseFlow Defined

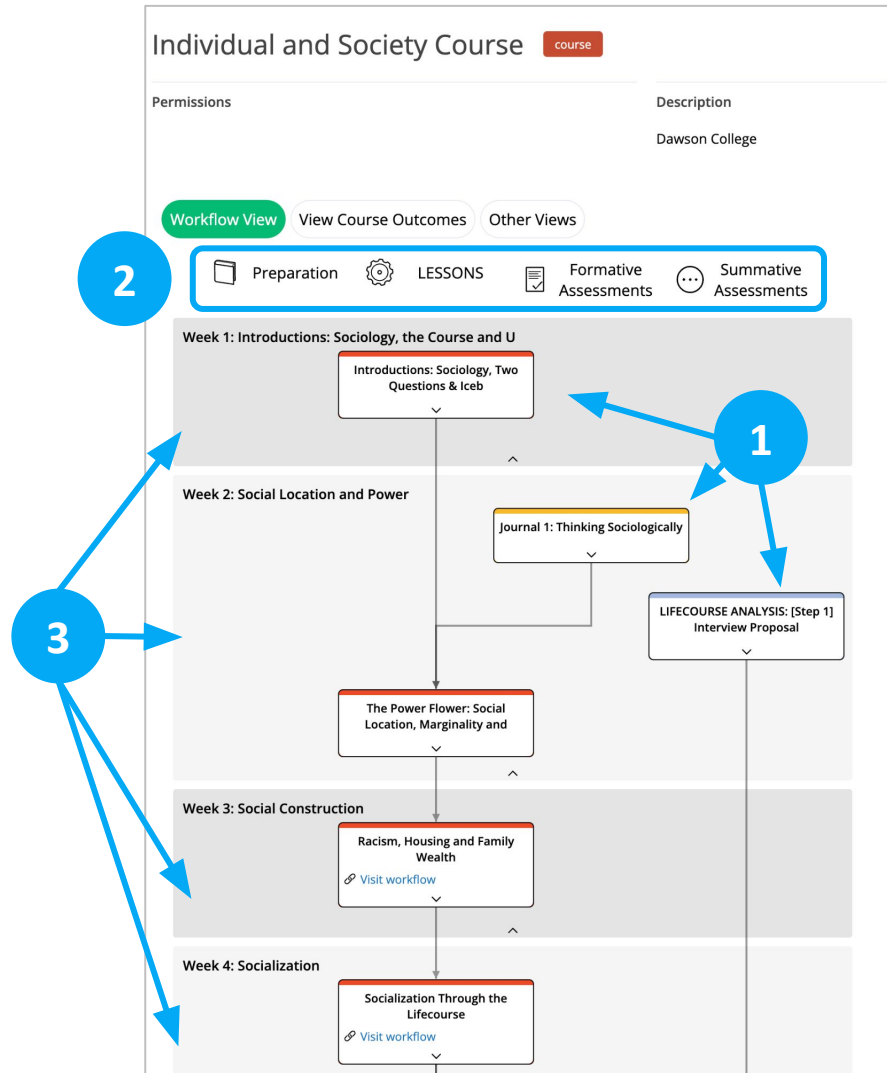
CourseFlow it is a free cloud-based platform that supports an intuitive and visual approach to curriculum and instructional design.

It allows users to map out curricular and/or pedagogical components within a customizable template to create a comprehensive workflow at one of 3 levels:

- Activity (lesson) workflow
- Course workflow
- Program workflow



What is a Workflow?

