

College of Engineering

Summer 2020 and Fall 2020 Online Courses – Expectations Document.

Minimum *acceptable* requirements for online teaching in Summer and Fall 2020 semesters

Tutorials, Training, and assistance in meeting these requirements available through TLOS and VTEO. Also see QM Rubric 6th Ed.ⁱ

Technology Requirement for students	Accessibility and Usability
<input type="checkbox"/> Undergrads must meet computer requirement ⁱⁱ <input type="checkbox"/> Graduate student requirements should be communicated. <input type="checkbox"/> Instructor and students must have <ul style="list-style-type: none"> • Acceptable network speed to retrieve materials used.ⁱⁱⁱ • Video camera. • Audio in (mic) and Audio Out (Speakers) or headset.^{iv} 	<input type="checkbox"/> Asynchronous delivery must be available for diverse audience: <ul style="list-style-type: none"> • International students & those in different time zones. • Students working at distance or cannot attend live. • Students with SSD accessibility needs. <input type="checkbox"/> Equivalent recorded versions by Zoom of any live sessions. ^v <input type="checkbox"/> Equitable participation for asynchronous learners. ^{vi} <input type="checkbox"/> Contact Engineering Online staff for appropriate accessibility guidelines where applicable.

Use the Canvas Course Shell Provided

- All courses have a Canvas shell created automatically to serve as a central location for all course materials and Zoom recordings.^{vi}
- All course materials and recordings must be contained within the Canvas shell or clearly referenced or routed through the shell.
- Use for delivery of written content, downloadable files, video, quiz-taking, discussion boards, etc.
- Clear navigation and instructions should be provided to students throughout.

Syllabus	Assignments & Quizzes
<input type="checkbox"/> Available in Canvas course shell. Minimally - download in 'files.' <input type="checkbox"/> Preferred – Canvas syllabus page. <input type="checkbox"/> State purpose and structure of course. <input type="checkbox"/> <i>Explain method and frequency of instructor communication</i> <input type="checkbox"/> <i>Explain communication expected of students.</i> <input type="checkbox"/> Set expectations for frequency with which student should engage with the instructor and the course content. <input type="checkbox"/> Explain technology and digital literacy requirements. <input type="checkbox"/> Identify prerequisites for course. <input type="checkbox"/> Introduce the instructor(s) to students. <input type="checkbox"/> Clearly describe grading policies. <input type="checkbox"/> Syllabus includes all required university elements, e.g., Honor Code statement. <i>Learning Objectives:</i> <input type="checkbox"/> Concrete measurable outcomes. <input type="checkbox"/> Course activities directly related to objectives.	<input type="checkbox"/> Assignments listed and detailed in Canvas. Assignments and tests assigned in Canvas, and students submit through Canvas. <input type="checkbox"/> Clear expectations, requirements, tool needs. Grading policy stated. <input type="checkbox"/> Support attainment of stated learning objectives. <input type="checkbox"/> Promote engagement and active learning. Canvas quiz tool is preferred. No emailing of exams by instructor. <input type="checkbox"/> Grading Criteria clearly explained. <input type="checkbox"/> Equitable grading for all students, synchronous or asynchronous. <input type="checkbox"/> Assessments measure achievement of learning objectives.
Do:	Do Not:
<input type="checkbox"/> While asynchronous delivery must be available, any synchronous lectures must only be offered during the officially scheduled class time. <input type="checkbox"/> Office hours and exams will accommodate multiple time zones of students. <input type="checkbox"/> Record and post spoken lecture materials within 24 hours. <input type="checkbox"/> Upon student request in advance, subtitle all video or spoken materials using Canvas tool. <input type="checkbox"/> Provide lecture slides to students and in advance if possible. <input type="checkbox"/> Provide Audio-Only version of recorded lectures. <input type="checkbox"/> Take into account the time required to process and access online materials when setting assessment policies. <input type="checkbox"/> Give clear instructions for all assignments, assessments, and expectations of students. <input type="checkbox"/> Use tools provided by Virginia Tech – <i>Canvas, Zoom, Kaltura</i> , etc. <input type="checkbox"/> Hold online office hours. <input type="checkbox"/> Contact TLOS ^{vii} or VTEO ^{viii} to assist in any way. <input type="checkbox"/> Consider using digital ink (active stylus to write on screen) ^{ix} . <input type="checkbox"/> Do provide students with a typewritten or otherwise legible version of any handwritten notes.	<input type="checkbox"/> Do not distribute scanned handwritten documents , unless you have confirmed that the transcripts are legible for students. <input type="checkbox"/> Do not email PDFs to students as a method of content delivery. <input type="checkbox"/> Do not require or assess performance based on ability to be at a specific physical location or in real time (synchronous learning). <input type="checkbox"/> Do not use multiple platforms within the same course. Ex: Some assignments in Canvas, some in Google docs, some in email. Be consistent. <input type="checkbox"/> Do not experiment with tools you have not become comfortable with, or that there is no support for at the university. <input type="checkbox"/> Do not use unlicensed tools – Unless otherwise free to the user, software and tools not licensed for use at the university should not be required. ^x <input type="checkbox"/> Do not give an exam that requires all or nearly all of the available time for a student to complete it.

* Also see natcom.org Do's and Don'ts^{xi}

ⁱ Quality Matters Rubric: <https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf>

ⁱⁱ VT Engineering Computer Requirement for Students: <https://eng.vt.edu/admissions/computer-requirement.html>

ⁱⁱⁱ Bandwidth needs for types of online content: <https://www.natcom.org/sites/default/files/Bandwidth.pdf>

^{iv} VTEO Videoconferencing Equipment Recommendations: <https://vteo.vt.edu/tutorials/videoconferencing-equipment.html>

^v Zoom Cloud Recording - <https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording>; Zoom Local Recording – <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

^{vi} Canvas: How do I use the Syllabus as an instructor? <https://community.canvaslms.com/docs/DOC-12831-415255577>

^{vii} TLOS -Prepare to Teach Online: <https://tlos.vt.edu/continuity/>

^{viii} Virginia Tech Engineering Online: https://vteo.vt.edu/content/vteo_vt_edu/en/emergencyresponse.html

^{ix} Tablet PC Pen and Touch Settings: <https://vteo.vt.edu/tutorials/tablet-usage-tutorial.html>

^x Virginia Tech licenses software/tools: <https://vt.cobblestone.software/public/>

^{xi} Do this, not that: <https://www.natcom.org/sites/default/files/publications/OnlineTeachingKIS.pdf>

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Department: