Course Development Checklist

Course Development at AC

☐ Complete the online asynchronous course: *Course Development at AC*

Course Outline (CO)

☐ Review the Course Outline
  ☐ Review the Course Learning Outcomes (CLOs)
  ☐ Review the Embedded Knowledge and Skills (EKSs)
  ☐ Review the list of Learning Resources
  ☐ Review the Learning and Teaching Activities
  ☐ Review the Evaluation categories
☐ Submit the Course Outline to your assigned Instructional Designer for feedback

Weekly Schedule (WS)

☐ Breakdown Evaluation categories into individual assessments
☐ Develop the Learning Schedule
☐ Review the Course Information
☐ Submit the WS to your assigned Instructional Designer for feedback

Assessments *(Can be reviewed during and/or after the course content has been developed)*

☐ Design authentic assessments: diagnostic, formative, and summative
☐ Develop assessment tools (e.g., rubrics, grading criteria, observation checklist, answer key)
☐ Submit assessment details to your assigned Instructional Designer for feedback

Course Content

☐ Develop Content: Learner-centered Activities and Lessons
☐ Develop Instructor Notes
☐ Submit Course Content to your assigned Instructional Designer for feedback

Brightspace

☐ Create and upload content to the Brightspace shell
☐ Upload and link assessments
☐ Set up and link grades

Final Review

☐ Notify your Instructional Designer for a final course review