



NVU Online Course Requirements

These are the standards that instructors are expected to meet in their NVU Online courses. Please note that the standards should be met exactly as indicated as the standards are research-based best practices for online courses. Addressing each standard as indicated ensures that all necessary components are included and students have a consistent experience with all courses.

Anyone with questions or needing assistance should contact the offices of NVU Online at 802.635.1290.

Technology, Navigation, and Accessibility

<p>1. Course Technology: Canvas</p>	<p>All NVU Online courses must use Canvas for course delivery.</p> <ul style="list-style-type: none"> • All Canvas courses are turned on 1 week prior to their start date. Instructors are urged to either add access restrictions, hide content (unpublished items are not visible to students), or post an announcement notifying students if modifications are still being made • Instructors may use technologies in addition to Canvas but Canvas should serve as the gateway for accessing all resources • All NVU Online courses, including Live Online Courses and hybrids, must include all the standards of <i>NVU Online Course Requirements</i> in Canvas with appropriate modifications for instructional components
<p>2. Navigation & Layout</p>	<p>A blueprint template is used for all NVU Online courses. Instructors should not attempt to modify the organization of their courses, which include key features:</p> <ul style="list-style-type: none"> • The course homepage directs students to the course syllabus page and includes links to standardized information • Instructional content is accessed through <i>Modules</i> in the Course Menu • Each weekly module is presented with <i>Learning Objectives</i> and related <i>Learning Activities</i>

3. Accessibility	<p>The course adheres to general accessibility guidelines.</p> <ul style="list-style-type: none"> • Canvas has an accessible foundation on the level of the platform • Instructors are responsible for ensuring that their content adheres to accessibility guidelines
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Content, Assessment, and Alignment

4. Learning Objectives	<p>All weekly modules include a list of measurable learning objectives.</p> <ul style="list-style-type: none"> • Learning objectives are descriptions of measurable actions that students will be able to demonstrate when they have successfully completed the lesson. • Well written objectives have the following parts: <ul style="list-style-type: none"> - A – audience (the students) - B – behavior (the measurable action) - C – condition (the outcome) - D (<i>use only when appropriate</i>) – degree (how well)
5. Assessment	<p>Each learning objective should be assessed with feedback provided</p> <ul style="list-style-type: none"> • A single assessment can cover multiple learning objectives and multiple assessment strategies should be included in every course so assessment is authentic but not overwhelming. • Grades should be made available through the Gradebook. • Timely and meaningful feedback should be provided in accordance with the communication policy for the course.
6. Instructional Content	<p>Instructional materials should be added to bridge the gap between where the learners begin and where they need to be in order to demonstrate they have mastered the learning objectives</p> <ul style="list-style-type: none"> • Include a mix of content for passive and active learning • Include activities that provide opportunities for interaction • Proof content to ensure that it is free of errors and is copyright compliant.

Getting Started

<p>7. Course homepage</p>	<p>Every course opens to a homepage that serves to introduce students to the course and provide general guidance to for the online educational experience:</p> <ul style="list-style-type: none"> • Course Syllabus – post the course syllabus in pdf format using the latest template provided • Course Syllabus Tool – it is not required, but highly recommended to also use the syllabus tool • Included in the blueprint template: <ul style="list-style-type: none"> • Textbook Information - instructions on how to find textbook information for this and other NVU courses • NVU Online Course Communication Policies - expectations for students and instructors regarding communication and conduct in NVU Online courses • NVU Online Advising Department - contact information for reaching an advisor to answer program or degree questions • Smarthinking - overview and access information for tutoring services available to NVU Online students • Special Concerns and Disabilities - instructions for requesting accommodations • Technical Support - contact information for reaching NVU's IT Help Desk • Technology Requirements -minimum technical standards required to ensure users can access resources or that technical support can be provided
<p>8. Profile</p>	<p>Every instructor should update his or her profile in Canvas to include a brief biography and picture.</p>
<p>9. Availability</p>	<p>Instructors are responsible for ensuring that their modules and course materials are published so students can access them</p> <ul style="list-style-type: none"> • Unlike other LMS platforms where content is available unless restricted, content in Canvas is unavailable unless published • Canvas administrators make NVU Online courses available one week before the course begins • Instructors must make courses unavailable when the course is over