

## SETTING UP A BASIC

# COURSE OUTLINE



**Course Outlines** should be tailored to students by encourage student participation, engagement, comprehension, and effective learning. (**Click underlined text to find out more**)

1

### Creating a Course Syllabus

**A course outline should include:**

1. A course description
2. Required Resources/research
3. Learning Outcomes
4. Digital Assessments
5. Important University Statements

### Keeping Students Accountable, Connected & Engaged

**Methods Include:**

- Syllabus', Sample Assignments
- Weekly Quizzes, Announcements
- Office Hours, 1 on 1 Sessions
- Study Groups, Live Quizzes



2

### Choosing Between Asynchronous vs. Synchronous

**Synchronous learning occurs in real-time, using software such as:**

- Zoom, MS Teams, Webex, Virtual Classroom

**Asynchronous learning is offline and flexible. Software includes:**

- MS Teams, Youtube, Powerpoint

3

### Choosing the Right Resources/Research

**Extensive research** should be completed to find the right resources/research material to use in a course, using tools such as:

- Textbooks
- Open Education Resources
- Guelph Library Services (ARES)



4



5

## Creating the Right Assessments

Assessments range from digital assessments, to program specific assessments, including:

- [History Assessments](#)
- [Philosophy Assessments](#)
- [SOFAM Assessments](#)
- [SOLAL Assessments](#)
- [SETS Assessments](#)

## Choosing how to Format Student/Faculty Communication

6

**Communication with students can be done in many ways, such as:**

- [Virtual Office Hours](#)
- 1 on 1 sessions as per student request
- Course emails that act as repositories for student questions



## Accessibility



7

## Choosing Software That Supports Accessibility

**Many tools can be used to support student accessibility:**

- [Microsoft Streams](#) (automatic transcripts)
- [Youtube](#) (automatic captions)
- Podcasts or PowerPoints as alternative digital assessments

## Creating a Schedule for Weekly/Daily Announcements

8

**With everything online, a schedule can be created to help organize content, and can be done using:**

- [Courselink Video Announcements](#)
- Outlook Mass Course Emails
- External Software (Teams)

