Typical items to include in the Course Orientation, but not limited to:

* Instructor Welcome (letter or video)
* Co-requisite and/or Pre-requisite
* Course Map (Course outcomes, Learning Outcomes, Assessments)
* Course Navigation Instructions
* Course Materials
* Course Syllabus
* Institutional Policies
* Institutional Accessibility Services
* Institutional Academic Support
* Institutional Student Services
* Course Expectations
* Communication Expectations
* Course Grading Policy
* Rubrics and/or Instructor Feedback
* Basic Technology Skills required
* Technology Resources
* Technology Support
* Activities based of assessments and activities assigned during the semester such as:
	+ Assignment file upload, text entry box, media upload
	+ LMS Email
	+ Discussion Posts
	+ Collaborations (Ex. Google Docs)
	+ Quizzes
	+ Internet research
	+ Peer Review
	+ Educational Web Tools (Dropbox, Edmodo, Kahoot, TedEd, YouTube, etc.)
	+ Others?

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section** | **Topic** | **Include?** | **Standard** |
| *Welcome!* | Course Orientation Overview |  | 1.1 |
| Instructor Welcome Letter or Video |  | 1.2, 1.8 |
| Co-Requisite or Pre-Requisite |  | 1.6 |
| Course Map |  | 2.1 |
| Course Navigation Video Tutorial |  |  |
| Materials |  | 4.3, 4.6 |
| Materials Video Tutorial |  | 4.2 |
| *Syllabus* | Course Syllabus |  | 3.2 |
| Institution Resources & Support |  | 1.4, 7.2, 7.3, 7.4 |
| *Expectations* | Course Expectations |  | 1.6 |
| Communication Expectations |  | 1.3, 5.3, 5.4 |
| Course Grading Policy |  | 3.2 |
| Rubrics and Instructor Feedback Video Tutorial |  |  |
| *Technology* | Basic Technology Skills & Requirements |  | 1.5, 1.7 |
| Resources |  | 6.5 |
| Support |  | 7.1, 8.2 |
| *Activities* | Are You Ready To Be An Online Learner – Self Assessment and ReflectionPRACTICE: Assignment Submission with file upload. Step-by-step instructions included. |  |  |
| Ice Breaker (Pinterest, Comic Strip, Voki, Padlet, Word Cloud, YouTube Video)PRACTICE: Assignment Submission with media or video upload. Step-by-step instructions included. |  |  |
| Self-IntroductionPRACTICE: Discussion post. Step-by-step instructions included. |  | 1.9 |
| Orientation QuizPRACTICE: Quiz tool. Step-by-step instructions included.  |  |  |
| Clear As Mud ForumPRACTICE: Announcement or Discussion tool for posting class questions/concerns. |  |  |
| You’ve Got Mail!PRACTICE: Sending/receiving email through the LMS. Step-by-step instructions included. |  |  |
|  | Working TogetherPRACTICE: Collaborative work using Google Docs. Step-by-step instructions included. |  |  |
|  | Appear.inPRACTICE: Office Hours. Step-by-step instructions included. |  |  |
|  | Peer ReviewPRACTICE: Peer Review assignment. Step-by-step instructions included via Canvas tutorial video. |  |  |

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| **Section** | **Topic** | **QM Standards** |
| *Welcome**Or**\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
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| *Syllabus**Or**\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
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| *Expectations**Or* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
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| *Technology**Or**\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
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| *Activities**Or**\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
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| *Other* |  |  |
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| **Section** | **Topic** | **QM Standards** |
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| **Section** | **Topic** | **QM Standards** |
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