Online/Blended Course Development Guidelines and Resources

Summary of guidelines:

- Review "Online Teaching Handbook".
- Review and follow the "Texas Higher Education Coordinating Board's Principles of Good Practice (PGP)" in developing the distance learning course. Instructor will need to complete this UTD PGP Online Form after development is complete and course is offered.
- Use the official Course Syllabus Template of your offering modality on the UT Dallas Syllabus Templates web page.
- Design the course with easy navigation and organize course content into Learning Modules.
- Each Learning Modules should have learning objectives, readings if any, lecture presentations, and any assessment activities.
- Lecture presentations should be recorded with visual display (PPT slides, or other demo format), audio narrations and with a talking head video.* Each lecture video should be kept short - around 15-20 mins. Split lectures into multiple parts if needed.
- Each course should have an instructor introduction video and a course wrap-up video (3-5 mins each).*
- Design the course to engage students and promote interaction using available course tools.
- Develop appropriate assessments to measure student learning outcomes.
- Design the course for ADA compliance (including captions for lectures and videos).
- Complete the course and notify the Area Coordinator for Faculty Peer Review before initial offering.*

Information and resource links:

- Rapid Remote Teaching Resources
- Online Course Development Documents
- Resources for Instructors
- Training and Support
- Tutorials and Handouts
- Email for assistance: elearning@utdallas.edu

*JSOM online course requirements