Developing and Teaching an Online Course
Course Outline and Learning Goals

**Overall Course Learning Objective**

Participants will be able to identify and describe a variety of best practice strategies related to developing and facilitating an online course.

**Unit 1: Introduction to Online Teaching**

**Learning Objectives:**

Following this unit, participants will be able to:

- Describe the current state of online teaching
- Describe the differences between teaching online and face-to-face
- Identify strategies to successfully transition a face-to-face course to online
- State strategies to create community in online courses and engage online learners
- Explain ways they can help their online learners succeed

**Topics:**

1.1 Current State of Online Teaching
1.2 Fundamental Differences Between Teaching Online and Teaching Face-To-Face
1.3 Transitioning from Face-To-Face to Online Teaching
1.4 Creating Community and Engaging Online Learners
1.5 Helping your Students Succeed

**Further Reading & Resources**

**Assessment**

**Activities:**

- Face to face course transition to online course planning worksheet
- Helping your students succeed resource
Unit 2: Online Course Development

Learning Objectives:
Following this unit, participants will be able to:

- Illustrate the major ideas in the backwards design process
- Recognize best practices related to course structure and navigation
- List the components of a comprehensive syllabus
- Develop a plan for designing and developing course content
- Describe best practices of online course development
- Explain how to establish instructor presence
- Formulate strategies to effectively use online discussions
- Develop strategies to administer assessments
- Plan ways to provide meaningful feedback to students
- Identify ways to manage workload when teaching online

Topics:

2.1 Backward Design to Achieve Course and Module Goals
2.2 Course Structure and Navigation
2.3 Creating a Comprehensive Syllabus
2.4 Designing and Developing Content
2.5 Best Practices for Quality

Further Reading & Resources
Assessment
Activities:

- Proposed navigation structure for the course
- Syllabus outline
Unit 3: Online Course Facilitation and Management

Learning Objectives:
Following this unit, participants will be able to:

• Explain how to establish instructor presence
• Formulate strategies to effectively use online discussions
• Develop strategies to administer assessments
• Plan ways to provide meaningful feedback to students
• Identify ways to manage workload when teaching online

Topics:

3.1 Establishing Instructor Presence
3.2 Using Online Discussions Effectively
3.3 Administering Assessments
3.4 Providing Meaningful Feedback
3.5 Managing Instructor Workload

Further Reading & Resources

Assessment Activities:

• Instructor participation plan for the course
• Create an SLO, content, assessment alignment document
Unit 4: Effective Use of Technology

Learning Objectives:
Following this unit, participants will be able to:
- Recall strategies to effectively use technology in their course
- Identify common LMS features to simplify teaching online
- Explain best practices related to creating and using video
- Formulate strategies to explore and adopt new technologies
- State ways to make their course ADA compliant

Topics:
  4.1 Using Technology with Meaning and Purpose
  4.2 Common LMS Features to Simplify Instruction
  4.3 Creating and Using Videos when Teaching Online
  4.4 Exploring and Adopting New Technologies
  4.5 An Introduction to ADA Compliance

Further Reading & Resources
Assessment
Activities:
- Using technology with purpose worksheet
- Technology exploration activity