

Guidebook and Standard Operating Procedures Relevant to Online Learning

Preface

This guidebook is a repository of information from the Online Learning (Task Force) Advisory Committee, Executive and Deans/Provost Cabinet meetings, and campus governance. It includes procedures that describe the relevant steps and activities of processes related to the management of the College's Learning Management System, Blackboard.

Advisory and Governance Structures



Teaching, Learning, Technology Committee (TLTC)-Current

The Teaching and Learning Technology Committee (TLTC) serves as the forum for discussion, advice, and action on the implementation of teaching and learning technologies; serves as a discussion venue for evaluating and making recommendations on classroom (incl. virtual) space; and is a focal point for input on campus instructional technology plans.

Student Online Learning Advisory Committee (SOLAC) 2017-current

SOLAC gives online students opportunities to share their perspective learning in a virtual environment and discuss ways the College could help improve their experience. Specifically, the group has:

- Advocated for fully online student needs; resulting in suggestions and feedback on exam " proctoring and lecture capture use; "
- Prioritized the needs of students taking online classes such as flexibility, faculty responsiveness, and calendar and syllabi use and organization;
- Promoted initiatives that enhance the quality of the online student experience, resulting in the College's plans to increase the accessibility of campus events to students at a distance; and
- Provided feedback on student fees, sharing the need for more transparency and clarification on use and process.

Online Course Review Committee (OLRC) 2017-current

OLRC is a governance committee whose charge it is to (1) review and approve quality assurance of all newly developed and updated online and hybrid course offerings (2) maintain and revise online evaluation rubrics.

Faculty Support

Center for Learning Design, Innovation, and Online Instruction

Staff provide support for faculty teaching online or using the learning management system as a supplement to their face-to-face courses. The Center can help faculty with:

- Developing online courses, hybrids, or supplements. Workshop and training opportunities can be accessed via SUNY Canton Online>Faculty Resources or <https://www.canton.edu/ol/faculty.html> Using Blackboard and instructional tools

The Center is open *Monday-Friday 8am -4:30 pm*. Staffing consists of:

1. " A Director responsible for vision and management
2. " Instructional Designers, who help faculty design and develop instructional materials, prepare accessible content, and offer training and workshops on teaching online
3. " A Senior Instructional Technologist who manages the Blackboard (Bb) system, course shells, user accounts, course data, and is a liaison between SUNY Canton, ITEC (an off-campus service that hosts the College's learning management system) and Open SUNY.
4. " An Instructional Technologist who provides guidance and training on the use of our lecture capture software, Panopto, as well as other interactive tools.
5. " An Online Learning Technician who provides technical support and troubleshooting assistance for faculty using Bb.

Open SUNY at <https://open.suny.edu/>

SUNY Canton is a member of Open SUNY. Open SUNY provides day, evening, and weekend technical support for students taking online courses and faculty teaching online courses. Please see

for contact information and support hours.

The SUNY Canton Help Desk at <https://www.canton.edu/it/helpdesk.html>

The SUNY Canton Help Desk is available to support faculty and students during regular institutional working hours on technical, hardware and software issues, as well as problems with usernames or passwords (NetID). Faculty, staff, and students should contact the Help Desk via email at helpdesk@canton.edu or phone at (315) 386-7448.

Open educational resources (OERs)

Open educational resources (OERs) are free resources and tools that educators can use to supplement or build a course. They are free for anyone to reuse, revise, remix and redistribute. Campus librarians are available to help faculty identify and evaluate OERs. SUNY Canton OERs:

<https://researchguides.canton.edu/oer>

Procedures, Policies, and Compliance

Compliance with the Americans with Disabilities Act (ADA)

Course content must be ADA compliant. Faculty are encouraged to consult with the Student Accessibility Services for specific questions related to ADA compliance and to work with the Center's Instructional Designers.

Compliance with Copyright Laws

US Copyright Law also applies to course content. Pictures, videos, audio, and articles found on the Internet ARE protected by copyright law just as non-digital works are, even if a website does not include a copyright notice. Developers need permission from the creator of the work, or use must be within the limits of copyright law. The Library can help with resources on copyright rules and responsibilities; please visit <https://researchguides.canton.edu/copyright>.

