

Summer 2024

Online Course Design Training

AGENDA

COURSE OVERVIEW AND INFORMATION

COURSE TECHNOLOGY AND TOOLS

DESIGN AND LAYOUT

CONTENT AND ACTIVITIES

INTERACTION

ASSESSMENT AND FEEDBACK

CILT RESOURCES

OLC AND SELF-ASSESSMENT

COURSE OVERVIEW AND INFORMATION

- Use HU provided MyHeritage format
- Online Readiness Self-Assessment
- Welcome and orientation to course
- Clear syllabus (printable, using current template)
- Clear information on delivery method (asynchronous, live-online, hybrid, etc.)
- Participation requirements
- Course objectives
- Instructor contact information

TECHNOLOGY AND TOOLS

- Required tools (software, hardware)
- Technical skills required
- MyHeritage tools
- Accessibility standards

DESIGN AND LAYOUT

- Consistent, uncluttered
- Easy to navigate
- Manageable sections/units
- Font design and size
- Slide decks simple and accessible

CONTENT AND ACTIVITIES

- Variety of engaging resources
- Variety of activities
- Real world application
- OERs
- Accessible
- Alt tags, captions, transcripts
- Text, graphics, images accessible w/o color
- Hyperlinks are descriptive

INTERACTION

- Clear, regular, and substantive expectations
- Students can access instructor
- Student-to-student interaction
- Student-to-instructor interaction =
minimum of every other week FA & SP, and
minimum every week SU

ASSESSMENT AND FEEDBACK

- Clear grading policies
- Frequent assessment = minimum every other week assignments FA & SP, and weekly in SU
- Faculty self-assessment of learning and reflection on students' review of performance
- Gradebook up-to-date

CILT RESOURCES

- CILT 805 – Faculty Development – Developing an Online Course
- CILT 806 – Faculty Development – Facilitating an Online Course
- CILT@heritage.edu

Complete the Online Course Quality Review Rubric

<https://heritage.jotform.com/team/accreditation/online-course-quality-review>

Create your OLC account

Create a free user account: <https://my.onlinelearningconsortium.org/>

Questions?

Thank you!