

Designing and Planning Online Courses

1st edition 2019

The online training on designing and planning an online course is an introductory course which is offered by IHE Delft to its partners. Online courses require detailed planning, design, development and testing before delivery. The innovative delivery format can make learning interactive, more flexible and effective.

This 6-week course covers the first steps of an online course development process: design & planning. Participants will design an online course and plan its development and implementation, interact with course participants by sharing ideas and providing feedback. An important goal is that this course can lead to further institutional initiatives in online education to increase its impact, with the support of DUPC2.

General Information

Dates	15 January to 26 February 2019 (6 weeks)
Workload	4 hours of study per week (24 hours in total)
Course coordinator	Nelson Jorge
Target group	Academic staff and researchers from institutes involved in teaching activities
Working method	Online learning, with weekly activities to complete, guided by an e-moderator
Prerequisites	Good working knowledge of English Basic ICT skills (computer and Internet) Experienced in teaching/training

Learning Objectives

By the end of this course participants will be able to:

- Identify the main characteristics of online education
- Reflect on the impact online education can have on your own practice and institution
- Create a general course design (course blueprint)
- Plan the development and implementation of an online course

Assessment

Considering the purpose of this course, assessment will be based on the completion of the learning activities, benefiting from the feedback received by interacting with the e-moderator and exchanging ideas with other course participants. In order to qualify for a certificate all learning activities need to be completed.

Participants who successfully complete the course and have a concrete plan will be invited to write a short proposal for DUPC2 funding to develop their online course. Successful partnerships might also lead to future collaborations that include training and institutional support to develop an online learning strategy to increase access to education.

Course overview and planning

Topic	Summary	Schedule/Deadlines	Product/Deliverable
1. Introduction	Getting started with the course, setting goals and expectations taking into account your context.	15 – 21 January	Contribution to the forum Pre-design assessment (Readiness Inventory)
2. Online Learning	Discussing the main characteristics of online learning and differences when compared to campus education. Reflecting on the role and impact online learning can have in your own practice and institution.	22 – 28 January	Contribution to the forum Reflection
3. Designing an Online Course	Structuring a course by dividing it into topics, defining main learning goals, assessment, activities and resources.	29 January – 11 February	Course blueprint
4. Planning an Online Course	Planning the development and implementation of the course.	12 – 26 February	Project plan for course production

Educational material

The educational resources for each learning activity will be available online and released on the start date of each topic.

Parts of this course will be based on existing open educational resources, namely the:

[Online Course Design Guide](#), produced by the [Massachusetts Institute of Technology Office of Educational Innovation and Technology](#) (MIT-OEIT), in collaboration with the [New Media Consortium](#) (NMC), available at the [Digital Learning Toolkit website](#), MIT Office of Digital Learning, licensed under a [Creative Commons Attribution 4.0 International License](#).

Project Leads: Muramatsu, B. and Ludgate, H. Authors and Contributors: Adams Becker, S., Caswell, T., Jensen, M., Ulrich, G., and Wray, E. (2014). *Online Course Design Guide*. Cambridge, Massachusetts: Massachusetts Institute of Technology.