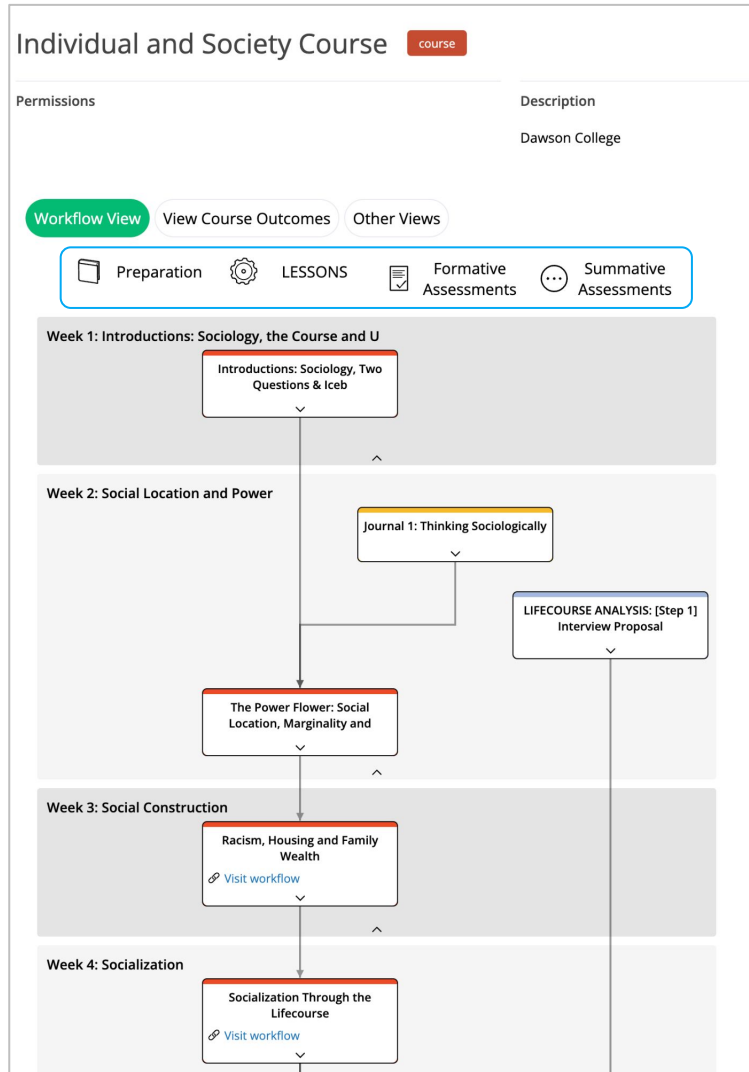


A workflow is similar to a flowchart, it maps out the curricular and/or pedagogical components (nodes) of a course or activity within a customizable template based on the intended learning goals.

All workflows (Activity, Course and Program level) consists of the following elements:

- (1) nodes
- (2) category columns
- (3) sections

Interpreting the visual language



The default template of the course and activity workflows follows two western conventions:

(1) nodes on the left are considered to describe actions that take place before nodes on the right – i.e., “reading” left to right.

(2) nodes placed in the top sections are considered to describe actions that take place before those below them – i.e., “reading” top to bottom.

For instance: the first node placed in the section (week 1) is considered to be the starting point of the course workflow. In the next section (week 2), the first node represents a formative assessment (yellow) is considered the next step in the course workflow, followed by a lesson node (red). The connections between the nodes (linking arrows) indicate the relationship between actions – i.e., which one follows the other. NOTE there is also an unconnected summative assessment node (blue), which should be interpreted to be something that exists on its own.

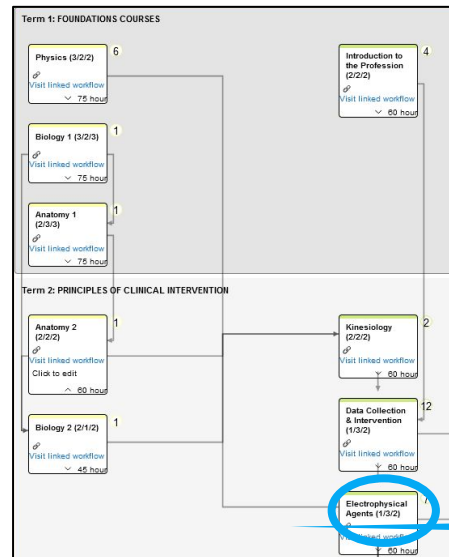
NOTE: Changing the default convention of the template. Users can change the left to right convention by moving the position of category columns; and change the top to bottom by attending to how sections are added.

