

Instructional Design and Teaching Online at UTS

You're teaching an online course at UTS – Great! We appreciate everything you do for our students, and we want to make sure you are equipped with everything you need to make their learning experiences as meaningful as possible!

*This document outlines what you need to do and include in your online courses.

Outline:

- I. Class Attendance Regulations for Online Courses
- II. Online Course Syllabus Template
- III. Online Course Rubric
- IV. Moodle Course Introduction Section
- V. Online Course Orientation

I. Class Attendance Regulations for Online Courses

First, let's talk about what is required of students when taking online courses at UTS. In our academic catalog, we have participation requirements outlined under [“Class Attendance Regulations for Online Courses”](#).

In short, students are required to:

- Complete a brief, online orientation before beginning with class;
- Check the course site at least once a week;
- Communicate with classmates and the instructor periodically;
- Complete work periodically; and
- Log into their online course within the first seven calendar days from the start of the sixteen-week session/term or the first day of an eight- or six-week session/term.

You and your students should familiarize yourself with this section of the academic catalog. I recommend making it available in your course syllabus or course introduction.

II. Online Course Syllabus Template

Next, we are going to touch on online course syllabi. Syllabi for online courses differ from traditional course syllabi because they serve as the skeleton of the course. They should include everything the student needs to navigate and be successful in their learning experience.

The great news? – We have a syllabus template for you! The template will help you provide all the necessary information to make your syllabus effective and accessible.

The syllabus template can be found in the Faculty Training course in Moodle (You can find this in your Moodle dashboard). It can also be downloaded [here](#). Simply download the syllabus template, edit all the applicable sections, and make it available to your students in your Moodle course (more on this in the Moodle Course Introduction section)

III. Online Course Rubric

So, what makes an online course “good”? Well, we wanted to make that as clear as possible, so an online course rubric is available [here!](#) This rubric was created based on Quality Matter standards and is intended to be followed to provide our students with the most effective learning environments UTS can provide!

Don't skip a single standard!

IV. Moodle Course Introduction Section

Moving on, we need to address the structure of online course introductions in Moodle. Course introductions are equally as important as online course syllabi because they are a student's “menu” or “homepage” to their course. After a student has read the syllabus and the course introduction, they should be prepared to navigate their course and know how to get started with assignments and other course materials.

We have a template for online course introduction sections for Moodle! This template is also meant to be personalized to meet the needs of your courses, so you can add anything you need to make it fit your needs. However, we do not recommend removing any of the sections that already appear in the introduction template.

To use the Moodle Introduction Template, follow the steps outlined [in this article.](#)

V. Online Course Orientation

As stated in the “Class Attendance Regulations for Online Courses”, students must complete an online course orientation. For your convenience, we have placed the online orientation in the Moodle course introduction template. Students will complete the orientation with a video and form that will be sent to Distance Learning Coordinator, Haley Kinder.

We ask that you have the Online Orientation open and available to students on the first day of classes to ensure they can complete the orientation in a timely manner.