



ALAMO COLLEGES ONLINE



Best Practices in Online Course Design:
FACULTY BOOT CAMP

Participant Guide



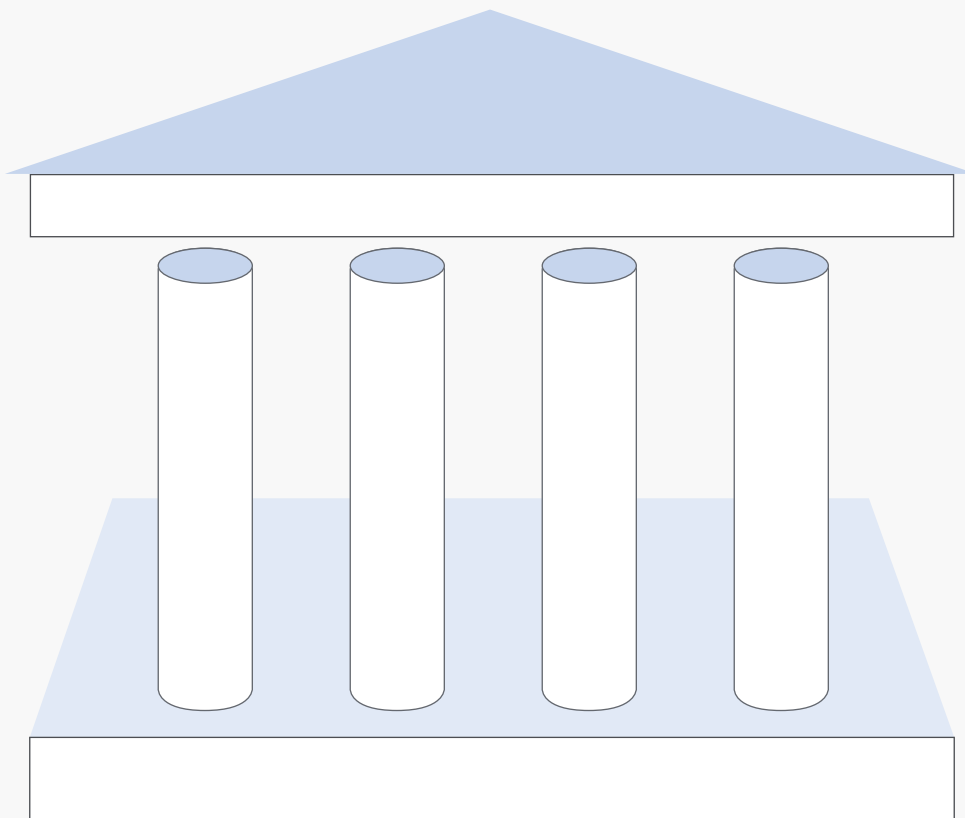
COURSE MAPS

Course maps help ensure alignment by allowing you to input all your course elements (learning objectives, assessments, activities, and materials) in a single document. Alignment occurs when your course elements work together to support student achievement of the learning objectives.

Learning objectives must be measurable, meaning they clearly state what students will be able to **do** by the end of your course.

As you create your course map, consider whether your assessments support your learning objectives, and whether the activities and materials support the assessments. Misalignment between these elements will emerge as you fill out your course map.

Complete the foundational design chart*:



What is a Course Learning Objective (CLO)?

What is a Module Learning Objective (MLO)?

*Foundational design chart courtesy of Quality Matters.

ASSESSMENTS

Assessments evaluate how students are progressing toward achieving your course learning objectives. To promote maximum student success, your course assessments should evaluate observable skills that can be measured by a rubric.

What are formative assessments?

What are summative assessments?

List the four common types of assessments:

- 1.
- 2.
- 3.
- 4.

Consider the six levels of Bloom's Taxonomy. What are three skills that you might assess at each level?

Remember	Understand	Apply	Analyze	Evaluate	Create

Why are rubrics important?

FEEDBACK TOOLS IN CANVAS

Canvas provides a variety of **feedback tools** that allow you to type comments, write notes, and even record feedback for students. Feedback should be more than a quick “Great job!” or “Needs improvement.” The characteristics of effective feedback include explaining what students are doing correctly and incorrectly; suggestions for improvement; asking questions that promote student reflection; and statements of encouragement.

Why is timely feedback important?

List the three types of feedback tools in SpeedGrader:

- 1.
- 2.
- 3.

ADDITIONAL NOTES:

HOME PAGE, MODULES & LAYOUTS

Your online course should always include a **Home Page** that provides students with clear directions on how to get started. Although online learning is growing in popularity, many students are new to Canvas or have not taken an online course in some time. Consider what questions they may have when designing your Home Page.

What is the function of a Home Page?

List three important elements to include on your Home Page:

- 1.
- 2.
- 3.

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Modules allow you to present course content in an organized manner. You can organize your modules by chapter, unit, section, week, or topic. No matter what organizational method you choose, keep your naming scheme consistent. This will make it easier for students to locate the content they need.

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Using a **course layout** will help you get your online course up and running more quickly than if you were to start from scratch. A quality course layout will include a Home Page, an Orientation module, and blank modules that you can populate with your unique course content.

Where is Canvas Commons located?

Alamo Colleges Online offers three types of layouts in Canvas Commons. What are they?

- 1.
- 2.
- 3.

ACCESSIBILITY

Educational institutions have a legal responsibility to make instruction accessible to all learners. As you develop and design your course, think about how students with visual, auditory, or other disabilities will be able to access and interpret your course material.

Briefly describe each accessibility component and tool:

Headers	
Colors	
Alt Text	
Video Captions	
UDOIT (Universal Design Online Content Inspection Tool)	
Canvas Accessibility Tool	
Link Validator	

ACCESSIBILITY (CONT.)

Every Canvas course within the Alamo Colleges District has 500 MB of storage space. If you exceed your storage space, the course may not run smoothly and could affect the student experience. It is a best practice to **manage your files** by reviewing your course and removing files that are no longer in use or are duplicates. You can quickly review your course files using TidyUP.

TIDY UP NOTES:



Removing unused links in your Course Navigation Menu makes it easier for students to find what they need. Placing your most important links (Modules, Grades, etc.) at the top of the menu will help students navigate your course quickly and efficiently.

NAVIGATION NOTES:

ADDITIONAL NOTES:

ADDITIONAL NOTES:

RESOURCES

[Alamo Colleges Online Instructional Designer Scheduler](#)

[Alamo Colleges Return Ready Face-to-Face Course Layout](#)

[Alamo Colleges Return Ready Hybrid Course Layout](#)

[Alamo Colleges Return Ready Online Course Layout](#)

[How do I manage Course Navigation links?](#) (Instructure)

[How do I validate links in a course?](#) (Instructure)

[How to Use Modules to Build Courses in Canvas](#) (Instructure)

[Quality Matters: About](#)



ALAMO COLLEGES DISTRICT

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