For information on how to copyright instructional videos, see SUNY Canton Online>Faculty Resources or <https://www.canton.edu/ol/faculty.html>.

Use of the Online Syllabus

Online courses require the use of a syllabus that conforms to the requirements of the approved Online Syllabus (**Faculty Governance Resolution**). Additional requirements (e.g., proctored exams) must be articulated in course syllabi. The Online Syllabus is available via SUNY Canton Online>Faculty Resources or <http://www.canton.edu/ol/faculty.html>.

Instructors who teach online must submit syllabi information to their UCanWeb account before the date of registration (**Faculty Policies and Procedures Manual**)

Approval and Quality Assurance of Online Courses: Online Course Review Process

Both online and hybrid courses offered online for the first time require review. (Internships and Senior Projects are exempt from review per Dean's cabinet, 2013.) (**Faculty Governance Resolution**)

- Online courses are delivered strictly in a web-based format. All regularly scheduled classroom

time is replaced by required activities completed at a distance and managed online.

- Hybrid courses combine face-to-face classroom instruction with asynchronous online instruction and have at least 10% of their scheduled class meetings replaced by online instruction (**Online Learning Task Force, 2006**). Hybrid courses are designated by “H” on the Master Schedule.

The peer review governance Online Course Review Committee (OLRC) reviews and approves all online course, using the OSCQR rubric. The review process is repeated every three years. A course may be reviewed more frequently if requested by the Academic Dean or if the course undergoes significant changes. Significant changes include changes in the course design that affect the quality, integrity, and effectiveness of the course, such as changes in its organization. Information on the online course review process is on the Provost Webpage, under Faculty Resources. <https://www.canton.edu/provost/>

All courses approved to be offered online are posted to SUNY Canton Online>Faculty Resources or <https://www.canton.edu/ol/faculty.html>

Ownership of Course Materials

SUNY Policies address the ownership of course materials for online courses. Ownership of the intellectual property for any course resides with the individual who developed the course, pursuant to the Copyright Policy (Title J, section 2) of the Policies of the Board of Trustees of the State University of New York. In terms of work –for-hire: Under the Federal Copyright Act, 17 USC §1.01 work-for-hire, is (1) work prepared by an employee within the scope of employment, or (2) work specifically ordered or commissioned and prepared per a written contract [by an employee or non-employee], such as an instructional text, test and test answers. Parties decide the owner of the copyright.

<https://system.suny.edu/academic-affairs/faculty/faculty-ownership/>

Three Years Shared Rights

The Provost and Vice President for Academic Affairs, Deans, and Dept. Chairs can identify and request that certain online courses be purchased for shared rights. When requesting shared rights, SUNY Canton faculty will be given first rights of refusal. The Center archives a copy of the shared course, using the identifier Owned__CRN_Course Name_Semester_Developer

Process

1. " Courses and developers are identified during course demands
2. " Shared Rights (SR3) form is submitted
3. " Once the course passes the review process, compensation is processed

Criteria

- Teaching flexibility (the ability for other instructors to teach the course)
- Revenue-generating (high enrolled)
- Business and instructional continuity (reduces risk to students, part of fully online degree)
- Gateway course
- GER course
- Required in the major
- Off-term offering

Shared Rights Three Year courses require that the developer:

- Initially meet with the Instructional Designer
- Use their own materials or those created within the public domain and avoid the use of " proprietary content (e.g. publisher materials) "
- Use the College's Best Practices Framework
- Consider the use of open source content
- Ensure all content is fully compliant with the principles of universal design and accessibility
- If developing a course for the first time, complete an orientation session on using Bb and a checklist of technical competencies

Shared Rights: ECore Courses in Perpetuity, see <https://www.canton.edu/ol/faculty.html>

If the college is going to purchase/request shared rights to courses in perpetuity, it would like to purchase those courses that reduce the financial barriers to students (don't have textbook costs associated with them) and serve the most students (e.g. as highly enrolled GER courses).

