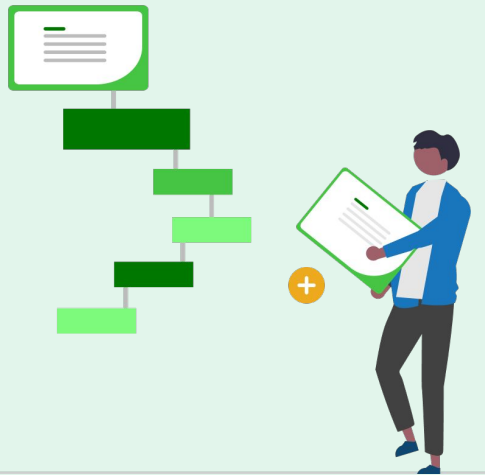


CourseFlow

Tutorial 102

Get Started with CourseFlow

How to create an Activity workflow



Before you start

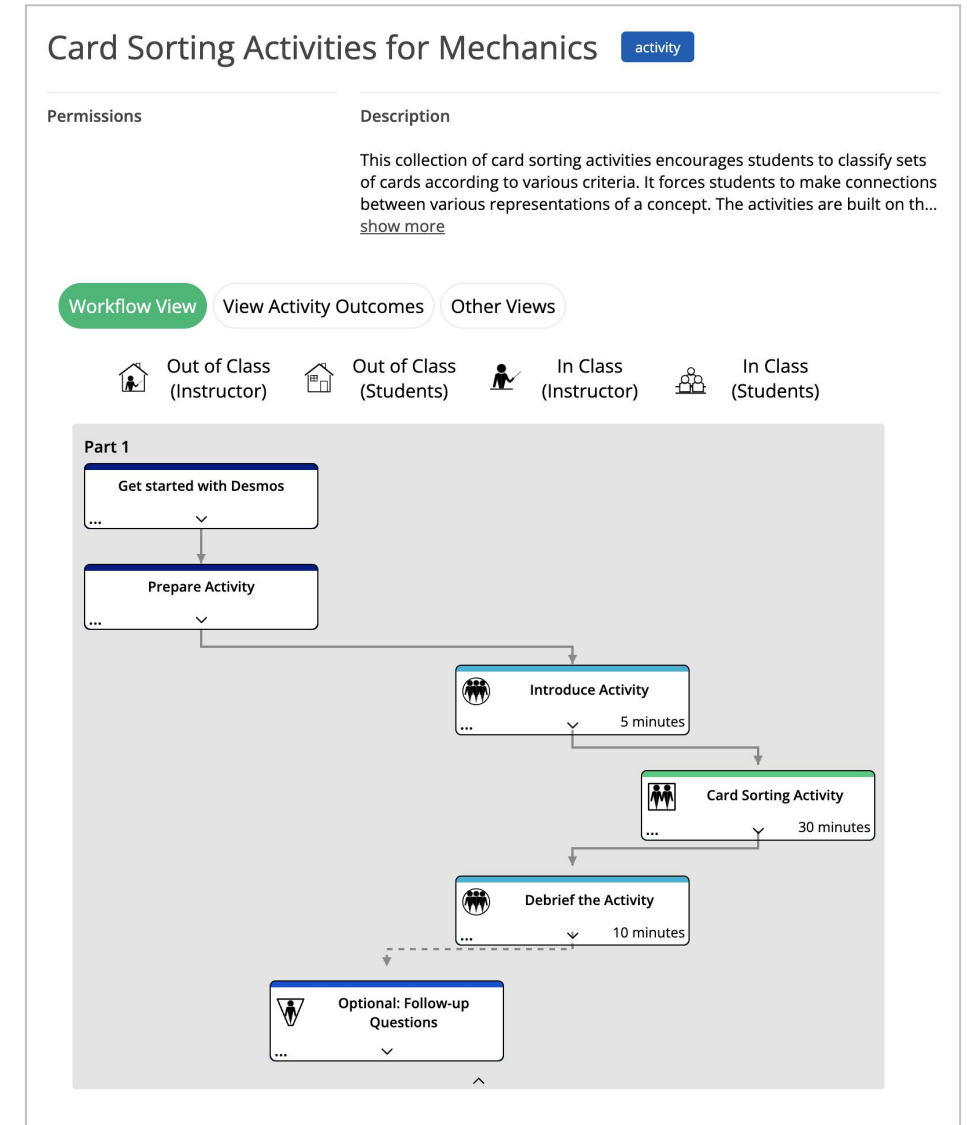
Do you have basic questions about CourseFlow? If yes, check out these two presentations before you start.

1. **What is Courseflow? (Getting started):** this tutorial provides an overview of the Courseflow navigation, organizational structure, and a description of workflow types (Course, Activity, Program).
2. **How to Create a Project (Tutorial 100)** or have a Project already set up in Your Library: this is an essential step because all workflows (Course, Activity or Program) must be saved in a Project.

To view an Activity workflow example, [click here](#).

Do you have a CourseFlow account? If no, sign up for one.

- To get an account, sign up [click here](#).



Tutorial 102

The objective of this tutorial:

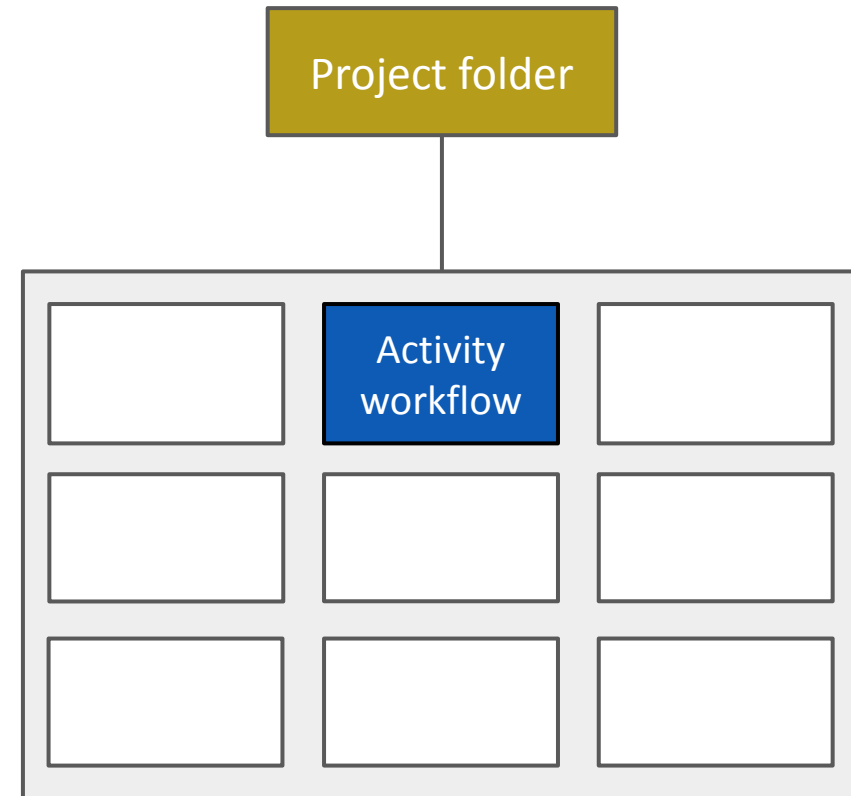
1. To describe how to create a workflow at the **Activity level**.

What is an Activity workflow?

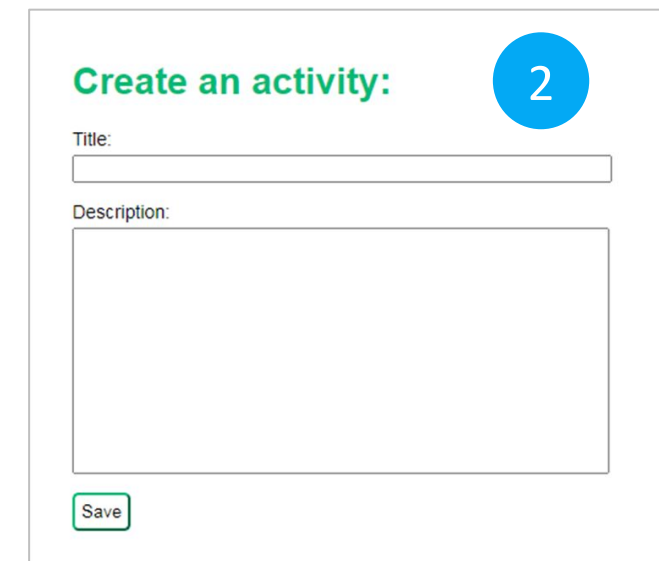
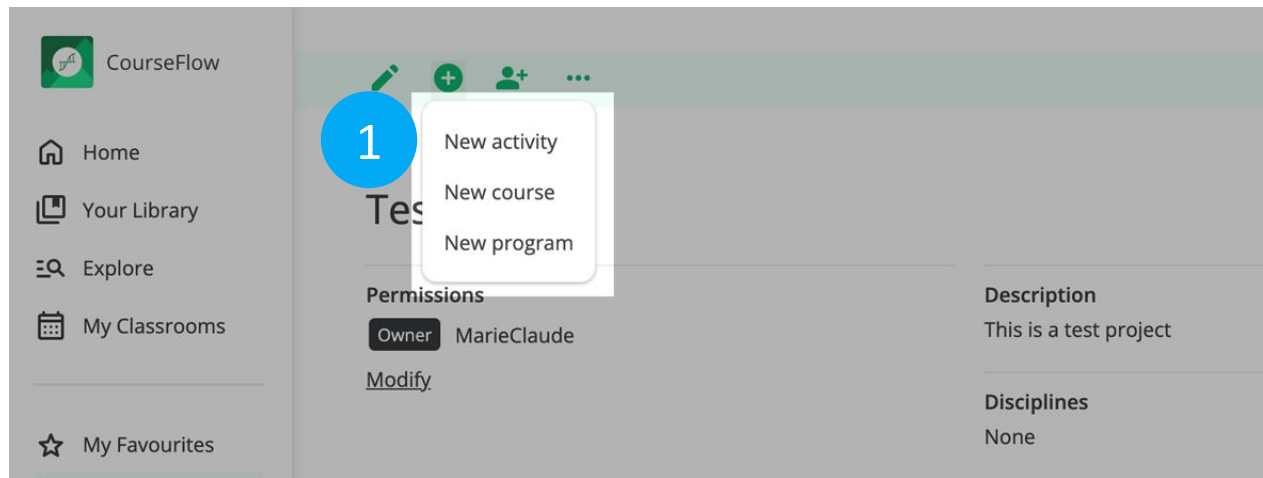
The Activity level workflow is the smallest scale of planning in CourseFlow, and it can be used by instructors to plan day-to-day lessons or projects.

Workflow type:

Activity



Using the Project Action Bar to create an Activity workflow

A screenshot of the 'Create an activity' form. The title 'Create an activity:' is in green. A blue circle with the number '2' is in the top right corner. The form contains two input fields: 'Title:' and 'Description:'. Below the 'Description:' field is a 'Save' button.

