Course Syllabus

Instructor

Robert I. Smith, MEd

- **Email**: robert.smith@usu.edu
- **Phone**: 801-898-6478
- **Office**: N/A

How to Contact Me

Please send me message through either Canvas or the email address listed above and I will respond within 24 - 48 hours. In addition to being the instructor this semester, I work full time as an Instructional Designer. My work hours are generally between 7:00 am 4:00 pm Monday - Friday. I don't have a physical office location as I primarily work from home. We can chat via Google Hangouts, Zoom, or Slack. If you prefer talk on the phone we can do that as well. I'm here to help you. Let me know what is convenient for you and I can usually make it work.

How I Will Contact You

I will send messages to the entire class via Announcements in Canvas. You'll see those at the top of our course Home Page or in the Announcements link in the left navigation of the course. I strongly recommend setting your notification preference for Announcements and Conversation Messages to "right away." I will send individual messages via your preferred email.

- [Canvas Guide: How Do I Set My Notification Preferences? (Links to an external site.)Links to an external site.](#)
- [Canvas Guide: What is Canvas Conversations? (Links to an external site.)Links to an external site.](#)

Course Description

- ITLS 4245/6245
- eLearning Authoring Tools (we're going to call it Developing eLearning Content with Articulate Storyline)

Fees

No fees are required for this course.

Course Details

Course Layout

This class is presented in an **online format** with students engaging in content and activities during the entire course. This course is divided into 14 weeks of online content (with one week for Spring Break) with each module representing the equivalent workload of a traditional face-to-face class with readings, content, and activities. The modules for each week start on Monday and ends the following Sunday (the week will start on Tuesday if there are holidays during that given week). Each module will have a class interaction activity, and some modules will require readings and assessment. Students will also engage in an Instructional Development Project over the course of the semester.

Discussions

I plan on keeping the discussions simple. Most weeks it will be about a topic related to eLearning course design. The expectation is that your initial post for the discussion be completed by Friday of the week in which it is assigned. After making an initial post, respond to at least two of your class peers no later than the discussion due date, which will be by 11:59pm on Sunday.

Please note that your grade for discussions depends on the quality of **both** your posts and responses. **Be thoughtful. This is how I can tell whether you've been engaging with the materials.**

Assignments

Assignments will be due by 11:59 pm on the following Sunday during the week in which they are assigned (unless otherwise noted).

Late Submissions

You may submit your required assignments up to 1 week late with a 50% penalty on your total possible grade. For example, for an assignment worth 20 points, 10 points will be subtracted off of your total grade if it is submitted within 1 week after the deadline. You may not submit any assignment more than 1 week late.

Technology Statement

This course utilizes integrated technology throughout the coursework to the extent that mastery of their use is required for successful completion of the course. However, as problems arise you can always contact me and I will help as much as possible. Your greater ally for technology support are the friendly folks at the USU IT Service Desk (Links to an external site.) Links to an external site.. Please let me know if technology is getting in the way of learning, and I'll do all that I can to provide the support you need.

Course Objectives

By the end of this course, students will understand how their ideas along with technology can lead to advancement in learning. Specifically, students will be able to do the following:

1. Demonstrate how to leverage technology for instructional purposes.
2. Produce multimedia instructional materials using technology to promote learning for an audience.
3. Manage their resources (e.g., time, abilities) to create instruction within a deadline.

IDEA Objectives

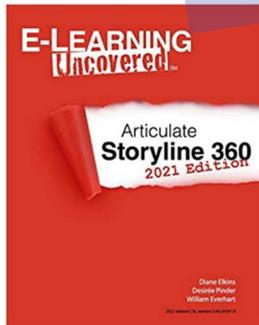1. Gaining factual knowledge (terminology, classifications, methods, trends)

2. Learning to Apply Course Material (to improve thinking, problem-solving, and decisions)
3. Learning how to find and use resources for answering questions or solving problems
4. Learning to analyze and critically evaluate ideas, arguments, and points of view
5. Acquiring an interest in learning more by asking questions and seeking answers

Course Resources

Articulate Storyline 360

The Instructional Technology and Learning Sciences Department has an Articulate 360 Teams subscription to Storyline 360 . Make sure you provide an aggiemail.usu.edu or usu.edu email to robert.smith@usu.edu to gain access.

