

EDLT 5320: Designing Online Environments

New Mexico State University

Spring Mini-Semester 2 2024: March 18 — May 10, 2024

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Office Hours: By appointment. Please use this link to schedule an online appointment:

[Booking Link](#).

Course: EDLT 5320 M70, U70

Credit Hours: 3

Delivery method: Online and asynchronous

About This Course

Welcome to EDLT 5320!

Have you ever had an online course that is boring, unengaging, or lonely? In this course, we will discuss how to do the opposite—create engaging, motivating, and supportive online environments. We will discuss the decisions we make when we design online courses that can impact the student experience and collaborate on creative approaches to challenges in online learning. We will also create a basic Canvas shell with two weeks of content, a product you can use as part of your final portfolio.

Course Learning Objectives

Upon completion of this course, you will be able to:

1. Develop online course content that reflects best practices in online teaching.
2. Assess online pedagogies and instructional strategies to determine what works best for your online teaching practice.
3. Identify different techniques and strategies for establishing faculty presence in online courses.
4. Analyze and evaluate effective teaching strategies utilized in online learning environments, and
5. Develop online resources for use in your professional and personal educational pursuits.

Tips for Success

- Schedule several days throughout the week to work on this course. Try to log in at least once early in the week so you can plan your time and begin to participate in discussions.
- Complete all readings—they will help you with assignments and projects.
- Share early drafts of your project with peers and give quality feedback to others.
- Don't be afraid of ambiguity! Be willing to step into the unknown and try new things.
- Explore, experiment, play!

Course Schedule*

Week	Weekly Focus	Canvas Skills	Readings and resources**	Project
1: 3/18-3/24	The Five Spaces for Design and Online Learning Environments	Shell and Settings	See Canvas	Part 0: Request Shell
2: 3/25-3/31	Culture: Course Culture (trust, curiosity, tone, climate), Community of Inquiry	Pages	See Canvas	Part 1: Course Content and Resources
3: 4/1-4/7	Systems: Standards, Outcomes, and Assessment	Quizzes	See Canvas	Part 2: Syllabus Part 9: Summative Assessment
4: 4/8-4/14	Artifacts: Text, Image, Video	Modules, Video/Studio	See Canvas	Part 3: Home Page Part 4: Getting Started Module
5: 4/15-4/21	Processes: Flow, grading, communication	Assignments and Discussion	See Canvas	Part 5: Introduction Activity Part 7: Learning Activities
6: 4/22-4/28	Experiences: Interactivity, Engagement, Tension	Navigation Settings	See Canvas	Part 8: Learning Community Activity Part 10: Student Experience Evaluation Part 6: Week 2 Module Part 11: Navigation
7: 4/29-5/5	Evaluating Effectiveness	User Experience	See Canvas	Part 12: Peer Review and Refinement
8: 5/6-5/10	Finish Project		See Canvas	Final Due 4/10/2024
All work due May 10, 2024				

*This schedule is subject to change. Always check Canvas Modules for the most recent schedule.

**Readings and resources are subject to change. The most up-to-date calendar, as well as full information about each resource, will be in Canvas. Additionally, some readings may be hosted on Perusall, a social annotation tool, and will require collaborative annotations.

NOTE: The deadline for withdrawing from a course to receive a refund is **March 27, 2024**. Students may withdraw from a course and receive a "W" (no refund) by **April 17, 2024**. All important dates can be found at <https://records.nmsu.edu/important-dates-students/>.

Assignments and Grading

See Canvas for full assignment descriptions and due dates.

Category	Description	Weight of Grade
Assignments	Misc. assignments	30%
Yellowdig	Participation in Yellowdig Community	10%
Course Project	Course Shell (components and final project)	60%

Note: Grades in the course are assigned using Fractional Grading

Grading Scale

Grade	Percentage
A	94% +
A-	90% – 93%
B+	87% – 89%
B	84% – 86%
B-	80% – 83%
C+	77% – 79%
C	74% – 76%
C-	70% – 73%
D+	67% – 69%
D	64% – 66%
D-	60% – 63%

F	0% – 59%
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Yellowdig

Yellowdig is an online conversation platform for our course. You receive points for participating in Yellowdig conversations, and the points you receive in Yellowdig factor into your final grade. Each week, you can earn **up to 1350 points**. To get an "A" in Yellowdig, you must have at least **6580 points** by the end of the course. If you reach the weekly max by the end of each week, you are guaranteed to get an "A" in Yellowdig.

The grading period for Yellowdig will begin on **March 18, 2024** and end on **May 10, 2024**. Your Yellowdig grade is worth 10% of your final grade.

You receive points for interacting and engaging with your peers in the following ways:

Starting a conversation

- **+60** points for submitting a new post.
- **+240** points for the post having more than 40 words.

Continuing a conversation

- **+60** points for submitting a new comment or reply.
- **+200** points for the comment or reply having more than 20 words.

Adding specific content

- **+75** points for adding a video to a post or comment.