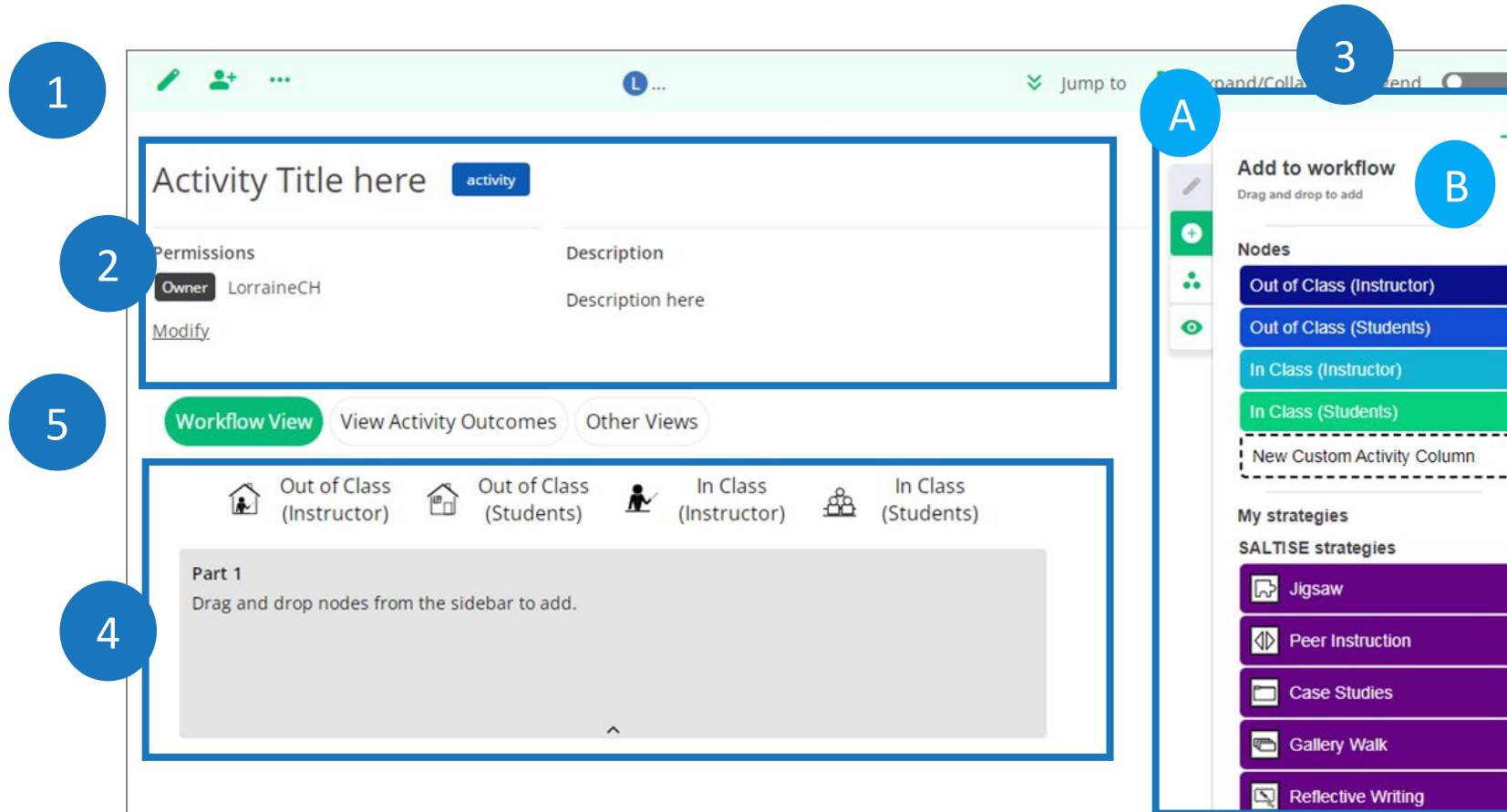
In the Project:

- 1) Click the Plus (+) icon, on the Action bar, and select “New activity” from the dropdown. NOTE: your workflows are saved in the Project folder.
- 2) Type in the Activity “Title” and “Description”, and click the “Save” button on the “Create an activity” page. Note: This can be modified later.



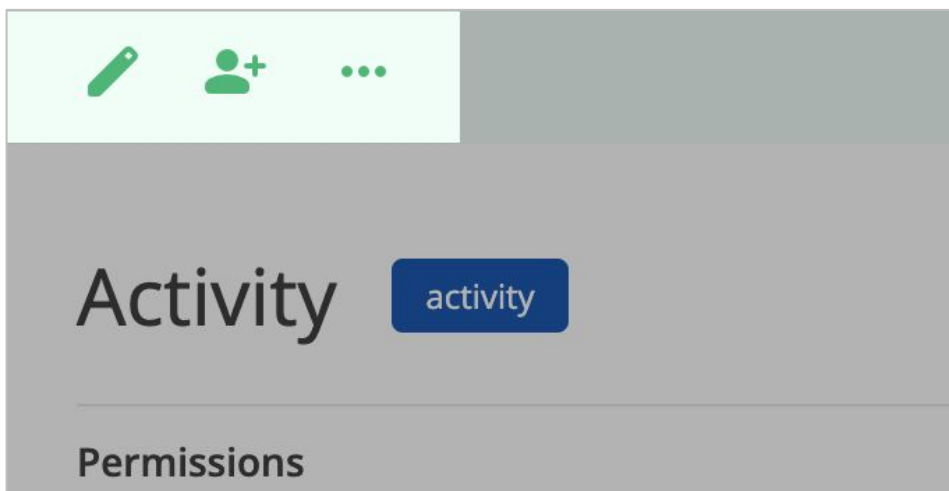
If you are not inside a Project, CourseFlow will automatically ask which Project you want to save your workflow in. Remember a Project and its workflow(s) are saved in Your Library.

Elements of the Activity Workflow 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; consists of two parts - A) tabs and B) tool.
- 4) Workspace: to display and edit workflow nodes, categories and sections.
- 5) Views: to provide different visual displays of the workflow information.

Action Bar



Action bar three icons:

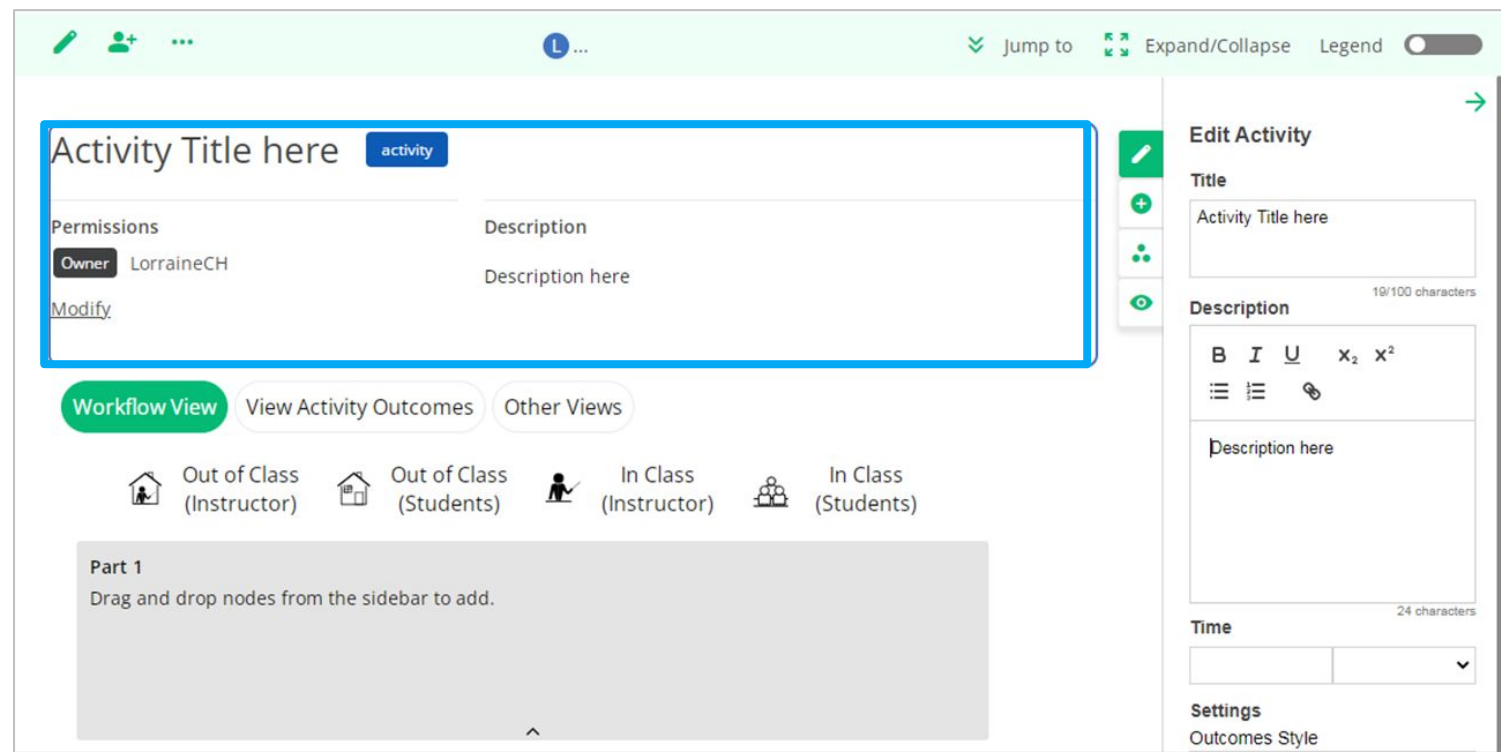
- 1) Pencil icon - to edit and add information on the Activity overview.
- 2) Person icon - to share and create a public link of an Activity workflow.
- 3) 3 Dots icon - to provide more options - Export, Copy to my current Project, Copy to my library, Import outcomes, Import nodes and Archive workflow.

NOTE: Action bar elements, Jump to, Expand/Collapse and Legend are outside the scope of this introductory level tutorial.