For textbook free, online general education courses (ECore courses) that have been requested by the College, the College will provide compensation of \$5,000. This compensation provides the College rights, but not the exclusive rights, to the intellectual property in perpetuity. The stipend is for shared intellectual property rights to the course- not course development.

ECore courses require that the developer:

- Initially meet with the Instructional Designer
- Use their own materials or those created within the public domain and avoid the use of " proprietary content (e.g. publisher materials) "
- Use the College's Best Practices Framework
- Consider the use of open source content
- Ensure all content is fully compliant with the principles of universal design and accessibility
- If developing a course for the first time, complete an orientation session on using Bb and a checklist of technical competencies
- **Does not require the purchase of a textbook**

Work Load/Compensation

A course taught online may become part of a teaching faculty member's standard load or may be taught off-load depending on an agreement between the faculty member and the respective school dean. Class size for online courses is determined through a consultative process that includes Deans, department chairs, and faculty. Class sizes are revised on a case-by-case basis following experience with course delivery (**Faculty Policies and Procedures Manual**)

Access to Another's Online Course

Anyone viewing course material must obtain permission from the faculty member. SUNY Canton administration (President, Provost, and Deans) may have access to online course material provided they advise the faculty member in advance.

If a faculty member grants permission for an individual to access (enter) their course, the following procedure is used:

Step 1: Faculty notifies the Learning Systems Manager (OL staff) via email at ol@canton.edu and includes the following statement in their email:

- I am granting permission to [NAME] to access my course [CRN] with the following permission [Instructor, Student, Guest]

If Administration needs to access a faculty member's online course, the following procedure is used:

Step 1: Administration advises faculty member

Step 2: Administration notifies the Learning Systems Manager (OL staff) via email at ol@canton.edu and includes the following statement in their email:

- I am requesting access to course [CRN] with the following permission [Instructor, Student, Guest]

Permission to Use Another's Online Course

If an individual wishes to give permission to another individual to use the content of their course, the following procedure is used:

Step 1: The individual granting permission notifies the Learning Systems Manager via email at ol@canton.edu and includes the following statement in their email:

- I am granting permission to [NAME] to use the content of my course [CRN] from [Date to Date].

Step 2: The individual requesting the course material notifies the Learning Systems Manager via email at ol@canton.edu and includes the following statement in their email:

- I am requesting a course copy of the course [CRN] above into my course [CRN].

Teaching During (Off-Term) Winter & Summer

Faculty interested in teaching online during the winter and summer sessions should contact their department chair/dean. Academic areas are responsible for scheduling courses for winter and summer sessions.

Special Considerations for Off-term Online Offerings:

20% Overload Rule -Standards are set by New York State and the Office of the State Comptroller. During the period of obligation, which is from the first faculty meeting in the fall to the last meeting in the spring, faculty cannot make more than 20 percent of their salary in extra compensation. Winterterm is part of this period. Summer does not count since it is held during a period of non-obligation. Human Resources tracks faculty overloads

Department chairs can teach winter and summer and receive compensation. Course maximums and 20% salary cap still apply.

- SUNY Canton degree students may enroll in a maximum of **nineteen (19)** credit hours during the summer session.
- Non-degree students may enroll in a maximum of **nineteen (19)** credit hours during the **summer session**.
- **Summer Course Instruction Limit**- Faculty can teach 3 courses (or ten credits): Three (3) courses in Session I OR Three (3) courses in Session II and three (3) courses in Session III (*Dean's Cabinet, 2013-2014*).

- *Winter Course Credit Hour Limit:* SUNY Canton degree students may enroll in a maximum of seven (7) credit hours during winter session
- *Winter Term Instruction Limit-* Faculty can teach seven credits

Compensation Policy for Off-Term Offerings (*Executive Cabinet, 2013*)

- Instructor is to be paid \$1000 per credit hour for a fully-enrolled course. A fully-enrolled summer or winter term course will have 8 or more students.
- Instructor is to be paid $\frac{n}{8} \times \$1000$ per credit hour for an under-enrolled course, where n is the number of students enrolled. An under-enrolled summer or winter term course will have fewer than 8 students.
- Internships, capstones, senior projects, independent study, and directed study are excluded from the compensation policy outlined above. Internships, capstones, and senior projects are compensated at \$20 per credit hour per student for all terms and semesters. Independent study and directed study are not compensated.
- The number of enrollments for compensation purposes for summer and winter term courses is determined on the second day of classes at 4 p.m. for each session.
- An instructor cannot specify a minimum enrollment that they are willing to teach. Zero cancellation policy is in effect (except for on-campus courses). "

Incompletes and Course Availability

Students must contact the instructor of the course. The instructor of the course must turn the Bb course on for the students to access the content. Instructors decide course availability.

Student Access and Dismissal Options

Dismissal for Ethical Reasons:

- If an instructor gives a Notice of Failure (typically due to attendance issues), the student is allowed to continue to attend the class, so is not barred from access if the class is online, and is allowed to withdraw from the class. Whether the student attends or doesn't attend, he/she has already earned their grade for the class, which is an "F", unless he/she withdraws.
- If an instructor gives a Dismissal for Ethical Reasons, the student is not allowed to continue attending the class, is barred access if the class is online (*the account is disabled*), is not allowed to withdraw from the class, and will receive an "F" for the class.

Process for Disabling a Student's Account Due to Dismissal for Ethical Reasons (*Note: disabled means the student cannot see or access the online course*):

- Instructor sends an Ethical Dismissal. When the Registrar receives the Ethical Dismissal, they enter a code that disables the student's Blackboard access and assigns an "F" Grade at the end of the semester.
 - *Note: If the instructor manually 'disables' the student in the course roster, the process will be undone once IS runs the SIS script that pulls data from Banner to Blackboard.*
 - *It can take up to 24 hours for an instructor to see any changes made by the Registrar reflected in Blackboard)*

Faculty Not Yet Hired (Developer Status)

The Academic Dean notifies Human Resources (HR) when a person, not yet hired, needs access to Bb. HR, in turn, will correspond with the individuals re: hiring information. Once this process is complete (within the week), and the individuals are given account information, LMS accounts will be available.

Faculty Teaching Online for the First Time

Faculty teaching online for the first time are strongly encouraged to complete an orientation session on using Bb and a checklist of technical competencies. The checklist is at <https://www.canton.edu/ol/faculty.html>

Organization Enrollment Adjustments

Organizations are shared workspaces and can have multiple users enrolled with role of a “leader”. A “leader” in an organization has the same rights and permission as someone enrolled as “instructor” in a course. To have the roster of an organization adjusted, notify Center via email at ol@canton.edu with all the changes required.

How to Request Templates and Course Shells:

Every SUNY Canton course is matched with a Blackboard *Course Shell*. The Blackboard *Course Shell* is created on registration start date when an instructor is assigned a course offering in Banner. *Delays in the automatic course shell creation may occur if there is a course with no instructor assigned (Ex: course with instructor name of TBA.)

Optionally, a *Template Shell* provides faculty a place to develop and prepare their course materials before the *Course Shell* has been created in Blackboard. Developed materials can then be copied from the *Template Shell* into the *Course Shell* for student access. To request a *Template Shell*, please email ol@canton.edu.

How to Perform the Course Copy Process

Prior to the start of the semester, instructors must copy their course content into their *Course Shell* for student availability. Please see the Blackboard Course Copy Handout at http://www.canton.edu/ol/pdf/bb/Course_Copy.pdf for reference.

The import process may take a few seconds to several minutes depending on the size of the course or group. You will receive an automated generic email in your college supplied @canton.edu email address when the course copy process has completed. Once you’ve received the confirmation email, you may enter the course and make any necessary revisions or additions.

Course Availability (Enable)

Fully online courses are automatically set “available” at approximately 8 AM Eastern Time zone (ET) on the first day of class for each semester. Faculty who teach supplemental courses (face to face lectures, labs, and clinicals) must activate their supplemental *Course Shell* AFTER the 8 AM start date. Please see [Blackboard Enable Course Handout](#) (PDF) for reference.