Types of workflows

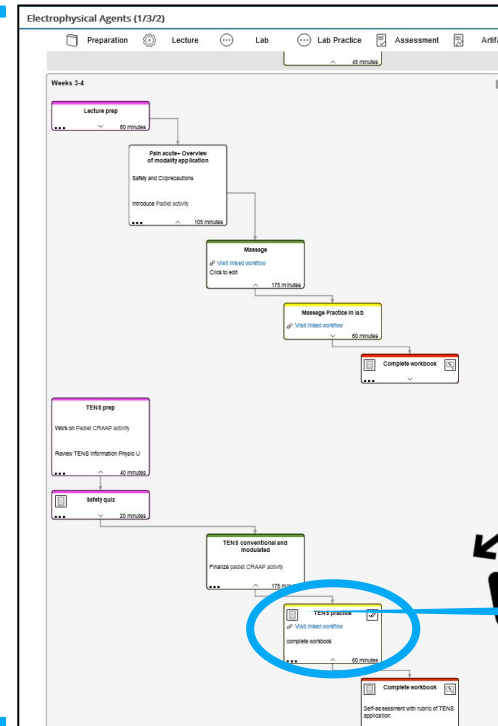
- **Course workflow:** a visualization representing the sequence of **course components** (e.g., pre-class preparations, lessons, projects (artifacts), assessments, etc.) that make up each **course** unit (weeks, modules, etc.); and, describe how the course objectives (or learning outcomes) are addressed. Typically, this workflow maps the entire semester.
- **Activity workflow:** a visualization representing a designed sequence of **tasks** that make up a **lesson** unit (a class session); and, describe how a course objective (full or partial) is addressed. Typically, this workflow map out a single session but can map multiple sessions.
- **Program workflow:** a visualization representing the sequencing of **courses** that make up an academic program. Uniquely, this level has features to examine and confirm the 'alignment' between the course outcomes and those of the program.

Relationship of the workflows by level

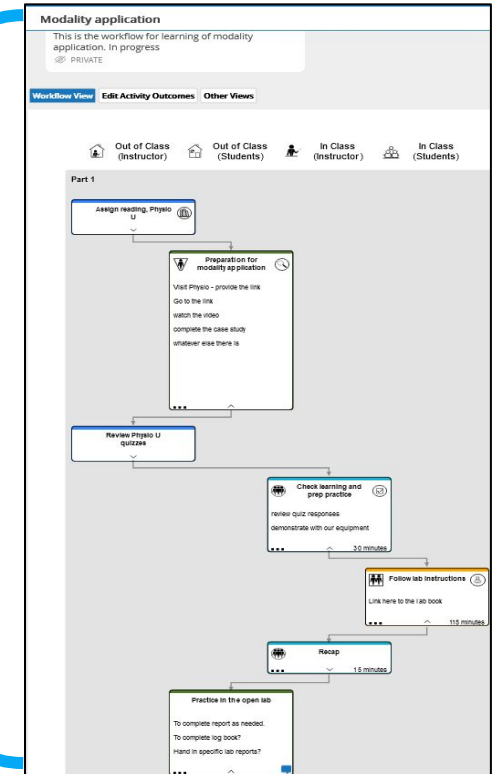
Workflow types can be linked across levels to create a comprehensive curriculum ecosystem.



Program level workflow
can be used to design or represent a curriculum, showing the courses within the program.

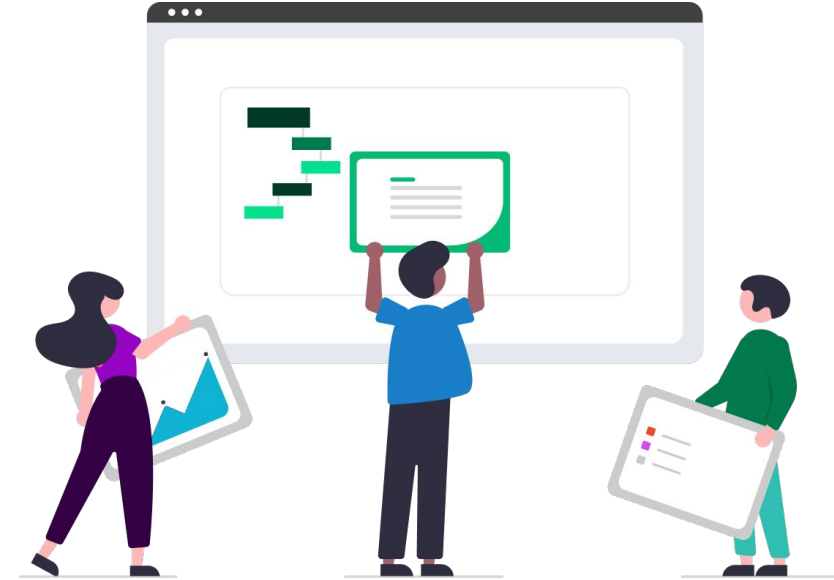


Course level workflow
can be used to plan an entire course by providing the flow of content within a course



Activity level workflow
can be used to plan a single activity or multiple linked lessons/assessments.

