

Thoughts on Organizing LMS to Promote Consistency and Ease-of-Use

- Arrive at a common menu that your faculty feels comfortable adopting.
- Similar wording for assignment instructions standardizes departmental policies and submission guidelines.
- Think about making the most current content appear at the top section of the page. This reduces scrolling and draws students' attention to what is most relevant to class.
- Weekly summaries of what is covered in class permits students to plan ahead and helps students who missed a class catch up without your assistance.
- With some Course Management Systems you can collapse course sections into one to reduce the number of places that students have to go to find information about your course.

Considerations Regarding Developing Consensus on How Faculty Will Use LMS

- What information does your faculty feel is really important to communicate electronically? Which information is best communicated via email vs. an announcement?
- How will you work together as a team to reduce information overload and apathy?
- What are your department's "best practices" as they pertain to online behavior? How is this supported in evaluations and submission guidelines?
- What are your deadlines for getting feedback to students? What timeframe can your team agree on as it pertains to updating Grade Book communications?

Planning and Coordinating Course Progression through Online Course Delivery Methods

- If your team is considering hybrid or full online delivery of some of your courses ...
 - Plan how students can practice simple online interaction in earlier courses (i.e. discussions, online quizzes etc.)
 - Look at faculty PD/training needs – who needs time to complete the Hybrid Course or a relevant PD session?
- You can use your Ministry Standards to identify particular courses that may be best suited towards specific online learning activities. For example, project based courses, which contribute towards socially geared outcomes and skills, are a great fit for implementing the Groups and Forum tools in Black Board.