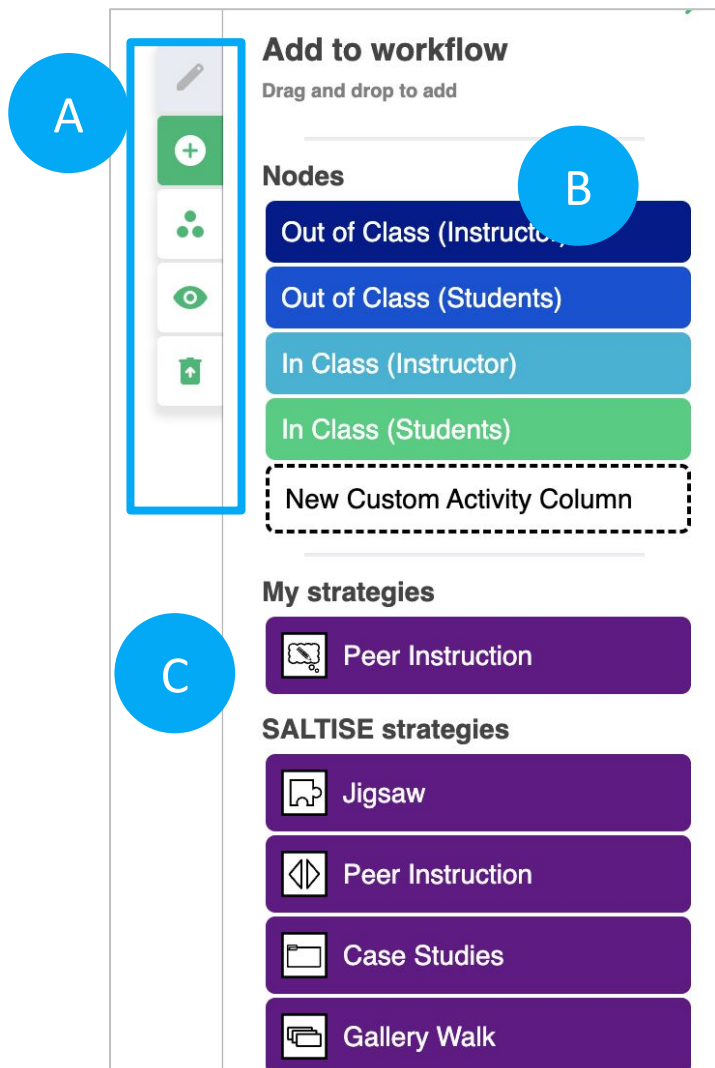
All three workflow types (Course, Activity, Program) use these same tools

Overview



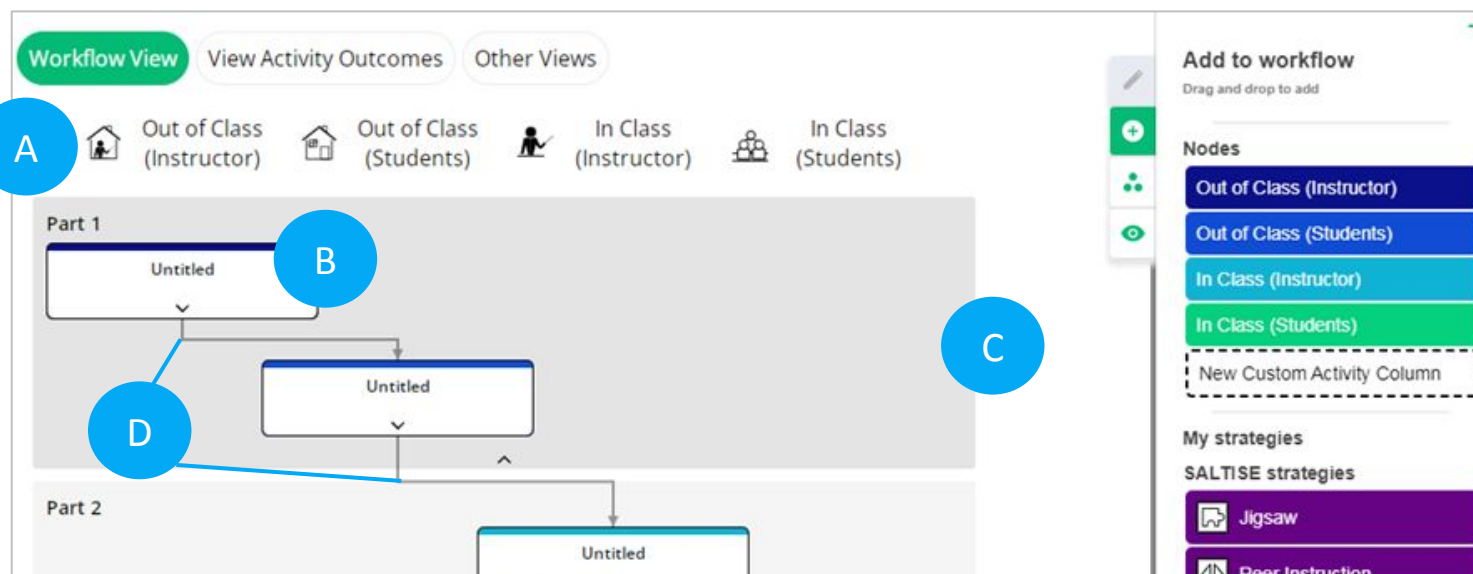
Overview: to add a title, description and collaboration permissions.

Workflow Builder - three elements



- A) Workflow Builder **Tabs** (5 tools)
- 1) Pencil icon: to edit. NOTE: It indicates that the selected item on the workflow is in "edit" mode (Edit Activity (overview), Edit column (category), Edit part (section), etc.).
 - 2) Plus (+) icon: to access the "Add to Workflow" tool, to add nodes to the workflow.
 - 3) 3 Dot Triangle icon: to access outcomes section (not covered in this tutorial)
 - 4) Eye icon: to create objects sets, ways to category nodes (not covered in this tutorial)
 - 5) Restore icon: to restore deleted items (only displays when something is deleted).
- B) Workflow Builder **Tool**: to manage elements within the workflow, as well as the entire workspace. This area is dynamic and changes depending on what you are working on within the workflow (e.g. "Edit activity" tool to edit the Activity Overview, "Add to workflow" tool to add nodes to the workflow).
- C) Advanced features not covered in the tutorial on the "Add to workflow" tool
- 1) My strategies: to create strategy workflow templates.
 - 2) SALTISE strategies: to apply SALTISE created workflow templates that represent known and well-studied active learning strategies.

Workspace



Components of the Workspace interface:

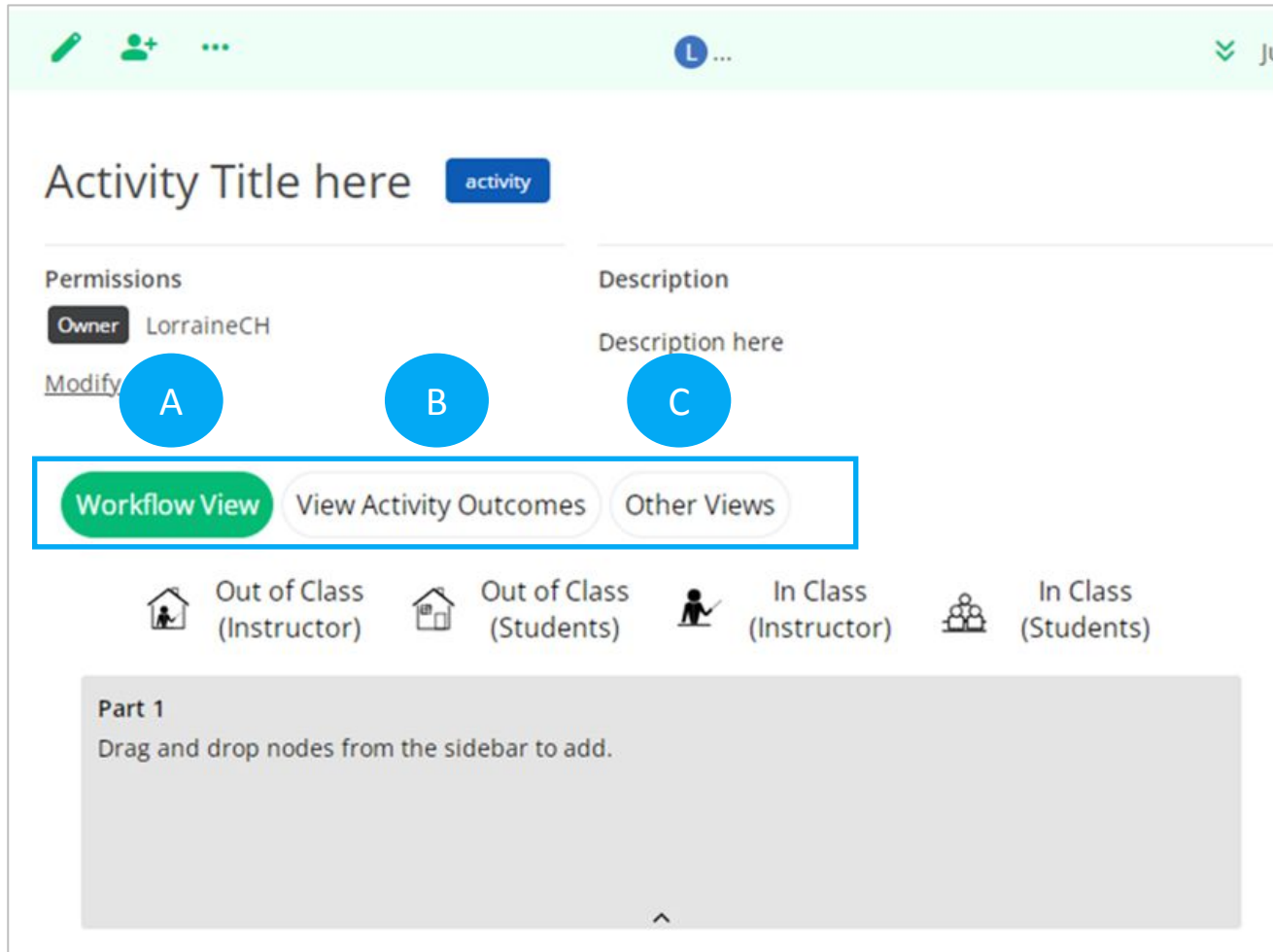
- A) **Category** (the 4 titles at the top of the workspace): to classify the curricular decision types. NOTE: the default setting starts with four categories: Out of Class (Instructor), Out of Class (Students), In Class (Instructor) and In Class (Students). Custom categories may be added, as needed. TIP: we recommend that these should be organized/selected before adding nodes.
- B) **Node** (the thumbnail box with text): to provide a brief description of the content for the particular task on the workspace. NOTE: the node itself only appears after you "drag and drop" it from the category stack on the Workflow Builder. The location where the node appears on a workflow will correspond to the type of node category selected from the nodes category stack.

C) **Section** (the grey background): to define a unit of time (or segment of an activity). NOTE: the default setting defines a section as a "part".

D) **Links (arrows)** between nodes appear automatically, but can be removed.

NOTE: These components can be edited and modified.

