

## Online Course Development and Guidelines

### 9 Month Timeline

The benchmarks listed below will help you stay on track when developing an online course in three months. You can choose to organize the various steps at your convenience. Contact Melody Buckner at (520) 626-9484 if you have any questions or concerns.

#### Stage One (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> month)

Complete the following:

- **Communication**
  - Contact Mary Staugaard, if running a course through the Outreach College
  - Contact an Instructional Designer for support or template
    - Main Campus - Office of Instruction and Assessment (626-7788)
    - Outreach/UA South – Melody Buckner (626-9484)
- **Technical**
  - Set up a course shell in the Course Management System (CMS)  
*Examples: D2L, eCollege, Blackboard or Moodle*
- **Identify - the desired results**
  - Identify the course objectives (learning outcomes for the entire course)
  - Develop a module-based course outline from the course objectives
  - Identify the learning objectives (learning outcomes) for each module
  - Develop a plan for assessment activities that will measure and provide evidence for achieving the stated learning objectives
  - Design your syllabus for online delivery to include the above items
    - Clearly explain all instructions for course navigation, expectations, communication, submissions, etc.
    - Contact Melody for an online presentation about “Elements of an Online Syllabus”
  - Create a course schedule from the course structure, content, activities and assessment
- **Pedagogy – Consider these questions:**
  - What instructional strategies do you use for your traditional course?
  - Will these same strategies translate to an online course?
  - How can instructional media help you deliver the content of your course?
  - What can be done differently due to the nature of online delivery?
  - What is the difference between online and traditional students?
  - List ideas and issues for your online course to share with peers or instructional designers.


## Stage Two (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> month)

Complete the following:

- **Communication**
  - Review progress with Instructional Designer
  
- **Technical**
  - Set up your course structure in the CMS
    - Refer to the course outline developed in the 1<sup>st</sup> month
  - Become familiar with available instructional software
    - Examples include Elluminate, Camtasia, or Turnitin,
    - Sign up for training, if necessary
  - Upload the instructional material into your course structure in the CMS
    - Refer to the material developed below
  
- **Design – the instructional course content**
  - Develop and collect course material for each module
    - Examples:* Podcast, video demonstrations, PDF documents, HTML files, audio files, PowerPoint presentations, other learning objectives
  - Develop course assignments, activities and quizzes for each module
    - Determine the assessment method for each learning objective
    - Examples:
      - If the learning objective is to identify, then use multiple choice or matching
      - If the learning objective is to describe, then use essay
      - If the learning objective is to produce or create, then use a portfolio
  - Build at least two or three full module in the CMS
  
- **Pedagogy – Consider these questions:**
  - Do you need to redesign your syllabus for online delivery?
  - How will you communicate with your students?
  - What materials need to be developed for online delivery?
  - Will students communicate with each other? If so, how?
  - What assessment do you currently use in your traditional course?
  - How will these assessments translate to an online course?
  - How can media tools assist in conducting assessments?
  - What considerations need to be addressed when assessing online?

## Stage Three (7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> month)

Complete the following:

- **Communication**
    - Review progress with Instructional Designer
  
  - **Technical**
    - Upload the final material into your course structure in the CMS  
Refer to the material developed in Design in 2<sup>nd</sup> month
    - Set-up the various tools in the online course. Examples include: grade book, news or announcements, discussions, online classroom, etc.
  
  - **Finalize – the instructional content**
    - Finish developing and collecting material for the remaining modules
    - Complete the remaining modules in the CMS
    - Locate all online resources students will need to access the online course  
Examples: plug-in, software or hardware
    - Review and check all course material, activities, links and assessments for functionality.
  
  - **Pedagogy – Consider these questions:**
    - What will be your first communication to students?
    - How do you plan on introducing the course?
    - Will you have students evaluate the online course? If so, you will need a survey tool.
    - Will you have an online orientation for students on how to navigate the online environment?
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