

Requirements:

- At the beginning of the semester, course instructors should send an email to students to welcome them to the class and provide a direct link to the course Moodle site. Ask your students to let you know immediately if they have any difficulties accessing or viewing the material.
- Each online course must have a Moodle site containing the following:
 - The syllabus clearly visible at the top of the page. The syllabus should follow NCSU's guidelines posted at <https://policies.ncsu.edu/regulation/reg-02-20-07/>.
 - A welcome video that demonstrates to students how to navigate the course Moodle, how to access the material, and how to submit assignments.
 - A document with information about office hours (at least one set hour per week, and instructions on how to arrange alternative times).
 - A link to office hours hosted on Zoom.
 - A link to a public forum or other meeting space for the students (Piazza recommended).
 - Assignments clearly visible with due dates.
 - Either the lectures themselves, or a link to the lecture catalog, with an explicit weekly viewing schedule.
- Each course must have a textbook or other text resource for the students. Video content alone is not sufficient.
- Each week must provide at least 60 minutes (90 preferred) of video content. This amount assumes recorded content is much faster paced than in-person lectures. Captured lectures should mirror an on-campus class.
- Each course should have regular assessments of more than one type, including:
 - Homework assignments due at least once every two weeks. These can include written homework, Webwork or WebAssign, or Moodle quizzes.
 - At least two proctored midterms and a final, or graded projects.
- Instructors should send an email to the entire class at the start of each week with announcements and a brief look at the upcoming week's material. The goal is that students feel the instructor is accessible and encourages them keep pace with the course.

Highly recommend:

- Students should be regularly encouraged to contact the instructor or post on the class forum.
- Send feedback to the class after assessments detailing what went well, areas to improve upon, etc.