

# CREATING ONLINE COURSE CONTENT

Recommendations from The Office of Online Learning

August 2016

## Start with these two most important items!

**Syllabus - *What?*** Explains your entire course including all activities, policies, and expectations. Your academic contract with your students.

**Schedule - *When?*** A chronological list of everything students should do in order to complete the course with exact due dates and times.

## Remember!

Students with disabilities must be able to participate in the course in a similar manner to students without disabilities. To meet ADA compliance:

- Transcripts must be included for all audio.
- The text needs to match the recordings 100%.
- Informative images must have a written alternative description.
- Documents must be compatible with assistive technologies.
- Offer alternative assignments and assessments as needed.

## Module Lecture Guidelines

- Add to reading assignments rather than reiterate the same content.
- Focus on core ideas and key points while sharing examples and experience. Avoid referencing the textbook.
- Begin with an introduction and learning objectives for the lecture.
- Be as concise as possible.
- Organize the content logically, in outline form, including relevant titles.
- Include copyright free visuals that support your text and convey the explanation in your script. Images that have instructional value must have an alternate text explanation for ADA compliance.
- Present information in small 2-7 minutes chunks on a single topic.
- Follow chunks with an interactive knowledge check.
- Incorporate interactions with the material to increase student engagement. For example, instead of a bullet point list have students read a scenario and select the correct decision to receive feedback.
- End with a summary.
- Limit the entire lecture to under 30 minutes. 10-15 minutes is preferred.

## Audio Recording Guidelines

- Submit your written script to your IDD team for review.
- Record audio in a quiet location. Reserve the Online Learning Multimedia Studio if interested.
- Maintain the same environment throughout all audio recordings.
- Use a quality microphone. A headset style is preferred and reduces background noise. Move the mic to chin level to reduce breathing noise.
- Pause 2 seconds at the beginning and 2 seconds at the end of each recording. Avoid long pauses, um, and ok.
- Speak at the same volume throughout the recording.
- Use good posture - sit up straight or stand while recording.
- Use a conversational tone by visualizing speaking to another person when recording.

## Video Recording Guidelines

- Ensure your clothing works with the angle of the camera and background.
- Maintain good posture, look into the camera, relax, and smile.