

GPS Guidelines for Live Online Courses

Live Online courses are 100% online, but they have “live” or synchronous sessions facilitated via Zoom that students are expected to attend, the same way they are expected to attend class for an on-campus course. The amount and duration of live sessions in a Live Online course will vary based on the length of the term, the number of credit hours, and on instructional decisions made by the instructor. GPS supports the Live Online format and has developed the following **basic requirements** for this course format.

1. Schedule Your Required Live Sessions

Determine the exact days and times for required live/synchronous sessions and communicate this to GPScheduling@uml.edu, CCing your Chair. Double-check your course listing on SIS for day/time information, and double-check the GPS website’s [course listings](#) to make sure this information is accurate for students before they enroll.

2. Use Canvas or Blackboard to Manage Your Course

Use Canvas or Blackboard *at least* as an entry point to your course for your students. GPS sends info to students at start of the term so that they know where to go on Day 1. GPS will automatically create a Blackboard site for you, enroll your students, and provide 24x7 technical support.

1. Add your Syllabus to Canvas or Blackboard
2. Use the Zoom integration in Canvas or Blackboard to schedule your live meetings – students can join right from Blackboard, and recorded meetings will automatically be available in the LMS (no need to send links).
3. Consider using Canvas or Blackboard for other purposes besides just links to Zoom:
 - a. Use weekly Modules to organize and distribute course materials
 - b. Interact with your students outside of Zoom by using e-mail, asynchronous discussions, and announcements
 - c. Use Assignments and/or Tests to facilitate assignments and timed exams/quizzes.
 - d. Use the Gradebook so students can track their progress and grades throughout the term.

3. Design Your Live Online Course to be ADA and Copyright Compliant

Please refer to GPS’ [Accessibility](#) and [Copyright Guidelines for Online Courses](#) pages.

4. Adhere to Credit Hour Requirements for Direct Faculty Instruction

Live Online classes do not have to be 100% on Zoom. If you would normally meet for 3 hours per week on campus, it is okay to reduce that time in Zoom each week by up to 2/3rds by replacing live instruction with asynchronous activities in Blackboard. Please refer to GPS’ [Direct Faculty Instruction in Online Courses](#) document to better understand how you might incorporate asynchronous activities while adhering to the federal guidelines related to direct instruction. GPS Live Online courses must have regularly scheduled class sessions via Zoom, and you are expected to schedule these for at least 1/3rd of the time you would normally be in class (example: if you’d normally meet 3 hours/week on campus, then GPS expects you to meet at least 1 hour/week on Zoom if you choose to replace live instruction with asynchronous activities).

If you have questions, need assistance, or would like to discuss the design of your Live Online course, please contact onlinelearning@uml.edu or visit the [Resources for Faculty Teaching in GPS](#) site.