Online Course Planning Tool

Instructor Name:		**Course:**	

This course-planning tool is designed to help faculty by highlighting a number of key decisions about converting face-to-face instruction to online instruction.

To enter your responses, click on the text field in the top left corner of the first table cell and begin writing. Then use the tab key to move to the next table cell. If your cursor jumps between cells, make sure you have the proper text field selected before starting to write.

Are specific performance objectives developed and agreed to for the online course?

☐ measurable outcomes in the objectives ☐ higher order thinking skills required
☐ requirements equivalent to a campus course ☐ objectives address all required knowledge and skills for the next course in the sequence

Comments:

How will content be conveyed to the students?

☐ textbook ☐ study guides
☐ books and journals ☐ online demonstrations
☐ multimedia, animations ☐ online lectures or tutorials

Comments:

What supplementary resources will be provided to students?

☐ links to external resources ☐ reading lists
☐ notes and outlines ☐ study questions
☐ PowerPoint presentations, multimedia, etc ☐ interactive exercises

Comment:

What learning activities will your require students to engage in?

☐ completing interactive exercises ☐ completing tutorials
☐ participation in simulations and role-playing ☐ analyzing case studies
☐ engaging in debates and discussions ☐ conducting web quests and web research
☐ completing projects and experiments ☐ writing papers

Comments:

What interaction is planned for the course?

☐access to outside experts
☐group discussions and assignments

☐discussions/debates/role playing
☐collaborative activities

Comments:

How will feedback and guidance be given to students?

☐announcements
☐carefully organized schedule
☐e-mail feedback

☐organization of assignments
☐allow students to check grades online
☐group comments and critiques

Comments:

How will student performance be measured?

☐journals
☐self-assessments
☐quizzes and proctored exams
☐graded discussions

☐writing assignments
☐performances, projects, and related work products
☐labs
☐participation

Comments:

How will assignments, papers and other files be exchanged and organized?

☐Assignment feature
☐file format standards (with examples)
☐organization by chapter, module or week

☐e-mail attachments
☐file exchange in learning group pages

Comments:

How will learner isolation be overcome and a sense of community created?

☐use of discussion forum and chat room
☐virtual office hours
☐personal and private feedback
☐use of student home pages

☐online "presence" of instructor
☐personal encouragement and communication
☐tone and style of communications
☐use of groups and changing group membership

Comments: