

- Home
- Announcements
- Modules
- Discussions
- ConferZoom
- Chat
- 3C Media
- Pisces
- Labster Dashboard
- Wellness Central

Course Development Resources

Due No Due Date Points None

[Check off list for online classes.docx](#) ↓

The following elements should be included as part of your online course:

- **Course syllabus:** This should include course outcomes, a course outline, dates and deadlines, assignment instructions, and class policies.
- **Contact Information:** Faculty should provide and email and/or phone for students to send questions or ask for help. Contact between students and faculty can occur synchronously (via office hours, online chat, Skype, CCConfer, or any preferred and agreed upon communication. It may also include asynchronous contact such as replying to emails, replies to discussion, or commenting on assignments.)
- **A Welcome announcement/email:** Posting a new announcement at the start of class provides students with a reminder to log into the class, as well as some insightful information. It may also inform students of the expectations for the class.
- **Weekly Announcements:** This communication reminds students know what is coming for the week, and let's them know you are connected to the course outline.
- **Methods of Assessment:** Quizzes/tests/exams should be listed in the course syllabus, assigned deadlines, and provide students with their results of learning. In addition, projects and assignments can also provide insight for learning. Comments on the students' results and achievement should be provided.
- **Discussions/Forums:** A means for students to converse and share their knowledge on a particular topic. Student should also be involved in replying to one another for student-to-student contact, as well instructor-to-student contact via replies or comments.
- **Office Hours or response time:** Office hours (in-person or online chat) can be noted, or offered for online courses. Response time to emails from students is recommended (e.g. replies to emails may take up to 48 hours).

◀ Previous

Next ▶

Research-based Articles for Distance Education

Due No Due Date **Points** None

[6 elearning best practices.docx](#) ↓

[DE Bestpractices.doc](#) ↓

[Evaluating online learning communities.pdf](#) ↓

[Flex Learning Options for Workers.docx](#) ↓

[Ratio of online to on-ground classes.docx](#) ↓

[THE IMPORTANCE OF ICEBREAKERS IN ONLINE CLASSES.docx](#) ↓

◀ Previous

Next ▶

Updates for Distance Education

Due No Due Date **Points** None

[Maintaining a Quality Distance Education Program Online Conference Summary.docx](#) ↓

[Newsletter 1.pdf](#) ↓

◀ Previous

Next ▶