**Designing your Online Course**

* **Consider high level questions about your course**  
  *Considering the high-level aspects of your course before starting development gives a clear picture of where your course is going before you start developing content.*
  + Consider your learners – who are they?
    - Complete the ‘Who are your learners?’ worksheet
  + Write down your course goals
    - What should your students know or be able to do by the end of your course?
  + Consider how you teach this course face-to-face and how you can leverage that for online
* **Determine learning objectives***Learning objectives not only keep your students on track and certain that they’ve accomplished what you expect, but they also keep you aware of what content is taught weekly. For online courses, all lectures should be completed and "delivered" before the course starts. As a result, it is important to be precise when delivering content in whichever media you choose (text, video, audio, etc.). Creating learning objectives will help you effectively deliver content and help your students master the content.*
  + Consider the following tips when writing your learning objectives
  1. Target discrete aspect of expected performance
  2. Make all learning objective student-centered
  3. Utilize an effective action verb
  4. Measure a range of educational outcomes
  5. Written in terms of observable, behavioral outcomes
  6. Check that learning objectives map with course objectives

*For help organizing high level information please see CITL's Course Structure Planning Guide at* [*https://uofi.box.com/v/CourseStructure*](https://uofi.box.com/v/CourseStructure)

* **Determine a development schedule which correlates with launch date***Unlike preparing for a face-to-face course, an online course requires much more pre-planning. There’s a lot to do and development may become overwhelming, causing the work to pile up and resulting in a less than satisfactory course. Therefore, it is important to create a schedule to help prepare for the time it takes to develop a course.*
  + Look at the design, media, and building and facilitating checklists, identify tasks that need to be done, and create a milestone schedule.

*For help creating a milestone schedule please see CITL's Development Milestones Planning Guide at* [*https://uofi.box.com/v/MilestonePlanning*](https://uofi.box.com/v/MilestonePlanning)

* **Develop an Assessment Plan***When deciding how to assess your students in an online course, be sure to consider the technical capabilities of your Learning Management System (LMS). For example, if you decide to have a project that requires using any sort of technology, give your students a chance to familiarize themselves with that technology first. You should also consider typical habits of online students. For example, there should be a limited amount of group projects, and you should provide ample time to complete all assignments. There are a multitude of factors that may impact when and how students can work on your course (e.g., full time employment, out of state/country, conflicting schedules etc...). Be sure to keep these in mind.*
  + Make sure your assessments map to your learning objectives
  + Write your quizzes and tests before the course launches
  + Plan for projects (paper, individual or group assignments etc...)
  + Create rubrics for grading
    - Make sure your rubrics are thorough!
  + Consider academic integrity
  + Consider how many hours per week students should work
  + Plan grading distribution
  + Write out all assessments
  + Double-check that the assessments map to your learning objectives

For help developing an assessment plan please see CITL's Assessment Planning Guide at <https://uofi.box.com/v/AssessmentGuide>

* **Determine weekly schedule**

*Consistency is key when deciding the weekly schedule for an online class. Having consistent due dates and times allows online students to create a personalized schedule to log on to the course site and complete course work. Another consideration is the nature of online student behavior. Online students value the flexibility of being able to "attend" class on their own time. To help promote this, it is important to make settings for submitting assignments commensurate with student expectations.*

For help organizing the content in your course please see [CITL's](https://uofi.app.box.com/files/0/f/22046146909/1/f_149893643852)weekly planning guide at <https://uofi.box.com/v/WeeklyPlan>

* **Design your syllabus**

*Even though syllabi may be subject to change, there are course policies in an online course that must be clearly stated at the outset of the course.*

* + Consider additional syllabus information
    - Instructor Information
    - Policies
    - Course Schedule
    - Readings
    - Activity Instructions
    - Rubrics

For help organizing the content please download CITL's Course Syllabus Template at <https://uofi.box.com/v/Syllabus>