



Online Course Design Guide

Using Guide Resources:

Click on these icons in each category for additional resources (Flyers/Videos/Links).



These are simply examples for your reference. You do not have to copy or implement these examples.

Don't forget, you can reach out to Distance Education for additional help or with any questions you may have. We even schedule one-on-one trainings

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✓	Course Design	Resources
	Consistent course design/format is used.	Course Design
	Clear structure and course organization is provided with opportunities for students to share in the responsibility for their learning.	
	Course Design is cohesive and aligns to the SLO's, assessments, and activities.	
	Content facilitates student interaction/understanding.	Example Content Page
	The course is designed to facilitate easy navigation of course content.	Simplify Navigation Tabs Video-Nav.
	Course Syllabus is learner-centered and sets the tone for learning and engaging the student.	TC Recommendations Course Syllabus
	Course module or unit outcomes are stated.	Course Learning Outcomes
	Course resources are clearly identified and easy to access.	
	Course offers multiple opportunities for students to gain information (due dates are visible throughout course)	Announcements on Home Page
	*Course is prepared (ready for students to access it) and available to students by the first day of the term.	Important Course Tips
	*Hired 2 weeks or less before start of term. If so, _____ many days before the term began.	
✓	Accessibility, ADA Compliance & Universal Design	Resources
	AccessibilityCourse accessibility is addressed (Videos captioned, other visual elements meet ADA standards, etc.)	Canvas Accessibility Checker
✓	Student Learning Outcomes	Resources
	Instructor facilitates critical thinking.	Promote Critical Thinking
	Instructor recognizes and acknowledges excellence in student work.	
	SLO's are aligned with program and/or institutional learning outcomes.	
	SLO's are stated in syllabus (or in the beginning of modules).	
	SLO's and content are continuously evaluated for alignment.	
	SLO's are clearly defined and measurable.	Student Learning Outcomes
	SLO's are related to the appropriate level of learning.	
	All SLO's for the course are assessed.	

Adapted from the [OLC Quality](#) Course Teaching & Instructional Practice Updated 09/17/18















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✓	Course Content	Resources
	All online activities and assignments are written with explicit instructions for how to participate, when responses or submissions are expected, and how the activities are assessed.	 Course Content
	Course offers opportunities for learners to engage in relevant activities that draw from authentic experiences whenever possible.	
	Course activities are appropriately paced and are evenly distributed across modules.	
	A course orientation is provided that familiarizes students with the learning management system, course navigation, and student support services.	 Welcome to teaching DE  Course Orientation
	Instructor provides information for students regarding computer, hardware, and software requirements, as well as where to receive technical assistance.	 Student Resources  Using Office 365  Add Codes-How to  FREE Programs  TC Databases  DE Tips
	Instructor includes netiquette behavior guidelines to enhance inclusion.	 Digital Etiquette
✓	Assignments	Resources
	Assignments are directly related to the course/lecture learning objectives.	 Assignments
	Assignments are meaningful, purposeful and relevant to learning outcomes.	
	Assignments include grading rubrics with clear expectations.	
	Instructor provides a variety of assignment types to enable different learners opportunities to demonstrate skills.	
	Instructor structures learning activities to promote student to student interactions.	
	Assignments promote critical thinking and problem solving.	 Critical Thinking
	A schedule of assignments is provided that includes due dates and time frames.	

Adapted from the [OLC Quality](#) Course Teaching & Instructional Practice
Updated 09/17/18

Coming Soon!

Example Home Page:

[Linked Sample](#)
[Linked Sample](#)

[Linked Sample](#)
[Linked Sample](#)
[Linked Sample](#)

Example Assignments:

[Linked Sample](#)
[Linked Sample](#)
[Linked Sample](#)




[Linked Sample](#)
[Linked Sample](#)
[Linked Sample](#)



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Online Course Evaluation Guide

✓	Instructor Role	Resources
	Instructor provides a personalized bio and statement that welcomes students to the course in text or video format.	 Home Page
	Instructor utilizes accessible online grade book and posts grades promptly.	
	Instructor sets clear expectations for students regarding student learning outcomes.	
	Instructor is flexible and responsive to student needs, revising course directives as needed.	
	Instructor resolves course-related issues in a timely manner.	
	Instructor proactively addresses problems as they emerge and is responsive to student concerns.	
	Instructor consistently demonstrates enthusiasm for the course subject matter.	
	Instructor provides encouraging feedback to students that excel as well as students needing direction..	
	Instructor uses strategies that encourage students to be self-directed and take responsibility for their learning.	 Course Orientation
	Instructor demonstrates respect for students.	
	*Optional- Instructor uses tools within the LMS to facilitate the learning experience in an effective manner.	
✓	Class Discussion & Engagement	Resources
	Discussions are meaningful, aligned with course learning outcomes, and provide opportunities for critical thinking.	 Critical Thinking
	Instructor provides clear explanation of how the class discussion will be used.	
	Instructor demonstrates presence by engaging actively and frequently throughout course discussions.	
	Students are expected to post discussion responses as well as interact with classmates and the instructor.	
	Class discussion boards are designed to facilitate student-to-student interactions.	

Coming Soon!

Example Discussion:

[Linked Sample](#)
[Linked Sample](#)
[Linked Sample](#)

[Linked Sample](#)
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Student Resources:

[Linked Sample](#)
[Linked Sample](#)
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Online Course Evaluation Guide



Building Community	Resources
Instructor provides a space for students to post an introduction and share appropriate parts of their personal life to develop the online learning community.	
Instructor creates a positive, motivating and encouraging environment for students.	
Instructor creates a safe climate for student collaboration.	
Instructor encourages students to be candid, yet respectful of others.	
Instructor uses inclusive language, such as we, you, our.	
Student interaction is fostered throughout the course (Group assignments, discussions, activities, other)	 Student Activity



Communication	Resources
Instructor provides ongoing and meaningful communication.	
Instructor models effective communication techniques and netiquette.	
Instructor provides clear, useful, and constructive feedback to students.	
Instructor provides prompt feedback.	
Instructor specifies times when students can expect instructor feedback.	
Instructor sends introductory welcome email message.	
Instructor uses announcements effectively and appropriately.	
Instructor encourages students to contact instructor when questions arise.	



Continuous Course Improvement	Resources
Instructor continuously evaluates the effectiveness and content of their online course.	
*Student feedback (for course improvement) is encouraged and requested.	
*An anonymous course survey is available to encourage student feedback.	
*Optional	

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