Views

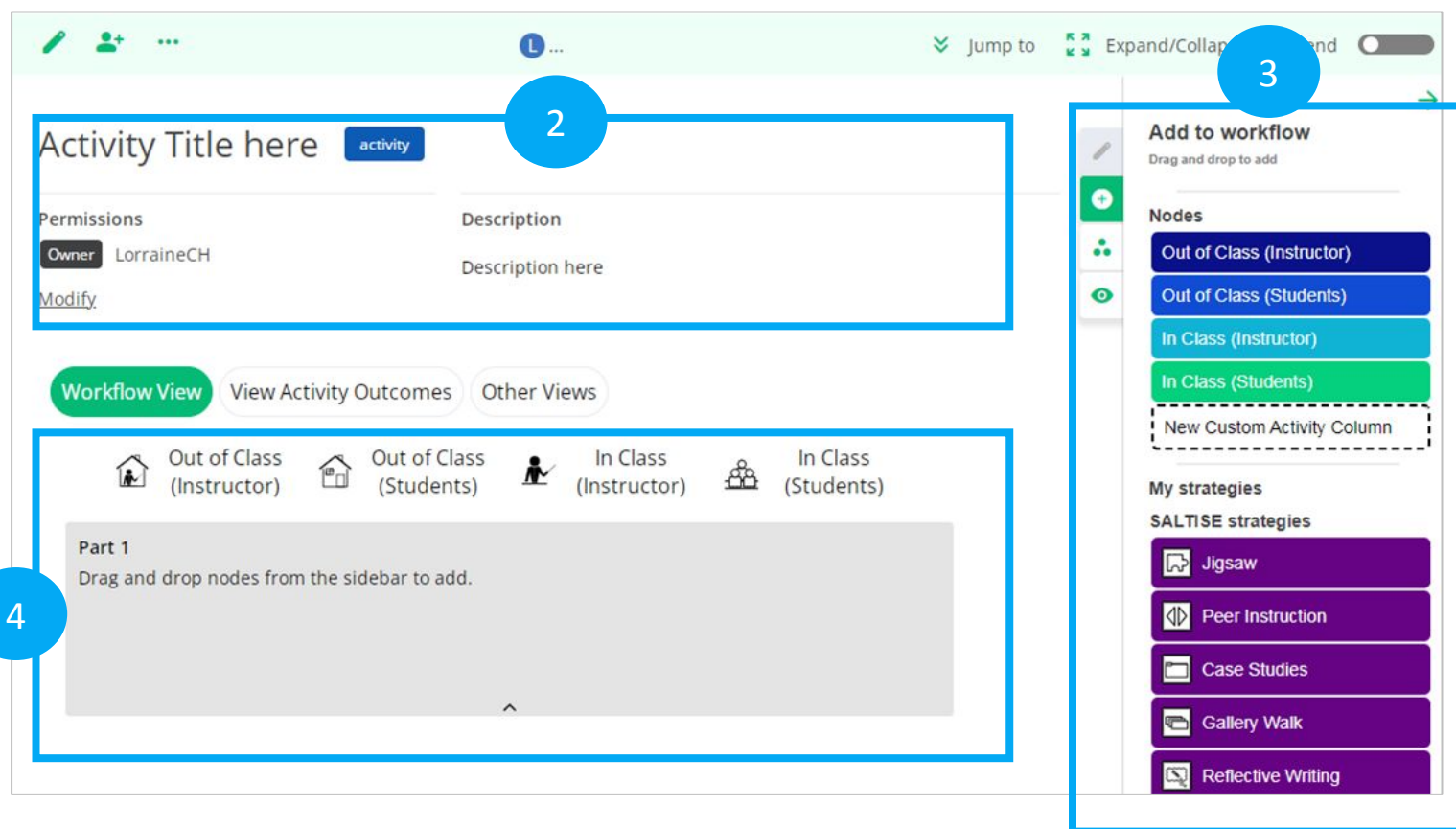


Views three options:

- A) Workflow View - to work on a workflow this view must be selected.
- B) View Activity Outcomes: to add and edit outcomes on the Outcomes page.
- C) Other views: to represent the workflow information as a data table. It provides a dropdown with one option: Activity Outcome Table.

NOTE: options B & C are not covered in this tutorial.

Getting ready to build a workflow



These are the three elements you will need to create and build your workflow, starting with editing:

- 1) the Overview.
- 2) the Workflow builder - 2 elements Tabs and Tools
- 3) the workspace

In the next few slides we will explain how to use these elements to create a workflow.

NOTE: The workflow builder and the workspace work together, allowing you to create and refine your workflow.

Editing the Activity Overview

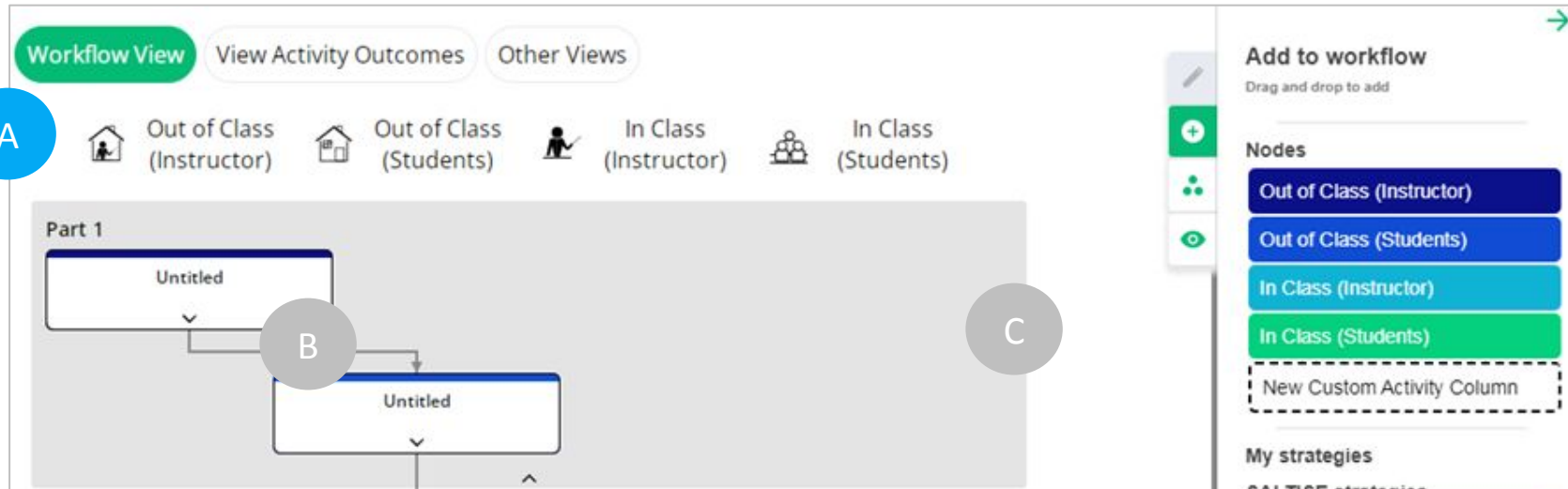
The screenshot shows the 'Activity Overview' interface. A blue circle with the number '1' points to the top-left action bar, which contains a pencil icon, a plus icon, and a three-dot menu icon. A blue circle with the number '2' points to the 'Edit Activity' button in the top-right corner. The main content area is divided into two sections: 'Permissions' and 'Description'. The 'Permissions' section shows 'Owner: LorraineCH' and 'Editor: LorraineC', with a 'Modify' link below. The 'Description' section has a text area with the placeholder 'Brief description of the activity'. Below these sections are three tabs: 'Workflow View' (selected), 'View Activity Outcomes', and 'Other Views'. At the bottom, there are four icons representing different activity types: 'Out of Class (Instructor)', 'Out of Class (Students)', 'In Class (Instructor)', and 'In Class (Students)'. A 'Part 1' section at the bottom contains the text 'Drag and drop nodes from the sidebar to add.'.

- Click the (1) Pencil icon, on the Action bar, or click anywhere on the Overview portion.
- Both open the (2) workflow builder “Edit Activity” tool, allowing you to add and edit information about the Activity.

NOTE: features not covered in this tutorial:

- Modify button on the Overview section (opens Share pop up).
- Time, Settings Outcomes Style and Condensed View on the “Edit activity” tool.

Editing Activity Categories



A) Categories within activity workflows are used to categorize the nodes, which are the building blocks representing “who is responsible” for the work to be done and the “types of tasks”.

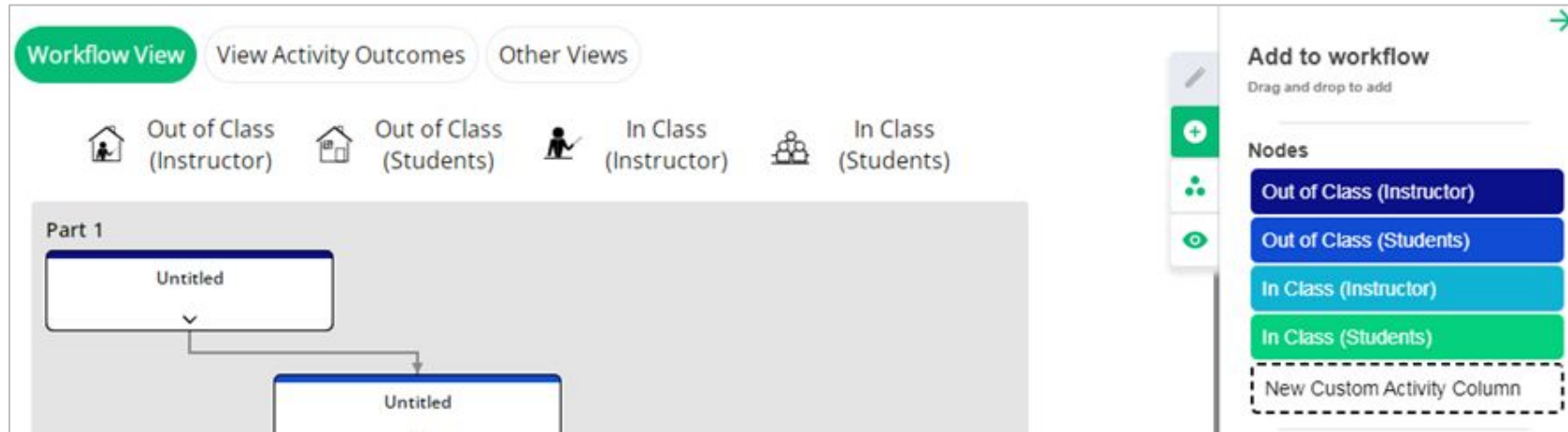
The category default sequence (Out of Class (Instructor), Out of Class (Students), In Class (Instructor) and In Class (Students)) can be edited, modified, moved, duplicated and deleted as needed.

Categories provide structure to a workflow, and should be organized first, before adding nodes.



TIP: If the “Add to Workflow” tool is not visible, click the Plus (+) icon on the Workflow builder tab.

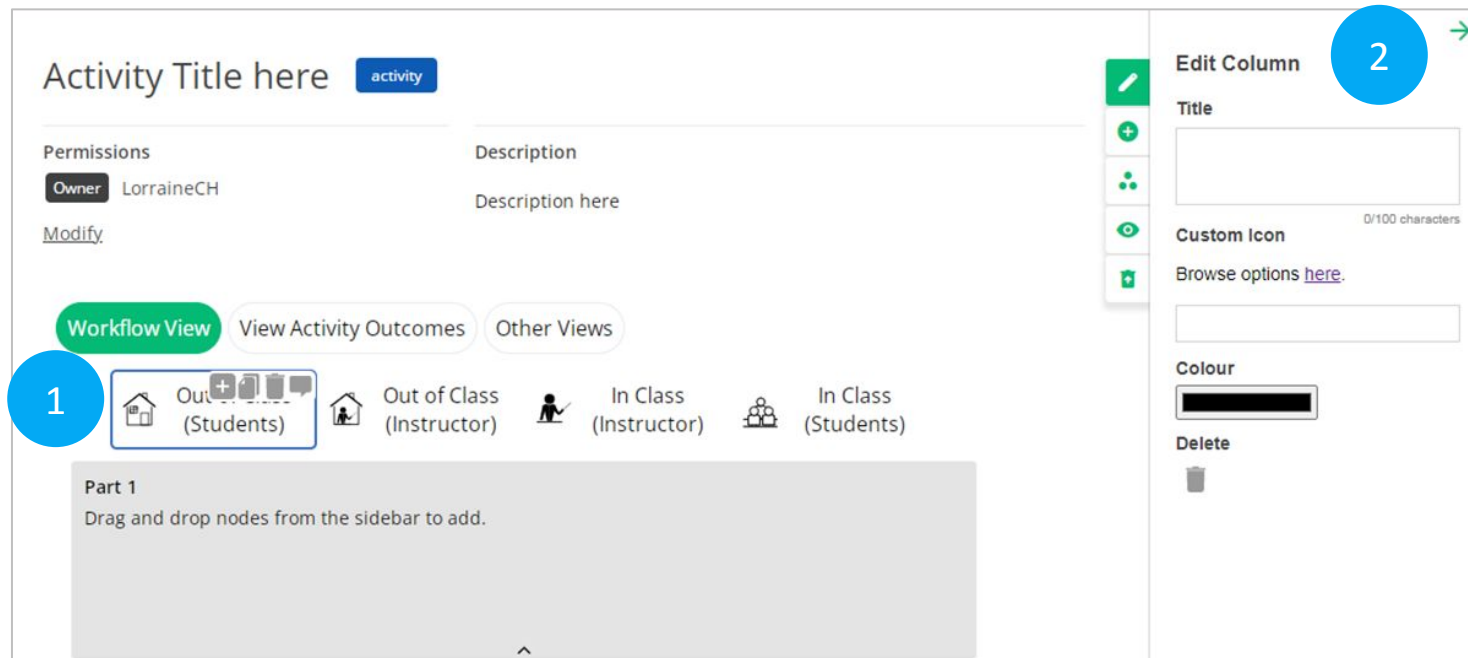
Activity Category Explanation



Categories are represented by columns and reflect the nodes on the “Add to workflow” tool.

