

# Driven by Teaching

## Course Recommendations



In response to the ongoing need to provide flexible instructional formats, the UM3D: Instructional Impact team recommends the following criteria when designing, developing, & delivering an online, hybrid, or blended course.

### Clearly state policies, expectations and instruction.

- Create measurable course goals and unit/module learning objectives of varying levels of difficulty.
- Ensure syllabus includes faculty contact/office hours, communication & feedback policies, how to obtain required textbooks, required technical skills & software, and expectations for attendance based on format (synchronous vs. asynchronous).
- Ensure activities and assignments have clear instructions and deadlines at the module level.
- Align course materials and assessments to objectives.
- Use evaluation tools like rubrics to clearly communicate assessment criteria and provide consistent and objective feedback.

### Provide opportunities for all learners.

- Ensure accessible content by using headers, sans-serif fonts, alt text image descriptions, & descriptive links.
- Allow students to choose from assignment and assessment options where feasible.
- Ensure text transcripts are available for audio, and captioning is available for video.
- Use HTML files where possible to ensure online content is accessible on multiple devices.

### Create experiences that keep students focused and engaged.

- For instructional content, use descriptive headings, chunk content into manageable segments, & provide estimated completion times.
- Vary ways students monitor their progress and sustain effort by using course calendars, News features, surveys, etc.
- Encourage and reward students' best efforts by providing timely and relevant feedback.
- For online courses, create and facilitate peer-to-peer interaction through the use of tools such as discussion groups, breakout rooms, and/or online communities.
- Maximize synchronous meetings by focusing on hands-on instruction/dialogue and shifting passive activities to a self-paced format.

### Vary assessment techniques to encourage academic integrity.

- Implement frequent, low stakes assessment strategies such as surveys, self-assessments, and ungraded knowledge checks.
- For online assignments, randomize question order, continually update question banks, set time restrictions, & use TurnItIn for written work.