OLLI AT DUKE
TEACHING BEST PRACTICES GUIDE

Topic	Using a Course Website	
Applies To	All Class Formats	In-Person & Online
Source	Mike Bahnaman, mikebahnaman@aol.com	
Background	Many instructors share course-related information with their students using a course website. This is a useful tool to make information available to students without distributing large paper handouts during in-person classes or multiple attachments in emails. A website is also a great way to provide supplemental information for students with a deeper interest in the subject, more than can be conveyed in the classroom.	
Benefits	1. Cuts down on the volume of paper copies made and distributed. 2. Permits sharing of supplemental information, like videos, audio files, documents, websites, etc. 3. Allows students to access information at their convenience, 24 / 7. 4. Allows the instructor to modify the posted information at any time.	
Key Elements	OLLI provides a **Course Website Service** for interested instructors. Trained volunteers will work with instructors to build a free website for their course using Weebly technology and will show them how to maintain it. Starting the process is easy: 1. Check the box on the Course Proposal form indicating that you would like assistance building a course website, or Contact our Course Website Coordinator, Dan Kuntzman (dankuntzman@me.com) and indicate you might like to use a course website. 2. Provide some basic information about you and your course (e.g., course title & description, time and place of your course, types of information you might like to post on a website, etc.). Dan and his team will take it from there.	
References & Examples	1. Introduction to Weebly video. 2. Examples on the Course Website page of the Instructor Website.	