

Creating an Online Class

	No Online Experience or Existing Prep	Some Online Experience and Existing Prep	Significant Online Experience and Existing Prep
Instructor Experience / Preparation	<ul style="list-style-type: none"> • New(er) to online teaching • Has never worked with an instructional designer • Newly teaching this course and has no content • Has content for face-to-face lecturing (handouts, notes, etc.) but not in digital form 	<ul style="list-style-type: none"> • Has worked with an instructional designer • Has some online content already created • Is familiar with the challenges and opportunities of online learning 	<ul style="list-style-type: none"> • Has worked with Digital Learning to design and refine a fully online course • Has taught the same online course at least twice • Is familiar with the challenges and opportunities of online learning
Primary Course Development Activities	<p>Create the foundation, structure, and details of the course:</p> <ul style="list-style-type: none"> • Develop learning objectives • Fill out course map • Find readings, videos, and other supporting material/resources • Plan and film (and edit as needed) lecture content • Create a grading structure and assignments including instructions • Create a plan for designing engaging online content • Meet with instructional designers, graphic designers, videographers, or other support staff as needed 	<p>Refine structure and fill in any gaps in content:</p> <ul style="list-style-type: none"> • Modify/adapt existing content • Design and develop active, engaged, supportive activities and assignments • Create online lectures/presentations • Prepare supporting documents • Reorganize syllabus and schedule 	<p>Rethink and refine your course:</p> <ul style="list-style-type: none"> • Think through how you will spend your class time each week/session so that you have active, engaged, supportive activities planned for each session • Prepare any supporting documents that you'll need for in the classroom • Make minor adjustments to the online content that are needed
Anticipated Instructor Time Investment	10 and 12 hours per week over 16 weeks	5 and 10 hours per week over 16 weeks	1 and 4 hours per week over 16 weeks

Please note: These are general estimates; the actual time investment may vary based on the needs of your course and your experience with the topic and content.