

# Appendix A

## *Development Process for Online Courses*

- 1. Decide on the number of modules**
  - a. How many weeks long?
  - b. What are the standard divisions in the course?
  - c. What are the main module activities?
    - i. Discussion
    - ii. Writing
    - iii. Project/research
  - d. How does online delivery change these activities?
  - e. Have a light first module/test online mechanicals.
  
- 2. Create module containers in CMS**
  - a. Use topical names
  - b. Include effective dates in the title
  
- 3. What doesn't fit?**
  - a. Projects/activities/discussions that stretch over multiple modules
  - b. Options
    - i. Divide content chunks up between modules
    - ii. Put entire project in separate container. Include links from inside modules
  - c. Functional spaces in CMS
    - i. Discussion sections / assignment sections
    - ii. Embed links inside containers to functional spaces
  
- 4. Completely draft one demo module**
  - a. Draft all content in a word processor
  - b. Are you writing lectures or guiding the students' reading and learning? Think about it!
  - c. Transfer to CMS
    - i. Plain text or HTML?
    - ii. Separate web pages?
    - iii. How easy is it to move or modify content in your CMS?
  - d. Include active dates in discussion titles.
  - e. Include due dates in assignment titles.
  
- 5. Evaluate**
  - a. How does it look to you? (No kidding! You're an expert consumer of web content)
  - b. Do a USABILITY test:
    - i. Get a real student
    - ii. Give them a series of tasks:
      1. Find the readings for this module.

2. Find the discussion question for this date.
3. Here is an assignment file; turn it in.
- c. How long did it take to create the demo? Can you finish the rest of the course at this rate?

#### **6. Modify, Plan and Create your course**

- a. Where do you need more instructions?
  - i. You aren't there when a student is online. What instructions does an individual or group need to help them self-organize their learning?
- b. You can leave some later modules locked (and unfinished) but you will be busy when you begin teaching....

#### **7. Consider Administration Questions**

- a. How will students get technical help?
- b. Have you given them a space to trade administrative and technical tips?
- c. How will they order books? Do you need to send the book list out in advance to give them time to get books?

#### **8. Tips**

- a. Use frequent Announcements, especially during the first few weeks.
- b. Send out informal feedback early (within first month).
- c. Set explicit commitments for:
  - i. When you will be online.
  - ii. How fast you will turn around questions.
- d. Set explicit expectations for:
  - i. How often you expect them to be online
  - ii. What your standards are for assignments and discussions
- e. Use the gradebook for reporting grades, not necessarily calculating them.

#### **9. Design. Teach. Repeat.**

- a. This is an iterative process and nothing is more important than your experience.