design4learning

# Syllabus - Course Management Module:

## Managing Your Online Environment

*DRAFT - subject to change before new version of module is released 7/10/17*

## Learning Outcomes:

By the end of this module, you will be able to:

- Examine methods for communicating course expectations
- Evaluate the features of different software to create an online environment for learning
- Visualize how to organize all content for one online learning session in a Learning Management System or a combination of different platforms
- Refine your plans for assessment within the online learning environment

## About this course:

- This course takes place within the **Moodle** Learning Management System (LMS) hosted by WebJunction.org. If you need help navigating in Moodle, make sure you have gone through the Orientation Module (the first in the D4L series).
- In Moodle, there is a **workbook** for this module that you can download. You can save it to your device to edit it with a word processor, or print it out to write in it by hand. This gives you one document in which to store all your work throughout this module, to save for your portfolio at the end.
- There are no official **due dates**, so you can go through the content at your own pace. However, we have found that many students find the weekly structure helpful to keep them on track.

Revised 5/6/17

- While most modules of the Design for Learning program are designed to take place over 4 weeks, this module is a shorter overview of course management and should take only **2 weeks**.
- Each week, most content is shared in the form of a **lesson**. This format allows you to easily go through all content in a linear fashion. However, you can return later to review any content, in any order, using the menu within each lesson (on the side or below, depending on your device).
- In the Design for Learning program we strive to actively support a wide range of learning styles and abilities.  As such, we have applied the principles of Universal Design for Learning to this course.  If you would like to suggest additional alternative formats that you think we should provide, especially related to needs for specific accommodations, please contact us at d4l@scrlc.org.

## Agenda:

### Week 1 - Components of Online Teaching Environments

- Advance Organizer for Week 1 (video)
- Syllabus Creation (video, with **challenge question**)
- Communications and Participation Policy (video)
- Accommodations (video)
- Organization and Structure (video, with **challenge question**)
- **Reflection** (activity)
- Tips and Tricks (video)
- Synchronous meetings in an asynchronous learning environment
- Summing Up Week 1 (video)
- Additional Resources (list)
- **Assignment 1** (forum submission)

## Week 2 - Features and Functions of Online Teaching Platforms

- Advance Organizer for Week Two (video)
- Case Study - Moodle Cloud (video)
- Case Study - Wordpress (video)
- Summing Up Week Two (video)
- Additional Resources (list)
- Guides to Learning Management Systems (and Alternatives) (text)
- **Assignment 2**: Visualizing the Online Environment for Your Instruction (forum submission)

# Required Assignments:

- Required activities for this module will have a check box to the right when you view them on the main course page. The system will automatically check them off as you complete them.
- Go through the **lesson for each week**, including challenge and reflection questions.
  - **Challenge questions** in each lesson are checked automatically, and each correct answer earns 1 point. In some cases, if you are incorrect, you will be prompted to review the relevant information and try the question again.
  - **Reflection questions** are an opportunity for you to apply the content to your own situation in a short statement. You will enter these reflections in a **workbook** for the module, and you may want to share some parts of your reflection in the discussion forums.
  - Each lesson will be marked as completed if you attempt all the questions, regardless of your "score."
- **Assignments 1-2**
  - Each of these assignments will have an associated section in the workbook, and a forum discussion where you can attach your work in progress, discuss your work, ask questions of your peers, and respond to your peers.
  - Each forum discussion will be marked as completed once you post

about your own project and reply to someone else's post.

Once all of these required activities have been automatically marked as completed, you will be eligible to receive a certificate of completion for the module.

## Course Developer:

Samantha Settimio completed the MSLIS program at Syracuse University in May 2017. Her interests involve digital humanities, critical and digital pedagogy, liaison librarianship, and assessment.