- 1) Out of Class (Instructor): nodes placed here represent instructor’s tasks associated with preparation for the activity – e.g., collecting resources, sending out information to students. Typically, these are not be part of the instructional plan.
- 2) Out of Class (Students): nodes placed here represent students’ tasks typically associated with two aspects of learning: (1) preparation for learning – e.g., reading, watching a video, collecting resources; (2) consolidation / synthesis of learning – e.g., summarizing, concept mapping, artifact creation/completion.
- 3) In Class (Instructor): nodes placed here represent instructor’s tasks associated with managing/orchestrating the designed activity.
- 4) In Class (Students): nodes placed here represent students’ tasks associated with completing the designed learning activity.
- 5) Custom (optional): these nodes should clearly describe their function within the instructional plan.

Editing Activity Categories: Accessing the “Edit column” tool



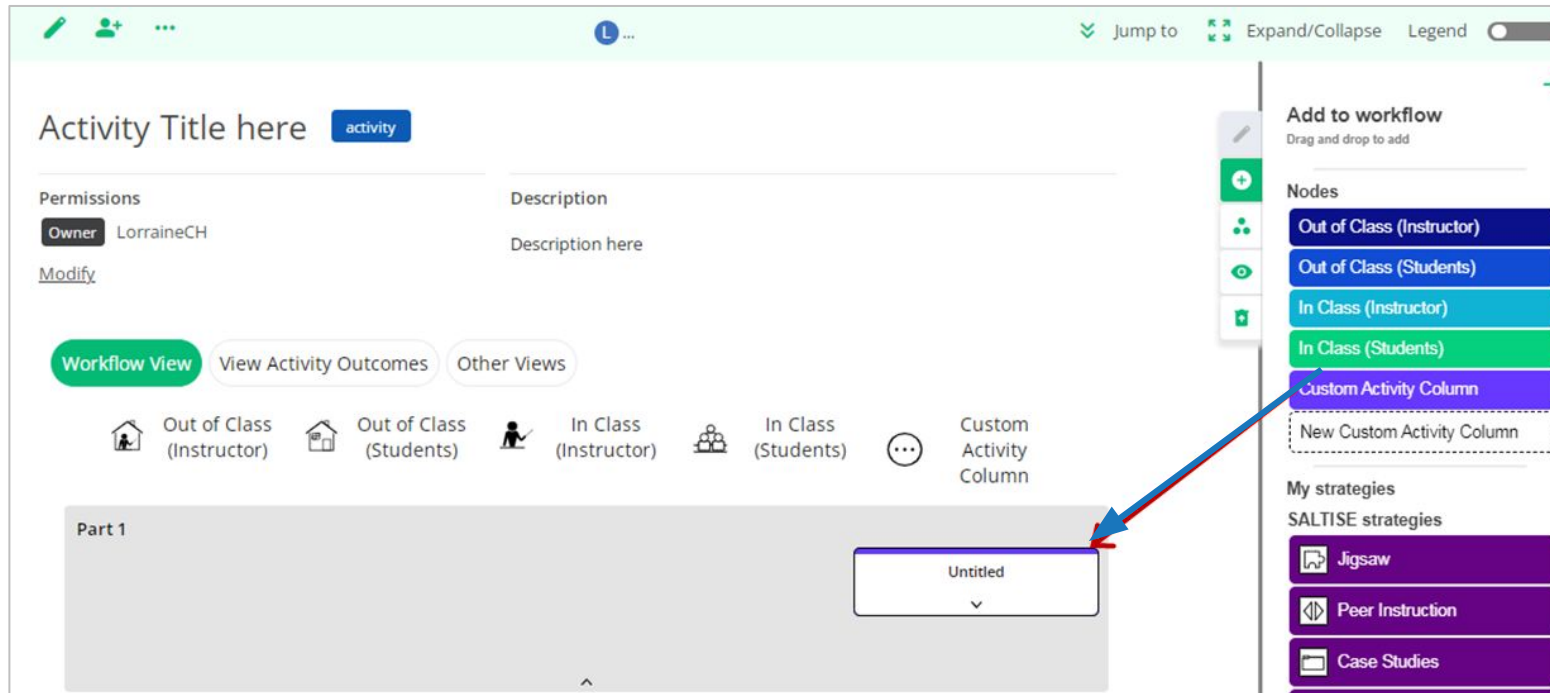
- 1) Click on a node category title to access the Workflow Builder’s “Edit column” tool.
- 2) Type your title in the “Title” field.
NOTE: The title is automatically updated on the node category (column) label.

Also on the tool:

- Colour: to change the colour of nodes associated with a node category.
- Delete: to delete a node category.

NOTE: Custom Icon Browse options here, is outside the scope of this tutorial.

Adding an Activity Node Category



If a fifth category is needed, you can add one by dragging the "New Custom Activity Column" node from the workflow builder tool to the workflow. This automatically creates a new node category (column) where the node will reside.

NOTE: new node category and new node can be moved and modified.







TIP: If the "Add to workflow" tool is not visible, click the Plus (+) icon on the Workflow Builder Tabs.

Moving Activity Categories

Activity Title here activity

Permissions Owner LorraineCH Description
Description here
[Modify](#)

Workflow View View Activity Outcomes Other Views

 Out of Class (Students)  Out of Class (Instructor)  In Class (Instructor)  In Class (Students)

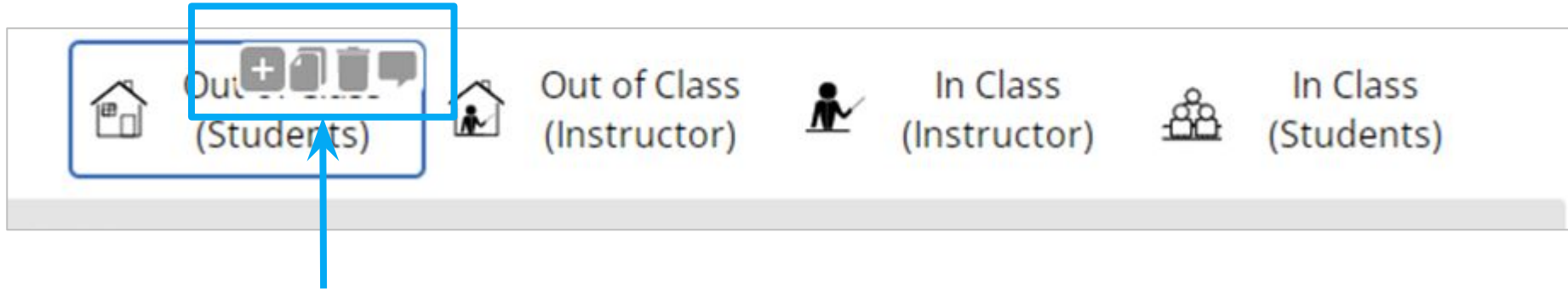
Part 1
Drag and drop nodes from the sidebar to add.

Select the node category title and drag and drop the node category to where you want it on the workflow.



The default settings for an Activity workflow follow a specific node category sequence - Out of Class (Instructor), Out of Class (Students), In Class (Instructor) and In Class (Students). If this sequence does not work for your activity, you can modify this.

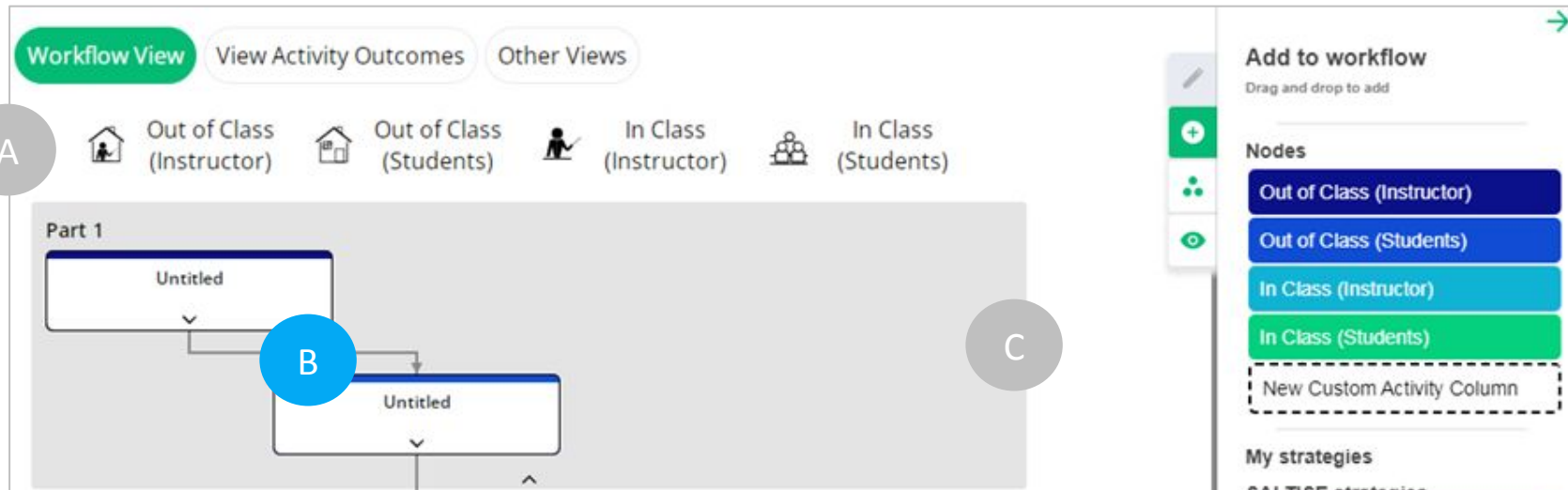
Using Category Shortcuts to Add, Duplicate, Delete & Comment



Hover over a node category title to click on an icon.

- Plus (+) icon: to add an Activity node category (without nodes)
- Duplicate icon: to create an exact copy of a node category (with nodes)
- Delete icon: to delete a category. Note: only the node category is deleted, any nodes in the category will move to the first node category.
- Comment icon: to add a comment to a node category.

