

Course Development Checklist

Course Development at A.C.

- ☐ Complete the online asynchronous course: *Course Development at A.C.*

Course Outline (CO)

- ☐ Review the Course Outline
 - ☐ Review the Course Learning Outcomes (CLOs)
 - ☐ Review and/or write the Embedded Knowledge and Skills (EKSs)
 - ☐ Review and update the list of Learning Resources
 - ☐ Review and update the Learning Activities
 - ☐ Choose the Evaluation categories and map them to the course CLOs
 - ☐ Select a Prior Learning Assessment and Recognition (PLAR) Category
- ☐ 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
- ☐ Choose the most appropriate Generative A.I. Statement
- ☐ 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 lesson plans and instructor notes
- ☐ Submit course content to your assigned Instructional Designer for feedback

Brightspace

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

Final Review

- ☐ Notify your Instructional Designer for a final course review