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|  | **Learning Design patterns**  **Centre for the advancement for university teaching**  **su.se/ceul** |
| **Pattern name** | Optimise your course information flow |
| **Context** | You would like to ensure that all students get the same information at the same time in the Overview function via the course page in Athena. |
| **Problem** | Important information gets lost easily in the information flow (i.e. the display of course activities visible with the ‘Overview’ on the course page) in Athena, especially for students assigned to multiple courses. Some students also struggle keeping up-to-date with course activities that require them to log in to find new information about the course unless they get a personal notification that something is going on. |
| **Solution** | **Using the built-in information flow via ‘Plans’ in Athena**   1. Use the planning function to set up your course structure in ‘modules’ (one module per week, for example) based on themes or intended progress. 2. Make sure to add the resources or activities to the respective module where they should be used or completed. 3. Set dates for each module to activate them according to the course schedule. 4. Each course module will be automatically activated on the date you added as a starting point. This will show at the top of the ‘Overview’ and the students can easily get going by clicking the ‘Start’ button to open the step-by-step flow of the module to complete it.   **Using ‘Bulletins’ as an addition to the built-in information flow**   1. The ‘Bulletin’ function allows you to further highlight the required action for each course step, ensuring that the students don’t miss out or get information too late to complete assignments on time. 2. Plan the flow by adding manual notifications at the beginning of each course step, or prepare and schedule updates to show at a given time relevant to the course schedule. 3. Add links to activities or resources that you want to remind the students about to encourage them to engage in the desired activities. The students will get individual alerts in the app or via e-mail when the bulletin is published (depending on their personal settings in Athena) about what you expect them to do next. |
| **Consequences and implications** | This workflow will encourage students to follow the intended study pace and keep track of relevant activities for each course module, like assignments and tasks. However, this will also require that you give clear instructions in each update, and that the course introduction includes a description of your method (i.e. ‘I will send regular updates as bulletins’) and where they can easily find new information.  If you use the ‘Plan’ function to organise your course. Note that the manual updates via the bulletin will appear just below the standard block with the scheduled assignments. However, the notifications may help the students to find them anyway.  If you are not using the ‘Plan’ function to organise your course. Note that it might be a good idea to use the bulletins to make it easier for students to navigate the course if you explain how the folder structure under ‘Resources’ is organised in combination with regular updates. |
| **System** | Athena |
| **Miscellaneous** | This solution prerequisites that the course designer uses the ready-made work structure in Athena, where the student can follow updates via the ‘Overview’ page and the starting page when they login to the system. It also requires a structured workflow if several teachers are working on the same course.  The method is, however, likely to facilitate for students to complete the course on time, since it is easy for them to understand the teacher’s intentions.  This solution also has potential to save some time for the teacher, as it facilitates navigation for students via the ‘Plan’ function form the beginning to the end of the course, without having to write a long document summarizing the schedule. |
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