

From the LLC Guide to Collaborative Learning, Pg. 13-15

A Class Website Role of the Coordinator VI - Technology Options:

Class Website

A class website is a terrific resource for an LLC class because it makes course content and materials easily and always available to class participants, including the official course description, the syllabus, readings, videos, sound clips external links, downloadable documents, and other relevant materials. In addition, a good website presents all of this information in a visually appealing and clearly organized fashion, so that class members can quickly find specific information about the class, as well as get a general feeling about the nature of the class, its themes and its coordinators. Finally, because websites are so ubiquitous, most LLC members are familiar with how websites work and how to navigate from page to page.

The most daunting aspect of a class website might seem to be setting up the site. This is not the case, however. Several companies offer predesigned web pages that allow a coordinator simply to add content to each page, and then allow the coordinator to link these pages together as a website, constructed on the home computer. When ready, the coordinator can then upload the completed site to its home base on the Internet. LLC has agreed to host LLC class websites within LLC's website *for free*. Two easy-to-use website building services are Sandvox.com for Mac users and Weebly.com for pc users.

User tips:

- Have good content! Coordinators should write up the content for each page of their website before starting to fill out each webpage.
- Here is a list of five basic pages for an LLC class website; generate the content (the written text) first:
 1. Home page with the course description
 2. Coordinator's page with a photo and short introduction to each coordinator
 3. Course syllabus page
 4. Course calendar with a list of dates for assignments, readings and presentations
 5. Presentations page that lists options for presentations and other choices for participation.

Here is an example of how pages look on an LLC class website:

<www.lifelonglearningcollaborative.org/philharmonic>