**Online Course Design Academy**

**Design Document**

When designing a new course, it helps to do a thorough analysis of the students, the course, and the content. This is particularly helpful when designing for alignment, so that objectives, assessments, activities, content, and technology are all consistently supporting student learning.

This design document will help you lay out your overall design plan for the course. It will also be helpful for your discussions with the instructional designer you will be partnering with to develop the course. Once the design document is complete, you can share it with them for feedback and to begin the development process.

# Faculty Information

**First and Last Name**

**Department**

# Course Overview

**Degree Program**

**Course Number/Name**

**Year/Semester of First Offering**

**Course Description**

*Provide the official course description or a brief summary of the course. Describe the topic and how it fits into the rest of the students’ program*

**Pre-requisite Skills**

*What should the learner know before beginning this course? Include content knowledge, technology skills, and attitudes necessary to succeed with this course.*

**Standards (Organization or Source)**

*What (if any) external standards govern this content? Identify the organizational, professional, or state/national standards that require this content be taught.*

**Course Objectives**

*What will students be capable of after completing this course? Remember to phrase objectives using active verbs and include the level of proficiency expected.*



**Course Timeline**

*Provide a description of how the course will be broken into units or modules.*

**Models of Online Instruction**

*After reviewing Module 1, carefully think about your own course. Identify and describe which active learning model(s) might be best for your online course. Explain why you chose the particular model(s).*

# Key Learning Moments

*Think about the face-to-face version of the course you want to teach online. If you haven’t taught the course face-to-face, think about the way you teach other courses face-to-face. Identify the key activities or assignments in the course or your teaching style. What activities, assignments, or methods are pivotal for students learning the content? What teaching methods and strategies are most successful for you?*

*As you complete the rest of the modules, refer back to this question. Identify ways to accomplish these activities and methods in an online course.*

# Module-Level Objectives Table

*Module-level objectives break single course objectives into multiple smaller segments that build on each other. Begin to plan your module-level objectives and how they align with the course objectives. You may use or adapt the table below – add additional rows or columns as necessary. Use an X to mark the alignment.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Course objective 1 | Course objective 2 | Course objective 3 | Course objective 4 | Course objective 5 |
| Module 1 title: |  |  |  |  |  |
| Module 1 objective 1 |  |  |  |  |  |
| Module 1 objective 2 |  |  |  |  |  |
| Module 2 title |  |  |  |  |  |
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Now that you’re starting to get a much better idea of how you might design an online course, it’s time to begin developing a plan for designing your future online course. Use the chart that follows to complete the design document.

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| --- | --- | --- | --- | --- |
| **Design Plan** | | | | |
| In the chart below, you are asked to fill in the information for each column. Each row in this document represents a week/unit/module in your course. To add more rows, simply right-click anywhere in the last row, and select *Insert > Insert Below* or clickinto the last cell and press the tab key*.* | | | | |
| **Module Title** | **Module Objectives** | **Assessment** | **Learning Activities** | **Content/*Materials*** |
| What is this module/unit/topic about? | What will students learn in this module? The module objectives should be more specific than the course objectives.  *Indicate which course objective each module objective aligns with by including the number of the course objective after the module objective* | How will you assess the learners’ success?  *Check to make sure the assessments align with the course and module objective(s)!* | What will students *do* to achieve this objective?  *Remember to include active learning strategies, make a note of what type of interaction you anticipate*  *Check to make sure the activities align with the course and module objective(s)!* | What content will you ask students to read or watch  *List out required and optional content, and identify which is which.*  *Note the type to check for variety*  *Check to make sure the content aligns with the course and module objective(s)!* |
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# Building Community

*Identify and describe specific strategies that you will use to build community in your course. Include a description for each strategy and identify the technology you will use.*

**Instructor Presence**

*How will you establish your presence in the course? How will students get to know you? List strategies and tools*

*Ex: Weekly video introductions, recorded with Video Everywhere*

*Ex: Weekly reminders/introductions sent via Announcements*