

COURSE DEVELOPMENT PROCESS

PLANNING & ANALYSIS

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

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**.



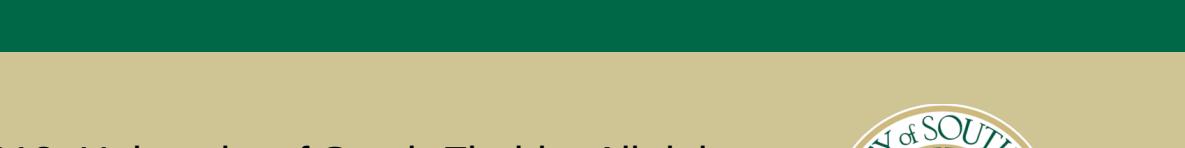
IMPLEMENTATION

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

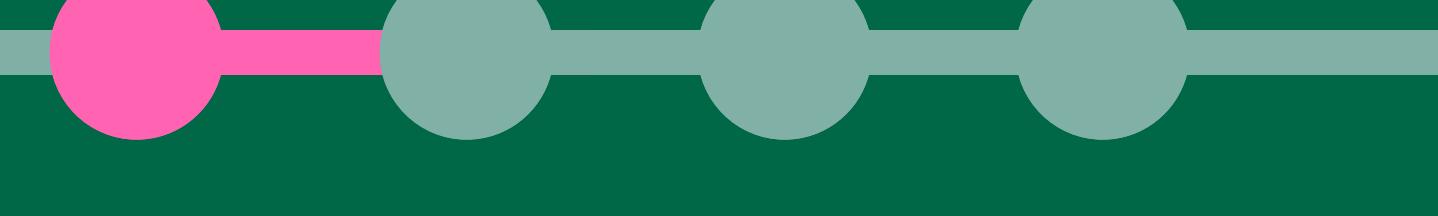


EVALUATION/CLOSE-OUT & MAINTENANCE

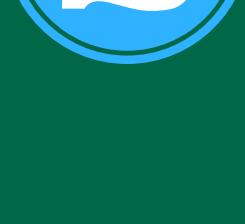
Digital Learning will review and evaluate the course according to the **Quality Matters** (QM) rubric. We'll hold a **close-out meeting** to address questions and introduce you to our support team.



PLANNING & ANALYSIS

**1****KICKOFF MEETING****2****COURSE TIMELINE
STARTED****3****CONCEPTUALIZE &
DEVELOP COURSE
OUTLINE****4****UPLOAD BIO &
PICTURE**

DESIGN & PROTOTYPE

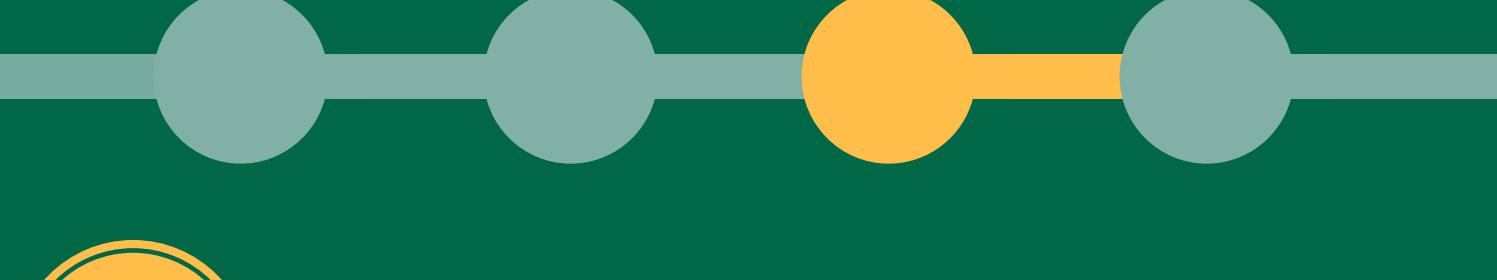
 **1****PLANNING MEETING** **2****DRAFT & DEVELOP
COURSE MAP &
STRUCTURE** **3****DESIGN & CREATE
INSTRUCTIONAL
CONTENT** **4****BUILD CONTENT IN
CANVAS AS
PROTOTYPE**

Digital Learning

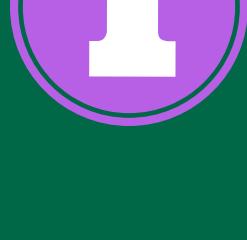
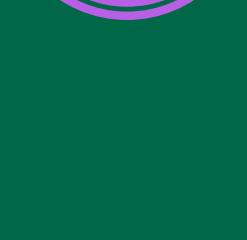
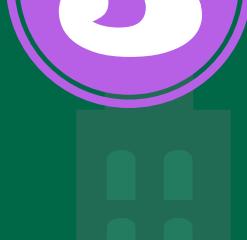
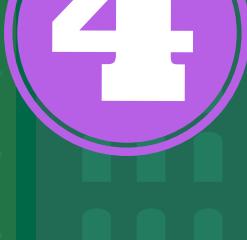


Faculty

IMPLEMENTATION

**1****DEVELOPMENT
MEETING****2****REVIEW & APPROVE
COURSE STRUCTURE****3****GATHER & DEVELOP
CONTENT****4****SUBMIT, REVIEW, &
APPROVE CONTENT**

EVALUATION & MAINTENANCE

 **1****REVIEW & APPROVE
COMPLETED COURSE** **2****QUALITY MATTERS
DEVELOPMENT
RUBRIC** **3****CLOSE-OUT MEETING** **4****CLOSE-OUT EMAIL &
RUBRIC RECEIVED**