

A large wooden sailing ship with many ropes and a flag flying from the mast.

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

Pace University
Instructional Design Team

Instructional Design Team



Joe Seijo



Nancy Uhl



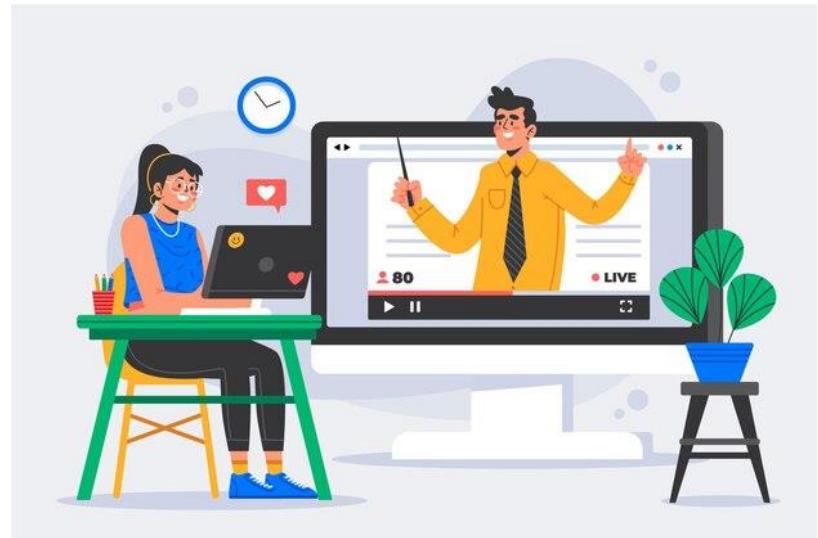
Gregg Ramsay

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



[Image by pikisuperstar on Freepik](#)

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
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

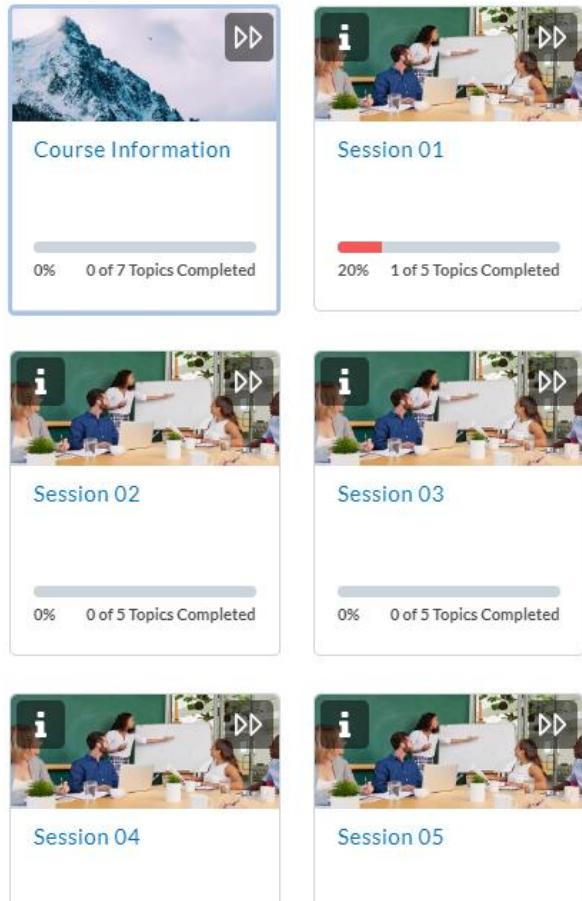
None.

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



Course Information

0% 0 of 7 Topics Completed

Session 01

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

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Begins September 14

Session 03 5

Begins September 21

Session 04 4

Begins September 28

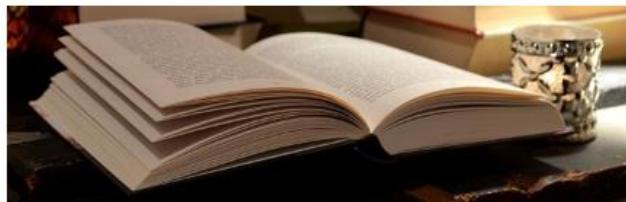
Session 05 3

Begins October 5

Session 06 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:

Updated ✓

1.

