



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

Pace University  
Instructional Design Team

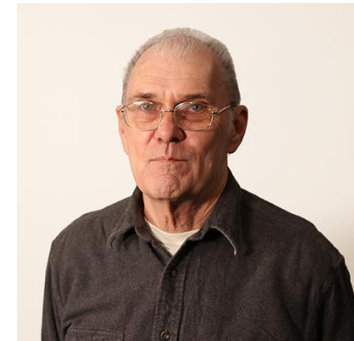
# Instructional Design Team



Joe Seijo



Nancy Uhl



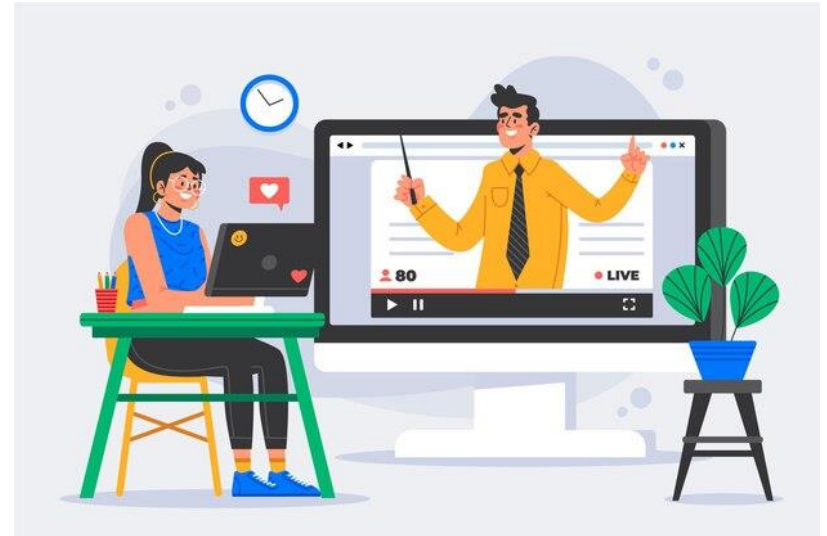
Gregg Ramsay

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



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# 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: CIS123  
Term: Fall 2023  
Class Meeting time(s): Asynchronous  
Class delivery format/location: Online

### Instructor Information

Instructor(s) Name(s): Nancy Uhl  
Preferred pronouns: She/her  
Email: [nuhl@pace.edu](mailto:nuhl@pace.edu)  
Phone: 914-923-2844  
Preferred Contact Method: email  
Office location: 100 Summit Lake Dr. Valhalla, NY  
Office hours: by appointment

### Course description

This course covers in-depth the 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

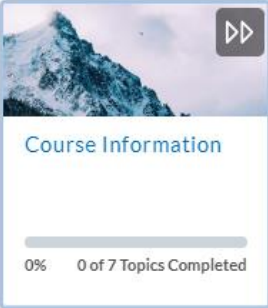
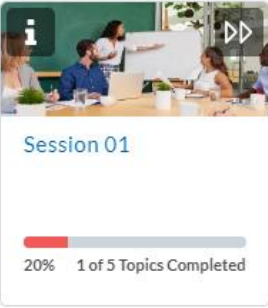
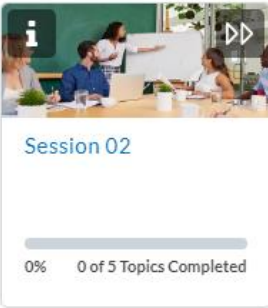
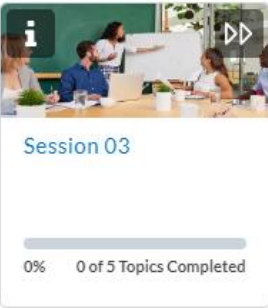


None.

