

Course Design & Development Checklist

This document should be used as a resource for faculty to prepare for creating resident, blended, and online courses without direct assistance from an instructional designer or other support personnel.

{ADD URL TO SITE HERE}

Develop Course Goals and Objectives

- 1.1 State the purpose of the course
- 1.2 Establish what participants will “be able to do” at the end of the course

Develop Course Outline/Blueprint/Schedule & Syllabus

- 2.1 Define all course requirements and syllabus

Develop Course Assessments and Assignments

- 3.1 Design and develop assessments
- 3.2 Design quiz questions
 - 3.2.1 Develop valid and reliable questions
 - 3.2.2 Develop non-graded sample quizzes
- 3.3 Develop rubrics

Identify & Develop Instructional Content & Materials

- 4.1 Identify or create the course content
- 4.2 Review the learning objectives of the module/lesson and connect them to the type of media best used to ensure students meet the learning objective
- 4.3 Make needed decisions regarding what tools/technology will be used to develop online course content that includes multimedia
- 4.4 Review and plan how the multimedia will be created in an accessible format
- 4.5 Test the course content from the student perspective once multimedia elements have been designed and developed
- 4.6 Explore value of materials

Develop an Intuitive, Navigationally-friendly Course Site

- 5.1 Ensure that course design follows a consistent format
 - 5.1.1 Learning objectives
 - 5.1.2 Lesson introduction

- 5.1.3 Lesson content
- 5.1.4 Learning activities
- 5.1.5 Clearly defined assignments
- 5.2 Review and ensure that accessibility requirements are met
- 5.3 Review and ensure that copyright requirements are met

Develop Strategies to Evaluate the Course Design & Gather Student Feedback

- 6.1 Evaluate course navigation
 - 6.1.1 Titles & naming conventions
 - 6.1.2 Navigation functionality
 - 6.1.3 Course Sequence
 - 6.1.4 Student concerns & questions
 - 6.1.5 UX survey
 - 6.1.6 Accessibility
 - 6.1.7 UX focus groups (when feasible)
- 6.2 Evaluate engagement opportunities
 - 6.2.1 Student self-report
 - 6.2.2 Summative assessment - checklists and rating scales
 - 6.2.3 LMS analytics
 - 6.2.4 Frequency of engagement in discussion/social media
- 6.3 Evaluate usefulness of materials
 - 6.3.1 Material usefulness survey
 - 6.3.2 Material-to-objective mapping
 - 6.3.3 Describe & summarize purpose
 - 6.3.4 Evaluate perceived value of materials
- 6.4 Evaluate assessment outcomes