Template Six: Fully online courses

Due to the particular nature of online learning, to meet the specific requirements in relation to the design of fully online courses, the following **must** be incorporated:

Requirement	Details	Edu Gain	OfS	SNF
Guided development All students must experience an effective transition, welcome and induction followed by ongoing student support throughout the course. All courses must be designed to provide personalised guided development for students with access to specialist support as needed.	Online courses must be designed with regular opportunities for students to speak with an instructor. Learning and teaching planning documentation: The Scheme of Work and Module Map will clearly outline how, when, and where these opportunities are integrated into the learning journey. This will be created collaboratively with the CADQ Flex Team as part of the development process.	Live	B1 B2 B4	1, 2, 3, 4, 5, 6, 7, 8
Course structure All courses must be designed so they provide a coherent and structured learning experience for students enabling them to develop relevant skills, knowledge, behaviours and personal development. The course design must enable breaks in learning as a flexible feature to accommodate the diverse needs of learners.	Online courses must integrate a pedagogically appropriate blend of asynchronous and synchronous learning activities, determined through the development and analysis of detailed student personas. Synchronous sessions must be strategically scheduled to address specific learner needs—such as collaborative projects, real-time feedback, or community building—as identified through personas. All "on-demand" (asynchronous) activity and resources must be accompanied by explicit instruction. This will be evidenced in CourseLoop.	Learn	B1	1, 5
Learning and Teaching All courses must use relevant learning and teaching approaches. All courses must include active and collaborative learning approaches throughout their course.	The course content must be delivered in a variety of appropriate formats, such as videos, podcasts, readings, interactive simulations. These will be explained in the Learning and Teaching Strategy in CourseLoop. Online courses must be designed with regular peer to peer learning opportunities. This will be evidenced in the Learning and teaching planning documentation which will clearly outline how, when, and where these opportunities are integrated into the learning journey.	Learn	B1 B2 B3	4, 5, 6, 8, 9

Use of Technology The default platforms for online course delivery must be NOW and Microsoft Teams.	If an alternative platform is required, this must be assessed and agreed by DT. Online learners will receive the Distance Learning student view on MyNTU. All course required tools must be approved by Digital Technologies (see Software Support page (https://support.ntu.ac.uk with links to Core Apps, Software Hub, Software by Location Report for DT approved tools), and must be accessible on mobile devices, enabling learning on-the-go.	Learn Live	B1 B2	3, 4, 5
Awards The course will incorporate digital badges compatible with LinkedIn Learning.	Digital badges will enhance the professional values of the course.	Learn Live	B3 B4	4, 5