

College of Engineering

Online Courses – Expectations Document.

Minimum *acceptable* requirements for Online teaching

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
<ul style="list-style-type: none"> <input type="checkbox"/> Undergrads must meet computer requirementⁱⁱ <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} 	<ul style="list-style-type: none"> <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
<ul style="list-style-type: none"> <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. <p><i>Learning Objectives:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Concrete measurable outcomes. <input type="checkbox"/> Course activities directly related to objectives. 	<ul style="list-style-type: none"> <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. <p>Canvas quiz tool is preferred. No emailing of exams by instructor.</p> <ul style="list-style-type: none"> <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:
<ul style="list-style-type: none"> <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. 	<ul style="list-style-type: none"> <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/>

^{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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