



1. Prepare yourself

Educate yourself on web-based learning, instructional design, technology, and online learning strategies by doing one or more of the following:

- Explore ways to change your teaching to take advantage of the online learning environment
- Learn the software by practice, face-to-face training, or online tutorial
- Make sure your computer, browser and other equipment matches requirements

2. Prepare your materials

Gather your course materials such as handouts, slide shows, syllabus, overheads, lecture notes, projects, assessments, videos, names of guest speakers, and discussion topics.

- Determine in what format your materials currently exist and which will need to be digitized
- Accommodate different types of learners by including graphic materials as well text; provide narration learners
- Identify measurable course objectives that incorporate materials delivered both in class and online. Determine what core competencies and knowledge student will need in order to meet these objectives

3. Make a course outline

Make a chart that matches each course item with a date, lecture, assignments and corresponding items.

4. Determine how to deliver materials

Determine which materials should be delivered face-to-face, and which are best delivered online.

- Select items relevant to course objectives and student learning experiences
- Prepare materials for electronic delivery: work with DePaul's library for document delivery (journal articles, book chapters). Develop web pages, learning objects, tutorials. Digitize audio/video segments and post on streaming server
- Take care not to add irrelevant items or items that will distract students from the main objectives of the course

5. Add Staff/Faculty information

Change the "Staff Information" button to read "Faculty Information" and add a profile and picture of each instructor.

6. Build a course skeleton

Create the organizational structure (the "skeleton") for your course site. This involves creating a series of clearly menu buttons and within those, clearly labeled folders that will hold individual course materials or "items." Here are some suggestions:

- Change the "Course Information" area and add items for the Syllabus, Grading Policies, course schedule and other basic items relating to course management.
- In the "Course Documents" area create a folder for each main topic or section of your course. Create sub-folders and items as necessary. For example:
 - Week 1: Introduction to English Grammar (folder)
 - Week 2: Working with Nouns (folder)
 - Week 3: Mastering Verb Tense (folder)

7. Fill in the content

Enter each folder and add individual items – these may include text documents, links to library documents or reference web sites, quizzes or assignments. Include a short description for each item indicating how it is relevant to the lesson.

8. Incorporate other course components

Create a discussion forum and first thread for an introductory assignment. Require students to post a paragraph explaining why they are taking the course – or what their experience is with this topic – have other students read and reply to at least three other postings. This builds the online community that will become the learning community for your course. Identify and post two or three external links. Consider including the DePaul Writing Center (<http://condor.depaul.edu/~writing>). Consider having students identify and evaluate online resources that you then place in external links. Post links to student technology assistance and training sites.

9. Create an introductory announcement and check your site

Post a welcome Announcement explaining where to find readings and assignments. Preview the course site. What's missing, do you know where to click next.