

Top 10 Recommended Components for Effective Online Course Design

(Compiled from SUNY Orange, Quality Matters & Open SUNY)

- Direct students where to start the course and how to navigate the modules.
- Place your syllabus in a prominent, easy to find location - multiple locations are best.
- Introduce yourself to your class and provide a forum for student introductions.
- Include how and where students can reach you for assistance.
- State course objectives clearly and align assessments to course objectives.
- Provide information on required text and materials.
- Use a variety of learning activities (multimedia, discussions, web field trips, focused research, use of teams, etc) to foster interaction and engagement.
- Explain how to access ADA services.
- Include information on how attendance, time management and participation will impact success within the course.
- Provide clear instructions on how students can access grades and comments.
- Instruct students on how to access technical support and help.