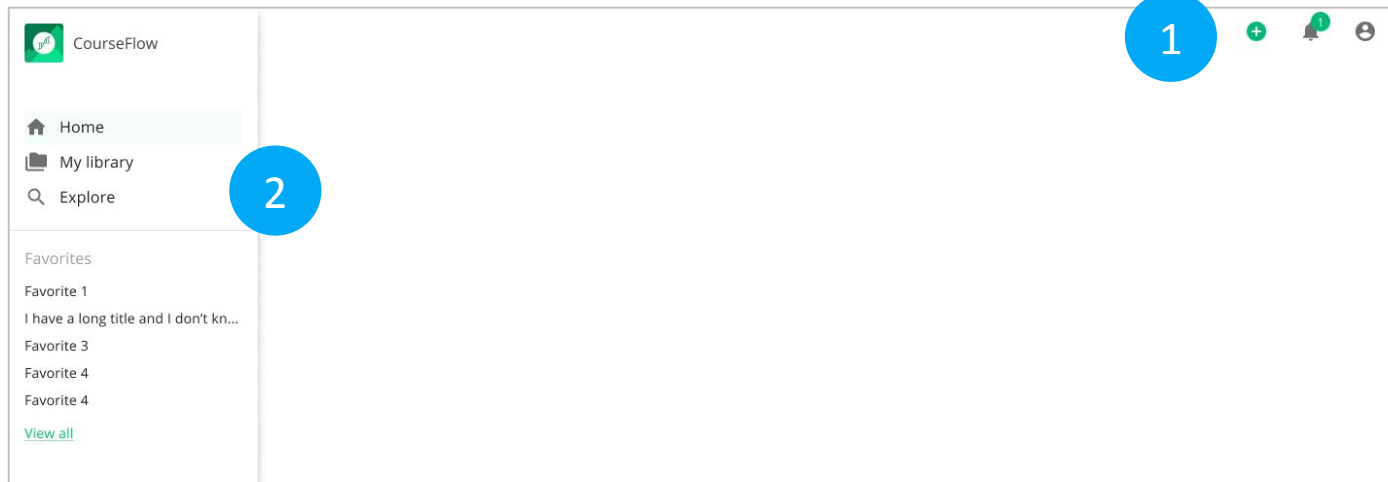
CourseFlow: Interface



CourseFlow provides tools that will enable you to create workflows.

Here we describe what you will learn in our series of CourseFlow tutorials.

Elements of the Homepage interface



These two global navigation features are accessible no matter where you are within the app.

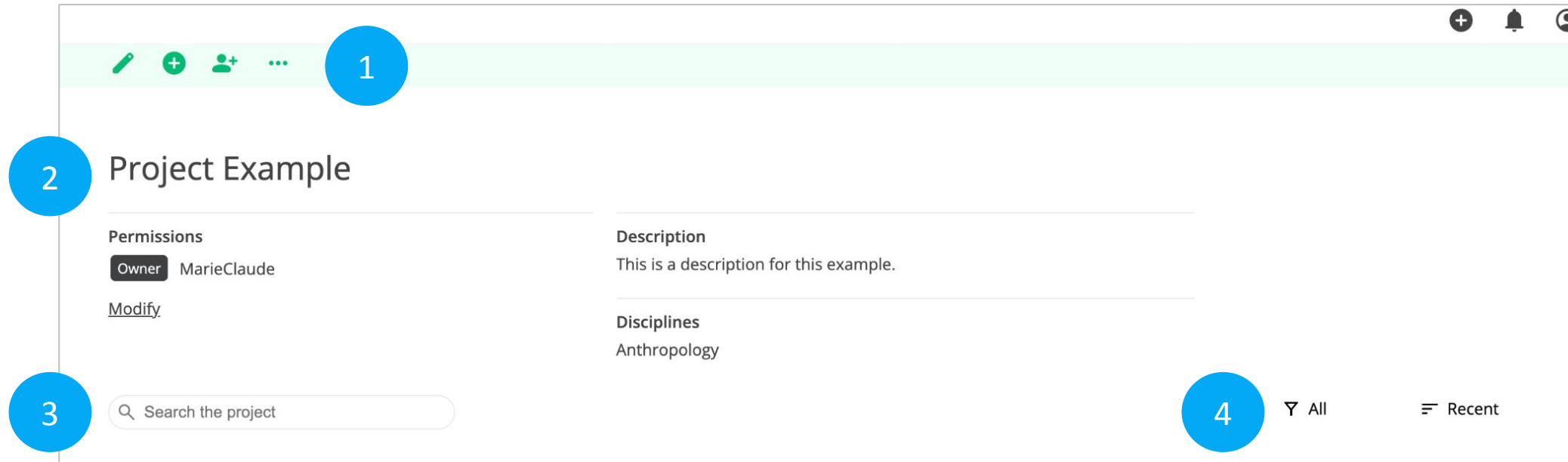
1) Utility Navigation – three icons:

