How to create an online course: anatomy of a student-centred E-Learning class

EHL
Advisory Services

1. START WITH A BRIEF INTRODUCTION

Yourself and all the class members.

2. SHOW THE COURSE DELIVERY-METHOD

Make clear which elements are online vs. offline in your course (if you teach a blended course), and which elements of your lessons are asynchronous or synchronous connect sessions. Add, where possible, links to the external communication software.

3. ADD (VIRTUAL) OFFICE HOURS

If you teach remotely, it's important that students know how to contact you during fixed hours.

4. GIVE A COURSE OVERVIEW

Communicate all the details of the course for students to use as a reference point. Include a link to your entire planning with a calendar overview that states all important dates for connect sessions, assignments, assessment deadlines, etc.

5. INCLUDE LEARNING OUTCOMES AND OBJECTIVES

Explain to students what they are going to learn and how this is applicable to them on a large scale. Show clearly how they can succeed and how they are being assessed by including a grading structure.

6. PRESENT YOUR ONLINE RULES OF BEHAVIOR

In an online environment it is important to establish a way to communicate, follow time structures, deadlines, assignments, referencing rules, etc. Explain how you prefer students and peers to address each other.

7. INCLUDE SOCIAL ELEMENTS

Create a virtual space where students can connect or post appropriate but informal content. This promotes healthy socialization among students, and can also lead to new input and ideas for the course.

8. CREATE A CLEAR AND LOGICAL COURSE STORYLINE

Lay out a logical course overview with introduction, middle and end. Use different tabs, colors, recognizable icons or subtitles. Scaffold the content by including learning outcomes that you want to achieve in each section.

9. INCLUDE SOME FORMATIVE TESTS

Check knowledge acquisition in between subtopics. Test to see if your students are still following and are progressing before moving onto new course themes.

10. AVOID CONTENT OVERKILL

Try to cluster content or link to alternative pages for further reading (if needed). Avoid endless scrolling and info overkilling. Instead, refer to other content types, include a video, podcasts or let students do their own research.

Sources, references and inspirations

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