

***Standards for* *Brightspace Course Shells***

Maine’s community colleges are committed to providing all students with high-quality, relevant, and accessible education and to maintaining instructional continuity. The common course shell elements below will ensure that all students have access to the same minimum content and to the functionality that the learning management system provides. Consistency across courses and modalities empowers students as engaged learners and promotes student success. This comprises a minimum level of course shell content expected for all courses; colleges can add to these expectations as they see fit.

This document is a companion to the system-wide Standards for Online Teaching and Online Course Design Standards adopted, with some modifications, from 2019 Creative Commons version of the Online Learning Consortium™ OSCQR Course Design Review. This content complements and lays a foundation for those standards.

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|  | **Standards for Course Shells:** |  |
| 1. | Detailed syllabus that explains all course policies, expectations, schedules, due dates, assessments, and learning objectives |  |
| 2. | When possible, use multiple and varied assessments within Brightspace that connect to learning goals, course objectives, and course content |  |
| 3. | Build and use the gradebook within Brightspace that aligns with the syllabus and is available to students at the start of the course   * State all grading expectations, calculations, and policies (late & missing work, extensions, etc.) for students |  |
| 4. | Post grades and provide feedback within Brightspace for all student work within 7 days of due date |  |
| 5. | Record attendance in Brightspace according to college policies |  |