

# ONLINE COURSE DESIGN



## STRUCTURE & ORGANIZATION

Create a welcoming and well-organized course with clearly defined learning objectives aligned to activities and assessments.



## CONTENT & ACTIVITIES

Use asynchronous activities to deliver primary content, and synchronous activities for small groups, office hours, and informal connecting. Provide clear, concise activity instructions, and a mix of activity types that support critical thinking, creativity, real-world application, and learner engagement.



## DESIGN & LAYOUT

Establish a logical, consistent, and uncluttered layout that is easy to navigate. Check for ADA accessibility. Divide large blocks of info into manageable chunks with ample white space.



## INTERACTION & COLLABORATION

Facilitate community-building, model open communication, and establish trust. Encourage learners to share resources, and provide opportunities for constructive collaboration. Be socially present online.



## ASSESSMENT & FEEDBACK

Provide formative and summative feedback that is specific, timely, and purposeful. Get creative with assessments, blending opportunities for self-reflection with a mix of nonstandardized and standardized assessments. Solicit feedback from learners, and make adjustments as possible.



## TOOLS & TECH

Scaffold technical skills required for participation, and ensure all tools meet accessibility standards. Allow students time to practice with tools before requiring an assessment that utilizes those tools. Be mindful of file sizes and possible learner internet restrictions. Pay attention to privacy.

