

# Course Authors & Instructors

## RESPONSIBILITIES

### Course Authors/Stewards

- Maintain the Master Course
- Partner with E-Campus to preserve course compliance and regulatory requirements
- Stay abreast of e-learning best practices
- Communicate with Department Chair and faculty on curriculum needs
- Answer curriculum or delivery questions for Course Instructors

### Course Instructors

- Connect with Course Author to identify best practices in course facilitation
- Teach course utilizing existing content developed in partnership with E-Campus
- Facilitate learning through addition of instructor presence to the course
- Provide feedback to Course Author and E-Campus for course improvements

## COURSE ALTERATIONS

### Go Ahead

- Minor text edits on a page
- Changing/editing individual test questions
- Changing/editing forum prompts
- Minor changes to assignments including modification, elaboration, and expansion of the assignment.

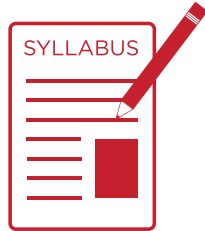
### Consult with E-Campus

- Major changes to assignments
- Adding/deleting modules or assignments
- Changing course required resources (textbook, lecture videos, readings)
- Altering the level of interaction (student-student, student-instructor, student-content)
- Using alternative technologies

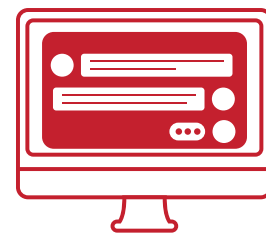
## WHAT CAN PERSONAL TOUCH LOOK LIKE IN AN E-CAMPUS COURSE?



Add your own course welcome video



Update "Instructor Expectations" in the syllabus



Inject personal experience into discussion posts and replies



Create your own Welcome message to send out



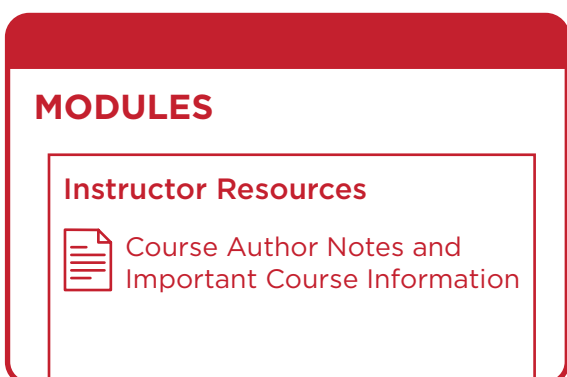
Create additional announcements for the course



Elaborate on existing topics based on your areas of expertise

## HOW DO I FIND MY COURSE AUTHOR/STEWARD?

1



Navigate to the Course Author Notes and Important Course Information page under Instructor Resources on the Modules page of your course.

2



Course Author not listed, or no longer at Miami? Contact E-Campus or your Department Chair.

ecampushelp@miamioh.edu  
513-217-4003