COURSE DESIGN *for* ONLINE

Ten Tips for Assignment Design

1. Be clear for yourself and the students on the **goal** of the assignment and the **learning outcomes**.

2. Consider the **pre-requisite** skills and knowledge for the assignment.

3. **Situate** and contextualize the assignment within the course for students - show how it connects to other material and the bigger picture.

4. Use **clear and specific language** in your assignment description and instructions. Be aware that you know what you mean by "discuss" or "explain" or "explore" but the student likely does not. Examples and exemplars can help. Consider designated time in tutorials for assignment specific information, questions or feedback.

5. It can be helpful to identify and describe the **audience**. Is it the "intelligent, ignorant reader" or can the student assume some prior knowledge in the reader?

6. **Unpack** assignment descriptions and expectations. **Scaffold** assignments, especially in first or second year and as you deem helpful or necessary.

7. Be transparent with **expectations, grading criteria**. Rubrics should be specific to the assignment. Consider your rubric language/terms. You may know what "adequately" or "thoroughly" looks like for this work, but the student has no reference point so define your terms and offer examples or exemplars.

8. Include relevant support **resources** through links to documents and services (library, academic success, writing centres, departmental aid centres e.g. geography, math or economics etc.).

9. Consider **formative** non-grade or low-weight feedback options in addition to the summative marks. Or, alternatively, opportunities for a re-write within a deadline period. These approaches encourage learning and growth from feedback rather than an all-or-nothing single shot.

10. Have **assignment information** including deadlines and weighting easily and obviously located in Quercus. Do also include a comprehensive syllabus pdf/document if you have broken up course information within Quercus.

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