Course Requirements

E-Learning Uncovered: Articulate Storyline 360 (2021 Edition)

Articulate Storyline 360

Grade Scheme

The following grading standards will be used in this class:

Grading Scale

Grade	Range
A	100 % to 93.0%
A-	< 93.0 % to 90.0%
B+	< 90.0 % to 87.0%
B	< 87.0 % to 83.0%
B-	< 83.0 % to 80.0%
C+	< 80.0 % to 77.0%
C	< 77.0 % to 73.0%
C-	< 73.0 % to 70.0%
D+	< 70.0 % to 67.0%
D	< 67.0 % to 60.0%
F	< 59.0 % to 0.0%

Course Schedule/Outline

Course Schedule

Week	Topic
1	Introduction	What to Expect
2	eLearning Basics

Course Schedule

Week	Topic
3	Writing Learning Objectives
4	Writing for eLearning and Visualization
5	Fundamental Multimedia Principles
6	Managing Slide Layouts
7	Object States, Layers, and Screen Recordings
8	Working with Triggers
9	Spring Break!!!
10	Advanced Triggers and Variables
11	Questions & Quizzes
12	Gamified Learning
13	Accessibility
14	The Future of Learning
15	Wrapping it Up

Assumption of Risk

All classes, programs, and extracurricular activities within the University involve some risk, and certain ones involve travel. The University provides opportunities to participate in these programs on a voluntary basis. Therefore, students should not participate in them if they do not care to assume the risks. Students can ask the respective program leaders/sponsors about the possible risks a program may generate, and if students are not willing to assume the risks, they should not select that program. By voluntarily participating in classes, programs, and extracurricular activities, a student does so at his or her own risk. General information about University Risk Management policies, insurance coverage, vehicle use policies, and risk management forms can be found at: http://www.usu.edu/riskmgt/ (Links to an external site.)

Library Services

All USU students attending classes in Logan, at our Regional Campuses, or online can access all databases, e-journals, and e-books regardless of location. Additionally, the library will mail printed books to students, at no charge to them. Students can also borrow books from any Utah academic library. Take advantage of all library services and learn more at libguides.usu.edu/rc. (Links to an external site.)

University Policies & Procedures

COVID-19 Classroom Accommodations

If you face COVID-19 related challenges and feel you need accommodations, you must request those accommodations by filling out the COVID-19 Questionnaire (Links to an external site.). Upon doing so, the University COVID CARE Team (Links to an external site.) will contact you to determine your needs and how to support you. The CARE Team will also contact your instructors and provide important direction on how best to accommodate your needs. For additional reference, please see USU's Attendance and Excused Absence (Links to an external site.) policy and the COVID-19 Classroom Accommodations (Links to an external site.) page.

Reducing COVID-19 Risk

You can help keep classes, events, and activities happening in person this semester by following these steps:

1. **Get vaccinated if you're able.** Vaccines are the best available tool to help stop the spread of COVID-19. They are safe, free, and easy to access.
2. **If you are vaccinated, let USU know.** Please [upload your proof of full vaccination (Links to an external site.)](#) to AggieHealth. If you are exposed to COVID-19, USU's case containment will not require you to quarantine if they know you are vaccinated and you do not have symptoms.
3. **Stay home if you're sick** and get tested for COVID-19 if you have symptoms or have been exposed. It's important to not bring any illness to campus.
4. **Wear a mask indoors.** Public health experts recommend that even vaccinated people wear masks indoors in high COVID-19 transmission areas, which includes most of Utah.

If USU's COVID Case Containment team identifies an uncontained situation in the classroom, you will be notified of any temporary changes to your course delivery method through a Canvas announcement. Please make sure you are receiving immediate notifications of new Canvas announcements. The situation will be handled according to protocols on the [COVID Classroom Exposure (Links to an external site.)](#) page.