- Plus (+) icon dropdown: to create a new Project, or new workflow (Activity, Course or Program).
- Bell icon: to view notifications about Courseflow.
- Person icon dropdown: to manage your profile, reset password, notification settings and sign out.

2) Main Navigation: to move between four page types:

- Home: recent projects and favourites, created by you.
- Your library: projects and workflows, created by you are saved.
- Explore: projects and workflows, created by other users.
- My favourites: projects and workflows, designated as favourites by you.

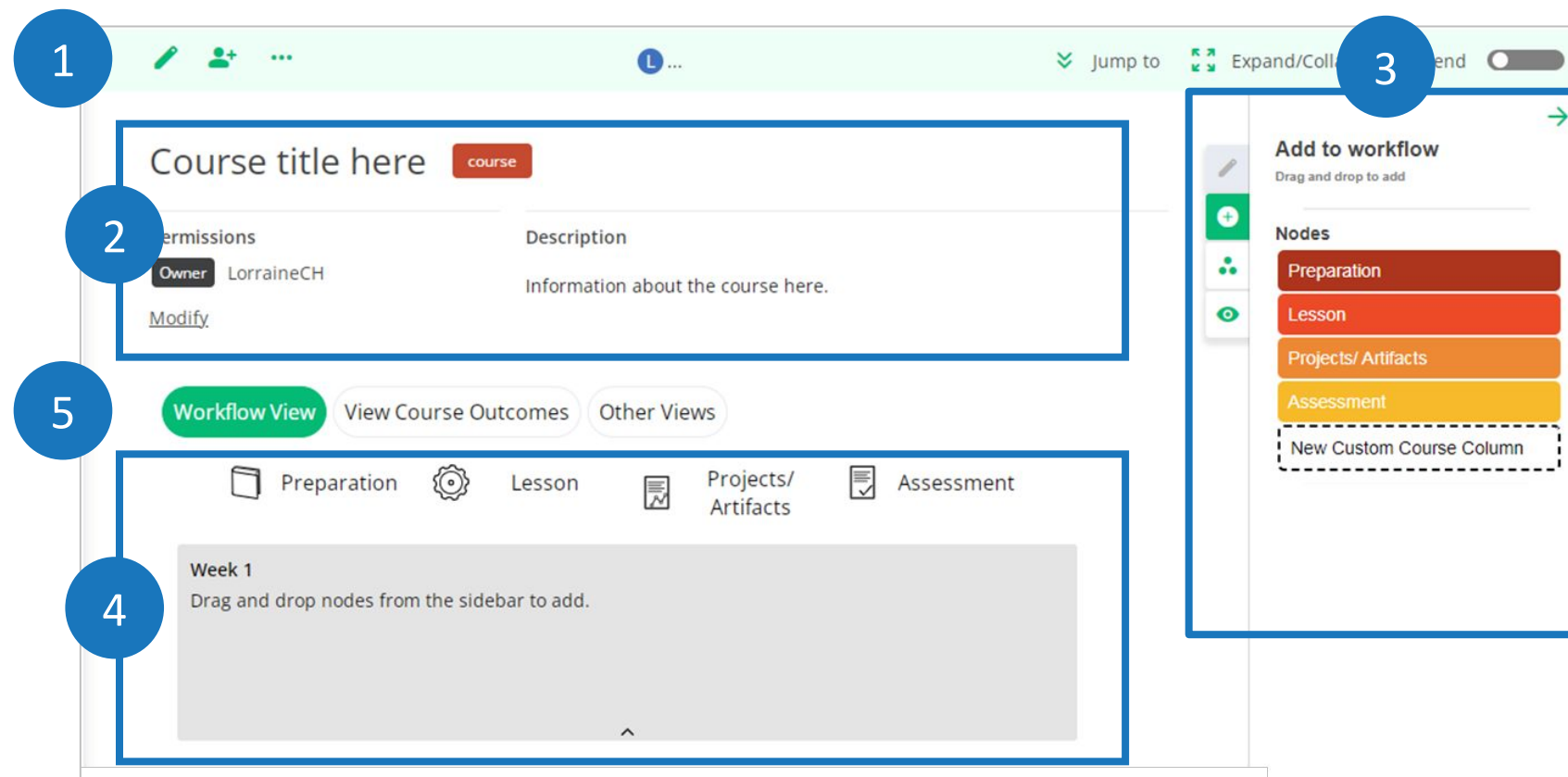
Elements of the Project interface



Functionality of the elements:

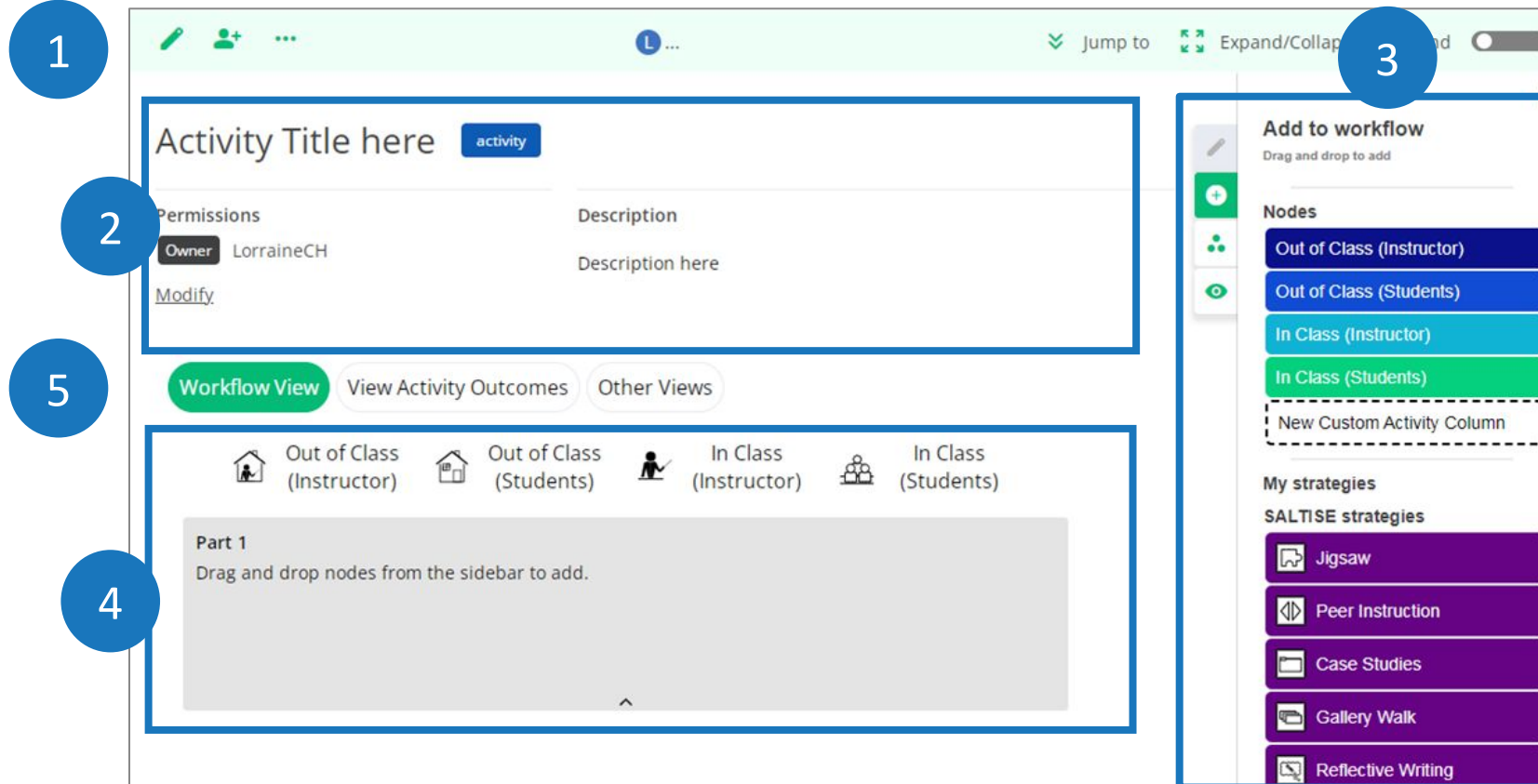
- 1) Action bar - four icons: to (a) edit, (b) add, (c) share, (d) plus advanced actions.
- 2) Project Overview: to add information about a Project – title, descriptions, disciplines and list of those who have permission to collaborate on the Project.
- 3) Search: to find workflows within a Project.
- 4) Filter and Sort (default states All and Recent): to organize and manage workflows within a Project.