End of Each Semester

Approximately 2 weeks after a semester ends, all Bb shells are automatically set “unavailable” and the rosters are officially removed from the SIS (student information system, Banner) sync process (allowing course reporting for previously “unavailable” student disputes). This applies to all fully online, hybrid,

and supplemental *Course Shells*. After such time, instructors may decide to manually enable (set “available”) their *Course Shell* to remain active for students with incomplete work. A Canton Faculty/Staff email is provided at the end of every semester with instructions on how to do this as well as contact info for help. Assistance with this is also available through the Open SUNY Helpdesk or by contacting the Center via email at: ol@canton.edu

Course Backup

At the end of each semester, it is recommended that faculty back-up their *Course Shell* through the Blackboard Packages and Utilities > Export/Archive Course > Archive Course (Include Grade Center History.) A Canton Faculty/Staff email is provided at the end of every semester with instructions on how to do this as well as contact info for help. Assistance with this is also available through the Open SUNY Helpdesk or by contacting the Center via email at: ol@canton.edu

User Information Stored on Panopto Server

There are two different types of user-related information that can be stored on the Panopto server.

1. " *Analytics on viewing behavior*. For each user on a Panopto site, the software maintains:

- A list of the videos that they've watched
- The number of times they watched each video
- The number of minutes spent watching each video.

If the student is concerned about the analytics on viewing behavior, their Panopto account can be deleted at any time to remove this information.

2. *Student recordings and uploaded videos* (e.g. course assignments). The content and metadata of those videos reside on the Panopto server until they are deleted. If a student is concerned about their uploaded videos residing on the Panopto server, content can be **deleted at any time**. Panopto does not own any of this content. SUNY Canton is the owner of any content uploaded to the Panopto server. Panopto may access content solely as necessary to perform services limited to server health and quality. Panopto does **not** collect any information from *individual* end-users, personally identifying or otherwise, from the devices or hardware. The data they do collect is aggregated across our system with respect to configurations, patterns, types and frequency of use, and the like. It is not specific to the user, nor does it come from users' computers, devices, hardware, etc.

Administration

Marketing

Online courses are announced via semester schedules and advertised through the college's website. Additionally, any online course may be advertised via Open SUNY at <https://open.suny.edu/>. Currently; the College catalog includes information on the nature of online learning, course expectations, requirements, and course materials.

Contact Information and Faculty Resources: SUNY Canton Online at <http://www.canton.edu/ol/faculty.html>

Virtual Campus Webpage <https://www.canton.edu/ol/>



This page contains resources beneficial to faculty teaching and developing courses. Some items specific to SUNY Canton require authentication.

If you have suggestions, comments, or think of other materials you might find helpful, please reach out to us at cldioi@canton.edu.



TEACHING ONLINE

SUNY Canton Resources

Start Teaching

- [Brightspace Information Center](#)
- [Uploading Syllabus to UCanWeb](#)
- [SUNY Canton's Academic Integrity Policy](#)
- [Semester Preparation Checklist](#)
- [Preview Week Process for Faculty](#)
- [Sample Message to Students for Preview Week](#)
- [Student Resources & Instructor Announcement Sample](#)
- [Best Practices when Teaching Online](#)

Communication

- [Class Collaborate & Getting Started](#)
- [Class Collaborate for Participants](#)
- [Download Recordings in Class Collaborate](#)
- [FACT2 Statement on Webcam Requirement for Remote Instruction](#)

Teaching Accessibly

- [ReadSpeaker for Brightspace](#)



WORKSHOPS AND TRAINING

Asynchronous Video Series

The CLDIOI is releasing asynchronous training videos throughout the Fall 2024 semester, regarding the following commonly-raised questions:

- [Adding a Bonus Column in the Points-Based Brightspace Gradebook](#)
- [Regular & Substantive Interaction](#)
- [Creative Discussion Boards Series - Syllabus Check-in](#)
- [Creative Discussion Boards Series - Group Work](#)
- [Creative Discussion Boards Series & Student Prompts](#)
- [Creative Discussion Boards Series & Case Studies and Role-Playing](#)
- [Creative Discussion Boards Series & Informal Check-ins](#)

If you have any video topic suggestions or would like to present in a video, please complete the [Asynchronous Video Topic Suggestion Form](#).

