UNI ONLINE EDUCATION & INDIVIDUAL STUDIES

# Online Course Development Guide

Steps for new adjunct faculty to finalize and optimize their online courses

## Getting Started with your Blackboard Course

1. **Complete Digital Accessibility Training**
   Take the recommended digital accessibility course at UNI to ensure inclusive learning.
2. **Establish Learning Objectives**
   Review your course to determine specific and measureable learning objectives.
3. **Boost Your Rubric with AI**
   Use AI tools to assist in creating unique rubrics for each assessment.

## Instruction & Student Success

4. **Establish a Clear AI Policy**
   Consider adding a specific AI usage policy to your syllabus for all assessments.
5. **Train Your Students**
   Consider adding an assessment where students use AI as a brainstorm technique that includes a personal reflection.
6. **Complete Your Syllabus with Our Template**
   We have a syllabus template that we can provide you to help you check off essentials for an online course.
7. **Connect with Instructional Support**
   For ideas and assistance, reach out!


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Online Education & Individual Studies


Scan for more teaching resources!


**OEIS Instructional Development Team**

Support hours: Mon-Fri, 8am-4:30pm
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