CORE COMPETENCIES REQUIRED TO TEACH ONLINE

To improve the quality of USU online courses, the following list of expectations outlines what is expected of an online instructor and related tutorials. This list contains the basic technical skills and pedagogical best practices that have proven to be essential in creating well designed courses that facilitate student success. For additional information on these topics, please contact an Instructional Designer in the FACT center at 797-9506.

When creating a course, instructors should:

☐ Provide students with adequate time and resources to master the learning technologies prior to the delivery of course content (e.g. early ungraded quizzes and discussions). This can include practice quizzes, introductions discussions, and practice assignments.

http://it.usu.edu/plugins/work/sitemaps/47/files/Best_Practices_Online.pdf

☐ Provide clear and detailed instructions for online discussions, assignments, and quizzes.

http://it.usu.edu/plugins/work/sitemaps/47/files/Best_Practices_Online.pdf

☐ Learning activities should be closely aligned with all course learning objectives, particularly those stated in the syllabus, and adequate practice should be provided to master them.

http://it.usu.edu/plugins/work/sitemaps/47/files/Best_Practices_Online.pdf

☐ Promote student-student interaction through asynchronous or synchronous tools (e.g. discussions, blogs, live chat, screen sharing, etc.)

http://it.usu.edu/plugins/work/sitemaps/47/files/Best_Practices_Online.pdf

Before teaching an online course, instructors are expected to:

☐ Uploaded a current syllabus: contact information, course goals, textbook information, grading criteria, description of assignments and course schedule, response time expectations for feedback on student assignments, grade posting and other communication, instructions about how the online components are organized.

https://elearn.usu.edu/vista_tutorials/pdf/syllabus.pdf

☐ Modify the "Welcome" page: An introductory message welcoming student and explaining "what to do to get started."

https://elearn.usu.edu/vista_tutorials/pdf/updating_html.pdf

☐ Modify the "Meet your Instructor" page: Provided current contact information.

https://elearn.usu.edu/vista_tutorials/pdf/updating_html.pdf

☐ Modify the home page footer: Include contact information for yourself, department and technical support.

https://elearn.usu.edu/vista_tutorials/pdf/homepage.pdf

☐ Create dated Announcements.

☐ Create Web Links: Verify links are current before the course begins.

https://elearn.usu.edu/vista_tutorials/pdf/web_links.pdf

☐ Create Assignment: Verify due dates and release criteria.

https://elearn.usu.edu/vista_tutorials/pdf/assign_dropbox.pdf

☐ Create Discussion Boards.

https://elearn.usu.edu/vista_tutorials/pdf/discussions.pdf

☐ Create Assessments: Verify due dates and release criteria.

https://elearn.usu.edu/vista_tutorials/pdf/build_assessment.pdf
- ☐ Communicate with students via email and discussion boards.

  https://elearn.usu.edu/vista_tutorials/pdf/mail.pdf
- ☐ Create and manage Grade Book columns.

  https://elearn.usu.edu/vista_tutorials/pdf/gradebook.pdf
- ☐ Grade student assignments and enter grades into the Grade Book.

  https://elearn.usu.edu/vista_tutorials/pdf/grade_assigns.pdf
- ☐ Create Learning Modules and Folders: Organize course content into learning modules or folders consistent with course objectives.

  https://elearn.usu.edu/vista_tutorials/pdf/learning_modules.pdf
- ☐ Hide all course tools that will not be used.

  https://elearn.usu.edu/vista_tutorials/pdf/add_tools.pdf

While teaching a course, instructors are expected to:

- ☐ Set aside an appropriate amount of time each week dedicated to teaching and managing the online course.
- ☐ Respond to student inquiries within 48 hours. Responding within 24 hours is highly recommended.
- ☐ Provide dated class announcements at least weekly in the online classroom. Announcements can be used to remind students of due dates, to let students know that a new conference or lecture has been posted, provide encouragement and positive feedback, etc.
- ☐ Provide regular grades and feedback within a course, based on expectations outlined in the syllabus.
- ☐ Communicate to students through email, discussions, assignment feedback, or other tools based on the expectations defined in the syllabus. Students should be informed of extended instructor absences in advance.
- ☐ Update content as necessary including: spelling, release dates, assessment dates, passwords, and question settings.
- ☐ Check in with students they haven't been heard from, or who are late with assignments.
- ☐ Compare Banner roster with online roster to ensure enrolled students have access.
- ☐ Encourage students to complete course evaluations.

After the Course has finished, instructors:

- ☐ Must submit Final grades within 96 hours of course completion.

  http://it.usu.edu/plugins/work/sitemaps/47/files/GradePassback.pdf
- ☐ Reset Quiz dates.

  https://elearn.usu.edu/vista_tutorials/pdf/date_rollover.pdf
- ☐ Update assignment and school dates.

  https://elearn.usu.edu/vista_tutorials/pdf/date_rollover.pdf
- ☐ Check that web links are still current.

  https://elearn.usu.edu/vista_tutorials/pdf/web_links.pdf
- ☐ Make changes to course for next semester while ideas are fresh in mind.