Elements of the Course level interface



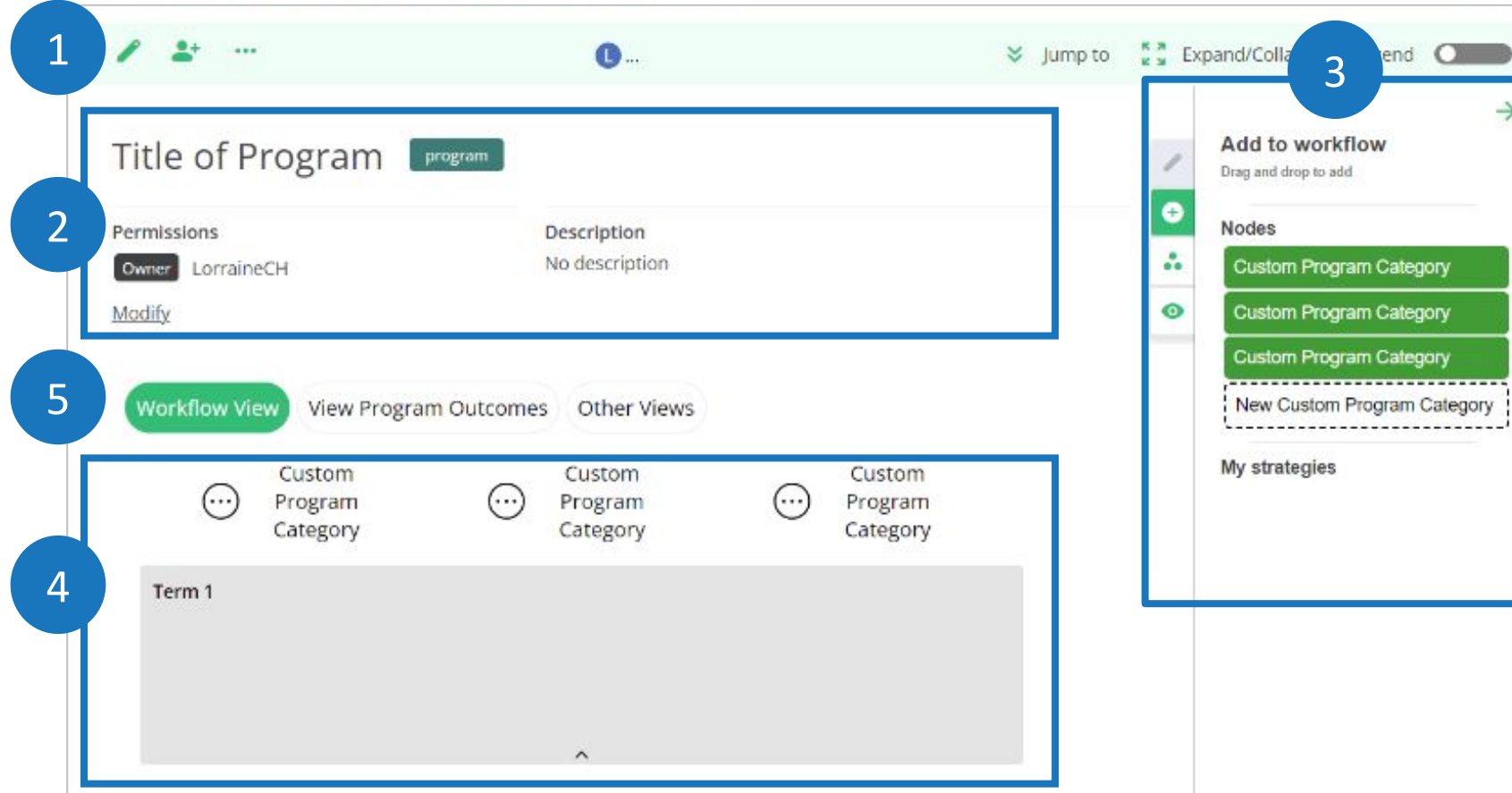
- 1) Action bar (three icons): to perform (a) edit overview, (b) share, (c) visibility options.
- 2) Overview: to add a brief description about the workflow.
- 3) Workflow builder: to create and edit workflow nodes, categories and sections.
- 4) Workflow: to display and edit workflow nodes, categories and sections.
- 5) Views: to provide different visual displays of the workflow information.

