



## Course Planning: Part II

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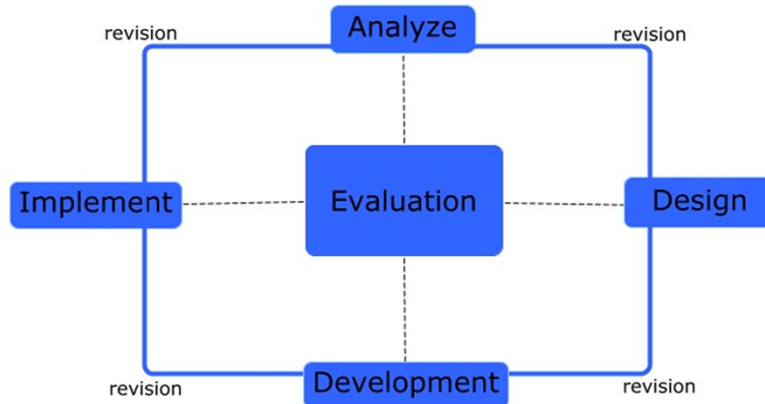
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In part I of this presentation, I discussed the advantages to designing your course prior to teaching it. While it is feasibly possible to create your course as you teach it, it does not tend to work very well. Most faculty who have developed online courses would not recommend that route if you can possibly avoid it. In this presentation, I'll provide you with a framework for developing your course. This will save you time as you organize your work. It will also help you to make certain that the pieces of your course fit together to provide your students with an excellent learning experience.

I repeat, Planning and creating your course will save you time in the long run.

## 5 Phases

Analyze | Design | Develop  
Implement | Evaluate



There are many course development models that you can use to build your course but the one that we suggest has five major components.

Notice this graphic. This process is very cyclical in nature. And while we typically start at the Analysis phase and end with a formal cumulative evaluation after the implementation of the course. There will always be the need for evaluation at every step of the way. And this comes along with constant revisions and even the possibility of going through the entire process again, if we do not come out of the implementation semester with the results that we were looking for.

Now Let's briefly look at each of these phases and how they relate to developing your course.

## 1. Analyze

- ▶ Target audience
- ▶ Goals and objectives



The first phase is to determine what you are aiming at and analyze that target and determine what characteristics of that targeted learners will need to be taken into account

However, If you have been teaching this course face-to-face and have a solid syllabus, you hopefully have a very good understanding of your students and the course goals and objectives.

In the first module of the Faculty Institute workshop, you put some thought into your students. If you filled out the first worksheet, you have already done your audience analysis.

Your next step will be to determine the main course goals and what the students will need to be able to do to reach those goals. We'll be going into your goals and objectives more thoroughly in the next module of this workshop.

## 2. Design



- ▶ Use objectives as an outline
- ▶ Match assessments to objectives
- ▶ Identify course material
- ▶ Determine material to be created

The second phase is to use the course objectives to start designing your course. Using your objectives as a basic outline, you'll be able to determine the material that your students will need in order to reach those objectives, and then you can build assessments to find out if the students were successful in reaching the objectives. Objectives are difficult to appreciate until you have them written and applied to the course design. AND they are difficult to write. But once you have them laid out, it will provide you with the ability to be accountable for each and every ounce of content that needs to be present in the course and subsequently improved accuracy of assessments. If not for accurate assessments we can only hope and assume that students are getting what they need in this course. And if they aren't getting what they need, the objectives will serve as a schematic to show us exactly where the course is lacking or unclear

Try to give yourself a reasonable amount of time for this stage. This is the time to think creatively about how students will learn the material best.

And DO NOT skip this step, because it can save you a significant amount of time in the grand scheme of things!

We'll be going into more detail on the design phase later in this workshop—and there will even be a worksheet to help you out!

### 3. Develop

- ▶ Create materials
- ▶ Put all material into the learning environment
- ▶ Test everything!
- ▶ Test everything (again)



The third phase is to develop any materials that you do not already have and to actually build the course that you designed.

This is where you will create new materials

Which may include finding videos, creating assessments, recording lectures, creating assignments, writing discussion prompts, and so on.

Although this may seem daunting remember that everything that you need to accomplish has been drafted out in the previous phase of design.

Next, you will put all materials into the online learning environment, or the course management system

If you are working with an instructional designer they will help you with this process.

However, the instructor must learn how to use the learning environment.

Finally we will test out the materials and the accompanying Technology

And then once we've done that, we will test it again! Remember that a major advantage in designing the course prior to teaching it is that we can make sure everything will run smoothly when it comes time to launch the course to the students

## 4. Implement

- ▶ Teach the course



The fourth phase is the actual implementation of the course

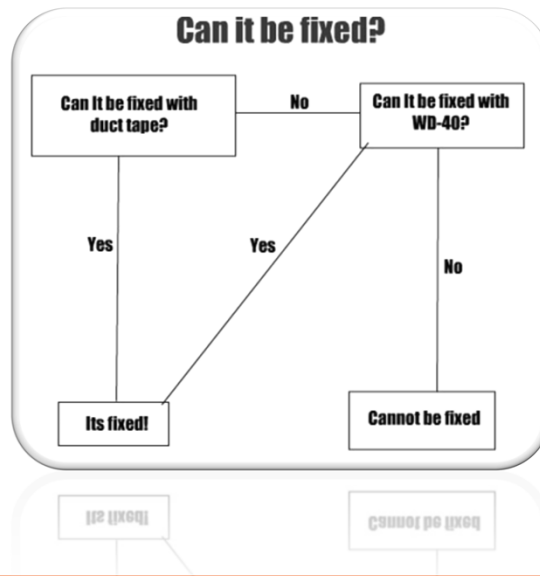
Remember that the involvement of instructors and teaching assistance has a lot to do with the overall success of the course.

You'll find some suggestions that can save you time as you are teaching the course in the classroom management section of the Faculty Institute.

Once the course is implemented it is still being modified and improved. You may find yourself diving back into the objectives or into the development phase, needing to adapt an assignment, or fix an assessment, add more detailed instructions, and so on.

## 5. Evaluate and Revise

- Students
- Technology
- Content
- Methodology



The 5<sup>th</sup> component we will talk about is in depth evaluation and revision, after the course has gone through the pilot, you must review how things went.

What did student evaluations say? Do they have helpful feedback?  
Check the questions that were posted on the discussion board, are there any that can be answered within the course material?

Did any technology fail you?  
Did you stumble upon a better way to do it?

And what about the content, did the students reach the objectives by performing as expected on the assessments?  
If not, was the material adequately covered?

And finally, how can we perfect this course to create an ultra successful learning experience for the students?

## Recap

- ▶ Why is it a good idea to develop your course prior to teaching it?
- ▶ Divide the course creation process into 5 phases:
  - Analyze
  - Design
  - Develop
  - Implement
  - Evaluate and revise
- ▶ Next up: Setting up a development schedule

To recap.... Ask yourself Why is it a good idea to develop your course prior to teaching it?

Remember to divide the course creation process into 5 phases.

The next and final section of this course planning lecture is setting up a development schedule. So stay tuned.



End

Thank you!