

Course Template Outline

This outline corresponds to the Quality Matters Rubrics for course development. Items listed may be in the form of a Bb item, teaching unit, link to a web page, or link to a document or other acceptable format. The order of items may be changed.

Announcements (Main Menu)

Welcome announcement inviting students to explore the course site and offering information on both how to get started and initial assignment due dates. (I.2)

Getting Started (Main Menu) (I.1)

Introduction

About the course (1.2)

Course level learning objectives (2.1)

About the Online Format and Unit Structure of the Course (I.1)

About the instructor (I.4)

Additional advice about the course

Syllabus

Schedule of Activities (I.2)

Grading Policy (III.2)

Criteria for Assessment (III.3, V.3)

Instructor Response and Availability (V.3)

Prerequisite Skills/Courses (I.6)

Technical Requirements (I.6, VI.3)

(Include any other information from your syllabus)

PDF version of the syllabus

Being a Successful Online Student

Student Expectations/requirements for student interaction (5.4)

Time Management

Etiquette Expectations (I.3)

ADA Statement (VIII.1)

Academic Integrity Statement

College Email Policy (must use GC email)

Resources for Online Students

Learning Resource Center (Library) and LRC Database Resources
Academic Support Services (VII.2, VII.4)
Student Support Services (VII.3)
Technical Support (both person & tutorials) (VII.1, VII.4)
Copyright Statement

Discussion Forums (Main Menu)

Introduce Yourself/Ice Breaker Forum (I.5)
Learning Unit(s) Forums

It is recommended that each learning unit have a corresponding discussion forum. At the minimum, the course should have at least three discussion forums including an “Introduce yourself and/or ice-breaker forum” with participation requires with the first week of class.

The Classroom (Main Menu)

Module/units divided into folders or learning units
Module/Unit level learning objectives must be clearly articulated in understandable terms and describes student performance in measurable terms. (II.2, II.5)

[Additional navigational links necessary for your course]

Gradebook (Main Menu)

It is recommended that you have no more than seven to ten main menu links.

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