### Course learning objectives

Emerging students will be able to:

- Create, edit, and format basic presentations
  - Create and view a slide show
  - Edit text on a slide
  - Add, move, and delete slides
  - Create speaker notes
  - Use a template
  - Apply and modify text and graphic objects
- Add special effects to a slide show

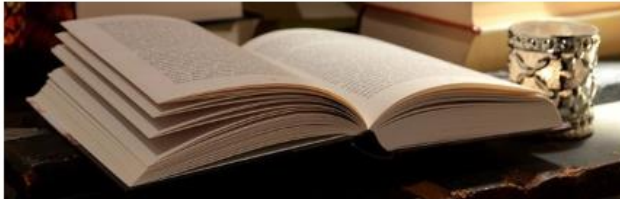
# Sample Template

 <p>Course Information</p> <p>0% 0 of 7 Topics Completed</p>	 <p>Session 01</p> <p>20% 1 of 5 Topics Completed</p>	<a href="#">Table of Contents</a> 38
 <p>Session 02</p> <p>0% 0 of 5 Topics Completed</p>	 <p>Session 03</p> <p>0% 0 of 5 Topics Completed</p>	<a href="#">Course Information</a> 7
 <p>Session 04</p>	 <p>Session 05</p>	<a href="#">Session 01</a> 4
		<a href="#">Session 02</a> 5
		<a href="#">Session 03</a> 5
		<a href="#">Session 04</a> 4
		<a href="#">Session 05</a> 3
		<a href="#">Session 06</a> 3



# Module Components

## Session 01 ▾



### Introduction

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

Download

Expand All | Collapse All

25 % 1 of 4 topics complete

### Learning Objectives ▾

Web Page

**Student Learning Objectives for this session:**

- 1.
- 2.
- 3.

Updated ✓

## Learning Materials



### Learning Materials

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



### Lecture Presentations ▾



### Lecture Presentations



### Readings & Media ▾




### Readings & Media


PDF files, video links/files, readings etc.

# Module Components


Assignments & Discussions

Assignments, Exams & Quizzes

Session 1 Written Assignment


 Assignment

Session 1 Quiz

 Quiz

Updated

Introductions

 Discussion Topic



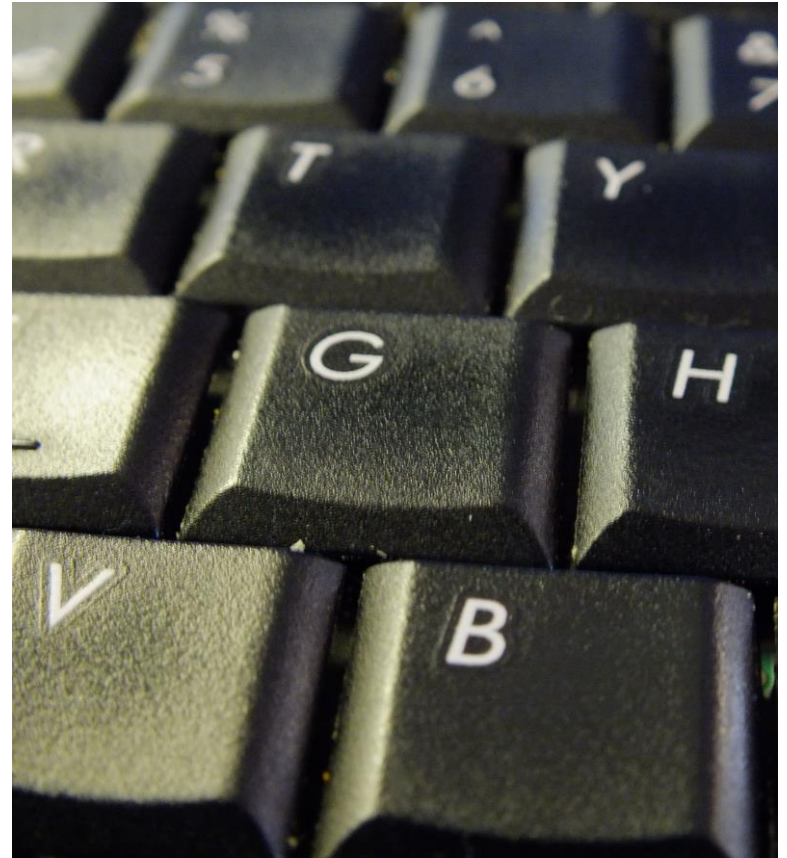
# Sample Rubric Template

- Rubrics (More on [Rubrics](#))

