

## 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.
- Review “Online or Hybrid Course Rubric” for regulatory requirements and best practices.
- Use the official 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](mailto:elearning@utdallas.edu)

\*JSOM online course requirements