



COURSE DEVELOPMENT PROCESS

.....

PLANNING & ANALYSIS

1

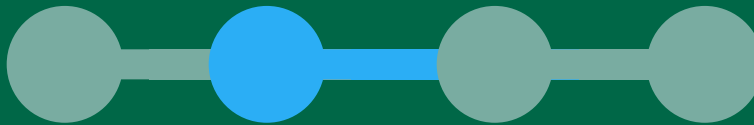
Meet the team and lay the groundwork with a **kick-off meeting**. We'll begin to realize your vision for an online course by creating an **outline** and **development schedule**.



DESIGN & PROTOTYPE

2

We'll identify effective methods for structuring and delivering course content. **Digital Learning** will build out a prototype on the Learning Management System (LMS), **Canvas**.



IMPLEMENTATION

3

This phase begins with a **development meeting** to ensure the course content matches learning objectives and **quality standards**.



EVALUATION/CLOSE-OUT & MAINTENANCE

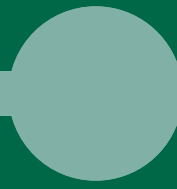
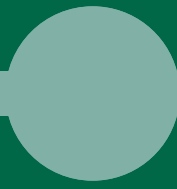
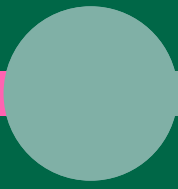
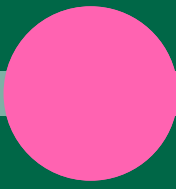
4

Digital Learning will review and evaluate the course according to the **Quality Matters** (QM) rubric. We'll hold a **close-out meeting** to address questions and introduce you to our support team.





PLANNING & ANALYSIS



1

KICKOFF MEETING



2

COURSE TIMELINE
STARTED



3

CONCEPTUALIZE &
DEVELOP COURSE
OUTLINE



4

UPLOAD BIO &
PICTURE



Digital Learning



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DESIGN & PROTOTYPE

1

PLANNING MEETING



2

DRAFT & DEVELOP
COURSE MAP &
STRUCTURE



3

DESIGN & CREATE
INSTRUCTIONAL
CONTENT



4

BUILD CONTENT IN
CANVAS AS
PROTOTYPE



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IMPLEMENTATION

1

**DEVELOPMENT
MEETING**



2

**REVIEW & APPROVE
COURSE STRUCTURE**



3

**GATHER & DEVELOP
CONTENT**



4

**SUBMIT, REVIEW, &
APPROVE CONTENT**



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EVALUATION & MAINTENANCE

1

**REVIEW & APPROVE
COMPLETED COURSE**



2

**QUALITY MATTERS
DEVELOPMENT
RUBRIC**



3

CLOSE-OUT MEETING



4

**CLOSE-OUT EMAIL &
RUBRIC RECEIVED**



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