Brightspace Course Design Institute

Join us in the Brightspace Course Design Institute! This five-step program covers Brightspace and its many tools, as well as information and insights on pedagogy, course design, and

[ReadSpeaker for Web Browsing](#)

[Editing Captions in Brightspace's Media Library](#)

Brightspace Tidbits

[Brightspace Copy Course or Components](#)

SUNY Online Resources

[SUNY Online Exam Proctoring System](#)

[SUNY Online Teaching \(videos\)](#)

[SUNY Online Teaching \(formerly COTE\)](#)

[Interested in Teaching Online? \(Course for professional development\)](#)

Teaching with Artificial Intelligence

[Teaching with Artificial Intelligence](#)

online instruction. The steps are cumulative and must be completed sequentially. To register for Step 1, please complete the [Brightspace Course Design Institute Step 1 Registration Form](#).

For Step 1 of the Institute, you can either work through the module self-check quizzes at your own pace and complete the Comprehensive Quiz to move into Step 2. Or, if you feel confident in your understanding of Brightspace, you can take the Comprehensive Quiz without completing the self-check quizzes. Scoring 90% or higher on the Comprehensive Quiz will automatically enroll you in Step 2.

If you have successfully completed both Steps 1 and 2 of the Institute, please use our [Brightspace Course Design Institute Step 3 Registration Form](#) to continue to Step 3.

For past webinar recordings and other resources, please check out our [Instructor Resources shell](#). For more information on how to access this shell, please view our [Instructor Resources Shell Access](#)



FACULTY MENTORS

[Course Design and Instruction Faculty Mentors](#) - If you would like assistance with the development or instruction of your online course, please don't hesitate to reach out to one of our wonderful Mentors.

[Brightspace MentoROOS](#) - If you would like to work with a mentor in Brightspace, please check out our list of Brightspace MentoROOS.

CLDIOI SHINING STARS



COURSE DESIGNER HALL OF FAME

Many instructors have been working hard to complete the Center for Learning Design, Innovation and Online instruction's Course Design Institute. Level 3 ð Influencer of the Course Design Institute asks that participants serve as a mentor for a colleague completing the course development process. The following instructors have served as a mentor and made a positive influence on SUNY Canton's online course quality. Be sure to read the testimonials from their mentees!



**Christina
Lesyk
Testimonial**



**Barat Wolfe
Testimonial**



**David Button
Testimonial**



GRADEBOOK GLADIATORS: UNLEASH YOUR GRADING POWER

Our [Gradebook Gladiators](#) have successfully completed the Gradebook Gladiators: Unleash Your Grading Power certification program with SUNY Canton's Center for Learning Design, Innovation, and Online Instruction. Gladiators have successfully created and submitted two efficient and well-designed Brightspace gradebooks AND attended a gradebook editing session!



SYLLABUS SPARTANS

Our [Syllabus Spartans](#) have successfully completed the Syllabus Spartans Training Challenge with SUNY Canton's Center for Learning Design, Innovation, and Online Instruction. Spartans have created two fully accessible, accurate, and well-designed Syllabus documents for the Fall 2024 semester. Congratulations, Spartans, and thank you for your hard work!



DIGITAL ACCESSIBILITY ADVOCATES

Campus members who successfully completed the Digital Accessibility Challenge become [SUNY Canton Digital Accessibility Advocates](#). The Challenge task is to create a document containing accessible headings, a list, an image, and a url link, and email it to cldioi_training@canton.edu. The Challenge explores these digital accessibility topics (please note the handouts are being edited to reflect our current LMS):

Accessibility for digital materials ð Who is responsible?

Accessibility or accommodation?

Ally

Text formatting: Headings

Text formatting: Lists

Junk code

Images

Contextualizing links

Closed captions

PDFs



OSCQR CERTIFIED FACULTY

CLDIOI and the Online Learning Committee (OLC) hosted a SUNY Canton OSCQR Certification program. Several faculty

members completed the program and became [SUNY Canton OSCQR Certified Faculty](#).



