ChatGPT

COM1255: E-Learning & Learning Management Systems

Level: Introductory
Prerequisite: None

Course Overview

Students explore the elements of e-learning within a learning management system (LMS). They examine the tools, communication methods, and digital skills needed for successful online learning. This course integrates all RTD Math Academy policies, standards for conduct, academic integrity, assessment rules, and Alberta Education expectations.

Course Lessons (Condensed into 10 Units with Course Builder Prompts & Assessments)

Lesson 1: Welcome to RTD & the Digital Learning Environment

Prompt for Course Builder: Design an introductory lesson that explains what RTD Math Academy is, its asynchronous structure, and what makes it different from a traditional school. Include a breakdown of the school's vision, values, and structure as found in the RTD Handbook. Introduce the RTD team (Principal, Vice Principal, IT Support, and Administrative Contacts) with brief bios or role summaries. Introduce the concept of digital literacy and compare traditional learning environments to e-learning. Explain the role of tools like the LMS and YourWay Portal. Ensure students understand what asynchronous learning means and what is expected of them.
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Assessment Prompt:
Design an interactive drag-and-drop activity where students match RTD terms (e.g., asynchronous, LMS, support team, rolling enrollment) to their correct definitions. Ensure it checks understanding of RTD's structure and online learning terminology.

Lesson 2: Learning Plans, Course Completion & Diploma Exam Policies

Prompt for Course Builder:
Create a lesson that guides students through the process of creating a personal learning plan. Use information from the RTD Handbook to explain course completion expectations (one year), withdrawal

deadlines, and PASI reporting rules. Include detailed instructions on how students register and manage diploma exams through MyPass, including the importance of withdrawing if they're not writing. Present examples of what happens if students are inactive.

Assessment Prompt:
Create a fill-in-the-blank and multiple-choice quiz based on realistic student scenarios (e.g., missed Section 1 exam, not registered for MyPass). Include a drag-and-drop timeline planner where students place course deadlines in the right order.

Lesson 3: Time Management & Staying Active in Your Course

Prompt for Course Builder:
Build a lesson that helps students master time management in an asynchronous environment. Reinforce the RTD expectation to log in weekly, and for summer students, to complete Monday check-ins and Friday reflections. Teach how to stay within two lessons of their target date. Include policy details about inactivity lockouts and administrative meetings. Include tools and templates for weekly planning and tracking.

Assessment Prompt:
Design a self-paced interactive planner where students build their own learning schedule by dragging lessons into a calendar. Include an AI-powered reflection box that prompts: "What are two strategies you will use to stay on track?"

Lesson 4: Conduct Expectations & Alberta Education Responsibilities

Prompt for Course Builder:
Design a module that explains Alberta Education Act Section 12 responsibilities, adapted for an online context. Include RTD-specific behavioral expectations such as punctual attendance, cooperation with staff, and respectful participation in all digital spaces. Provide examples of appropriate and inappropriate behavior. Include scenarios and a digital "code of conduct" students must acknowledge.

Assessment Prompt:
Create a branching scenario quiz where students must choose the correct behavioral response in 3–5 digital classroom situations. Their final score is revealed with a short personalized feedback message from a virtual teacher.

Lesson 5: Digital Citizenship & Online Safety

Prompt for Course Builder:
Develop a lesson that teaches RTD's standards for digital citizenship. Emphasize respectful and inclusive communication, online safety, protecting privacy, and understanding digital footprints. Include rules around social media access, cyberbullying policies, and what actions are considered misconduct. Draw content directly from the RTD Handbook's Digital Citizenship and Online Conduct sections.

Assessment Prompt:
Design a scenario-based quiz with real-world digital behavior cases (e.g., posting in group chats, handling login info). Use image-based questions and a mini-reflection AI chatbot that asks: "What one change will you make to your online habits?"

Lesson 6: Communication Tools & Etiquette

Prompt for Course Builder:
Create a unit that demonstrates appropriate use of online communication tools including Teams and LMS messaging. Compare LMS communication to informal social media use. Provide guidance on appropriate tone, camera use, professional usernames, and participation in virtual meetings. Use examples from RTD's etiquette rules and digital communication expectations.

Assessment Prompt:
Design a drag-and-drop assessment where students build a professional email by selecting appropriate greetings, body statements, and sign-offs. Add a quiz on communication dos and don'ts.

Lesson 7: Technology Readiness & Assistive Tools

Prompt for Course Builder:
Develop a lesson on the technical setup needed to be successful at RTD. Include the minimum hardware and software requirements (browser, webcam, internet speed). Explain the importance of ergonomics, file organization, and how to use accessibility features like screen readers or captioning. Link content to RTD's tech readiness and support policies.

Assessment Prompt:
Create a tech checklist quiz and virtual lab setup activity where students must select correct computer and workspace elements from a visual diagram. Include short answer fields to list assistive tools they might use.

Lesson 8: Cell Phone Policy & Exam Proctoring Procedures

Prompt for Course Builder:
Construct a lesson that fully explains RTD's Cell Phone Policy. Outline how students should set up their phones for exam proctoring in secondary-camera mode, including detailed steps and screenshots. Clarify what behaviors result in a void exam (e.g., switching apps, muting the camera). Include exceptions for accessibility, learning tools, and medical reasons.

Assessment Prompt:
Design an interactive diagram labeling activity where students identify the correct secondary-camera setup from a room diagram. Include a timed multiple-choice quiz with exam-day behavior questions.

Lesson 9: Academic Integrity & Violation Consequences

Prompt for Course Builder:
Create a lesson that explains RTD's Academic Integrity Policy, including examples of cheating, plagiarism, AI misuse (e.g., using ChatGPT on tests), and impersonation. Outline the disciplinary process—first offense (0%, re-write option, integrity module) and second offense (withdrawal, final mark submitted). Include RTD's appeals policy. Provide practice scenarios for identifying integrity breaches.

Assessment Prompt:
Create a series of academic scenarios where students must determine whether a rule has been broken. Include a drag-and-drop sorting activity (e.g., Ethical vs. Unethical), followed by a chatbot-generated integrity pledge the student must complete.

Lesson 10: Exams, Rewrites & Student Support Resources

Prompt for Course Builder:
Develop a unit that outlines the RTD rewrite policy (one per course, all exams completed, practice test threshold). Reinforce that quiz rewrites are not allowed. Summarize the appeals process for mark disputes and how to access Instructional Support Plans (ISPs). Include contact procedures for support (academics, tech, wellness). Emphasize the proactive use of these services.

Assessment Prompt:
Build a step-by-step simulation where students walk through requesting a rewrite, appealing a grade, and contacting support. Include drag-and-drop order sequencing and a reflection field.

Assessments

- **Formative:** Weekly check-ins, reflections, planning templates, discussion posts
- **Summative:** Lesson-specific assessments, digital citizenship contract, academic integrity quiz, final wrap-up activity

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Handbook Policy Integration

All course lessons are aligned to RTD Handbook policies including: - Course timelines, grade submission, and withdrawal - Academic integrity expectations - Exam writing and proctoring setup - Student behavior, digital citizenship, and privacy - Support services and accommodations procedures

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This revised 10-lesson structure ensures comprehensive coverage of Alberta Education outcomes while embedding all key RTD Math Academy expectations, policies, and support frameworks essential to success in an asynchronous, digitally supported learning environment.