



Course Design Process

Define

In this phase, the faculty course developers and AOI host their initial meeting to discuss the course project expectations from both parties. It is important to note that the next phase, Design, is where the course content is created and selected to align to the course goals and objectives.

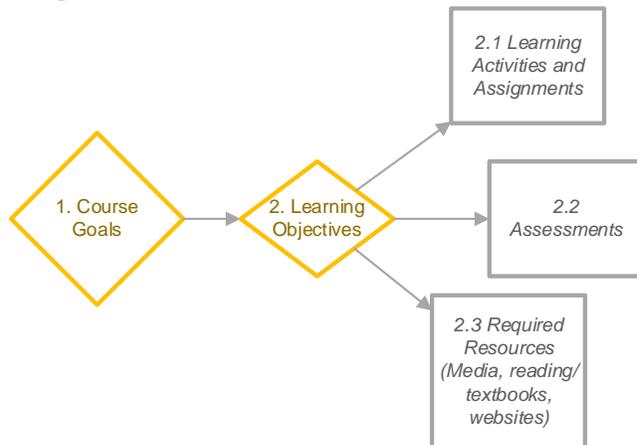
Initial Meeting Agenda

- What can AOI do for you as the Faculty Course Developer?
- What can you tell us about your face-to-face course?
- Timeline Considerations
- Discuss next steps

Design

During the Design phase, the course content is strategically planned to support the course goals and objectives. You will also identify resources and create a working project timeline during this phase.

- Design Matrix



- Working Project Timeline

Build

In the build phase, the course content is created. This will involve many parties including, but not limited to, IDs, faculty course developers, and the media team.

- Syllabus
- Course schedule
- Course Content
- Blackboard Course Space (Structure)

Depending on the course, this phase may also include:

- Textbook
- Proctored Exams
- Support materials list
- eReserve hard copies

Review

The course will be reviewed prior to delivery.

Faculty Course Developer

When reviewing, the Faculty Course Developer should review the following. He/she can edit as necessary or request help from AOI.

- Is all of the content included in the Blackboard space?
- Do all of the graded components appear in the Grade Center correctly?
- Do all the links work?
- Are all of the settings (i.e. adaptive release) correct?

Instructional Designer

Do all components of the course support the achievement of the learning objectives and course goals?

Deliver

The instructor facilitates the online course in this phase.

Instructional Design Support

The ID is readily available to support you throughout the semester. Our goal is to help the instructor respond to the unique needs of the particular set of learners. This includes, but is not limited to:

- Facilitating discussion boards and groups
- Creating just-in-time learning for the students
- Providing valuable feedback to students
- Providing ad hoc tutorials
- Giving impromptu student assessments
- Promoting student interaction
- Adjusting current course content

Evaluate

After the course is delivered, it is important to reflect on the results and respond accordingly.

During the Evaluate phase, it may be useful to review:

- Student achievement of learning objectives/course goals
- Notes and edits made in the delivery phase
- Student evaluations/feedback

Maintain

Make necessary revisions to the course prior to the next delivery term. This may require re-visiting some of the phases above.