

## Online Classroom Use Expectations

OSUIT expects all instructors to utilize the Online Classroom in order to increase student success, engagement, and retention. Our Online Classroom supports a responsive design which means that it works well with computers, tablets, and smart phones. The five tools listed below are expected to be implemented with Traditional (TRAD), Blended (BL), Hybrid (HY), and/or Online (WEB) delivery methods.

### **Attendance (TRAD, BL, HY delivery methods)**

Faculty are expected to maintain student attendance records on the Online Classroom for all courses with the TRAD, BL, and HY delivery methods and update on a weekly basis.

### **Modules (All delivery methods)**

The Modules tool provides a common location for students to access, review, and print materials. Faculty are required to upload the following using the Modules tool:

- Current course syllabus (prior to the start of each course)
- Assignment schedule (prior to the start of each course)
- Assignment-related documentation

The Modules tool also represents a convenient means to share handouts, presentations, and other digital resources that support fulfillment of course learning objectives.

### **Assignments (All delivery methods)**

Use of the Online Classroom's Assignments tool is the most reliable way to manage and verify student assignment submissions. At minimum, faculty should utilize the Assignments tool for student submission of all electronic files and assignments (unless prohibited by file size).

### **Grades (All delivery methods)**

Timely access to feedback on course assignments is critical to student success and retention. Faculty are expected to maintain Grades in the Online Classroom and post grades within the timeframes delineated in course syllabi.

### **Announcements (All delivery methods)**

The Announcements tool is ideal for keeping students informed. Faculty are expected to use the Announcements tool to post the following:

- Welcome messages (prior to the start of each course)
- Instructor introduction
- Direction to course syllabi and assignment schedules
- Course withdrawal/drop dates
- Class cancellations
- Changes to schedules, test dates, or assignment deadlines