Connecting with the community

- **+50** points for each comment from another user on your post.
- **+55** points for each reaction received from another user.
- **+varied** points for accolades awarded on your posts or comments.

You are encouraged to reward your peers for producing excellent content by commenting on and reacting to their Posts. In addition, I will reward particularly exemplary Posts and Comments by giving Accolades. To earn as many points as possible, you are strongly encouraged to contribute to our Yellowdig Community early and often. Just keep in mind that, once you reach the weekly max, you cannot earn additional points until the weekly reset deadline (**Saturday 11:59 PM**).

Yellowdig passes back your Yellowdig grade to Canvas as a proportion (a percentage) that represents your current *pace* toward getting an "A" in Yellowdig. Therefore, the points you see in Yellowdig might not match the points you see in Canvas. If any of this confuses you, just remember: *if you end every week with a Yellowdig grade of 100%, you are guaranteed to get an "A" in Yellowdig.*

What should I do in Yellowdig?

I really want you to read what other people are thinking about and have real conversations about course-relevant content. Please pay attention to the fact that you will earn quite a few points when other people react to your Posts and Comments. Your Posts will also get more points if they get a good conversation started (i.e. if people comment on them). So think about your audience when you

participate (i.e., your fellow classmates). Also, be sure to recognize good posts by reacting to them and talking about them.

It is also helpful to realize that you can't get points from people interacting with your posts if you don't have posts up in the community feed for other students to see. Therefore, coming in earlier in the week and getting good conversations started can actually save you work. I will also be dropping in occasionally to give Accolades to exceptionally thoughtful Posts. You'll increase your odds of your posts receiving that recognition if you have them up and I can see you are contributing to a vibrant conversation.

Our Community will thrive when we treat each other with respect and sensitivity. We will be adopting Yellowdig's [code of conduct](#) for this course.

A few additional recommendations:

- Watch Yellowdig's [student orientation videos](#).
- Peruse the [Features and Functionality](#) section of Yellowdig's Knowledge Base.
- If you have any technical questions or are having trouble, send Yellowdig a support ticket [here](#).
- Take advantage of features like [#hashtags](#) and [@mentions](#) to bring your conversations to life

Policies and Resources

Required Texts

In this course, we will be using several free, open access texts as well as other free online resources.

Primary texts are:

- Khoo, E., & Bonk, C. J. (2022). *Motivating and supporting online learners*. The Commonwealth of Learning. <https://oasis.col.org/server/api/core/bitstreams/82ebb225-aac7-4abe-9061-36f4a06cbfaa/content>
- West, R. E. & Borup, J. (2021). *Teaching With Asynchronous Video* (1st ed.). EdTech Books. <https://dx.doi.org/10.59668/245>
- Trust, T. (2022). *Online Tools for Teaching and Learning*. EdTech Books. <https://edtechbooks.org/onlinetools>

Engagement Hours

The course is designed to provide learning opportunities and activities totaling a minimum of 127.5 hours ([see NMSU engagement hour policies here](#)). In an 8-week course, that is about 16 hours per week. This estimate is for the typical student. The designed activities may take you more or less time to complete depending on your experience and familiarity with the course topics. Additionally, at various points in the course some areas may require more time than others. Following is a breakdown of time estimates for activities in this course:

- Assigned reading and video lectures: 24 hours (3 hours per week)
- Weekly assignments: 16 hours (2 hours per week)

- Participation in online community (YellowDig): 24 hours (3 hours per week)
- Course project: 64 hours (8 hours per week)

Late Work

If work involves other people—either discussions or group projects—it will not be accepted late. One of the most effective ways to learn is through interactions with others—it is how you build your own ideas and contribute to the ideas of others. It's like putting lots of ideas and experiences into a mixer and blending them up. Adding ideas late will not help you or others.

For individual work, please contact me if you need additional time to complete an assignment. In most cases, late work will be accepted for half credit.

Course Organization

This course consists of 8 modules, one for each week of class. The modules will be made available by the first day of each week (generally a Monday) and can be found in the "Module" section in Canvas. Work through the modules step by step, and be sure to **watch all videos**.

An additional overview module includes course information, an introduction video, and a Canvas tour video.

Use of Artificial Intelligence

Use of AI tools is permitted in this course for students who wish to use them. Students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your references list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

Online Preparation

As this is an accelerated graduate-level course, you will be expected to commit significant time each week. According to the Carnegie Credit Hour system, you can expect to spend up to 18 hours on this course each week. You should spread the work across the week, as you will need to participate several times each week to fully participate in discussions. You are expected to access the course no later than the 2nd day of each week.

Required Technical Skills

Taking an online course requires a number of technical skills as well as other soft skills. However, at a minimum you will need to meet certain technology responsibilities to complete work for this course. If you have questions about technical requirements for the course, please contact me immediately.

To begin in this course, you must:

1. Read this syllabus carefully and contact me immediately if you have any questions. You are responsible for the content and assignments in this syllabus.

2. Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course.
3. Be Proficient with Microsoft® Office applications.
4. Be able to conduct research searches on the Internet; see the [libguide for this course](#), the [NMSU Library](#) and [Research Help for Students](#)
5. Find resources on the Internet; see [Internet Tutorials](#).
6. Be able to send and receive emails and email attachments in and out of class.
7. Know how to change your Canvas Notification settings.
8. Know how to read email in Canvas.
9. Maintain backups of all work you create for this course.

Netiquette

Netiquette is a set of rules for behaving politely online. Something about cyberspace makes it easy for people to forget that they are interacting with other real people. The following bullet points cover some basics to communicating online:

1. Be sensitive to the fact that classmates will come from different cultural and linguistic backgrounds, as well as hold different political and religious beliefs. Plus they will have other differences.
2. Use good taste when composing your responses in Discussion Forums. Swearing and using profanity is often insensitive to your classmates so should be avoided. Also, consider that slang can be misunderstood or misinterpreted.
3. Don't use all capital letters when composing your responses as this is considered "shouting" on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.
4. Be respectful of others' views and opinions. Avoid "flaming" (publicly attacking or insulting) them as this can cause hurt feelings and decrease the chances of learning from different points of view.
5. Be careful when using acronyms. If you use an acronym it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
6. Use good grammar and spelling, and avoid using text-messaging shortcuts.

Technology Requirements

Supported Software

All programs are available through NMSU or have free licenses available:

- [Canvas LMS](#)
- [Zoom](#)
- [Canvas Studio](#)
- Flipgrid (access through Canvas)
- Perusall (access through Canvas)
- [Scratch](#)
- [Canva](#)
- [Adobe Express](#)

- Microsoft Office Suite
- Other free media creation tools such as Google Sites, Wix, etc. You will choose which of these tools to use.

Computer and Operating System

- 4GB of RAM or higher
- Dual Core 2GHz or higher (Intel Core i5 processor or equivalent)
- Microphone (built-in, wired, USB, wireless or Bluetooth)
- Web camera (built-in or USB)

Operating System:

- Windows 10 or higher
- OS X 10.13 or higher

A list of Academic Technology favorite microphones and USB webcams can be found at

<https://learning.nmsu.edu/minimum-technology-requirements/>

Internet

- Broadband connection (25 Mbps download, 3Mbps upload as defined by the [FCC](#))
- Wired connection (ethernet) preferred
- Stable wireless connection is acceptable
- Use the [NMSU Checs Speedtest](#) to test your internet speed

Web Browsers

- Latest two versions of [Chrome](#)
- Latest two versions of [Firefox](#)
- Javascript must be enabled

Use only the latest version of Google Chrome or Mozilla Firefox for Canvas. Safari, Internet Explorer and Microsoft Edge have known issues that can interfere with performing basic tasks within Canvas. The links to ensure you have the latest version are listed below:

- [How to update Google Chrome](#)
- [How to update Mozilla Firefox](#)

Accessibility of eLearning Tools

Some general or common VPAT links. Add or revise as needed.

- [Adobe Products: Section 508 VPATs for \(Adobe Connect 9, Adobe Acrobat, and more\)](#)
- [Apple Products: Section 508 VPATs for](#) (Safari Web Browser, Mac OS X, and more)
- [Microsoft Products: Section 508 VPATs for](#) (Internet Explorer, Office, Skype, and more)
- [Google Products: Section 508 VPATs for](#) (Google Earth, Chrome Web Browser, Google Docs, and more)
- [Firefox Web Browser: Section 508 VPAT \(version 3.5 and up\)](#)

Technical Support

The ICT Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm Monday through Friday Mountain Time. Please feel free to contact them at 646-1840 or via e-mail at helpdesk@nmsu.edu.

You can also go to the [Student Technology Help](#) web page and [Student Resources](#) located at the [Canvas](#) web page for additional information on Canvas.

Syllabus Modifications Statement

This syllabus is subject to revision to best fit the educational needs of the class. Any changes or modifications will be announced in class and/or on Canvas.

Student Services and University Policies

Please visit <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus/policies.html> for university policies and student services, including Discrimination and Disability Accommodation, academic misconduct, student services, final exam schedule, grading policies and more.

Discrimination and Disability Accommodation

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Main Campus

Disability Access Services
Corbett Center Student Union Room 204
Aaron Salas, Director
575-646-6840

New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. **You may submit a report online at equity.nmsu.edu. If you have an urgent concern, please contact the Office of Institutional Equity at 575-646-3635.**

Title IX prohibits sex harassment, sexual assault, dating and domestic violence, stalking and retaliation. For more information on discrimination or Title IX, or to file a complaint contact:

Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635

E-mail: equity@nmsu.edu
[Office of Institutional Equity Website](#)

Other NMSU Resources:

NMSU Police Department: (575) 646-3311
www.nmsupolice.com

NMSU Aggie Health & Wellness (Medical and counseling services): (575) 646-1512
<https://wellness.nmsu.edu/>

NMSU Dean of Students: (575) 646-1722
For Any On-campus Emergencies: 911