

Foundational Steps to Creating an Online Course

STEP 1 ☐	COURSE OUTCOMES	
	<i>Reflect and write the Course Learning Outcomes. Once the learning goals, or desired results, have been identified, instructors will have an easier time developing assessments and instruction around grounded learning outcomes.</i>	
STEP 2 ☐	COURSE SYLLABUS	
	<i>The syllabus serves as the road map to any course. This is the best tool to communicate your learning outcomes, course design, and expectations for students. Be sure the course syllabus for the online course is updated and aligned with any new online expectations.</i>	
STEP 3 ☐	ASSESSMENTS	
	<i>Determine course outcome alignment and develop both formative and summative assessments. How will students demonstrate desired understandings or demonstrate they have attained the goals?</i>	
STEP 4 ☐	Regular and Substantive Interaction (RSI)	
	<i>Instructors must plan for meaningful and consistent engagement that occurs between instructors and students, among students themselves, and plan for feedback. All are crucial for an effective and engaging online learning environment.</i>	
STEP 5 ☐	LEARNING ACTIVITIES & INSTRUCTIONAL STRATEGIES	
	<i>Identify the individual learning activities that correlate with course outcomes and determine what instructional strategies will be employed. Offers access to a variety of engaging resources to present content, support learning and collaboration.</i>	
STEP 6 ☐	SETUP CANVAS GRADING SYSTEM AND RUBRICS	
	<i>Ensure the Course Syllabus and Canvas grade weight system align. Add rubrics to establish clear expectations for each assignment and assessment.</i>	
STEP 7 ☐	SETUP CANVAS MODULE PLACEHOLDERS	
	<i>Decide on placeholders for each Module you will design. Consistency is key in module design.</i>	
STEP 8 ☐	FINAL COURSE REVIEW	
	<i>Add into each module a plan for clear, consistent communication with students.</i>	

☐ [Theory of Understanding by Design](#)
☐ [Course Objectives/Learning Outcomes](#)
☐ [Bloom's Taxonomy Revised Visual](#)
☐ [Online Course Planning Worksheet](#)

COURSE OVERVIEW

☐ [University Requirements](#)
☐ [Creating a Visual Syllabus](#)
☐ [Sample/Template](#)
☐ [Syllabus Accessibility](#)
☐ [Visual Syllabus Sample](#)
☐ [AI Syllabus Statement](#)
☐ [OSCQR Syllabus Template](#)

COURSE OVERVIEW

☐ [Teaching Tips Assessment Strategy](#)
☐ [Assessment of Student Learning](#)
☐ [Authentic Assessment Resource](#)

ASSESSMENT

☐ [What is RSI?](#)
☐ [Blank Weekly Planner](#)
☐ [More about RSI?](#)

INTERACTION

☐ [Online Instructional Tips](#)
☐ [Engaging Students Online](#)
☐ [Instructional Technology](#)
☐ [Learning Activities](#)
☐ [Strategies for Increasing Student Engagement](#)
☐ [Stansberry Collection Strategies](#)
☐ [Merlot Resource](#)
☐ [Discussion Techniques](#)

CONTENT

☐ [Using weighted grades](#)
☐ [Creating a grade item](#)
☐ [Grades Tutorial Videos for Canvas](#)
☐ [Grading Rubrics](#)
☐ [Multimedia Learning Principles Tool](#)
☐ [Authentic Learning Opportunities](#)

ASSESSMENT

☐ [My Module Structure Template](#)
☐ [Module Canvas Course Shell](#)
☐ [Canvas "Customizing the "Course Navigation Menu"](#)
☐ [ITLE's Course Template](#)

DESIGN & LAYOUT

☐ Add into each module a plan for clear, consistent communication with students.
☐ Recheck Syllabus to ensure alignment in course design and expectations.
☐ Review OSU | ITLE "Checklist for Online Course".
☐ [OSCQR Rubric](#)