

Master Course Development or Revision Steps:

1. Online instructional development team sends online course development review document and sets deadline for submission. Developer schedules a time to member of online instructional development team (via Wimba, phone, f2f, etc.) during the first stages.
2. Developer emails a request for informal feedback during the development process.
3. Developer emails course development review form with step 1 (blue portions) completed to online instructional development team.
4. Online instructional team sends email invitations to review team with requested two-week turnaround time.
5. Reviewers complete step 2 (red portions) of form and return form to online instructional development team.
6. Forms are forwarded to course developer by online instructional development team.
7. Course developer makes changes and returns form(s) received with comments that updates have been made.
8. Changes are verified to ensure that all areas are fully evident (score of 3) by online instructional development team.
9. Stipend request is sent by online instructional development team.

* The "online instructional team" refers to Mindy Gomez and Nicki Plemmons.

Quick Tip Sheet for Master Shell Course Developers:

When completing the Welcome Announcement, replace your name and contact with red X's.
When completing the syllabus, complete as much of the syllabus as possible that is not instructor specific. For the instructor contact information place red X's as place holders.
When completing the Course Schedule or in the Lessons area, replace the dates with red X's.
Ensure that all external links open in new windows.
Note that internal, external and folder links should be blue. The color of the link should be changed to blue to help indicate that the heading is a link. The color that is the closest match to the standard link color in Blackboard is "Obscure Dull Azure." A different color may be used, but it should be blue and used consistently throughout all of the heading links in a course.
Follow the Online Course Development document while developing the course, noting areas, such as the following criteria: <ul style="list-style-type: none">• Lessons (Modules, Seminars, or Units) are based on course objectives rather than textbook chapters and are labeled with lesson titles rather than weeks.• Consistent textual formatting is used.• All audio content include text-bases content, such as a transcript.• Video content includes closed captions or a transcript.• Sans-serif fonts are used (e.g., Arial). Bold or italics are used for emphasis. Course buttons are one-word titles.• Visual content includes tags or titles unless it is purely decorative. (Add a title when including links, images, or videos. Add a caption when creating a table.)