



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