Course Development Checklist

1. Course Outline

- ☐ **Course Learning Requirements (CLRs)**
    - If you are developing a course as part of a NEW Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Graduate Certificate, or Honours Degree program your CLRs will already be written and should remain unedited as they have been approved by the Ministry of Training, Colleges, and Universities. A draft course outline that includes these CLRs will be provided to you by your assigned Instructional Designer.
    - If you are revising an existing course you can write or adjust all of the existing CLRs in the Course Outline.
- ☐ **Embedded Knowledge and Skills (EKSs)**
    - EKSs are discrete statements detailing possible key concepts and skills that clarify how learners may achieve the CLRs. You will write EKSs to "unpack" each CLR in the course outline. In general, there should be 4-6 EKSs per CLR.
- ☐ **Learning Resources**
    - If you are thinking about adopting a textbook for your course, consult your Coordinator or Chair to discuss what resources students will already be purchasing as part of the program.
    - Consider using Open Educational Resources (OERs) instead of adopting a textbook that students will have to purchase.
    - List all textbooks and other resources in APA format in the course outline.
- ☐ **Learning Activities**
    - List the learning activities that students will experience in the course (e.g., labs, in-class discussions, fieldwork, demonstrations etc.)
- ☐ **Evaluation**
    - List broad evaluation categories (e.g., assignment(s), test(s), project(s), lab(s) etc.)
    - No single evaluation category (evaluations that share the same name) should be worth more than 40%. For more information on evaluation categories, click here.
    - All evaluations must be linked with the Course Learning Requirements (CLRs) as well as any Essential Employability Skills (Ontario College Certificate, Diploma and Advanced Diploma programs only)
- ☐ **Review**
    - Send Course Outline to your assigned Instructional Designer for review (ex. post to Basecamp) and adjust based on feedback
- ☐ **Enter course outline into COMMS**

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2. Course Section Information (CSI)

- ☐ **Evaluation breakdown**
  - In the CSI template, list all assessments within the broader evaluation categories as listed in the course outline with weights and map them to the CLRs that they will assess. (ex. Assignments (x2) = 40%)
- ☐ **Weekly Learning Schedule**
  - Complete all 5 columns from CSI template
- ☐ **Course Information**
  - Complete all course specific information (e.g., late assignments, extension requests, attendance, general notes on assessments, etc.)
- ☐ **Review**
  - Send CSI to your assigned Instructional Designer for review (ex. post to Basecamp) and adjust based on feedback
- ☐ **Brightspace**
  - Create a "Course Information" module in your Brightspace course and upload your CSI within that module

3. Assessments

- ☐ **Detailed assessment instructions and/or questions for all assessments as stated in the Course Outline and CSI documents.**
  - Includes exams, tests, assignments, weekly learning activities, quizzes and projects
- ☐ **Answer keys for any tests or exams (if applicable)**
- ☐ **Assessment Tools**
  - Include assessment tools such as rubrics, checklists or rating scales for any non-test/quiz-based assessments.
- ☐ **Review**
  - Send all assessment instructions, questions, answer keys and assessment tools to your assigned Instructional Designer for review (ex. post to Basecamp) and adjust based on feedback
- ☐ **Brightspace**
  - Upload or create all assessments, answer keys and assessment tools in Brightspace course

4. Course Content Development

- ☐ **14 weeks of content**
  - Content may be in PowerPoint or presentation format, Word files, videos, interactive modules, links to external content or any combination of different materials and formats
- ☐ **Instructor Notes**

- Lesson plans or instructor notes should be provided for each week of content. These should be detailed enough so that another qualified instructor could take over teaching the course at any point and not have difficulty understanding how the content is intended to be delivered.
  - ☐ **Brightspace**
    - All content should be uploaded in modules by week. (in most cases, 15 weekly modules, week 8 is break week). Each assessment should also be linked in the weekly module where it is due.
    - Upload Course Section Information (CSI document) to Course Information module in Brightspace
    - Instructor notes as well as any weekly instructions for students should also be included in each weekly module.
    - Set up Brightspace Grades based on assessment breakdown in CSI document and link grade items to any assessments that are created using Brightspace tools such as Assignments, Discussions and Quizzes.

5. Review

- ☐ **Notify Assigned Instructional Designer that your course is complete and ready for review**
  - Once all course materials and assessments are added to your Brightspace development course, contact your assigned Instructional Designer to review your course for alignment and completion and make adjustments or additions based on their feedback
- ☐ **Instructional Designer notifies Chair of course completion**
  - Once your course is marked as complete by your Instructional Designer your department Chair will be notified to review your course from a content perspective.