Checks and Balances for Online Course Design

We all have different filing systems that follow our own logic. Imagine that you are a student in four to five courses and each course has a different layout (or filing system). This document can help faculty with developing a road map for courses to ensure students stay up-to-date with content, meetings, and assessments.

Following these strategies can help faculty focus time on answering questions about CONTENT instead of NAVIGATION.

C

Set the home screen for content that you want to draw attention. Consider the order of the modules by dragging and dropping. Keep the important information at the top. Update settings to post most recent course announcements on the home page. **View examples and set up directions.**

Be sure your syllabus is uploaded to the syllabus tab in Canvas. You can post it as a PDF or create a page that shows the full syllabus. The syllabus tab also allows for standard page design. Add text that is the most important for students to know, i.e. office hours or communication expectations. **View syllabus tab design examples .**

A

If you have assignments planned, publish them. If guidelines are still in progress, put a place holder "guidelines will appear closer to the date." This will allow assignment due dates to show up in the syllabus tab and

A   D

This a roadmap for the week. Guide students through readings, digital lectures, reviews, and items to complete for the week. Consider a module overview or pre-requisites to move to the next module.

Tip: Create a page with class preparation information and designate it as a "to-do item." Then it will show up in the students' to-do list and Canvas calendar.

E

Pin a discussion board for introductions as a "Coffee Shop." Respond to students on the discussion boards to show your presence in the class. Create a page of "Frequently Asked Questions." Take this a step further and create a virtual "Parking lot" for anonymous questions about content. **View interaction examples .**

necessary for the course. As the USM Libraries says, "When in doubt, link out!"
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