

Module 2 – Online Course Development and Management

Course Overview: This course is designed to guide the instructor/developer through the development of an online course by having them create a course outline in 3 phases. In addition, the course will provide the knowledge, resources, and assistance needed to effectively manage the course after deployment.

Lesson 1 – The Planning Stage

Description: The lesson covers an introduction to online instruction and the planning stage of the development process.

Objectives

The Learner will:

- Analyze the similarities and differences between online and face-to-face coursework, interactivity, and teaching strategies.
- Develop measurable learning outcomes
- Explore their existing resources to determine an appropriate development timeline.
- Examine copyright laws and the teach act to determine what materials may be incorporated into their course.
- Review the importance of organizing their course.
- Divide the course into manageable segments (i.e. modules, lessons, units).
- Participate in establishing a community of learners by using interactive tools.

Online Lesson:

Learning Module – Softchalk

Presentation Mode: (To be determined)

Topics Include:

- The importance of planning - online vs. f2f
- Materials inventory, gathering materials (starting with a course pack)
- Breaking up course content –
- Copyright and Teach Act
- Course Outline – Step One
 - Learning Outcomes

Outside Links:

Bloom's Taxonomy?

http://home.vicnet.net.au/~carlrw/nlt2000/ten_things_we_know.html

<http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm>

Graphics and Multimedia:

Learning object – "Copyright" - using the copyright crash course for now.

Learning object – "Developing appropriate Student Learning Outcomes"

Supporting Documents:

- Examples of initial outline
- Materials inventory checklist

Assignments and Assessments:

- "Starting the Course Outline" assignment
- "Initial thoughts, Concerns" DB Assignment

Checklist:

1. Read the lesson material.
2. Complete the "Starting the Course Outline" assignment.
3. Complete the "Initial thoughts, Concerns" assignment.

Lesson 2 – The Design Phase

Description: This lesson will introduce the “X factors” for online courses and how to design your course with them in mind.

Objectives:

The Learner will:

- Demonstrate clarity in the design of the course.
- Formulate a design that fosters course consistency.
- Review online interaction and its effects on the learning process.
- Construct an appropriate material development timeline.
- Determine an appropriate presentation mode for course material.

Online Lesson:

Learning Module – Softchalk

Presentation Mode: (To be determined)

Topics Include:

- The "X" Factors
- Designing the Course Structure
 - Clarity
 - Naming conventions
 - Consistency
 - Developing a level of comfort
 - Interactivity
 - Introduction to SC, SI, and SS
- Choosing an appropriate presentation mode
- Outlining available/needed resources
 - Outside links
 - Graphics and Multimedia
 - Supporting Documents

Outside Links:

<http://bit.ly/c5KBeF>

Graphics and Multimedia:

Learning Object – “The X factors”

Learning Object – “Positive effects of consistency”

Learning Object – “A communication system”

Supporting Documents:

Development timeline examples

Assignments and Assessments:

- “Outlining Course Structure” assignment
- "Journal Entry" Assignment

Checklist:

1. Read the lesson material.
2. Complete the “Outlining Course Structure” assignments.
3. Complete the "Journal Entry" Assignment

Lesson 3 – Learning Activities

Description: This lesson will cover the two modes of activities, assignments and assessments.

Objectives:

The Student will:

- Review the difference between assignments and assessments.
- Discuss available instructional tools for assignments.
- Review examples of effective online assessments.
- Develop an appropriate design for student learning assessment through activities.
- Develop strategies and a component for effective online interaction.

Online Lesson:

Learning Module – Softchalk

Presentation Mode: (To be determined)

Topics Include:

- Assignments vs Assessments
 - The "X" factors
 - Pedagogy, Assessment, and Interactivity
 - Assignments
 - X factor - Clarity
 - Use of Rubrics
 - Assessments
 - Use of Self-Checks

Outside Links:

Graphics and Multimedia:

Learning Object – “See it in action: Tying activities to learning objectives, engaging students, provide feedback.”

Supporting Documents:

Example Rubrics

Complete Outline Examples

Assignments and Assessments:

- “Final Course Outline” assignment

Checklist:

1. Read the lesson material.
2. Complete the “Final Course Outline” assignment.

Lesson 4 – The Development Phase

Description: This lesson will facilitate the development process. Most of your course development should be created during this phase.

Objectives

The Learner will:

- Apply instructional design principles discussed in the previous lessons to course construction.
- Develop any material needed for the presentation of material.
- Collaborate in the creation of any audio and visual learning objects with the CETL.
- Explore course enhancement opportunities.

- Examine variables regarding academic integrity in the online environment.
- Participate in establishing a community of learners by using interactive tools.

Online Lesson:

Learning Module – Softchalk

Presentation Mode: (To be determined)

Topics Include:

- Content Development
- Activity Development
- Academic Integrity
 - Available Preventative Tools
 - Related Strategies
- Learning objects

Outside Links:

Graphics and Multimedia:

Learning Object – “Academic Integrity”

Learning Object – “Using the outline to develop”

Supporting Documents:

Complete Outline Examples

Assignments and Assessments:

- Discussion: Academic Integrity
- Optional: “Meeting with Instructional Technologist” assignment

Checklist:

1. Read the lesson material.
2. Post to the "Academic Integrity" forum.
3. If you choose, complete the “Meeting with Instructional Technology” assignment
4. Begin the development of all your course materials and activities.

Lesson 5 – Course Organization and Management

Description:

This lesson will review the basic course management tools and the components of a well-organized course.

Objectives:

The Student will:

- Complete all of the basic course management preparations.
- Develop the components of the online syllabus.
- Develop policies pertaining to his/her course.
- Develop a course-specific orientation.
- Examine Course Calendars.

Online Lesson:

Learning Module – Softchalk

Presentation Mode: (To be determined)

Topics Include:

- Establishing expectations – X factors
- Adjusting dates
- Syllabus

- - Course Calendar
- Orientation
 - Support for 3rd party websites
- Policies
 - Email, Technical problems in turning in assignments and completing tests, Late Work, Extra Credit
- Grading Structure
 - Gradebook setup
- Final Preparations
 - Checking for errors
 - Review preliminary review checklist

Outside Links:

Graphics and Multimedia:

Learning Object – “Establishing Expectations”

Learning Object – “Syllabus Builder”

Supporting Documents:

Policy examples - included in syllabus builder??

Assignments and Assessments:

- Reflection assignment – Ask for feedback on planning and development process.
- Preliminary Full Course Review

Checklist:

1. View the lesson material.
2. Complete the orientation and syllabus.
3. Setup the gradebook.
4. Proof course for errors.