

Items with “*recommendations*” reflect online best practices but are not considered a requirement.

Section 1: Getting Started

All items in this section can be placed in the syllabus, home page, or week 0 in the Modules page. It is recommended to have these items in more than one place to ensure students see them.

1. **Start Here:** Should be obvious on the home page to the learner.
2. **Self-Introduction by Instructor:** Encourage a video and/or picture. Welcome should contain personal and professional information for students to perceive the instructor as a real person.
3. **Syllabus:** Ensure it is the most current version of the syllabus as listed in SharePoint. Course schedule should be present here if not elsewhere in the course.
4. **Materials:** This should include texts, access codes, and anything that should be purchased for use in the class during the semester.
5. **Grading Policy:**
 - a. Grades listed as points should have grade equivalent, i.e. 470-500 points = A
 - b. Grades listed as percentages should have grade and point equivalent, i.e. 90-100% = 470-500 points = A
6. **Instructor Contact Information and Office Hours:** Office Hours should be listed as virtual with days/times and instructions.
7. **Technology requirements:** Ability to use specific software or perform specific technological tasks as a prerequisite to the course.

Section 2: Organization and Navigation

Reference to [Online Course Template | Resources for Faculty and Staff | Doña Ana Community College \(nmsu.edu\)](#) may be appropriate as a resource.

1. **Content is in Modules:** This is necessary as it provides consistency in all courses throughout DACC. It is *recommended* to remove Canvas navigational links such as Assignments, Quizzes, and Discussions to ensure learners navigate the course through the Modules link.
2. **Module Organization:** Topics and/or Units may be multiple weeks. It is *recommended* to have multiple modules.
3. **Module Learning Objectives:** It is *recommended* to have both course and module learning objectives listed at the beginning of each module to demonstrate course alignment. It is *recommended* that each assignment/assessment/activity list the module objective being met.

Section 3: Assessment and Feedback

A requirement of a minimum of 42.5 hours of student engagement per credit or 127.5 hours of engagement for a 3-credit course within a 15-week semester. Estimate the average time necessary for a student to complete everything assigned in a week time frame to keep the demand at approximately 9 hours a week.

1. **Formative Assessment:** Each module should contain at least one formative assessment. It is *recommended* to have at least one formative assessment once a week.
2. **Multiple Assessment Strategies:** Formative assessments should vary to accommodate multiple learning styles and provide variety to maintain interest in the course. It is *recommended* to utilize formative assessments as scaffolding assessments to prepare students for summative assessments.
3. **Instructions:** Instructions should be unique for each assessment/assignment/activity.
4. **Due Dates:** Late penalty, rough drafts, resubmissions, etc. should be addressed if applicable.
5. **Grading Criteria:** Rubrics and/or point distribution explanation should be provided for each assessment/assignment/activity that is graded.

Section 4: Communication and Interaction

Reference to [Student Engagement and Interaction | Resources for Faculty and Staff | Doña Ana Community College \(nmsu.edu\)](#) may be appropriate as a resource.

1. **Student-Instructor Interaction:** Interaction can include instructor interaction with the entire class or the individual student. It is *recommended* that both interactions take place throughout the course.
2. **Student-Student Interaction:** Interaction between students should be present at least once in the course. It is *recommended* that in addition to interaction required in the course, informal and optional student-student interaction is also provided (open Discussion board for free talk.)
3. **Netiquette Policies:** Policies should be easy for students to find. It is *recommended* to provide a link to netiquette policies in discussion board assignments.

Section 5: Usability and Accessibility

Reference to [Universal Design | Resources for Faculty and Staff | Doña Ana Community College \(nmsu.edu\)](#) may be appropriate as a resource.

1. **Videos Contain Transcripts:** Transcripts do not have to be word-for-word, but they must be present with equivalent information.
2. **Images have Descriptions:** Images that are for decorative purposes only do not have to have alt tags or descriptions.
3. **Course Structure is Clear:** It is *recommended* that consistency in modules design and delivery is present.