Criteria	Mastery	Developing	Needs Improvement	Criterion Score
Clarity	30 points Writing is coherent and clearly organized. Writing explains relevant concepts and uses a formal writing tone.	20 points Writing is somewhat coherent and is organized in some places. Writing explains some relevant concepts. Tone is not too informal, but could be refined.	10 points Writing is not coherent and is disorganized. Writing does not explain relevant concepts and uses an informal writing tone.	/ 30
Grammar	20 points Writing does not contain grammatical errors. Sentence construction is clear. Writing does not contain spelling, punctuation, and other errors that detract from clarity of writing.	15 points Writing 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.	5 points Writing contains many grammatical errors. Sentence construction is unclear. Writing contains spelling, punctuation, and other errors that detract from clarity of writing.	/ 20
Thoughtfulness & Creativity	20 points Writing responds to the prompt in students' own words. Ideas are is thoughtful and creative and goes beyond parroting the text.	15 points Some of the writing responds to the prompt in students' own words. Ideas are somewhat thoughtful and creative and goes beyond parroting the text.	5 points Writing does not respond to the prompt in students' own words. Ideas lack thoughtfulness and creativity and dies not go beyond parroting the text.	/ 20

# 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



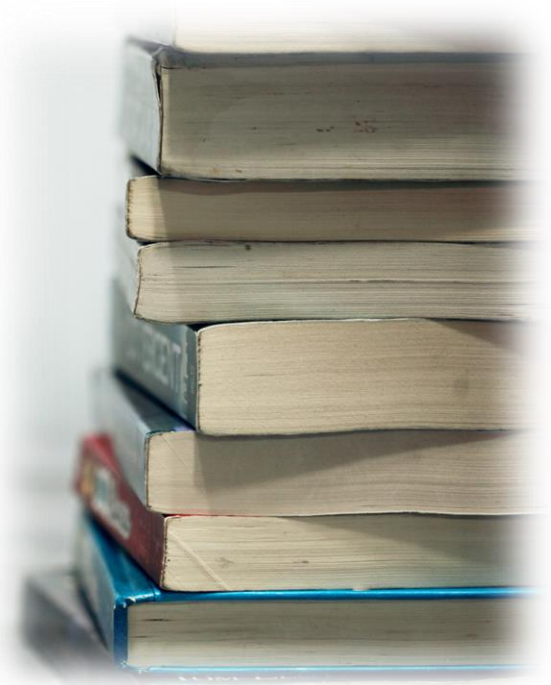
# Practical Implementation

- Steps for Creating Templates
- Managing Master Courses
- Collaboration and Sharing



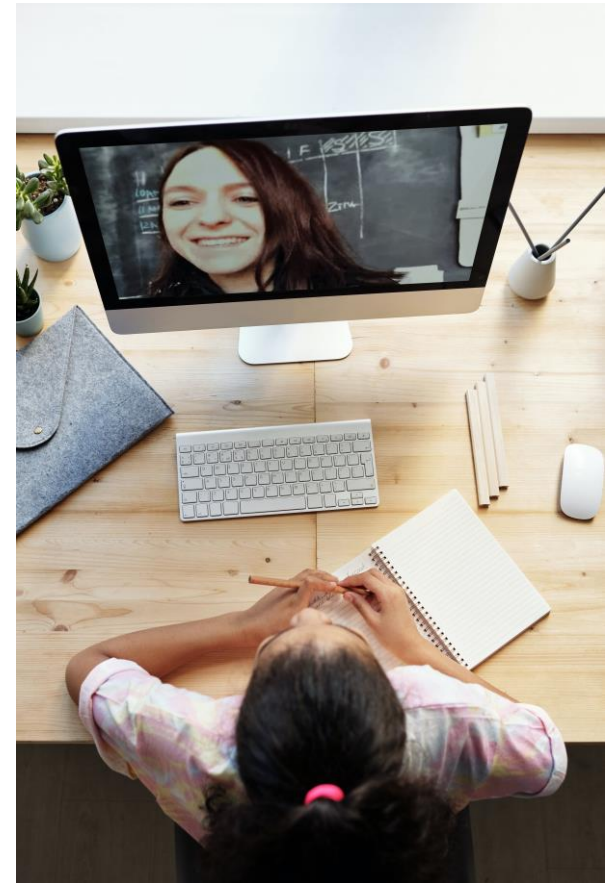
# Tips for Effective Course Organization

- 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>

