CREATE A NEW ONLINE COURSE

Take the following steps to set up a new online course offering through the College of Arts and Sciences Outreach.

STEP 1: DEPARTMENTAL APPROVAL
Share your ideas with your Department Head or curriculum committee and get approval to offer a new online course.

STEP 2: OUTREACH PAPERWORK
Contact Angie Kelly to complete the online instructor contract and new course form to get your course on the course listings.

STEP 3: INSTRUCTIONAL DESIGN PART 1
The first of two meetings with the Instructional Designer, Caitlin Barnes, where you establish the goals for your course.

STEP 4: PREPARING ONLINE INSTRUCTORS
Complete the Preparing Online Instructors course through ITLE: a six-week blended course providing pedagogy behind online instruction.

STEP 5: INSTRUCTIONAL DESIGN PART 2
This second meeting with Caitlin is to discuss the finishing details of your course design. This meeting can occur within two weeks before your course begins, or before week 4 of the first semester your course is available.