Module Home

**Outline­**

**Online Course Design for College and University Faculty**

* Module Description: Created specifically for college and university faculty, this resource overviews the basics of backward design, offering practical tips, strategies, and steps to help develop and deliver a course for and during a variety of circumstances that include face-to-face, online, and hybrid instruction. This module was developed in collaboration with and the invaluable assistance of the Vanderbilt Center for Teaching, whose Online Course Development Institute provided much of the primary content.

Challenge

* Video: We invite you now to another place and time. A place where the…

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Initial Thoughts

* How can faculty design their online courses?
* How can faculty deliver and refine their online courses?

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Perspectives & Resources

* Module Objectives
* Understand the key frameworks and principles for online education, including backward design and the Community of Inquiry framework.
* Reflect on the learning goals and objectives of existing courses and identify how they might need to be adapted for online or hybrid learning.
* Explore assessment methods commonly used in online instruction with a focus on diagnostic, formative, and summative assessment tools.
* Align learning activities and content with course goals and learning objectives.
* Understand how elements of course structure create a clear path for students’ learning.
* Build a unit or module for your online or hybrid course.

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* Page 1: Planning an Online Course
* Link: source [drop-down menu]
	+ Link: How to Be a Better Online Teacher [web page]
	+ Link: Understanding by Design [web page]
	+ Link: Course Planning with Backward Design [web page]
* Let’s be honest, the past few months have been bracketed by…
* Key Terms
	+ Link: asynchronous [definition]
	+ Link: blended course [definition]
	+ Link: hybrid course [definition]
	+ Link: learning management system (LMS) [definition]
	+ Link: module [definition]
	+ Link: synchronous [definition]
* Course Delivery Options
	+ Audio: Joe Bandy on two advantages to planning a fully online…
	+ Audio: Joe Bandy on two disadvantages to planning a fully online…
* Key Consideration for Online or Hybrid Course
	+ Consider Time [drop-down menu]
	+ Provide Clear Instructions and Explanations [drop-down menu]
	+ Scaffold Instruction [drop-down menu]
	+ Offer Examples, Then More Examples [drop-down menu]
	+ Engage Students Creatively, Consistently, and… [drop-down menu]
	+ Ensure Accessibility and Equity [drop-down menu]
* Developing Your Course
	+ Following are the stages of backward design… [bullet points]
	+ Digging Deeper: Backward Design
		- Link: Understanding by Design [web page]
		- Link: Course Planning with Backward Design [web page]
	+ Audio: Adriane Seiffert, recipient of the 2018 Harriet S. Gilliam…
* Getting Started
	+ The stages of this process, plus information on… [bullet points]
	+ Tips [bullet points]

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* Page 2: Learning Goals
* The first step in backward design is to identify the specific…
* Once you have done so, you can determine your… [bullet points]
* Example Course Goals/Example Learning Objectives [table]
* Tip
* Audio: Joe Bandy on considerations for developing course goals.
* Audio: Joe Bandy on considerations for adjusting current course goals.
* Writing or Revising Learning Objectives
	+ The prompts below can help you write or revise… [bullet points]
	+ Digging Deeper: Learning Goals
		- Link: How to Assess My Course: Identify… [web page]
		- Link: Bloom’s Taxonomy [web page]
	+ Audio: Adriane Seiffert briefly discusses the one change she…
	+ Example Course Development Plan: Course Goals and Learning Objectives
		- Course Development Plan: Course Goals and… [PDF]
	+ Activity
		- Link: Click for a blank template you can use… [Word doc]

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* Page 3: Assessments
* Link: source [drop-down menu]
	+ Link: Assessing Student Learning [web page]
	+ Link: Developing Online Assessments of Student… [web page]
* Now that you’ve created goals and objectives for your course…
* Whether formal or informal, effective assessments can… [bullet points]
* Audio: Joe Bandy on considerations and cautions for online quizzes…
* Audio: Joe Band on first steps.
* Type/Purpose/Definition/Examples [table]
* Developing a Comprehensive, Balanced Assessment Plan
	+ As you create this plan, you need to make… [bullet points]
	+ Further, when you select assessments, you should… [bullet points]
	+ Digging Deeper: Assessing Students
		- Link: Assessing Student Learning [web page]
		- Link: Developing Online Assessments of… [web page]
		- Link: Test-Enhanced Learning: Using Retrieval… [web page]
* Assessment Tools
	+ Assessment Tools
		- Link: BOLD Fellows Tools [web page]
		- Link: Brightspace [website]
		- Link: Canvas [website]
		- Link: Blackboard [website]
		- Link: Moodle [web page]
	+ Tips
		- Beyond that, you might want to take into… [bullet points]
			* Link: Developing Online Assessments… [web page]
			* Link: Developing Online Assessments… [web page]
		- For Your Information
		- Link: Developing Online Assessments of… [web page]
		- Digging Deeper: Assessing Students
			* Link: Tools for Grading – Sample… [web page]
	+ Access and Equity
	+ Example Course Development Plan: Assessments
		- Link: Course Development Plan: Assessments [PDF]
	+ Activity
		- Link: page 2 [web page]

