COURSE MANAGEMENT MODULE

Advance Organizer – Week 1

By Samantha Settimio
Welcome!

Course Management

with

Samantha Settimio
Course Management Module

How to:
- design a syllabus
- craft policies for online
- choose and organize online learning spaces
- navigate different types of Online Learning Environments (OLEs)
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Course Management Week by Week

1. Creating a Welcoming Learning Environment
2. Structure and Organization of OLEs
Let’s get to it!
Project Partners

www.imls.gov
www.esln.org
scrlc.org
ischool.syr.edu
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Welcome to Week 1!

unique requirements and opportunities of Online Learning Environments (OLEs)
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Importance of:
- clarity and consistency
- trial and error, options
- creating a comfortable space
- learner-centered perspective
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ONLINE SYLLABUS CREATION

By Samantha Settimio
Agenda

• Summary of Course
• Course Objectives
• Course Resources
• Course Activities
• Policies – grading, communication, accommodations, etc.
• Accessibility of file
Summary of Course

Always include a summary or overview:

Keep it as short as you like, but be sure to highlight the key learning element(s) you will cover.
Summary of Course

Example

Course Management is a two week course in which we learn how to organize, evaluate, and shape our own online learning spaces specific to the needs of our learners.
Course Outcomes and Objectives

Assert and state goals and objectives so that:

• Enrolled learners can see what they’ll be expected to learn and do.
• You’ll have a stated reminder of your goals.
• You can check any changes or issues against your initial outcomes or objectives.
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Course Resources

List:

• Books
• Articles
• Tools
• Materials
• Technologies
• Contact information

If appropriate: tell them where they can find these materials
Don’t Forget about Copyright!

Want to provide downloadable copies of articles?

PDFs to your students for immediate access?

Copy pages from a book and upload them?
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Slow Down!
Course Resources

**Best Bet**

Provide outward facing links to legitimate and reputable sites where your learners can find the resources

**OR**

Preferably, obtain explicit permission from the copyright owner(s) to use the resources.
Technology access is a key element in online learning.

- If you require certain programs, you need to say it.
- If you require certain technological competencies, you need to say it.
Course Activities

Answer the following:
• What will they be specifically learning and doing?
• What will be expected as far as assignments, essays, discussion posts, reflections, etc.?

Do the Following:
• List of assignments/large projects
• List of daily/weekly activities
• Schedule of due dates
• Schedule of special events
• Provide Calendar
• Reminder Options!
Course Policies

Course Policies are highly important in the online learning environment and may require additional descriptions/dedicated explanations.

Notably Include:

• Grading/Assessment policies
• Communications policies
• Participation policies
• Accommodation policies
Accessibility

Syllabus must, in itself be accessible. Most will use a PDF.

Remember to make sure that you have a text-to-speech readable version available.
Resources