Editing Activity Nodes



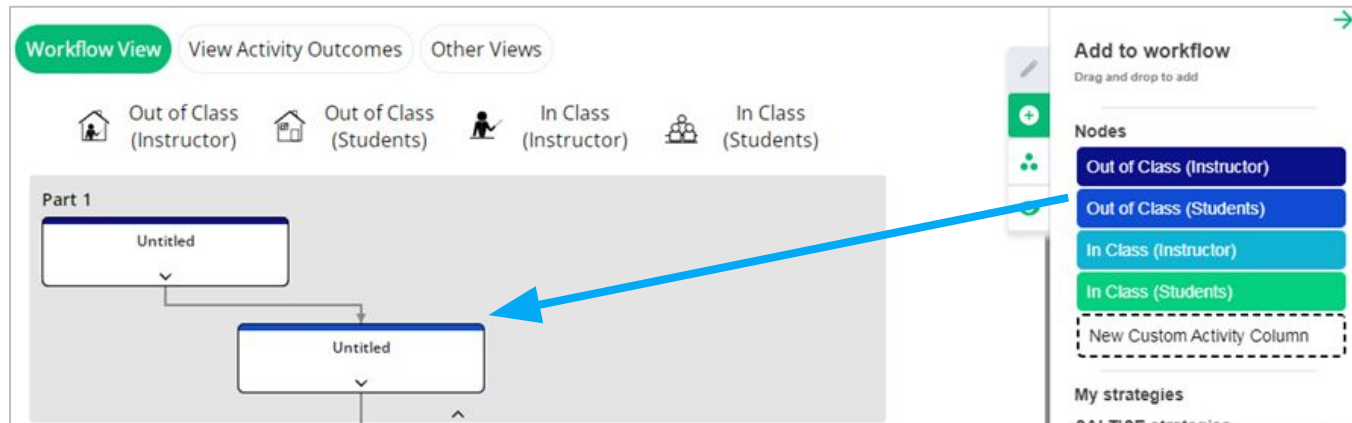
NOTE: Nodes at the Activity level are linked (with arrows) by default and are used to illustrate flow of Activity content and instructions.

B) Nodes at the Activity level are the workflow building blocks representing who is doing the tasks (students or the teacher), where the tasks take place (outside of or inside of class), what the student will be doing and in what context.

Activity level nodes correspond to the Activity workflow node categories, which is represented as columns. In the workflow, each node has a thumbnail (box containing node title and description).

Once a node is added to a workflow, it can be moved, duplicated, or deleted it as needed.

Adding an Activity Node: Populating the Categories



TIP: If the “Add to workflow” tool is not visible, click the Plus (+) icon on the Workflow Builder tabs.

Select and drag a node category (Out of Class (Instructor), Out of Class (Students), In Class (Instructor) and In Class (Students)) to the workflow from the Workflow Builder “Add to workflow” tool.

It will be dropped in the appropriate column based on the node category you have selected (e.g. the Out of Class (Students) node will automatically be placed in the Out of Class (Students) category, etc.).

To add more nodes, continue to drag and drop the nodes from the “Add to Workflow” tool to the workflow.

Editing Activity Nodes:

Accessing the “Edit activity node” tool

The screenshot displays the Workflow Builder interface. On the left, a workflow diagram is shown with a node labeled 'Part 1' containing an 'Untitled' node. A blue circle with the number '1' highlights the 'Untitled' node. On the right, the 'Edit Activity Node' tool is open, indicated by a blue circle with the number '2'. The tool has a title field, a description field (0/100 characters), and a context field (None). Below the description field, there are buttons for Bold (B), Italic (I), Underline (U), and a subscript/superscript button (x₂ x²). Below the context field, there is a task field (None). The interface also shows a 'Permissions' section with 'Owner: LorraineCH' and a 'Modify' link. At the bottom, there are tabs for 'Workflow View', 'View Activity Outcomes', and 'Other Views'. Below these tabs are icons for 'Out of Class (Instructor)', 'Out of Class (Students)', 'In Class (Instructor)', and 'In Class (Students)'.

Click on a node thumbnail (1) to access the Workflow Builder “Edit activity node” (2) tool.

NOTE: it is through the “Edit Activity node” tool that information, content and details about learning tasks are added. Details about node thumbnail content is explained on the next slide.

NOTE: on the node thumbnail the description content appears below the title. This portion of the node is hidden by default, however it can be expanded by clicking on the arrow at the bottom of the node.



Everything you add or modify through “Edit activity node” tool of the Workflow Builder is automatically saved and updated on the node thumbnail.

Adding content to the “Edit Activity Node” tool

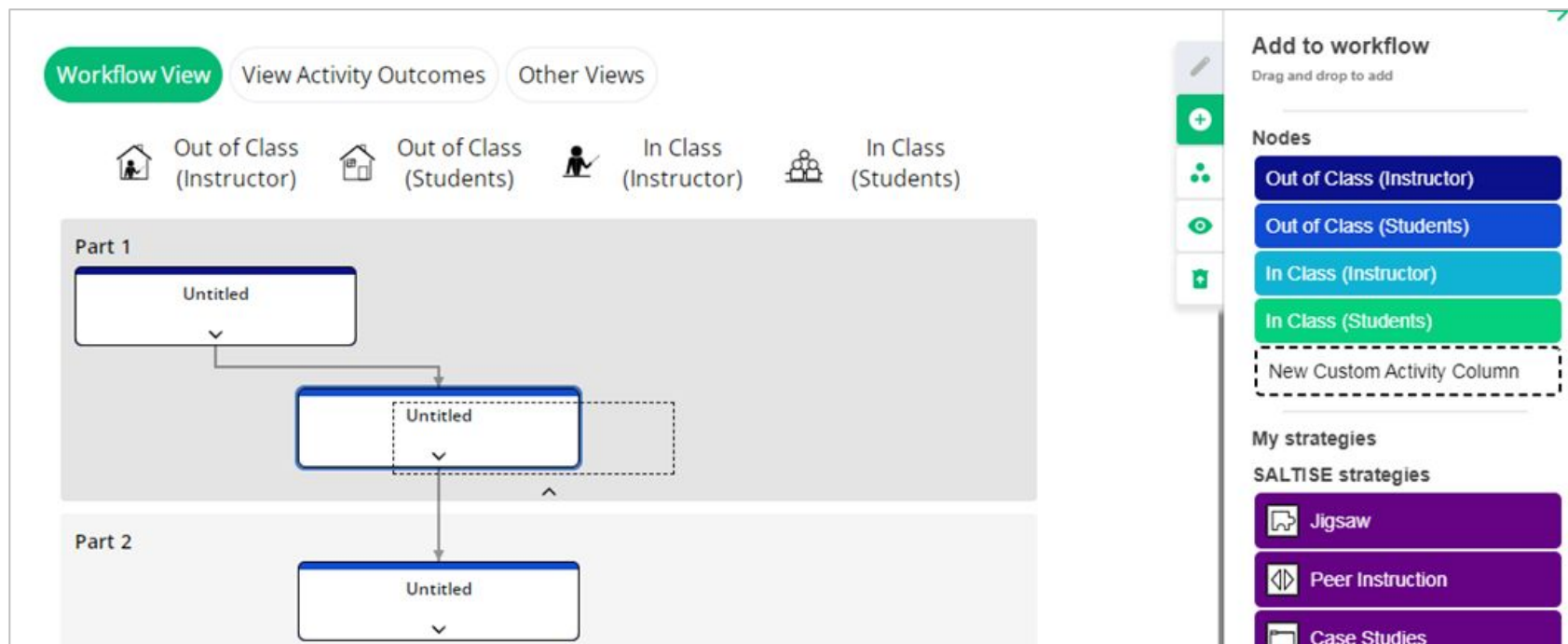
The screenshot shows the 'Edit Activity Node' tool interface. On the left, a vertical toolbar contains seven icons, each with a blue circular callout number: 1 (pencil), 2 (plus), 3 (three dots), 4 (eye), 5 (plus in a square), 6 (checkmark), and 7 (trash). The main panel is titled 'Edit Activity Node' and contains the following fields: 'Title' (a text input field), 'Description' (a text area with a '0/100 characters' limit, featuring bold, italic, underline, subscript, and superscript formatting options), 'Context' (a dropdown menu with 'None' selected), 'Task' (a dropdown menu with 'None' selected), 'Time' (a text input field with a dropdown arrow), 'Other' (a section with a checked 'Draw arrow to next node' checkbox), 'Sets' (a text input field), and 'Delete' (a trash icon).

Click on the following text fields:

- 1) Title: to add a title of 2-3 words
- 2) Description: to describe or to elaborate on the tasks. Note: can also add URL links to lesson materials/resources – e.g., quizzes/questions, readings.
- 3) Context: to denote social context: 1) Individual work, 2) work in groups, 3) whole class. Note: the selection is displayed as an icon in the upper left corner of the node thumbnail.
- 4) Task: to select from a list of possible tasks types (gathering information, discuss, problem solve, etc.). Note: the selection is displayed as an icon in the upper right corner of the node thumbnail.
- 5) Time: to select the amount of time associated with the task.
- 6) Other (draw arrow to next node): to remove links (arrows) between nodes.
- 7) Delete: to delete the node (note: the node can be restored).

NOTE: Everything you add to the Workflow Builder tool is automatically saved and updated on the node thumbnail.

Moving Activity Nodes

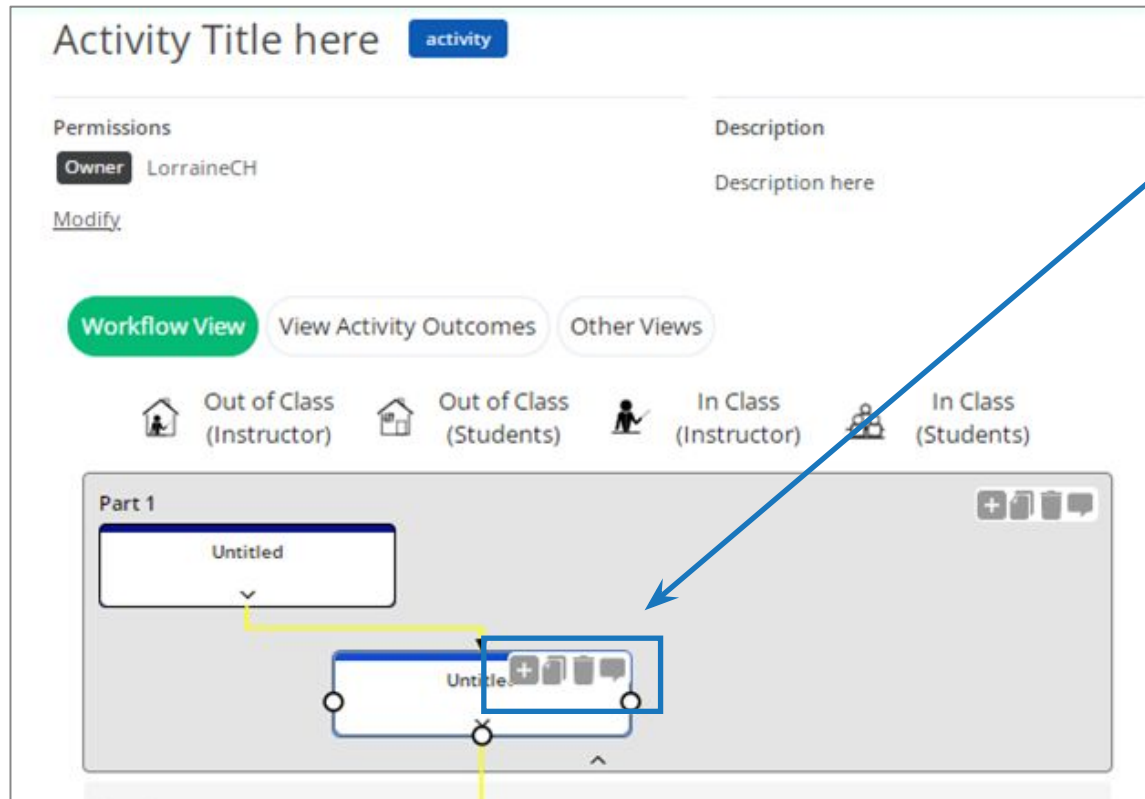


Select the node, and drag and drop it where you want it to be on the workflow.



