CREATE A NEW ONLINE COURSE

Take the following steps to set up a new online course offering through the College of Arts and Sciences Outreach.

**STEP 1: DEPARTMENTAL APPROVAL**
Share your ideas with your Department Head or curriculum committee and get approval to offer a new online course.

**STEP 2: OUTREACH PAPERWORK**
Contact Angie Kelly to complete the online instructor contract and new course form to get your course on the course listings.

**STEP 3: INSTRUCTIONAL DESIGN PART 1**
The first of two meetings with the Instructional Designer, Caitlin Barnes, where you establish the goals for your course.

**STEP 4: PREPARING ONLINE INSTRUCTORS**
Complete the Preparing Online Instructors course through ITLE: a six-week blended course providing pedagogy behind online instruction.

**STEP 5: INSTRUCTIONAL DESIGN PART 2**
This second meeting with Caitlin is to discuss the finishing details of your course design. This meeting can occur within two weeks before your course begins, or before week 4 of the first semester your course is available.

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