NEAR EAST UNIVERSITY
DISTANCE LEARNING AND INFORMATION TECHNOLOGY CENTER

ONLINE COURSE FORMAT

As stated in the guidelines below, we kindly request that the course contents be added accordingly. The educational videos and guidance documents provided can be used as a template.

- The **educational videos** and/or **guidance documents** sent need to be read thoroughly.

- At the top of each course page you are required to attach specifications of your "**Announcements**" and "**Messages**" in order to communicate with your students.

- A "**course outline**" must be included at the top of each topic.

- Divide topics into **14 - week subtopic headings**. Do not accumulate all lecture notes into a single week.

- Course content and source files must be included in order to provide a rich content (PowerPoint, PDF, Word, Excel).

- You may include "**Assignments**" into any week of your choice giving a deadline. Also, grades can be given through the system.

- Along with all course contents, you should not forget to include **YouTube** videos simultaneously or nonsimultaneously.

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