# Online Course Development Responsibilities

**Shared by Faculty and ODE**

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<th>Planning</th>
<th>Faculty Responsibilities</th>
<th>Office of DE Responsibilities</th>
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| **Course Syllabus Development** | • Bring/create original course syllabus  
• Re-conceptualize syllabus for online delivery | • Provide individual consultation, offer examples and suggestions, provide tool recommendations |
| **CAPC Course Approval Process** | • Review DE Handbook  
• Complete CAPC Course Approval Form  
• Complete CAPC-required DE Training (see below) | • Provide individual consultation, offer examples and suggestions |
| **Instructional Strategies** | • Re-design instructional strategies for online delivery | • Inform faculty of the latest development of online/blended teaching and learning trends  
• Model instructional strategies via online programs for faculty  
• Recommend research-based instructional and assessment options for online courses |
| **Technology Integration** | • In consultation with ID, identify appropriate technology tools to use in the course | • Identify faculty technical abilities  
• Recommend appropriate technology tools based on course content and faculty technical abilities  
• Develop a plan to train faculty on recommended technology tools |
| **Training** | • Fulfill distance education training required by CAPC  
• Follow the development plan to gain necessary technical skills | • Develop and deliver online Faculty Development Program |
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<th>Development</th>
<th>Course Content/Materials</th>
<th>D2L Site</th>
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| • Offer workshops on recommended technology tools  
• Produce and share video tutorials on recommended training tools  
• Recommend appropriate supplementary and continued education trainings offered by DE and other campus offices for faculty | • Create video/audio-based lectures as needed  
• Collect course content including documents, audio, video, etc. | • Assist and support multimedia lecture development  
• Provide captioning and transcribing services as needed |
| • Obtain training to be able to perform the following tasks as needed: upload/remove documents; modify existing homepages and course content module pages; create a gradebook; create a quiz; create a dropbox assignment; link assignments and assessments to the gradebook, etc. | • Set up course site organization & navigation  
• Set up course homepage layout  
• Work with faculty to select, apply, and modify D2L Content Module Page templates  
• Set up D2L features and functionality (e.g. quizzes, discussion board, etc.)  
• Enter special course data for faculty members as needed (e.g. customized quizzes, surveys, lecture capture data, etc.) |
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<th>Implementation</th>
<th>Live Conferencing and Lecture Sessions</th>
<th>Course Site Testing</th>
<th>Student Support</th>
<th>Course Assessment</th>
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|                         | • Obtain training on video conferencing tools  
                          • Distribute student training materials  
                          • Host live conferencing/lecture sessions independently | • Provide training on video conferencing tools  
                          • Provide documentation or video tutorials for student tool support  
                          • Hold practice sessions with faculty using video conferencing tools  
                          • Support live sessions as needed | • Test D2L course site functionalities (e.g. hyperlinks) every semester to ensure functional online course content  
                          • Test D2L course site functionalities (e.g. hyperlinks) before its first launch  
                          • Trouble shoot technical / compatibility issues | • Direct students to the Orientation for DE Students to prepare them to be successful online  
                          • Request student support on special software program needs  
                          • Inform students of after-hour DE | • Refer to Quality Online Course System Checklist to assess the online/blended course  
                          • Review course experience with ID after course completion | • Maintain and update the Orientation for DE Students  
                          • Support students on special software program needs, as requested by faculty (e.g. Collaborate, Examity, etc.) with written and video tutorials and a Twitter support feed  
                          • Assist faculty to perform self-assessment  
                          • Assist faculty with mitigating issues revealed in checklist review |