2.

3.

[Print](#)

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

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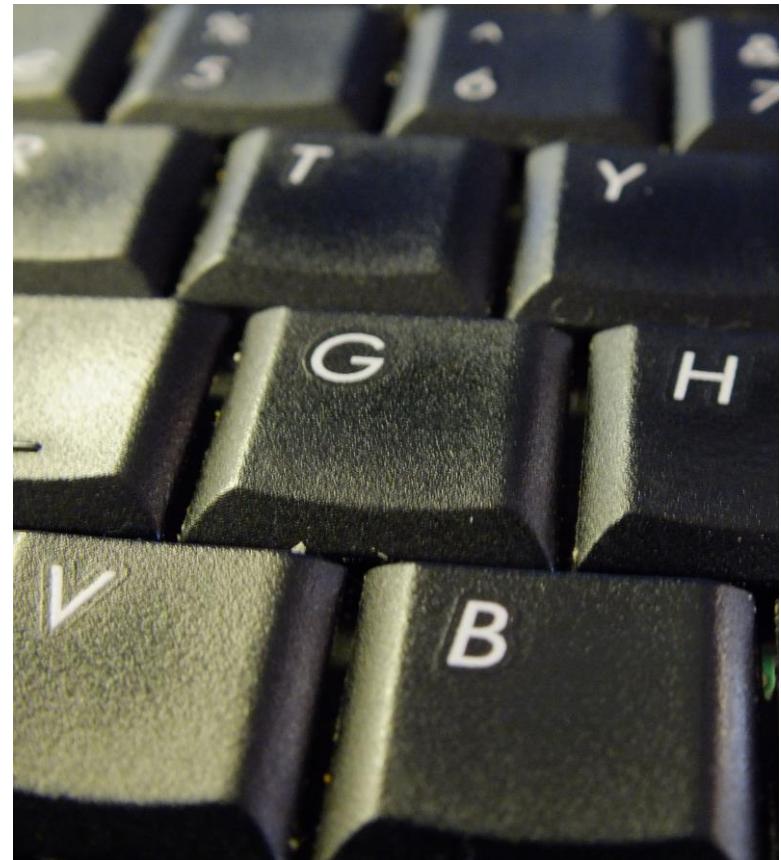
Sample Rubric Template

- 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 thoughtful and creative and goes beyond parrotting 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 parrotting the text.	5 points Writing does not respond to the prompt in students' own words. Ideas lack thoughtfulness and creativity and does not go beyond parrotting 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



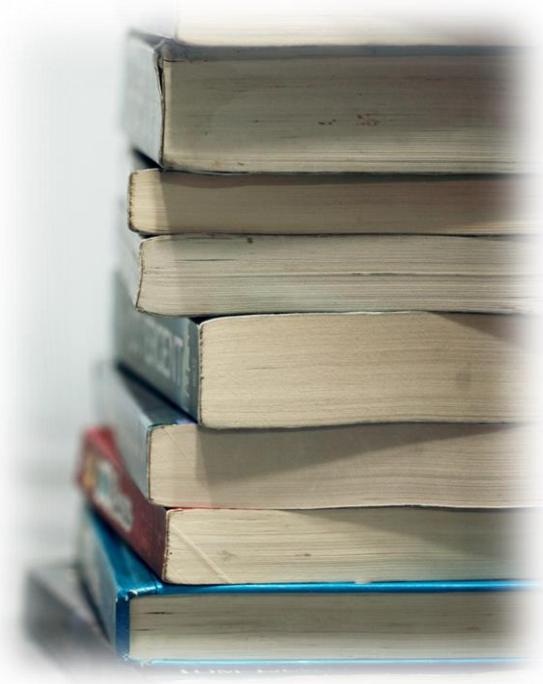
Practical Implementation

- 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>

