

Checklist for Designing an Online Course

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Key Ideas: Clarity, Consistency, Collaboration

- Key areas in course are clearly defined on main course page
 - Syllabus
 - Course Expectations
 - Discussion Forums
 - General Announcements
 - Tech Help (for students to support each other)
 - Virtual Café or Water Cooler (for off-topic discussion)
 - Course Topics
 - Course Modules
 - Assignment Submission Areas
- Modules begin and end on the same day of each week (e.g., Tuesday-Monday)
- Deadlines always fall on the same day of each week
- Module content is organized with a logical flow; clear and detailed instructions; no dense text
 - Header graphic with title and date range (use color; be creative here)
 - 1-2 sentence introduction
 - Brief opening lecture
 - Audio only (MP3) if under 5 minutes
 - Screencast (SWF) with slides for 5-9 minutes
 - Links to reading material
 - Interactive multimedia element (e.g., simulation, VoiceThread, YouTube video, web tool)
 - Link to discussion forum with participation requirements
 - Collaborative inquiry project
 - Method(s) of assessment (may overlap with above)
 - Concise list of tasks and deadlines (recap)

Sample Course Outline

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|---------------------|---|
| Week 1: | Introductions and Virtual Icebreaker |
| Week 2: | Establish Format of Learning Modules |
| Week 3-6: | Instructor-led Forums
Collaborative Inquiry Projects |
| Week 7-13: | Student-led Forums (Entire Class or Small Groups)
Collaborative Inquiry Projects |
| Weeks 14-15: | Final Projects and Presentations
(Schedule Synchronous Online Meetings) |