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* Page 4: Learning Activities
* Link: source [drop-down menu]
	+ Link: Actively Engaging Students in Asynchronous Online… [PDF]
	+ Link: Learning Activities and Active Learning Online [web page]
	+ Link: Types of Interactions [web page]
* Now that you’ve developed course goals, learning objectives, and…
* Effective learning activities (sometimes referred to as… [bullet points]
* Digging Deeper: COI and Student Engagement
	+ Link: Being “Present” in Your Online Course [web page]
	+ Link: Types of Interaction [web page]
	+ Link: Community of Inquiry [YouTube]
* Use a variety of tools to facilitate engagement [drop-down menu]
	+ Digging Deeper: Tools to Facilitate Engagement [web page]
		- Link: Teaching with Blogs [web page]
		- Link: Flipgrid: Empowering Voices with… [web page]
		- Link: “@ Them and See What Happens”… [web page]
	+ Tip
* Use discussion boards to facilitate interactions [drop-down menu]
	+ Digging Deeper: Discussion Boards
		- Link: Discussion Boards: Valuable? Overused?... [web page]
		- Link: Five New Twists for Online Discussions [web page]
		- Link: 10 Tips for Effective Online Discussions [web page]
		- Link: Practical Tips for Teaching Online Small… [web page]
* Developing or Modifying Learning Activities for Online Environments
	+ As you do so, consider the following [bullet points]
	+ Audio: Adriane Seiffert discusses how well this transferred…
	+ For Your Information
		- Link: Active Learning in Hybrid and Physically… [web page]
* Common Learning Activity Tools for Online Environments
	+ When you think about which tools to use… [bullet points]
	+ Audio: Joe Bandy on prioritizing types of tools.
	+ Audio: Joe Bandy on aligning with course goals and limiting…
	+ Tools for Learning Activities
		- Link: BOLD Fellows Tools [web page]
	+ Example Course Development Plan: Learning Activities
		- Link: Course Development Plan: Learning Activities… [PDF]
	+ Activity
		- Link: page 2 [web page]

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* Page 5: Content
* Link: source [drop-down menu]
	+ Link: Gathering, Making, and Structuring Content [web page]
	+ Link: Legally Reusing Content [web page]
* So you’re converting a face-to-face course to an online one….
* Identify the Content
	+ As you think about what content to cover, consider… [bullet points]
* Identify Instructional Materials
	+ It is important that online courses incorporate a… [bullet points]
	+ Pictures or graphics [drop-down menu]
		- Link: alt-text [definition]
	+ Video [drop-down menu]
		- Digging Deeper: Videos and PowerPoints
			* Link: Making Your Own Videos [web page]
			* Link: Using PowerPoint Online: Guidelines… [PDF]
	+ Text [drop-down menu]
		- Digging Deeper: Text
			* Link: Understanding Document… [web page]
			* Link: Make Your Word Documents… [web page]
	+ Audio [drop-down menu]
	+ In certain cases, citing the source correctly or… [bullet points]
		- Link: Library of Congress [website]
		- Link: National Archives [website]
	+ Digging Deeper: Copyright and Fair Use
		- Link: Legally Reusing Content [web page]
		- Link: Fair Use Checklist [web page]
	+ When choosing content for your online course… [bullet points]
	+ For Your Information
		- Link: Exploring New Content Sources [web page]
	+ Tips
	+ Audio: Joe Bandy provides data on student attention and…
	+ Audio: Adriane Seiffert discusses how she developed this…
	+ Link: Click to view a sample schedule from… [drop-down menu]
	+ Example Course Development Plan: Content
		- Link: Course Development Plan: Learning Activities… [PDF]
	+ Activity
		- Link: page 2 [web page]

