

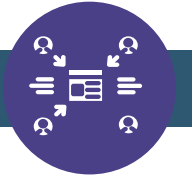
Online Course Guidebook

Essentials and Extras

Tips for creating a
welcoming and engaging
online environment

Essentials

Accessibility



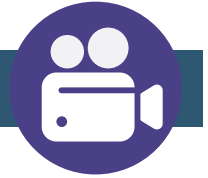
- Ensure your materials and assessments are accessible to all students.
- Provide students with the original file you have created such as .docx or .pptx rather than inaccessible PDFs.
- Avoid the use of scanned materials. If you must use scanned materials, ensure that you use the OCR function of scans in order to make them accessible.

Create Community



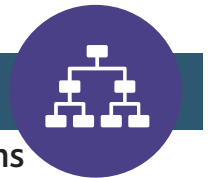
- Include opportunities for collaborative activities.
- Create peer feedback opportunities.
- Incorporate discussions and use tech-friendly features.
- Ensure students can feel your presence within the course, be it through videos, office/student hours and/or review times.

Videos



- Keep videos short and relevant to the materials.
- Keep the total number of videos to a minimum. Ensuring they are balanced with other forms of engaging students with content.
- Ensure you have an appropriate background and adequate lighting.
- Personalize the videos to foster engagement

Structure



- Provide explicit directions on where to find important information.
- Keep a clear and logical course menu.
- Consider creating a checklist so students are aware of what is expected each week/unit.

Consistency



- Create/release materials on a regular schedule so students know when to expect it. Include this information in your syllabus.
- Demonstrate and model file organization.

Essentials

Relevant and Authentic Assessments and Materials



- Tailor tasks to allow for students' interests
- When introducing complicated learning experiences, begin with a clear understanding of what you are expecting from the students and make it relevant to what they have learned in order to provide reasoning behind the task.
- Provide written and visual instructions for tasks whenever possible.

Materials



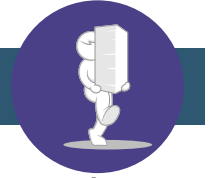
- Provide the highest quality materials you can or have access to.
- Release materials at the same time every week so students know when to expect them.
- Provide all the materials in one folder for each unit/week so students know where to find them.

Resources



- When curating resources, keep your learning objectives in mind.
- Ensure resources are authentic, relevant, and relatable to students and the content.
- Choose resources that promote student interest.

Amount



- Keep the amount of course content consistent with the number of credits assigned to the course. See the suggested breakdown of assignments and assessments in previous section.

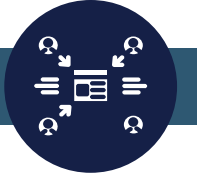
Assessments



- Make your expectations clear in all assignments, rubrics, grading methods, etc.
- Identify success criteria and share them with the students.
- Create routines for assessment.
- Allow for assessment in multiple modalities.
- State a clear purpose for the assessment.
- Utilize summative (incremental) and formative (cumulative) assessment to ensure students have multiple opportunities for growth.

Extras

Accessibility



- Consider removing time limits on assessments. Remember that not all questions will take the same amount of time and students will take longer to recall the information than you will.
- Some students with auditory learning preferences can benefit from having books that come with audio files.

Consistency



- Create relevant announcements summarizing the week past or the week to come. These could be videos/audio/text etc.
- Create a road map of what your course structure looks like.

Materials



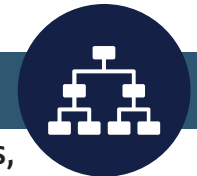
- Ensure that your materials are compressed prior to uploading to the LMS.
- Edit links to open in a new tab/window rather than within the same window.

Resources



- Collaborate with colleagues to create resource databases.
- Work with the library to teach students how to curate their own resources.
- Ask students to keep a record of the resources they use throughout the course and share it with you for the next semester. Have a resource page in your LMS course.

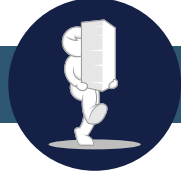
Structure



- Create activities, quizzes, scavenger hunts, discussions etc. on how to find things in the LMS environment.
- Create a video showing students where they can find the important information.
- Identify different weeks with different visual images/colours/etc. These can be reflective of the themes in the course.

Extras

Amount



- Provide a resource page for optional videos/lectures/articles that students may find useful.

Create Community



- Invite other courses for collaborative activities.
- Create cross-generational and cross-cultural groups to provide students with insights from diverse experiences.
- Consider having students moderate discussions for credit instead of a minimum number of replies.
- Invite students at the beginning of the course to create a short bio-video or Padlet post with a photo.
- Provide extra forums for students to create their own community.
- Utilize alternatives to Discussion Boards such as Padlet.
- Add an "Ask Anything" weekly drop in session.