Once nodes are dropped into the workflow, they can be moved from node category to node category (column to column) and up and down between sections (parts).

Using Node Shortcuts to Add, Duplicate, Delete & Comment



Hover over a node to click on an icon.

- Plus (+) icon: to add a blank node below the original (without content).
- Duplicate icon: to create an exact copy of a node below the original (with content).
- Delete icon: to delete a node.
- Comment icon: to add a comment to a node.

Editing links (arrows) between Activity Nodes

1

✎

+

⋮

👁

+

Edit Activity Node

Title

Description0/100 characters

B I U x₂ x²

ContextNone

TaskNone

Time

Other

☒ Draw arrow to next node

Sets

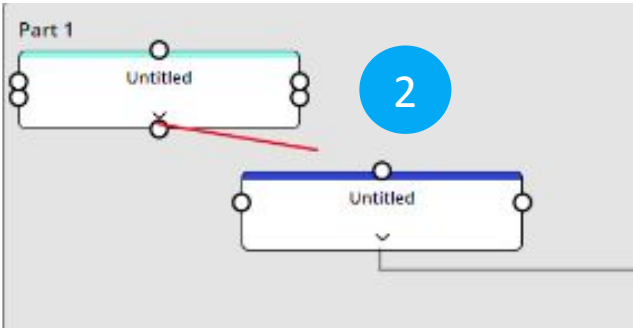
Delete

To make a line editable you must remove (delete it) and then redraw it.

- 2
- 1) To delete a link (arrow) - click on the line to open the “Edit activity node” tool. On the tool uncheck “Draw arrow to next node”. This removes the link (arrow).

2) To redraw (or draw) a link (arrow), hover over a node to see 3 or more dots (O), click on a dot (O) and drag to connect to a dot on another node. This action links the two nodes by creating a line that ends with an arrow.

3) To edit a new link (arrow), click on the newly created line to access the Workflow Builder “Edit node link” tool. Add a title to the line and position where the title appears. This automatically updates the information on the line. TIP: you can make a line dashed if the connection to the node is an alternate learning process.



3

✎

+

⋮

👁

+

Edit Node Link

Title

Style

☐ Dashed Line

Text Position

Delete

NOTE: when a node is moved, the lines can overlap and may no longer reflect the content flow, requiring modification.

Editing Sections

The screenshot displays the 'Activity Editor' interface. At the top, there's a header with 'Activity Title here' and a blue 'activity' button. Below this, the 'Permissions' section shows 'Owner: LorraineCH' and a 'Modify' link. The 'Description' section is labeled 'Description here'. A row of tabs includes 'Workflow View' (highlighted in green), 'View Activity Outcomes', and 'Other Views'. Below the tabs, there are four icons representing different activity types: 'Out of Class (Instructor)', 'Out of Class (Students)', 'In Class (Instructor)', and 'In Class (Students)'. The main workspace shows 'Part 1' with a flowchart containing two 'Untitled' boxes connected by arrows. A blue circle labeled 'C' is positioned over the second 'Untitled' box. To the right, the 'Edit Part' panel is visible, featuring a 'Title' input field, a 'Strategy' dropdown menu set to 'None', a 'Save as Template' button, and a 'Delete' button with a trash icon. A green arrow points to the top right of the 'Edit Part' panel.

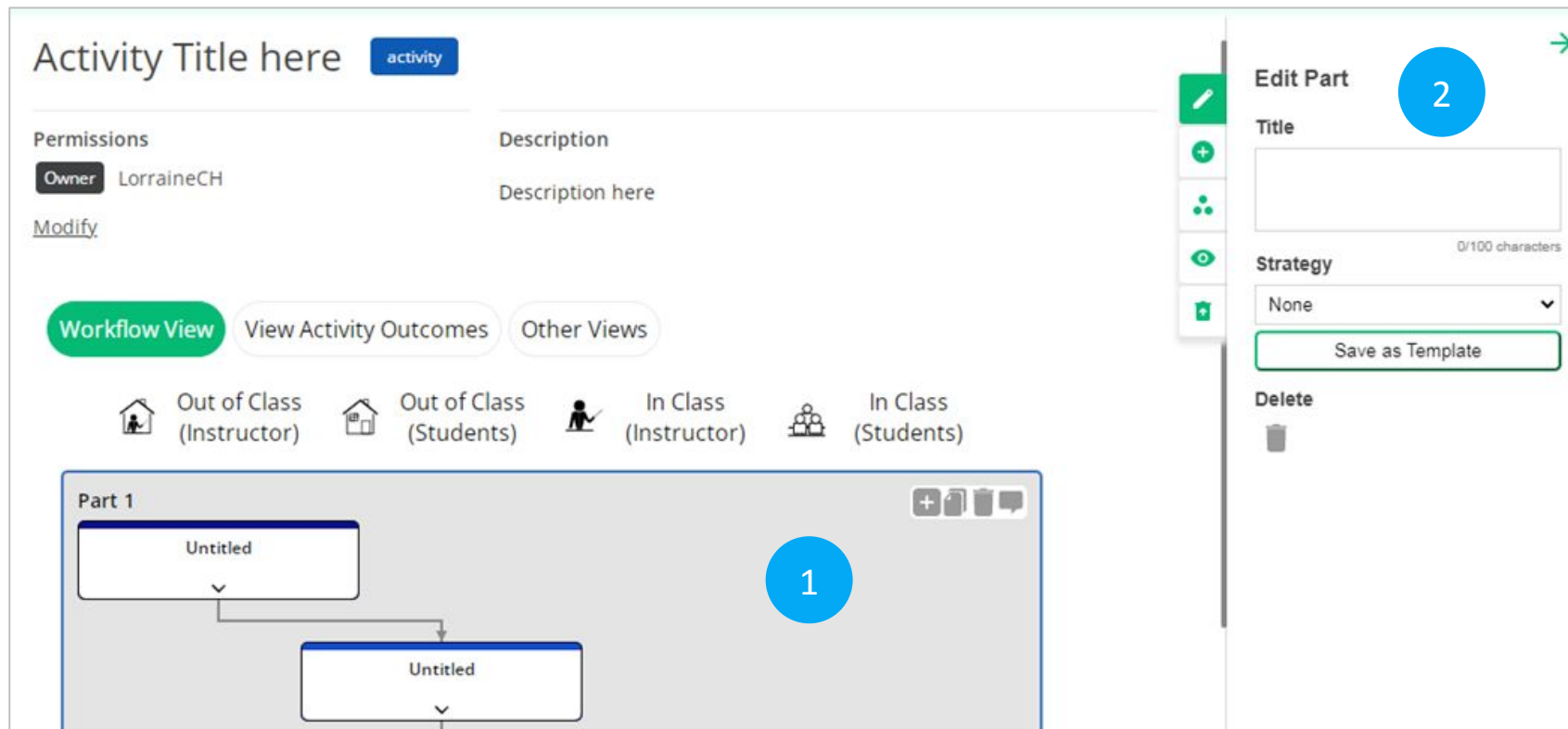
C) Section(s) at the Activity level are blocks/units of related curricular tasks.

When a workflow is first created it has by default the first section (part 1) set up. You can add as many sections (parts) as needed to reflect your activity.

If you prefer to plan your activity by topic, unit or by class, you can rename the part section.

A section can be edited, modified, moved, duplicated and deleted as needed.

Editing Activity Sections: Accessing the “Edit Part” tool



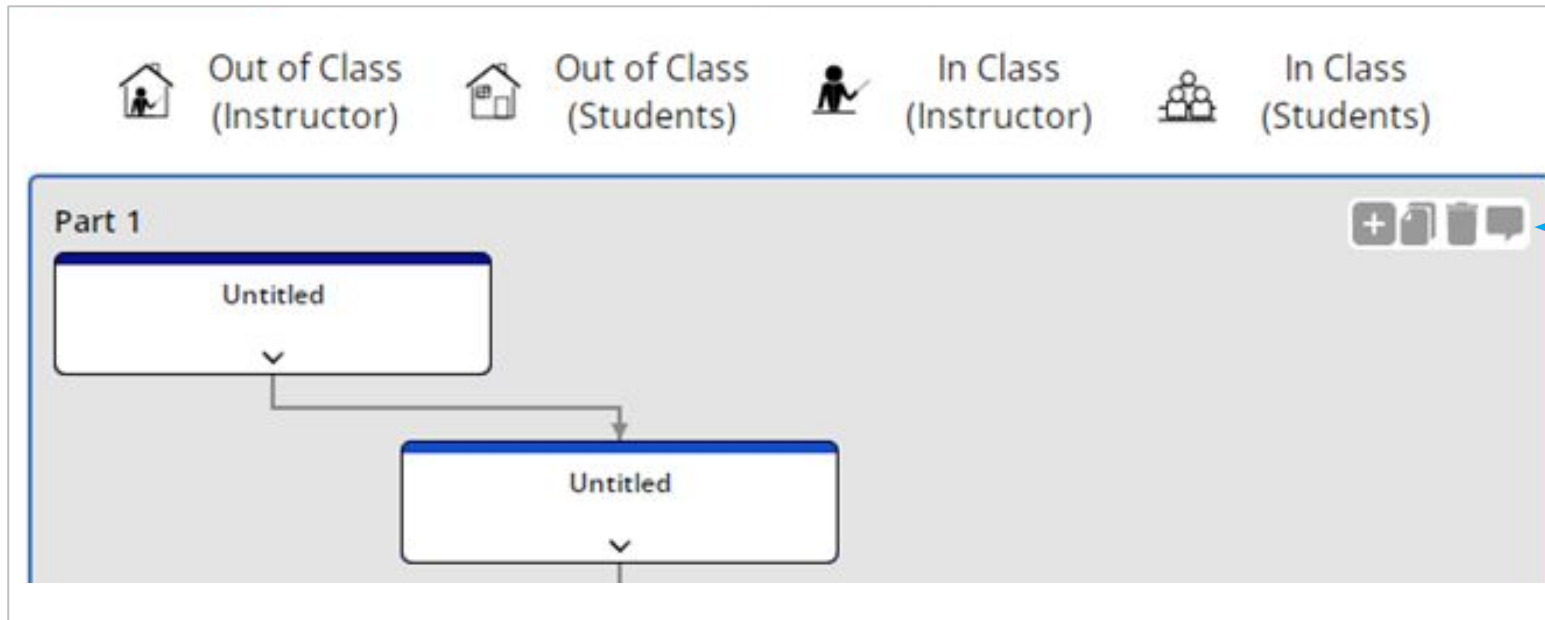
NOTE: Strategy and Save as Template are outside the scope of this tutorial.

- 1) Click on a section (part) to access “Edit Part” tool of the Workflow Builder.
- 2) Type your title in the “Title” field. The title is automatically updated on the section.

