



ELRN 101: Teaching Quality Online Courses

Syllabus

Course Information

Course Number: ELRN101

Course Title: Teaching a Quality Online Course

Course Description

This course provides introductory knowledge and skills for effective online teaching.

Learning Outcomes and Assessments

- Establish instructor presence in your course. (Self-Check 1)
- Create opportunities for interaction in the course. (Self-Check 1)
- Identify effective teaching strategies in an online classroom. (Self-Check 2)
- Identify student privacy requirements and concerns. (Self-Check 3)

Course Delivery Method

Online

Faculty Information

Lisa S. Leach, Ed.D.

Lisa.Leach@ttu.edu

806.834.3248

Virtual Office Hours: By appointment

Course Materials

All course materials are included in the Blackboard course.

Technical Requirements:

- Internet access - preferably high speed (for accessing Blackboard)
- E-mail
- Microsoft Office 365 (download from [TTU eRaider](#) or [Office365.com](#) and log in with your TTU email)
- Microsoft Skype for Business (download from [TTU eRaider](#))
- Adobe Reader (download from [Adobe.com](#))
- Flash Player (download from [Adobe Flashplayer](#))
- Audio and video playing capabilities (for watching/listening to course content)
- Web camera and microphone (for synchronous virtual meetings)
- PDF app (scanning of hand written documentation for graded assignments)

Technical Skill Requirements:

- Using a word processor
- Using email for communication, attaching documents in email
- Internet search engines and browsers

Course Organization

This course is organized into 3 learning modules, found on the course menu under the section “Learning Modules.” Following Module 3, you will complete a Course Evaluation Survey and receive a Certificate of Completion.

Course Outline

Module 1: Preparing Students for Online Learning

Module 1 Part 1: Problems that Students Typically Encounter

Module 1 Part 2: Instructor Presence in the Online Classroom

Module 1 Part 3: Interaction in the Online Classroom

Module 1 Part 4: Best Practices in Online Teaching

Module 2: Classroom Management and Facilitation

Module 2 Part 1: Record Keeping and File Management

Module 2 Part 2: Managing Communication

Module 2 Part 3: Encouraging Participation and Managing Your Workload

Module 2 Part 4: Student-Centered Discussions

Module 3: Special Issues

Module 3 Part 1: Privacy and FERPA

Module 3 Part 2: Managing Challenging Students

Module 3 Part: Be a Better Online Teacher

Assignments and Grading

For each module in the course, you will complete one Self-Check Quiz, one Discussion Board forum, and one Journal Entry. You will not be able to access the Final Examination until you have completed these assignments, as well as the course evaluation. You must score 70% on the Final Exam to receive a Certificate of Completion for the course. You can expect that assignments will be graded within 48 hours.

Assignment	Point Value	Notes
Module 1 Discussion - Introductions	10	Post your original response and reply to your classmates as they do the same
Self-Check Quiz 1	50	Must complete before you can access final exam.

Assignment	Point Value	Notes
Journal Entry Module 1	10	Must complete before you can access final exam
Module 2 Discussion – Teaching Strategies	10	Post your original response and reply to at least 1 peer
Self-Check Quiz 2	50	Must complete before you can access final exam
Journal Entry Module 2	10	Must complete before you can access final exam
Module 3 Discussion – Problem Resolution	10	Post your original response and reply to at least 1 peer
Self-Check Quiz 3	50	Must complete before you can access final exam
Journal Entry Module 3	10	Must complete before you can access final exam
Course Evaluation	0	Must complete before you can access final exam
Final Exam	150	Must score at least 70% on the final exam to receive Certificate of Completion
Total Points Possible	360	

TTU & Course Policies

[TTU OP 34.22 Establishing Reasonable Accommodation for Students with Disabilities](#)

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.

Student Expectations

- You will be expected to log into the Blackboard course twice a week 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](#). More importantly ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. We will welcome diverse opinions in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.
- **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
- Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the [TTU Code of Student Conduct](#).

Communication

- You can expect a reply from me within 24 hours on weekdays, and within 48 hours on weekends.
- Please use only the Blackboard Course Messages tool or TTU e-mail system for sending messages to me.

Submitting Assignments

You will submit all assignments through the Blackboard Assignment Tool, rather than by email. For assignments that require you to upload a PDF or other document, please title your assignment files “lastName_firstName_assignmentName.xxx (.pdf, .doc, .xl, .jpg, etc.)”.

Grading Policy

This course is designed to be self-paced and mostly auto-graded. If you score 70% or better on each module quiz, the next module will open to you. Once you have successfully completed all modules, the course evaluation and final exam will become available. You must make at least a 70% on the final exam to receive a Certificate of Completion for this course.

Technical Difficulties

Getting Help

- 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](#).
- For student assistance with Blackboard, visit [Blackboard Student Support](#)

Computer Problems

A working computer is necessary for online coursework. Computer problems will not be accepted as a valid reason for failure to complete course activities within the allotted time frame. Identify a second computer, before the course begins, that you can use if you experience computer problems.

Server Problems

When the Blackboard server needs to be taken down for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will notify you.

Lost or Corrupted Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure (e.g., Blackboard server crash or virus infection, students' own computer problems, loss of files in cyberspace, etc.) or any disputes, the instructor may request or require you to resubmit

the files. In some instances, the instructor may need to open another attempt within Blackboard, so communication with your instructor is critical in these circumstances.