Videos



- Provide shorter chunks of long videos.
- Utilize HD abilities of your webcam and video recording software.

Assessments



- Provide anonymized examples of A+ work (with permission from past students).
- Allow students to view and respond to classmates' assignments.
- Consider smaller low-stakes assessments, but not too many.

Relevant and Authentic Assessments and Materials



- Provide students with opportunities to choose the audience for their work.
- Curate some local/global examples of the concepts you are teaching.
- Have students look for news articles and other current events related to the work that they are presenting.

See the full online teaching guidelines at www.ufv.ca/tlc

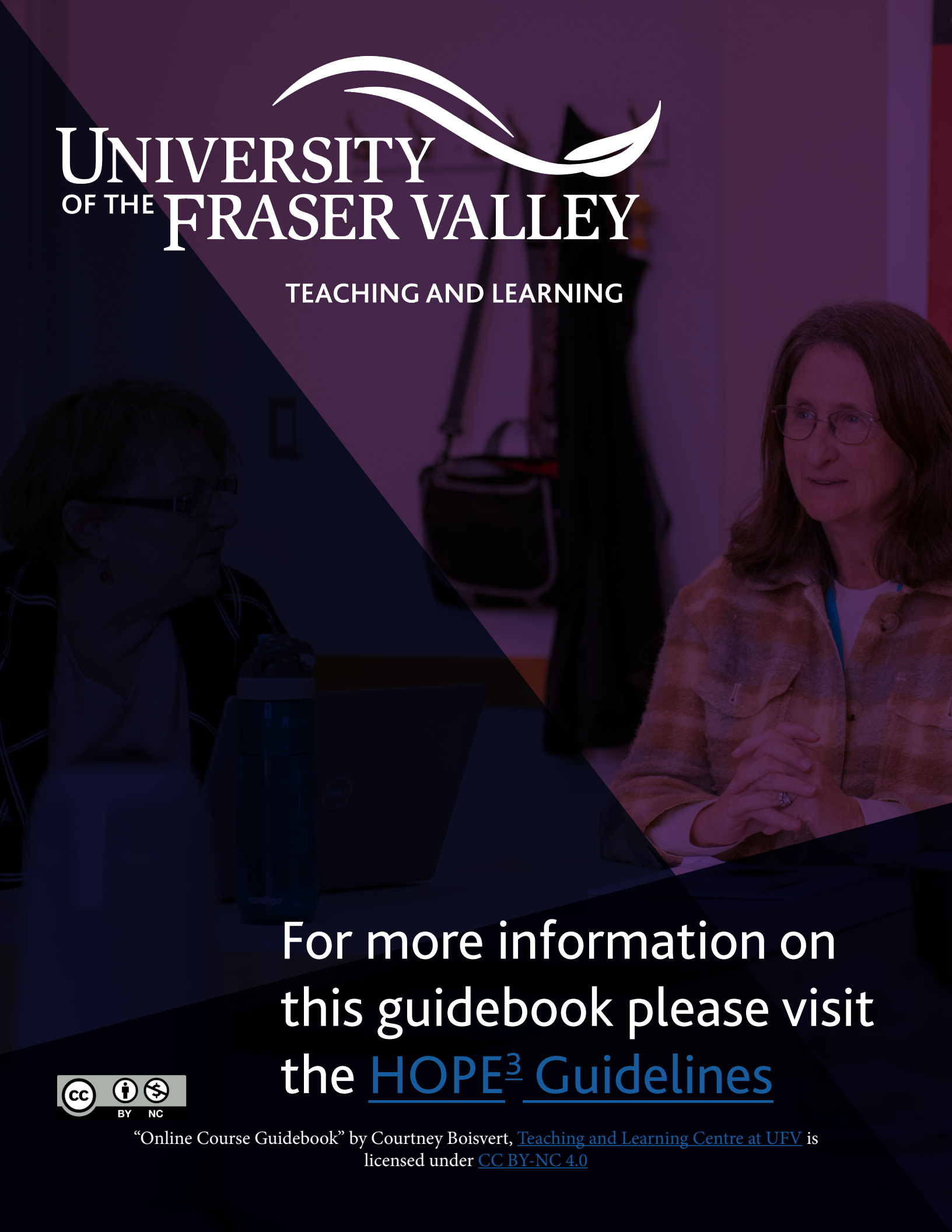
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For more information on
this guidebook please visit
the [HOPE³ Guidelines](#)



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