Also on the tool:

- Delete - to delete a section (part). NOTE: when a section is deleted all the section’s nodes are deleted as well.

Adding Activity Sections



Hover over a section, to access the roll over icons, and click on the Plus (+) icon.

This will add a blank Activity section (without nodes) below the original.



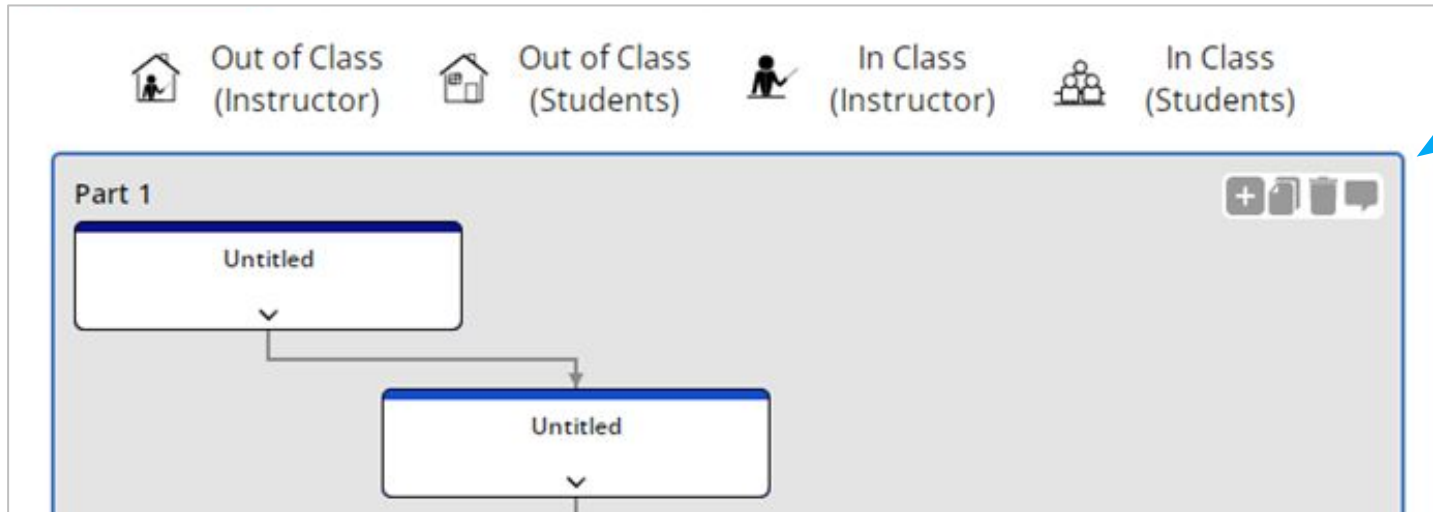
The new section can be moved and modified later

Moving Activity Sections

The screenshot shows the 'Activity Editor' interface. At the top, there's a title 'Activity Title here' and a blue 'activity' button. Below this, there are two columns: 'Permissions' and 'Description'. The 'Permissions' column shows 'Owner: LorraineCH' and a 'Modify' link. The 'Description' column has a placeholder 'Description here'. Below these columns are three tabs: 'Workflow View' (highlighted in green), 'View Activity Outcomes', and 'Other Views'. Under the 'Workflow View' tab, there are four icons representing different activity types: 'Out of Class (Instructor)', 'Out of Class (Students)', 'In Class (Instructor)', and 'In Class (Students)'. Below these icons, there are two sections: 'Part 1' and 'Part 2'. 'Part 1' has a placeholder text 'Drag and drop nodes from the sidebar to add'. 'Part 2' is highlighted with a dashed border, and a blue arrow points to it, indicating it can be selected and moved.

Select the section and drag and drop the section where you want it on the workflow.

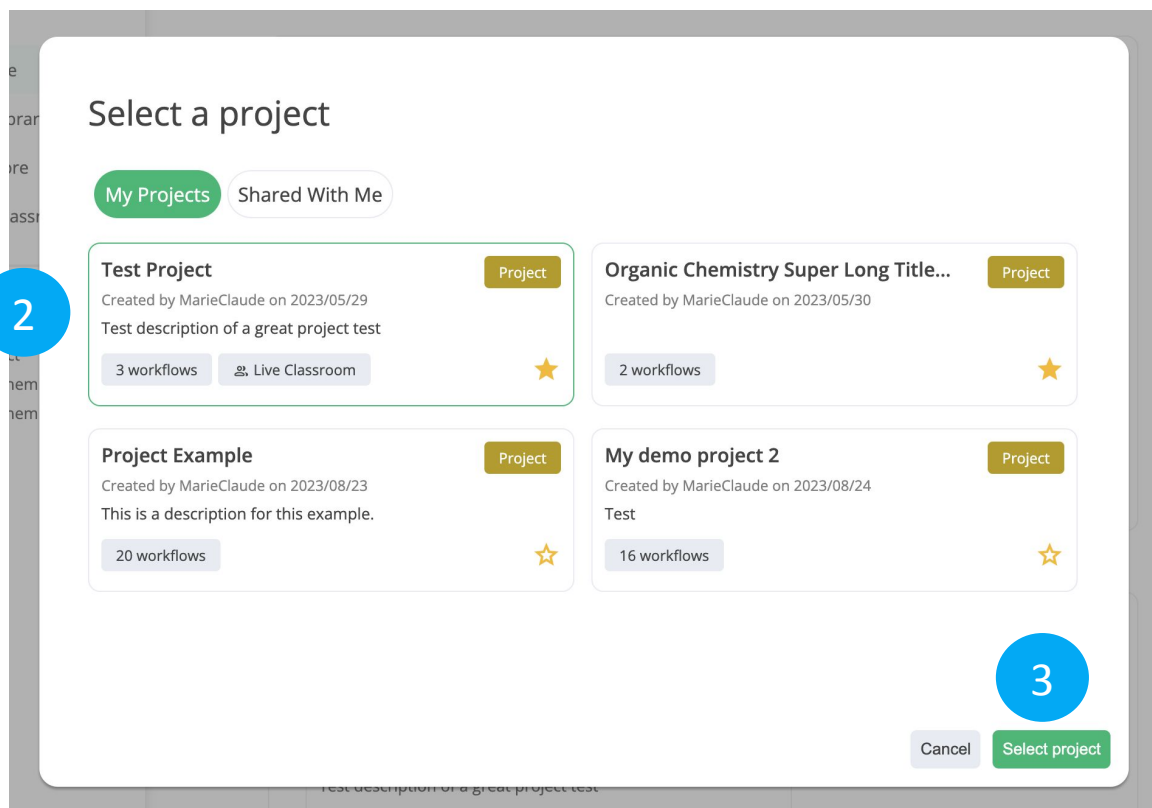
Using Activity Section Shortcuts to Duplicate, Delete & Comment



Hover over a section to click an icon.

- Plus (+) icon: to add a new section below the section.
- Duplicate icon: to create an exact copy of a section (with nodes).
- Delete icon: to delete a section.
- Comment icon: to add a comment to a section.

Selecting a Project to save a workflow



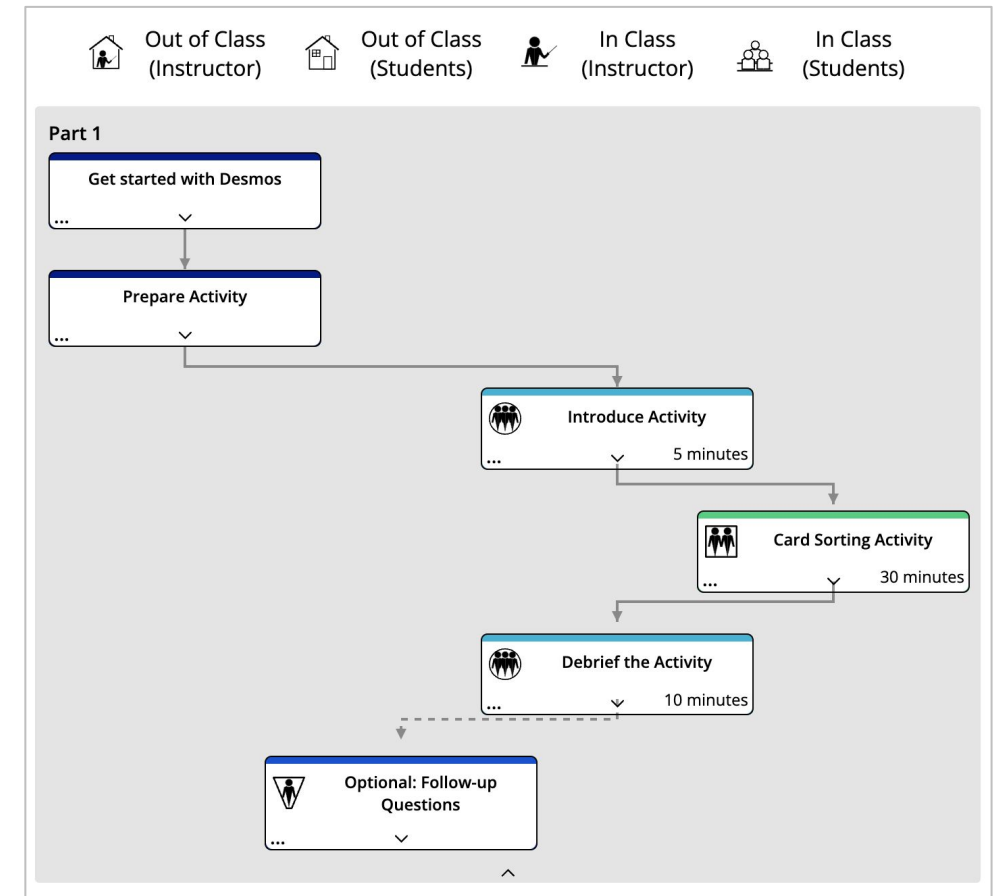
If you are not inside Project, CourseFlow will automatically ask which Project you want to save your workflow in.

- 1) Click on the Plus (+) icon, on the Utility Navigation, and select the type of workflow from the dropdown menu you want to save. This opens the "Select a project" pop up (on screen).
- 2) Click on the Project (thumbnail), where the workflow will be saved. NOTE: This will highlight the thumbnail.
- 3) Click on the "Select project" button (bottom right). This opens the "Create a (course/activity or program)" page (will depend on workflow type chosen) .
- 4) Add the workflow "Title" and "Description", and click the "Save" button. NOTE: The workflow is automatically saved in the selected Project.

What a final Activity workflow looks like

- Activity in Science: [Card Sorting Activities for Mechanics](#)
- Activity in Social Science: [Gender Socialization](#)
- Activity in Science: [2-Stage Review Quiz](#)

To see more Activity workflow examples check out the “Explore” feature under Courseflow’s main navigation, where you can search for projects and workflows created by other users.



Want more tutorials on using CourseFlow ?

Here are the list of available tutorials:

- How to create a Course Workflow (Tutorial 101)
- How to Create a Project (Tutorial 100)
- What is Courseflow? (Getting started)

Learn more about CourseFlow



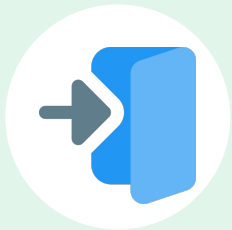
Interested in learning more and/or trying out CourseFlow?

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.

