Center for Innovation in Teaching and Learning

Online Teaching: A checklist for course design

We recommend that online asynchronous courses are designed as 6 or 12 session modules. This will vary by by certificate, program, or course. All course materials should be prepared and published online prior to the course start date.

1) **A course instructor.** An instructor who is responsible for designing the course content and teaching the course online.

2) **A course teaching fellow.** A teaching fellow who can support the instructor in the daily oversight and monitoring of the course. This would include feedback on student work, regular course announcements, etc.

3) **LMS.** A Learning Management System, such as NYU Classes, to host course materials, enable student authentication, and standardization of course design across courses and programs.

4) **Welcome announcement.** A course welcome announcement by the instructor.

5) **Faculty profile**. A faculty profile with picture and biography.

6) **Course syllabus.** A syllabus with the following additions for online courses (a communication strategy, online office hours, and an assessment and feedback plan).

7) **Student survey**. A pre-course student survey on the foundational concepts covered in the course. This will help establish the baseline of knowledge of the course participants.

8) **Lessons and assignments.** A lesson for each topic / session

   a. A brief introduction to the topic and requirements for the session

   b. A series of short videos, ideally each under 8 minutes video per topic / session. The format of the video should be segmented into a) introduction 2) demonstration, examples, or problem walk-throughs with solutions 3) a challenge for the students to solve and/or apply their knowledge.

   c. Online assignment submission (i.e. Assignment upload) for students to upload their assignments.

   d. Self-assessments. An opportunity for students to apply their skills and knowledge learned through a practice exercise or quiz in which feedback is automated and given to the students instantaneously.

9) **Discussion forums / boards**

   a. A forum for Q & A to be answered by the professor, teaching fellow, and other students

   b. A forum for students to introduce themselves to one another.

   c. A weekly forum for students and faculty to discuss the course content.

10) **Live office hours.** A chat room / online synchronous meeting room for office hours.

11) **Faculty feedback on student work.** A mechanism for instructor feedback on assignments.

12) **Weekly course announcements / emails.** Regular announcements posted by the instructor about the course topics, student progress, and FAQs.