Recommended Course Design Training Path

Course Design

This training path should be used by PCCC faculty creating an online course for the first time, course level leaders designing a course template and anyone else who would like to improve the design of their online course content.

STANDARDS and TIPS

1. Read “Distance Education Program Policy Manual”. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide.
   a. Pay particular attention to the sections on ENROLLMENT PROCEDURES AND STUDENT ACCESS, PROCTORED TESTING and QUALITY OF ONLINE INSTRUCTION.
2. Read “Design & Navigation Tips for Online Courses”. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide.
   a. Before developing your course think about the many details involved in presenting a file to the student. Come up with a plan.
   b. After the course has been developed use the tips to review your course from the student perspective.
3. Watch the short video “Minimum Standards for Online Courses” to get an overview of the PCCC basic standards for online course design.
4. Read “Basic Standards for Online Course Design”. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide. Your online course must follow all of the standards adopted by the college.
5. Watch the video “Course Template Design Workshop 2Dec2014”.
   a. Look at and listen to examples of what other PCCC instructors have done with their course templates. Templates are not complete courses. The design principles remain the same.
   b. Common design strategies are presented.
   c. Listen as they discuss the use of practice tests for students.
   d. Best practices are presented along with examples of how to implement them.
   e. Copyright Considerations are alluded to.
   f. Think about Universal Design for Learning from the start of your course design. Some simple things you can do to make your material accessible to all students, not just those with disabilities are presented.
6. Use the “Course Organizer” to collect your course materials for a few chapters or lessons before beginning to build your course online. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide.
   a. This exercise will help you visualize the way you want the course to look and the type of folder structure you want to use. If you are unfamiliar with the Learning Management System, Blackboard, this preparation step can be used as the basis for a discussion with the instructional designer.
   b. Another Course Design Template is available, if you prefer.
7. Read “Mapping Success: Essential Elements of an Effective Online Learning Experience”.
8. Read “Adapting .ppt Lectures for Online Delivery” Best Practices. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide.
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UNIVERSAL DESIGN IN LEARNING

9. What is Universal Design in Learning? Watch one of these short videos.
   a. Watch Long Story Shortz – Universal Design for Learning
   b. Watch UDL at a Glance
10. What does UDL look like in the classroom? Watch one of these videos.
    a. Watch UDL Guidelines in the Classroom
    b. Watch Best Practices Through Universal Design for Learning
11. Read “Creating Accessible Electronic Content”
12. Read “10 Steps Toward Universal Design”.
13. Download one page accessibility “cheatsheets” on how to create accessible content in
    a. MS Word
    b. MS PowerPoint
    c. Other tools
14. Read the Accessibility Checklist. Go over the Multimedia Elements list carefully.

COPYRIGHT AND FAIR USE

15. Watch “A Fair(y) Use Tale” for an overview of copyright and fair use.
16. Read the flow chart in the poster “Should I Post this Image?”
17. Find a Fair Use Checklist you can use.
    a. Visit the Faculty Resource Center (in Blackboard). Select References and then Copyright and Fair Use. Then select Fair Use Checklists.
    b. Visit the PCCC “Copyright and Education” LibGuide.

BLACKBOARD

18. Follow the Blackboard Training Paths that match your experience level. The training paths can be found on the Blackboard for Faculty LibGuide.

OPTIONAL

• Are you looking for ideas to engage and interact with your students? Read “Engaging the Online Learner” subtitled Activities and Resources for Creative Instruction by Rita-Marie Conrad and J. Ana Donaldson.
• Does your course meet all 5 of Fink’s Principles for Good Course Design?
• Review and evaluate your course design.
   o Use the “Blackboard Exemplary Course Program Rubric”. It can be found on the Resources for Faculty tab in the PCCC Online Learning LibGuide.
   o Use the “Online Course Best Practices Checklist” from Palomar College.
   o Use the “Recommended Criteria for Quality Online Courses” from the EdTeach Leaders Online.
• Search for Open Educational Resources (OER) in the Faculty Resource Center. OER are educational materials and lessons that are shared by the creator with the intention of repurposing and reuse by others. Some works are in the public domain. Some contributors give their permission for reuse. Some contributors allow reuse only with proper acknowledgement.
• Learn more about copyright and the Teach Act at the American Library Association web site.
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- Read “Seven Principles of Good Practice in Undergraduate Education”.
- Explore the Course Design Tutorial which focuses on teaching Geoscience. The tutorial begins with goals, looks at strategies for engaging and assessing students and provides examples and other references.
- Visit the Guides at the Center for Teaching Excellence at Vanderbilt University for Principles, Tools, Strategies and Resources.