

ELRN100: Building Quality Online Courses

Contact Information

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Delivery Method	Online

Course Description

This course provides instruction for the development of quality online course in four phases: planning, designing, developing, and implementing. Upon completion of the course, you will be equipped with effective knowledge and skills to present a quality eLearning course experience to your students.

Course Prerequisite

None

Course Textbook/Materials

None

Learning Outcomes

By the end of this course, you will be able to:

1. Analyze learner and course needs to be addressed in an online environment.
2. Design an effective course using the Course/Module Design plan.
3. Describe quality instructional events within an online course.
4. Evaluate the accessibility of a document, PDF, and PowerPoint for screen reader use.
5. Describe effective navigation strategies of an online course.
6. Assess course content using the [Open Suny Course Quality Review](#) (OSCQR) rubric.

Course Outline

This course includes four modules for the preparation of building a quality course: The Analysis phase, Design phase, Development phase, and the Review phase. Within each module there are two or more chapters, or sub-modules.

Module 1: The Analysis Phase	1.1 Teaching and learning styles 1.2 Learner and context analysis	In Learning Module 1, you will analyze your course needs and how they can apply to your course design.
Module 2: The Design Phase	2.1 Writing measurable objectives 2.2 Content sequencing 2.3 Aligning the pieces 2.4 Completing the blueprint	In Module 2, the Design Phase, you will lay the foundation for the course build.
Module 3: The Development Phase	3.1 Making your course accessible 3.2 Planning the educational workflow 3.3 The syllabus	In Module 3, you will learn to create the actual learning space.
Module 4: The Review Phase	4.1 Overview and information 4.2 Technology and tools 4.3 Design and layout 4.4 Content and activities 4.5 Interaction 4.6 Assessment and feedback	Module 4 introduces you to the Open SUNY Course Quality Review (OSCQR) rubric and its components.

Learning Outcomes and Assessments

Learning Outcome	Module	Assessment
Analyze learner and course needs to be addressed in an online environment.	1	Module 1 Quiz Discussion Module 1 Final Exam
Design an effective course using the Course/Module Design plan.	2	Module 2 Quiz Discussion Module 2 Final Exam
Describe effective instructional events within an online course.	3	Module 3 Quiz Discussion Module 3 Final Exam
Describe effective navigation strategies of an online course.	3	Module 3 Quiz Final Exam
Evaluate the accessibility of a document, PDF, and PowerPoint for screen reader use.	3	Module 3 Quiz Final Exam
Assess course content using the Open Suny Course Quality Review (OSCQR) rubric.	4	Module 4 Quiz Discussion Module 4 Final Exam

Grading

You will participate in discussion forums, take quizzes, and complete a final exam for this course. You must score an 80% or better on each quiz and the final to receive a Certificate of Completion for the course. If you do not score 80%, review the module content and retake the quiz or test.

Methods of Assessment	Points
Discussions	100
Quizzes	400
Final Exam	150
Total Points	650

Late Policy

This course is self-paced for your own benefit. If your department requires you to take this course, check with the department to see if there is a deadline for completion.

Requisite Technology Skills Needed for the Course

For this course, you will need access to a PC or Mac desktop or laptop. You will be accessing links to the internet, using Microsoft Word, and downloading a few documents. For all Blackboard courses, Chrome is the recommended browser.

Academic Dishonesty and Plagiarism (TTU OP 34.12)

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. If a student is involved in any form of academic misconduct and is proven that the action took place, the instructor may initiate a disciplinary action.

The penalties for academic dishonesty can include but not limited to a zero or a grade of "F" on the work in question, a grade of "F" in the course, or suspension. Please make sure that you reviewed the university's policy on Academic Integrity Policy at this link <https://www.depts.ttu.edu/opmanual/OP34.12.php>.

Special Needs (TTU OP 34.22)

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.

Religious Observances (TTU OP 34.19)

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Instructor's Expectations

- You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.
- Students are expected to maintain an online environment conducive to learning, which includes "netiquette" (Internet etiquette). The following site includes basic rules for [Online Discussion Netiquette](#). Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. Diverse opinions we welcome in this course. The following are prohibited:
 - making offensive remarks in e-mail or the discussion board
 - using inappropriate language or discussing inappropriate topics online
 - spamming
 - hacking,
 - using TTU or Blackboard e-mail or discussion board for commercial purposes
 - using all caps (considered shouting in online communications)
 - cyber-bullying or online harassment of any type

Communication Plan

- You can expect a reply from the instructor within two business days.
- Please use the Blackboard course message tool or the TTU email system for all communication.

Technical Difficulties

1. Online Help

- **Blackboard 24 Hour Student Technical Support** is available to assist with any Blackboard questions, via phone at (844) 897-0537
- **TTU IT Help Central** is available to assist with eRaider sign-in problems, browser errors, and other technical difficulties you may encounter. For technical assistance, please contact IT Help Central at (806) 742-HELP, email them at ithelpcentral@ttu.edu, or visit the [IT Help Central website](#).

2. Computer Problems

In an online course, computer access is an essential necessity. Identify a backup solution in case you experience computer problems.

3. Server Problems

If the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement on [TTU's Blackboard site](#), informing the time and date.

4. Lost/Corrupt/Disappeared Files

Save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure, you may need to resubmit the files.