

UR Courses Best Practices Course & Assessment Setup Top 10 Tips

Course Setup

1. Create the course in UR Courses using the 'course tools', either a Blank Course or go into one you wish to copy and choose to Copy the course. Add the Term to the course name, as courses now remain visible to students into the following term.
2. Update the Course Summary Description for students to view, include information on course delivery method, consider adding a link to the syllabus.
3. Make the course Hidden from students, until you are ready to provide access to course material. You may also wish to hide individual activities in the course, especially quizzes/exams, then edit and make them visible as required through the term.
4. Set up student participants using the 'enrolment' tool. They can view the Course Summary Description, even when the course content itself is hidden. Students are provided access approximately one month before the first day of classes.
5. Indicate in your syllabus how students are to communicate with you, and with each other. Include information on how students can contact you during an online exam, and provide information on contacting the IT Support Centre for technical assistance.

Assessment Setup

6. Have a timed quiz/exam with a set Start Time, but do not set the End Time as the exact length of the exam. Instead, use 'Duration' to limit how much time each student has for the exam, but with a longer 'end time' in case of technical difficulties getting started.
7. For assessments where students are provided information and then have to submit a file to you, use the 'assignment' tool, or set up a Quiz/exam with one question where they attach the file. This tracks the submission date and time, ensures official association of the submission with the student and no tampering of documents is possible after submission. Avoid having students email files to you.
8. Consider using a question bank with several extra questions, then students can be assigned questions randomly to have a slightly different exam for each student.
9. Consider using the 'Gradual Entry' quiz/exam start timer. When students access the quiz, a countdown timer of 1 to 60 seconds is shown before the 'Attempt Quiz now' button becomes available to them. This avoids potential system issues where many students are clicking 'refresh' continually until the exam begins. This is especially recommended for larger classes with over 100 students.
10. Consider using Proctortrack for e-proctoring an online exam