

## Required & Recommended Elements in the Course Template

- All FTCC curriculum courses, both traditional face to face, hybrid & fully online, are expected to create & maintain an online Blackboard Component.
- All instructors are expected to have their Blackboard class components ready for student use prior to the first day of each semester.

Item Type	Face to Face	Fully Online	Instructor Action
Announcements	Required	Required	At a minimum, an announcement welcoming the students to the class and providing an overview of expectations is required. It is recommended that weekly overviews be included as well.
Instructor Info	Required	Required	At a minimum, email address, office location, and office hours will be provided. A picture and a short introduction are recommended and highly encouraged.
Syllabus	Required	Required	An updated Course Syllabus will be uploaded to the online component of the on face to face course. The syllabus will consist of text that can be read directly from the online course and as an attachment to facilitate student download.
Questions for the Instructor	Required	Required	All courses will include a communication feature entitled "Questions for the Instructor." This feature is an additional source of communication for our students. Instructors are asked to encourage their students to use this communication tool and are expected to respond to student posts in a timely manner. Specifically, instructors are expected to respond to student posts within 24 hours Monday through Friday and within 48 hours on weekends. The weekend begins for the purpose of responses on Fridays at 6 pm. Instructors are encouraged to subscribe to the board.
FTCC Policies	Required	Required	All courses will include the element "FTCC Policies." The content of this element is maintained by the college and is not to be deleted or modified.
How Course Works	Recommended	Recommended	All courses are encouraged to integrate this element into their courses to provide as much information as possible for their students' use as appropriate.

Assignments	Recommended	Required	FTCC face to face courses are not required but are encouraged to integrate this element into their courses to provide as much information as possible for their students' use as appropriate.
Resources	Required	Required	All courses will include the element "Resources." The content of this element is to be modified by the instructor as appropriate.
Student Support	Required	Required	All FTCC face to face and online courses will include the element "Student Support." The content of this element is maintained by the college and is not to be deleted or modified.
Email	Required	Required	All FTCC on face to face and online courses will include the element "Email." The content of this element is populated by the college and is not to be deleted or modified.
Tools	Optional	Optional	All courses are encouraged to integrate the helpful tools as appropriate.
Attendance	Recommended	Recommended	Student access to lecture and other material is not meant to replace the attendance and participation requirements in on-face to face classes. The current attendance policy must be followed according to campus standards. It is highly recommended that some type of attendance capturing assignment or activity be included in the first 10% of the online component.
Quizzes/Exams	Recommended	Recommended	FTCC face to face courses are not required but are encouraged to allow quizzes to be taken in the LMS.
Discussions	Recommended	Required	FTCC face to face courses are not required but are encouraged to integrate this element as appropriate. In face to face courses, discussions can take place during class time, however, instructors may use the online forums feature to enhance the learning environment.
Lecture Materials	Recommended	Required	FTCC face to face courses are not required but are encouraged to integrate as much course material as is possible and appropriate.