Organizing your Online Course: The advantage of Templates and Master Courses

Pace University
Instructional Design Team
Instructional Design Team

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With a combined 75+ years at Pace, Joe, Nancy and Gregg have taught online and worked with faculty to develop online courses.

As instructional designers we are part project managers and part educators. We work with faculty to blend content, technology, pedagogy and a lot of caffeine to create an engaging learning experience.
Overview

– Understanding Templates
– Master Courses: What Are They?
– Benefits of Using Templates and Master Courses
Understanding Templates

– What Are Templates?

– Types of Templates
  • Syllabus
  • Module
  • Rubrics

– Advantages of Using Templates
Syllabus Template

• Pace University Approved Syllabus Template

Equity Minded Syllabus Template

Course Information
Course Title: Advanced Presentation Skills
Course Number and Section: CINS123
Terms: Fall 2023
Class Meeting time(s): Asynchronous
Class delivery format/location: Online

Instructor Information
Instructor(s) Name(s): Nancy Um
Preferred pronouns: She/her
Email: numl@pace.edu
Phone: 914-925-2844
Preferred Contact Method: email
Office location: 100 Summit Lake Dr. Valhalla, NY
Office hours: by appointment

Course description
This course covers in-depth advanced features of presentation software and good presentation design and techniques. Emphasis is placed on creating and making effective presentations. Topics include: preparation/planning of a presentation, rhetorical techniques, audience preparation, and the use of advanced features of slide show software, including customizing slide shows, applying special effects, inserting audio and video, and Hyperlinks.

Prerequisites
None.

Course learning objectives
Emerging students will be able to:

• Create, edit, and format basic presentations
  o Create and view a slide show
  o Edit text on a slide
  o Add, move, and delete slides
  o Create special effects
  o Use a template
  o Apply and modify text and graphic objects
• Add special effects to a slide show
Sample Template

Course Information

Session 01
0% 0 of 7 Topics Completed
20% 1 of 5 Topics Completed

Session 02
0% 0 of 5 Topics Completed

Session 03
0% 0 of 5 Topics Completed

Session 04

Session 05

Table of Contents

Course Information
Session 01
Session 02 Begins September 14
Session 03 Begins September 21
Session 04 Begins September 28
Session 05 Begins October 5
Session 06

PACE UNIVERSITY
Module Components

Session 01

Introduction

Enter an introduction to this session along with the student learning objectives covered in this session.

Learning Objectives

1.
2.
3.

Learning Materials

PDF files, lectures, video links/files, readings etc.

Lecture Presentations

Readings & Media

PDF files, video links/files, readings etc.
Module Components

Assignments & Discussions

- **Assignments, Exams & Quizzes**

  - **Session 1 Written Assignment**
  - **Session 1 Quiz**
  - **Introductions**

  Updated
Sample Rubric Template

• Rubrics (More on Rubrics)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Mastery</th>
<th>Developing</th>
<th>Needs Improvement</th>
<th>Criterion Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity</td>
<td>30 points\nWriting is coherent and clearly organized. Writing explains relevant concepts and uses a formal writing tone.</td>
<td>20 points\nWriting is somewhat coherent and is organized in some places. Writing explains some relevant concepts. Tone is not too informal, but could be refined.</td>
<td>10 points\nWriting is not coherent and is disorganized. Writing does not explain relevant concepts and uses an informal writing tone.</td>
<td>/ 30</td>
</tr>
<tr>
<td>Grammar</td>
<td>20 points\nWriting does not contain grammatical errors. Sentence construction is clear. Writing does not contain spelling, punctuation, and other errors that detract from clarity of writing.</td>
<td>15 points\nWriting contains some grammatical errors. Sentence construction is clear/unclear in places. Writing does contain some spelling, punctuation, and other errors that detract from clarity of writing.</td>
<td>5 points\nWriting contains many grammatical errors. Sentence construction is unclear. Writing contains spelling, punctuation, and other errors that detract from clarity of writing.</td>
<td>/ 20</td>
</tr>
<tr>
<td>Thoughtfulness &amp; Creativity</td>
<td>20 points\nWriting responds to the prompt in students’ own words. Ideas are thoughtful and creative and goes beyond parroting the text.</td>
<td>15 points\nSome of the writing responds to the prompt in students’ own words. Ideas are somewhat thoughtful and creative and goes beyond parroting the text.</td>
<td>5 points\nWriting does not respond to the prompt in students’ own words. Ideas lack thoughtfulness and creativity and dies not go beyond parroting the text.</td>
<td>/ 20</td>
</tr>
</tbody>
</table>
Master Courses: What Are They?

- Definition and Purpose
- Creating a Master Course
- Key Elements of a Master Course
Benefits of Using Templates and Master Courses

– Time Efficiency
– Consistency in Content
– Improved Quality
– Scalability
– Easy update and semester course prep
Practical Implementation

- Steps for Creating Templates
- Managing Master Courses
- Collaboration and Sharing
Tips for Effective Course Organization

– Designing a Clear Course Structure
– Navigational Ease for Learners
– Accessibility Considerations
– Design for regular/frequent communication
– Regular Updates and Maintenance
Case Study

– The NACTEL Program’s Successful Use of Templates and Master Courses
– Results and Benefits
Conclusion

– Templates streamline development
– Templates and Master courses enhance learning
– We encourage you to implement Templates and Master Courses
– The Instructional Design Department can help
Questions
Thank You

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https://www.pace.edu/online-instructional-design