

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, new course form, and syllabus template to get your course on the course listings.



STEP 3: COMPLETE ONLINE DEVELOPMENT COURSE

Register for the CAS Online Development course, and complete the training through a self-paced, fully online course in Canvas.



STEP 4: STRUCTURE COURSE AROUND 5 THINGS

Submit an updated course syllabus and how you will incorporate 5 Things into your course design to Caitlin Barnes for review.



STEP 5: INSTRUCTIONAL DESIGN CONSULTATION

Schedule an appointment and meet with Caitlin Barnes at least 3 weeks before the course start date to discuss your course syllabus and overall design.

