UNM-Los Alamos Standards for Online Courses

1. Fundamental Practices

☐ Federal law requires that online courses provide *regular and substantive instructor-initiated interactions* in order for the institution to receive federal funds for online class tuition.

☐ UNM policy states that online classes must use UNM Learn as the primary course LMS.

☐ Instructor must be proficient in using these Learn tools: Build Content, Grade Center, Announcements, Course Messages, Discussions. The UNM-LA Instructional Technologist is available to assist instructors in gaining the proficiencies needed to meet these standards.

2. Building the Learn Course:

☐ Import the UNM-LA Learn Course Template into your Learn course shell, or import needed template sections. Template files are provided in the UNM-LA Sample Course Materials, found in your My Courses list at https://learn.unm.edu/ OR find template files at http://losalamos.unm.edu/academics/online-learning/faculty/index.html. Follow the instructions provided to download the template to your computer and import it into your course.

☐ Ensure the course Menu, Home Page, and Orientation conform with template formats. The full template can be viewed in UNM-LA Sample Course Materials prior to import.

☐ Create your syllabus including the required elements in the Online Syllabus Template at http://losalamos.unm.edu/instruction/index.html

☐ Create a Course Orientation item on the Homepage containing (or use Learn Template):

▪ course syllabus, schedule, welcome letter, instructor self-introduction, textbook and access code information, course organization and navigation instructions including the publisher's website if used, grading rubrics and expectations, required technical skills

☐ Organize 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 class schedule
▪ Post clear instructions, including due dates, for course activities and assignments

☐ Create your own content such as summaries, review sheets, Power point presentations, screencasts, audio or video lectures, and use a variety of instructional materials

☐ Provide regular and substantive instructor-student interactions using a variety of mechanisms

☐ Provide opportunities for student-student interactions, at a minimum including an Introduce Yourself discussion forum and an Ask Questions forum

3. Communicate to students a week before course begins:

Send a Welcome Letter to your class list, found at 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://learn.unm.edu/

- ☐ Note any required in-person meetings, such as a proctored final exam

- ☐ Provide textbook information/publisher's access code and MBS bookstore link:
  http://bookstore.mbsdirect.net/unm.htm

- ☐ Provide link to UNM Learn Help: http://online.unm.edu/help/learn/students/

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 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 & provide substantive feedback to students within 1 - 2 weeks of due date