



CITS

Instructional  
Development

## Pre-Consultation Considerations

### Introduction

Prior to your scheduled appointment with the ID Team, please be ready to answer as many of the following questions as possible to gain the most from your individualized consultation.

- ✓ What major topics does your course cover and what are the learning outcomes? What is the essence of the course?
- ✓ What are your inspirations for teaching this course? What interested you about teaching this course online?
- ✓ What questions or concerns do you have about teaching in the online environment: *Cheating, communication overload, the time it will take to develop and teach, student technology competence, clarifying expectations with students?*
- ✓ How do you currently deliver content to your students?
- ✓ How do you evaluate students in the course? Have you used any myCourses assessment tools?
- ✓ Do you have any grading rubrics for your current assignments or activities?
- ✓ What myCourses features do you already use?
- ✓ How do you prefer to communicate with your students; synchronously or asynchronously? *Many students want to take online courses because of the flexibility they provide their demanding schedules along with the consideration of various time zones. Requiring synchronous communication may limit the number of students that register.*
- ✓ Are you using Camtasia Relay/Studio for personal lecture capture or another technology tool?
- ✓ Are you familiar with YouTube or Atomic Learning for the use of rich media?
- ✓ Are you considering the use of Discussion Forums, Blogs, Journals, or Wikis?

### Initial Course Content to Bring

- ✓ Intro/Ice-breaker activity ideas for your course.
- ✓ Photo to include in your Course Welcome.
- ✓ Course Syllabus, if available.
- ✓ Examples from other courses you may consider exemplary.

### Organization Concepts:

- ✓ Clear and consistent content, (*modules/folders*).
- ✓ How will you build community in an online course?

### Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).



## Course Design Guide

This guide will aid in designing your online course. Follow the prompts below for completing the first steps towards outlining your online course. Some essential online course components included are the: Course Overview, Course Learning Objectives, and Best Practices Instructional Unit Structure.

**Instructor Introduction** is your opportunity to personally welcome your students to your course. Plan to include any images, Podcasts, or a brief video can add to the personalization of your online "Welcome". For now, draft the text you would like to use for your Welcome statement below:

**Course Description and Overview** can explain what the course encompasses and any general expectations of the learner. Please use the space below to draft out your course description and overview:

**Course Level Learning Objectives** are course level objectives that provide students with direction and responsibilities for learning as they begin their navigation within an online course set by the department. Weekly or Unit Level objectives clarify what a learner will be able to do after navigating through and engaging with your course content. For help with writing measurable, lesson/unit level objectives please refer to [Bloom's Taxonomy Action Verb List](#) or contact the ID Team for assistance.

**Course Tool or Unique Course Requirements** will provide a brief, listed explanation of the function of course tools or course specific resources that will be utilized by the course participants. Providing links to exemplify any resources, equipment, or software the learner may need to successfully complete the course is informative. Use the space below to draft a brief description of unique course tools/ requirements:



## UMD Unit Design Guide

### Introduction

By completing the following table, you will be able to plan and prepare each unit of instruction within your online course as well as corresponding activities, Instructional Technologies, Resources, and methods of Assessment that support your measurable learning objectives for each unit of instruction.

Unit Topics	Overviews and Objectives	Readings/ "Lecture" Resources	Instructional Technology	Activities	Assessment
<Unit topic>	The overview of this unit is: <ul style="list-style-type: none"> <li>•</li> </ul> Upon completion, students will be able to: <ul style="list-style-type: none"> <li>• &lt;objective 1&gt;</li> <li>• &lt;objective 2&gt;</li> </ul>	<List any readings or lecture resources for the unit>	<List any instructional technologies you will create or acquire for the unit>	<List any activities that support your objective(s)>	<Explain the means of assessment to evaluate learners for this unit>
<Unit topic>	The overview of this unit is: <ul style="list-style-type: none"> <li>•</li> </ul> Upon completion, students will be able to: <ul style="list-style-type: none"> <li>• &lt;objective 1&gt;</li> <li>• &lt;objective 2&gt;</li> </ul>	<List any readings or lecture resources for the unit>	<List any instructional technologies you will create or acquire for the unit>	<List any activities that support your objective(s)>	<Explain the means of assessment to evaluate learners for this unit>
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Unit Topics	Overviews and Objectives	Readings/ "Lecture" Resources	Instructional Technology	Activities	Assessment
	<ul style="list-style-type: none"> <li>• &lt;objective 2&gt;</li> </ul>				
<Unit topic>	<p>The overview of this unit is:</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"> <li>• &lt;objective 1&gt;</li> <li>• &lt;objective 2&gt;</li> </ul>	<List any readings or lecture resources for the unit>	<List any instructional technologies you will create or acquire for the unit>	<List any activities that support your objective(s)>	<Explain the means of assessment to evaluate learners for this unit>
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## Conclusion

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