

How to define high-quality online teaching?

This is not an easy task, but there are a number of qualities that, according to research, can be used to characterise online courses (a study unit or a project implementation) that make learning meaningful and provide good results. The goal of these quality criteria is to help faculty who are planning an online implementation to take into account some key elements and pedagogic solutions that will help to ensure high quality and a meaningful outcome for the online studies. Not all of the criteria are necessarily realised in all online courses.

At Laurea, we use the quality criteria to ensure the consistency of online courses and learning experiences for the students. The quality criteria constitute a tool that can also be used for the quality assessment of existing online courses. In addition, when online courses are planned cooperatively, it is important to agree on how the materials are shared. At Laurea, we encourage sharing materials with an open licence, which is a widely-spread concept at the moment. This allows others to use and take advantage of the material as long as the original creator is acknowledged.

Laurea recognises and acknowledges the copyrights of learning materials produced by faculty

Laurea highly recommends that faculty utilise the Creative Commons licence, CC, for user rights of learning materials. CC is the most well-known and commonly used global copyrights licensing system. CC licences do not replace copyrights; instead, they are used alongside them and offer the creator of a work a means to express the rights of use of the works they have created. There are several alternative licences, of which Laurea recommends the **CC-BY-SA license**, which credit the author (ByAttribution) and allows distribution of the contents under the same license as the original (ShareAlike).



More information and instructions on how to use the licences are available at: www.creativecommons.fi

When a Creative Commons license is used in online studies that meet the Laurea standards, it enables further development of the learning materials. Therefore, when participating in the planning and production of online courses intended for general use at Laurea, it is highly recommend that faculty use the Creative Commons license. The original authors are always indicated and the new versions will be licensed in a similar manner.

Students should also be offered guidance in copyright matters.



AMMATTIKORKEAKOULU
University of Applied Sciences

LAUREA

**The ABC of
high-quality
online teaching**

Quality Criteria for online teaching at Laurea

Learning objectives and description of a study unit

- The learning objectives of a study unit are described in clear, work-oriented competence areas.
- The working methods of the online study unit have been selected to support the acquisition of generic competences.
- The progress and method of completion of the study unit are clearly indicated. The essentials for completing the course can be found in one place on the online platform.
- The basic information on the study unit (e.g. teacher contact details, schedule, and availability of support services) can be found easily.
- Information regarding the basic equipment and digital tools needed is available in the study unit description.
- The first page of the online study unit includes working instructions.

Studiability and technical usability

- The contents of the course appear cohesive.
- The contents (i.e. folders, pages, files) have understandable names and their functionality has been checked. The links work, materials open, images, graphics, audio, animation, and videos can be easily downloaded. The links have descriptive titles that indicate where they direct the user.
- The visual elements and effects are used with thought and they are meaningful to the contents.
- The online course can be carried out on any type of device.
- If there is a need to download an application or to create a new user account in order to achieve the learning outcomes, reasons for this must be indicated on the online platform. The required applications must be free of charge and safe to use.
- The instructions for the use of the online platform and tools, downloading the applications and creating user accounts are easy to find on the online platform.
- The online platform, its contents and other applications used during the study unit meet the requirements concerning information security. The privacy of an individual or the internal information of an organisation are never compromised when information is handled.

Learning assignments

- The learning assignments are relevant to the learning outcomes and authentic work-related situations, and support Laurea's pedagogical model, Learning by Developing (LbD).
- The assignments are suitable for online studies and can be carried out online independently or with other students.
- The instructions for the tasks are easy to understand and they guide the work of the student. The objective(s), methods, evaluation criteria and schedule of each task are easy to find.
- The scope of the assignments corresponds to the expected learning outcomes. The assignment instructions indicate the estimated time needed for their completion or time usage is clearly defined in the unit.
- While carrying out the assignments, the students can make use of various digital tools, including audio, video, image, and different text types.
- The assignments make it possible for the student to progress individually (for example at a faster pace).

Evaluation of learning outcomes

- The student understands how the study unit is assessed. The student can easily find the evaluation criteria.
- The evaluation takes place during the entire learning process, and versatile methods are used.
- The student takes active part in self-evaluation and peer-evaluation using the tools provided on the online platform.

Co-working

- Students are offered opportunities for mutual interaction, co-working, learning from each other and sharing experiences online. The goals and requirements of co-working are clearly indicated.
- Students are encouraged to form a group. The learner community is visible online.
- It is easy for stakeholders, including employer representatives, to get involved during the online course.

Learning materials

- The student receives guidance in the selection of learning materials so they support the learning outcome and learning assignments.
- The study unit makes meaningful use of multimedia applications.
- The learning materials are interactive and provide feedback that guides the student's work.
- The materials are up-to-date and retrieved from reliable sources.
- Rights of use to the materials have been confirmed. References and copyright information are indicated appropriately.
- The user rights to the materials produced by the teacher are indicated clearly.
- Information concerning the practices on storing and using the materials produced by students is available on the online platform.

Guidance and feedback

- Students receive guidance and feedback regularly during the study unit. They also have the opportunity to receive feedback and guidance from other students and stakeholders.
- Students know how to contact the teacher and when and how guidance will be offered.
- Students can submit feedback and ask questions for the whole duration of the study unit, and responses are given without delay.
- Student feedback is used for further development of the study unit.