UNM-Los Alamos Standards for Online Courses

1. Fundamental Practices

☐ Federal law requires that online courses provide *regular and substantive instructor-initiated interactions* (RASI) for the institution to receive federal funds for online course tuition.

☐ UNM policy states that online courses must use Canvas as the primary course learning management system (LMS).

☐ Instructors must be proficient in using basic Canvas tools including the Rich Content Editor, Gradebook, Announcements, Inbox Conversations, and Discussions. The UNM-LA Remote Learning Coordinator is available to assist instructors who need support to gain these proficiencies.

2. Building the Canvas Course:

☐ Use the UNM-LA Course Template to build your course. It is recommended that you first import the UNM-LA Course Template for Canvas into a sandbox or temporary Canvas course shell to view the import before copying the template to your UNM Banner provided Canvas course shell. The UNM-LA Course Template contains many of the basic elements needed to meet the federal requirements for online courses. The UNM-LA Course Template is provided in the UNM Canvas Commons. Instructions for importing the UNM-LA Course Template are provided on the UNM-LA Teaching Online resources page at http://losalamos.unm.edu/academics/online-learning/faculty/index.html.

☐ Ensure that your Course Menu, Home Page, and Getting Started module conform with the provided UNM-LA Course Template. The full template can be viewed in the UNM Canvas Commons prior to import.

☐ Create your course syllabus by using the UNM-LA Course Syllabus Template. This can be found in the UNM-LA Course Template (click the "Syllabus" link in the Course Menu) or on the UNM-LA Teaching Online resources page at http://losalamos.unm.edu/academics/online-learning/faculty/index.html. Remove the posted UNM-LA Course Syllabus Template and then post your customized course syllabus in the Syllabus area in the Canvas Course Menu.

☐ Use the UNM-LA Course Template to guide your creation of a personalized Getting Started module. The Getting Started module should be linked to the Course Homepage for easy student access. The Getting Started module should contain the following: An instructor self-introduction, welcome letter, a course overview with course materials information, course navigation instructions (including the publisher's website if used), instructions for using Canvas and personalizing their Canvas experience, and a description of the communication tools used in the course.

☐ Use one of the provided example modules provided in the UNM-LA Course Template as a guide to organize your Course Content by week, topic, chapter, etc.

  ▪ Create a consistent format and design for ease of student navigation.

  ▪ Set reasonable availability dates for course materials according to the class schedule.

- Post clear instructions for course activities and assignments, including due dates.

☐ Create and include your own content such as summaries, review sheets, Power point presentations, screencasts, audio or video lectures. Use a variety of instructional materials to facilitate student learning.

☐ Provide regular and substantive instructor-student interactions throughout the semester using a variety of mechanisms.

☐ Provide opportunities for student-student interactions. At a minimum, your course should include an Introduce Yourself discussion forum and a Class Question Board discussion forum.

3. Communicate to students a week before your course begins:

☐ Send a Welcome Letter to your class list (see http://my.unm.edu/home) in which you:

- Introduce yourself and provide your contact information.

- Provide a brief course introduction/overview.

- Inform students that the course will open on first day of class at https://canvas.unm.edu/

- Inform students about any required in-person meetings, such as a proctored final exam.

- Provide course materials information (textbook/publisher's access code) along with the UNM-LA MBS bookstore link: https://bncvirtual.com/unm

- Provide a link to UNM Canvas Help: https://canvasinfo.unm.edu/students/index.html

4. Be present and participate in the course throughout the semester:

☐ Use Student View regularly to ensure course content is available to students as expected, including linked material.

☐ Check the course Canvas website site at least every 48 hours and respond to student messages, discussions and questions.

☐ Post regular announcements to provide content clarifications, study tips, feedback, updates and reminders, etc.

☐ Provide at least one weekly activity that allows students to assess their understanding.

☐ Grade assignments and tests and provide substantive feedback to students within 1 - 2 weeks of due date.