COURSE DEVELOPMENT

[Online Course Development Shell Form](#) 



ASSESSMENT

[Online Course Data](#)



CREATING ACCESSIBLE CONTENT

- [Create Accessible Products \(by Section 508.gov\)](#)
- [Accessibility Guides and Tutorials \(by Suffolk County Community College\)](#)
- [Accessibility in Brightspace](#)
- [Tips for Accessible Course Design](#)
- [Ally FAQ](#)
- [Video: Ally is Your Ally](#)
- [Accessible Powerpoint](#)
- [How to Enable Automatic Captions \(ASR\) in Panopto](#)
- [Media Captioning Request Form \(for ASR-enabled Panopto videos\)](#)
- [Sharing Panopto videos in courses](#)



SYLLABUS

- [College governance-approved Required Online Syllabus](#)
- [CLDIOI OSCQR-friendly Syllabus \(optional\)](#)
- [CLDIOI Course Schedule template \(optional\)](#)



TEXTBOOKS

[Federal Textbook Adoption Dates:](#)

The Higher Education Opportunity Act of 2008 (HEOA) requires all institutions receiving federal financial aid to "publish," in time for registration, a list of all required and recommended books and other course materials for all classes offered at the institution.

[SUNY Canton OERs](#)



APPROVED ONLINE COURSES

[Approved Online Course List \(All schools are included in list\)](#)

ONLINE LEARNING COMMITTEE (OLC)

[Course Reviewer Notes](#)

[Pre-Assessment OSCQR Rubric](#) 

(After opening, go to File > Save As > Download a Copy. This will allow you to save and edit the document)

[Printable Pre-Assessment OSCQR Rubric](#) 



TIME ON TASK


Online courses focus on total time on task to mirror seat time in traditional instruction and the conventional academic credit model (in which one college credit requires 15 hours of classroom time plus two additional hours of homework time per hour of classroom time). For example, time on task for viewing three, 15-minute lectures (text or video), with web links would equal 1 hr. Posting to discussions (original post, responses to three classmates' posts, responses to responses) would equal 2 hours. Small group project meetings (web conference or asynchronous discussion) would equal 1 hour. The College's Center for Learning Design, Innovation, and Online Instruction provides faculty with guidance on converting online learning activities to time on task to calculate equivalent hours to meet the requirements of the academic credit model. Students complete no less than three hours of equivalent work per credit per week in online courses.

(After opening, Go to file > and choose "Print". This will allow for printing of this version of the rubric.)



FLEX Course Review

FLEX courses must be fully developed for online delivery in accordance with the College approved OSCQR Rubric, with the exception of lecture recordings. Recorded lectures should be posted following class sessions and must be accessible (i.e., have to be captioned) once posted to the course. Course Developers may include a "Lecture Recording" content folder in each module when designing FLEX courses. In addition, it is recommended written lecture notes are present in the course at the time of review.

[Guidebook and Standard Operating Procedures Relevant to Online Learning at SUNY Canton](#)
[Brightspace Campus Announcement Request Form](#) 
[Photo & Video Model Release Form](#)



INTELLECTUAL PROPERTY RIGHTS

US Copyright Law:

Copyright protection is automatic and begins when your work

is permanently recorded. This means that you can't [copyright](#) your ideas, only the recorded product of your ideas. You are not required to include a copyright statement or register your copyright but there are advantages to doing so (needed if taking legal action, less appealing to plagiarism sites that upload faculty materials). The [Library](#) can provide assistance and resources on copyright rules and responsibilities.

[Copyright Your Videos](#)

[UUP Policy on Intellectual Property Rights](#)

[Copyright and Faculty Ownership of Intellectual Property](#)

[What is Public Domain?](#)

[What is Fair Use?](#)



SOFTWARE

[Ally](#) (*Accessibility Tool in Brightspace*)

[Grammarly](#) (*Online proofreading and editing tool*)

[ReadSpeaker](#) (*Accessibility and translation tool in Brightspace*)

[Draft Coach](#) by Turnitin



PANOPTO VIDEO PLATFORM

[How to Use](#)

[Copyright your videos](#)

[Panopto Information Center](#)

[Becoming Familiar with Panopto](#)

[Sharing Panopto Videos in Courses](#)

[Audio Descriptions in Panopto](#)



34 Cornell Drive
Canton, NY 13617

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1-800-388-7123