

## Minimum Requirements for CECS Online Graduate Courses

In addition to [Campus Expectations for Canvas Use](#), all CECS Online graduate level courses should meet the following minimum set-up/operational requirements. These minimum requirements align with the [CECS Online Education Framework](#) developed by the strategic planning faculty group and introduced to CECS faculty in November, 2021. Please note that these are only minimum requirements. Canvas has many features and options that allow for more complex course design.

Before building your online course site, know what instructional method(s) your course is offered in and adhere to the [university definitions](#). Most CECS online graduate courses are taught **asynchronously**. This means that there will be key deadlines for assignments to which students must adhere, but there will not be specific meeting times for online interaction with the class and no real-time requirements are permitted. For safety and space management, online students should not come to on-campus course meetings.

### Course Site Organization

- All course content and activity should be within Canvas, the Learning Management System at UM-Dearborn - [canvas.umd.umich.edu](https://canvas.umd.umich.edu) .
- Arrange the course menu to include only the tools that students will use.
  - Files should be hidden and used by the instructor only. Link all course content to a Module or a Page.
  - Canvas guide to change [Course Menu \(Navigation\)](#)
- Segment course content into navigable and intuitive Modules.
  - Include Module titles that are reflective of the content
  - Add content using pages, assignments, etc.
    - Export controls regulations prohibit online courses from containing any materials not available in the public domain.
  - Modules is the default template for UM-Dearborn Canvas, but modules must be added to populate the page.
  - Canvas guide for [Modules](#), [Pages](#), [Assignments](#)
- Post a welcome message by the first day of the semester using one of these methods.
  - Create a Pages front page, a “Start Here” module, or an announcement
  - Canvas Guides for [Pages](#), [Pages Front Page](#), [Modules](#), [Announcements](#)
- Post a complete course syllabus by the first day of the semester.
  - Implement consistent assignment availability and due dates
  - Avoid changing due dates of major assessment items
  - UM-Dearborn [Syllabus Template](#) Information
  - Canvas Guide for [Syllabus](#) tool

## Regular Communication with Students

- Communicate with students at least once each week ( email, announcements, etc.)
- Plan weekly Zoom meetings for office hours/study help (optional for students)
- Respond to student inquiries within 24 hours whenever possible
- Grade assignments promptly and posted to the Canvas Gradebook
  - Canvas Guides for [Speedgrader](#) and [Gradebook](#)

## Assessment (Exams, etc.)

- All assessments should be accessible online
  - Consult with a [HUB Instructional Designer](#) for assistance
- All assessments should be the same for in-person and online students
- No proctoring or physical presence is permitted
  - [Exam Scheduling Guidance](#)

## Video Recordings

CECS has resources which allow instructors to record high quality course content videos. Using these resources is encouraged. Our experienced video production team is available to assist with recording and post production.

- Recordings for courses with both an in-person (CLASS) or Hybrid (HYB) and co-taught online (ONLN) section:
  - The in-person section will be scheduled in a lecture capture equipped classroom.
  - Lectures will be recorded on the officially scheduled day and time for the semester
    - Available to instructors in the Mediasite Creation Tool
    - Available to students in the Mediasite Channel by default
      - Better practice - link to the appropriate course module
      - Unedited recording available shortly after class meeting ends
      - Minimally edited recording available within 24 hours
      - Include location and expected availability in operational details
  - Lecture capture recordings will not be retained for future use
- Recordings for courses that are fully asynchronous and stand alone (no co-taught on campus section):
  - Record short, topic based videos in the CECS studio or a lecture capture classroom without students (these videos can be re-used for up to three academic years).

Visit [CECS Online](#) for additional resources and information.