Elements of the Activity level interface



- 1) Action Bar (three icons): to perform (a) edit overview, (b) share, (c) visibility options.
- 2) Overview: to add a brief description about the workflow and collaboration permissions.
- 3) Workflow Builder: to create and edit workflow nodes, categories and sections.
- 4) Workspace: to display and edit workflow nodes, categories and sections.
- 5) Views: to provide different visual displays of the workflow information.

Elements of the Program workflow interface



- 1) Action bar (three icons): to perform (a) edit overview, (b) share, (c) visibility options.
- 2) Overview: to provide a brief description about the workflow.
- 3) Workflow builder: to create and edit workflow nodes, categories and sections.
- 4) Workspace: to display and edit workflow nodes, categories and sections.
- 5) Views: to provide different visual displays of the workflow information.

Before you move on...

Remember: to start you need an account

- To get an account, **sign up** [here](#).
- Already have an account? **Log in** [here](#).

Check out these tutorials

- How to create a Project (Tutorial 100)
- How to create a Course Workflow (Tutorial 101)
- How to create an Activity Workflow (Tutorial 102)

Learn more about CourseFlow



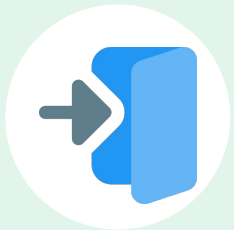
Interested in learning more and/or trying out CourseFlow?

We are accepting applications for pilots of the tool with your program revision and auditing efforts. [Email us](#) to book a demonstration or request more information.



Need Help?

If you are already a CourseFlow user and are looking for help, please visit our [help desk](#).



Accessing CourseFlow

Already have a CourseFlow/myDALITE account? [Log in here](#).

Reminder: If you are an instructor, pedagogy counselor or curriculum developer, select Teacher and have your username and password ready.

About CourseFlow & SALTISE

CourseFlow is a free application that supports educators in the design of instructionally and pedagogically coherent and aligned courses, curricula units, and academic programs.



Who is the CourseFlow development team?

- Jeremie Choquette, our main developer in conjunction with LittleBox, SALTISE's web development partners.
- SALTISE research team



Who is SALTISE?

We are a learning community service that Supports Active Learning & Technological Innovation in Studies of Education by bringing together instructors and professional development staff from English and French educational institutions within the greater Montreal area, as well as other regions of Quebec, Canada and beyond. Our key goals are based on the ideals of implementing evidence-based pedagogy involving instructional innovations and often leveraging the use of educational technology to promote improved learning.

For more information go to [SALTISE.ca](https://saltise.ca).

Acknowledgement

Entente Canada-Québec pour l'enseignement dans la langue
de la minorité et des langues secondes



Thank you to our partners

We acknowledge the support of our network partners and look forward to future collaborations.

