Getting Started With
Online Course Design
Online Training

Registration Information
Register using our online Training Registration Center at http://trainingcenter.blackboard.com
Registrants will receive an automated email with access information once their registration has been processed. If you have any questions, please contact Blackboard Training at training@blackboard.com.

Overview
The goal of this course is to help teachers get started with designing online courses. This course prepares participants to build an online course, reviews best practices for online course design, and provides participants with an Online Course Planning Document to use while planning and designing online courses. A course facilitator will review submitted design documents and provide feedback to course participants. This course focuses on course design and is not platform specific; therefore, it is relevant to all users, no matter which Learning Management System participants plan to use for delivering courses.

Topics
- **Topic 1: Preparing for Online** - Participants will learn how to differentiate between the design of face-to-face and online classes, determine content gaps for moving to the online environment, and evaluate their level of preparedness for online.
- **Topic 2: Planning the Course Structure & Strategies** - This topic addresses choosing a delivery format, planning the course structure and flow, and identifying common instructional strategies for online courses.
- **Topic 3: Designing the Course Content** - In this topic, participants will use the Course Design Document template to design an online course. Participants will learn about selecting online activities, integrating common web technologies, differentiating instruction in the virtual classroom, and adopting best practices of online course design.
- **Topic 4: Developing the Course** - This topic discusses developing a course template, updating a course syllabus to make it relevant for the online environment, reviewing an online course to ensure quality.

Who Should Attend
Faculty, teachers, instructional designers, course builders, and trainers who are new to course design or online course design. Any person who wants to understand the course design process and considerations.

Duration and Costs
Course will be available to participants for one year from registration
- Participants should expect to spend approximately 8 - 10 hours to complete the course.
- $400 USD per person

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• Printed or online materials do not need to be purchased for this course.

Location
• Fully online
• Asynchronous (participants do not have to be online at a specific time of the day)

Prerequisites
• Newer versions of Internet Explorer, Firefox, Safari, or Chrome Browsers
• Email and high speed Internet access
• Basic computer navigation and web browsing skills