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* Page 6: Building the Course
* Link: source [drop-down menu]
	+ Link: Online Course Development Resources [web page]
	+ Link: Identifying an Effective Mechanism for… [web page]
* Every online course is built around a series of sequentially ordered…
* Keep in Mind
	+ Link: Learn more on page 7 [web page]
* Module Structure and Design
	+ Keep in Mind
	+ Consistency in Structure for Online Courses [table]
	+ Link: Click for a PDF version.
	+ Link: Click for a PDF version.
	+ Link: Click for a PDF version.
	+ Link: Click for a PDF version.
	+ Tips
		- Link: Identifying an Effective Mechanism for… [web page]
		- Link: Identifying an Effective Mechanism for… [web page]
* A Welcoming and Supportive Environment
	+ Promote Belonging [drop-down menu]
		- Digging Deeper: Welcoming Students
			* Link: Send a Welcome Message [web page]
			* Link: Welcome Letters and… [web page]
	+ Foster Student Engagement [drop-down menu]
		- For Your Information
	+ Ensure Equity and Access—UDL [drop-down menu]
		- Digging Deeper
			* Link: Ten Steps Toward Universal… [web page]
			* Link: UDL on Campus [web page]
			* Link: Creating Accessible Learning… [web page]
			* Link: 20 Tips for Teaching an… [web page]
			* Link: Accessible Teaching in the Time… [web page]
			* Link: Designing an Accessible Online… [web page]
			* Link: Accessibility for Online Courses [web page]
		- Example
	+ Ensure Equity and Access—Technology [drop-down menu]
		- Audio: Joe Bandy on factors that create access challenges…
		- Audio: Joe Bandy on four suggestions to reduce…
		- Audio: Adriane Seiffert on examples of access challenges…
		- Audio: Adriane Seiffert on asking questions.
	+ Ensure Equity and Access—Student Diversity [drop-down menu]
		- Digging Deeper
			* Link: Increasing Inclusivity in the… [web page]
			* Link: Teaching First-Generation College… [web page]
			* Link: Teaching Race: Pedagogy and… [web page]
			* Link: Difficult Dialogues [web page]
		- Audio: Joe Bandy discusses equity considerations…
	+ Audio: Adriane Seiffert on creating a class versus designing…
	+ Audio: Adriane Seiffert on creating a class with 90 students…
* Tools for Designing a Course
	+ LMS/Links to Informational Guides and Videos [table]
		- Link: Getting Started with Brightspace [web page]
		- Link: Getting Started for Instructors [web page]
		- Link: Quick Start Guide for Instructors [web page]
		- Link: Putting Your Course Online in a Hurry [web page]
		- Link: Brightspace Video Tutorials [web page]
		- Link: Improve Your Course with Brightspace… [web page]
		- Link: Set Up Your Canvas Course in 30… [web page]
		- Link: Getting Started: Modules, Content &… [web page]
		- Link: Canvas Instructor Guide [web page]
		- Link: Canvas Guides: Video [web page]
		- Link: Canvas Tips and Tricks for Educators [web page]
		- Link: Canvas Know-How: Using the… [web page]
		- Link: Blackboard Learn Help for Instructors [web page]
		- Link: Quick Start for Blackboard Learn [web page]
		- Link: Blackboard Learn Videos for Instructors [web page]
		- Link: Top 10 Blackboard Tips & Tricks [web page]
		- Link: Accessibility Features in Blackboard Learn [web page]
		- Link: Teacher Quick Guide [web page]
		- Link: Managing a Moodle Course [web page]
		- Link: The 15-Minute Guide for Teachers on… [web page]
		- Link: A Quick Tour of Moodle for Instructors [web page]
		- Link: Using Moodle Accessibility Tools [web page]

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* Page 7: Final Adjustments and Ongoing Revisions
* Link: source [drop-down menu]
	+ Link: Online Course Development Resources [web page]
* Now that you have learned about the major parts of designing…
* Make Final Adjustments and Share with Students
	+ Review the Online Course [drop-down menu]
		- Link: Page 4 [web page]
	+ Test and Fine-Tune [drop-down menu]
	+ Preview the Course with Students [drop-down menu]
* Teach the Course
	+ Evaluate the Course [drop-down menu]
		- Link: Click for examples [drop-down menu]
		- Link: informal mid-semester survey [definition]
		- Link: non-graded, reflective question [definition]
		- Link: exit ticket [definition]
		- Digging Deeper: Student Feedback
			* Link: Soliciting and Utilizing… [web page]
			* Link: Student Evaluations of Teaching [web page]
			* Link: Classroom Assessment… [web page]
			* Link: Gathering Feedback During… [web page]
	+ Maintain Teacher Presence and Student… [drop-down menu]
		- Tip
		- Digging Deeper: Synchronous Meetings
			* Link: Teaching an Online Synchronous… [web page]
		- Link: Intelligent Agent [web page]
* Revise
	+ Keep the following in mind when you evaluate… [bullet points]

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* Page 8: References & Additional Resources
* Suggested module citation
* References
* Additional Resources
* Page 9: Credits
* Content Contributors
* Module Developers
* Content Expert Review Panel
* Module Reviewers
* Module Production Team
* Media Production Team
* Media
* Expert Interviews

Wrap Up

* Summary of the module
* Audio: Joe Bandy shares some final thoughts about the online course…
* Revisit your Initial Thoughts responses

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Assessment

* Take some time now to answer the following questions.

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You Have Completed This Module

* Give Us Your Feedback
	+ Link: Module Feedback Form
* Professional Development Hours
	+ Link: IRIS PD Options
* Related Resources [link]