

Phases of Course Development**

PHASES*	OUTCOMES
ZERO	<ul style="list-style-type: none"> • Initial Meeting with assigned Instructional Designer • Accessible Syllabus – template provided; if syllabus is being newly written you must complete the course objectives first. • Review Backward Design concepts and discuss course projects, large culminating events. • Review course objectives and schedule of topics (think topics not weeks). • Develop learning outcomes for those objectives, activities and assessment measures not needed yet unless have ideas. • Instructional Designer requests shell and populates with template information. • Complete D2L basic training if needed. • Complete MTSU Online Instructor Certification course. • Begin reviewing OERs for ideas for content and supporting resources.
ONE	<ul style="list-style-type: none"> • Choose Module Structure based on templates provided and create module shells with module topics for course – Instructional Designer • Identify final course assignment/assessment. • Consider steps necessary to successfully complete activity. Scaffold your course to meet the needs of the student. Think back to backward design table. • Complete SLOs/activity/assessment table – continue dialogue with ID for creative and active engagement activities. <p>***Progress Meeting w/ ID***</p>
TWO	<ul style="list-style-type: none"> • Complete introduction/overview with student learning outcomes for each module • Create assessments that connect to your learning outcomes in first 1/3 of modules • Identify reading assignments for first 1/3 of class modules • Develop lecture content for first 1/3 of class modules • Identify any supplemental materials for first 1/3 of class modules • Complete Module template document for first module – ID will load in shell for faculty visual processing of course layout and design of content. <p>***Progress Meeting w/ ID***</p>
THREE	<ul style="list-style-type: none"> • Create assessments that connect to your learning outcomes for second 1/3 • Identify reading assignments for remaining modules • Develop lecture content for remaining modules – if needed • Identify any supplemental materials for remainder of class modules • Create and connect rubrics to appropriate assessments • Create module checklists for first 1/3 of class modules (strongly recommended) <p>***Progress Meeting w/ ID***</p>

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FOUR	<ul style="list-style-type: none"> • Create assessments that connect to your learning outcomes for remainder of course • Create any remaining assessments and associated rubrics • Finish any remaining module checklists (if using) • Verify all assessments include: Directions, Due Dates, Policies, Rubrics, & Templates/Examples (as applicable) • Complete gradebook, assignment folders, and discussion boards for remaining content and assessments (if not already complete) • Verify all assessments are tied accurately in the gradebook • Create Course Introduction News Item either written or video • Update Instructor information page • Final Quality Checks with: ID, OFM, Dean/Department Chair <p>***Final Meeting w/ ID***</p>
FIVE	<ul style="list-style-type: none"> • Launch course
SIX	<ul style="list-style-type: none"> • Course Evaluation after first offering • Discussion with ID as to what worked well and what was a challenge • Review student in course survey • Establish plan for and implement any needed updates prior to second offering of course • Consider adding additional components as needed/wanted for engagement, technology usage, etc.

*Phases represent approximate timelines for development of course content through all steps to evaluation. Phase 6 occurs after the first course offering and is not considered in development timeline.

For fully online programs, best practices strongly recommend that each course within the same program be designed consistently in order to alleviate student confusion, aid in student success, contribute to students' sense of belonging to something larger, and mitigate timely, unnecessary questions for faculty.

Progress meetings during the course development process are held at the conclusion of each phase or as requested by developer or ID as shown in the schedule.