TEACHING ONLINE SUCCESSFULLY (TOS) COURSES

**BASICS**

**Target Audience**
- First time developing an online/blended course: TOS: CREATE
- First time teaching an online/blended course: TOS: FACILITATE
- Ready to revitalize your online/blended course: TOS: ENHANCE

**Each Course Is...**
- 2 weeks
- Fully Online
- In Blackboard
- Instructor-led
- Run each semester

**CREATE**

**Course Assignments**

- **Week 1: Planning Our Courses**
  - Lay out an orientation module and one learning module of your online course in a planning matrix
  - Create a syllabus & schedule for your course (template provided)
  - Share your work in a discussion board

- **Week 2: Building Our Courses & Intro to OSCQR Rubric**
  - Build a course orientation & one learning module inside your online course's Blackboard shell (sandbox provided)
  - Record a course walkthrough using a screencasting application
  - Explore the OSCQR rubric used at Harper
  - Share your work in a discussion board

**FACILITATE**

**Course Assignments**

- **Week 1: Intro to Online Course Facilitation**
  - Research and identify best practices in online course facilitation
  - Develop a facilitation calendar for your online course for managerial, social, pedagogical, and technical tasks (template provided)

- **Week 2: Implementing Best Practices**
  - Draft “course now open” and welcome announcements for your online course
  - Update your syllabus with communication expectations
  - Build an Instructor Info page
  - Set up discussion boards for introductions, socializing, and course questions
  - Construct a mid-term survey
  - Share your work in a synchronous Collaborate Ultra session

**ENHANCE**

**Course Assignments**

- **Week 1: Accessibility and Blackboard Tools**
  - Update your online course shell and syllabus to improve accessibility
  - Set up a test in your course that uses Respondus LockDown tools
  - Create groups and group assignments inside your course

- **Week 2: Copyright & Multimedia**
  - Complete a copyright tutorial and copyright scenario quiz
  - Record an instructional video for your online course
  - Design one activity/presentation for your online course using a web application designed for breaking the ice, discussion & sharing, delivering content, or assessment
  - Share your work in a discussion board and in a class Padlet (online bulletin board)

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