Class Seating Charts (For In-Person Classes)

In classes with more than 10 students, a seating chart will be used to track where you are sitting. After the first week of classes, your instructor will tell you how to enter your seat number in Canvas. **You must sit in the same seat for the rest of the semester.** This is extremely important for tracking cases of COVID-19 and helping classes remain in person.

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [Faculty Code Policy #403 (Links to an external site.)](#) further defines academic freedom and professional responsibilities.

Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."
A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating**: using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
  - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification**: altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism**: representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

For additional information go to: [ARTICLE VI. University Regulations Regarding Academic Integrity (Links to an external site.)](#)

Discrimination and Sexual Misconduct

General Overview

USU strives to provide an environment for students and employees that is free from [discrimination (Links to an external site.)](#) and [sexual misconduct (Links to an external site.)](#). If you experience sexual misconduct or discrimination at any point during the semester inside or outside of class, you are encouraged to contact the [USU Title IX Coordinator (Links to an external site.)](#) via Old Main room 161 in Logan, [435-797-1266](#), [titleix@usu.edu](#), or at [equity.usu.edu/report (Links to an external site.)](#). You can learn more about the USU resources available for individuals who have experienced sexual misconduct at [sexualrespect.usu.edu (Links to an external site.)](#). Resources for individuals who have experienced discrimination are listed at [equity.usu.edu/resources (Links to an external site.)](#).

Required Reporting of Sexual Misconduct

The instructor is designated by USU as a "[reporting employee (Links to an external site.)](#)." This means that if you share information about [sexual misconduct (Links to an external site.)](#) (sexual harassment, sexual assault, relationship violence, or sex-based stalking) with the instructor, they *will report* that information to the [USU Title IX Coordinator (Links to an external site.)](#). The instructor is also required to tell you about [designated confidential resources (Links to an external site.)](#), [supportive measures (Links to an external site.)](#), and [how you can file a report (Links to an external site.)](#) with the USU Title IX Coordinator.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

Students with Disabilities

USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the Disability Resource Center (DRC) (Links to an external site.) as early in the semester as possible (University Inn # 101, (435) 797-2444, drc@usu.edu). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

Students who are at a higher risk for complications from COVID-19 or who contract COVID-19 may also be eligible for accommodations.

Respect for Diversity

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Division of Student Affairs: https://studentaffairs.usu.edu (Links to an external site.), (435) 797-1712, studentservices@usu.edu, TSC 220
- Student Legal Services: https://ususa.usu.edu/student-association/student-advocacy/legal-services (Links to an external site.), (435) 797-2912, TSC 326,
- Access and Diversity: http://accesscenter.usu.edu (Links to an external site.), (435) 797-1728, access@usu.edu; TSC 315
- Multicultural Programs: http://accesscenter.usu.edu/multiculture (Links to an external site.), (435) 797-1728, TSC 315
- LGBTQA Programs: http://accesscenter.usu.edu/lgbtqa (Links to an external site.), (435) 797-1728, TSC 3145
- Provost's Office Diversity Resources: https://www.usu.edu/provost/diversity (Links to an external site.), (435) 797-8176

You can learn about your student rights by visiting:
The Code of Policies and Procedures for Students at Utah State University: https://studentconduct.usu.edu/studentcode (Links to an external site.)

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: Article VII (Links to an external site.).

Full details for USU Academic Policies and Procedures can be found at:

- [Student Conduct (Links to an external site.)](#)
- [Student Code (Links to an external site.)](#)
- [Academic Integrity (Links to an external site.)](#)
- [USU Academic Policies and Procedures (Links to an external site.)](#)
- [Academic Freedom and Professional Responsibility Policy (Links to an external site.)](#)

Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.

Mental Health

Mental health is critically important for the success of USU students. As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Utah State University provides free services for students to assist them with addressing these and other concerns. You can learn more about the broad range of confidential mental health services available on campus at [Counseling and Psychological Services (CAPS) (Links to an external site.)](#).

Students are also encouraged to download the ["SafeUT App" (Links to an external site.)](#) to their smartphones. The SafeUT application is a 24/7 statewide crisis text and tip service that provides real-time crisis intervention to students through texting and a confidential tip program that can help anyone with emotional crises, bullying, relationship problems, mental health, or suicide related issues.