Office of Online Learning
Course Development Process

Initial Meeting
STEP 01
First, we’ll meet with you to learn more about your course, your students, and your experience teaching online.

Assessments
STEP 03
After the learning outcomes are finalized, we’ll talk about how to determine whether or not students have achieved the learning outcomes you’ve set. We can consult with you on assessments that work well in online environments and help build build them in Sakai, including but not limited to tests, quizzes, and assignments.

Course Structure
STEP 02
Next, we’ll discuss the structure of the course, including learning outcomes, and how the course can work in an online environment.

Learning Activities
STEP 04
Next, we can help plan online learning activities, providing suggestions and support for the various technology tools available at Loyola. We can also help ensure that the activities give students the chance to apply what they’ve learned from the instructional materials as well as prepare them for course assessments.
**Instructional Materials**

After learning activities are chosen, we can help put organize instructional materials in Sakai, ensuring that they meet all accessibility requirements. We can also help you find suggest where to look for open educational resources. materials to use, including free, open educational resources.

**Final Course Review**

Once your course is developed, we can review it using Loyola’s Online Course Evaluation Tool. This comprehensive evaluation assesses the overall readiness of the course based on a variety of factors, including outcome alignment, accessibility requirements, instructor presence, and more.

**Communication**

Next, we’ll help you create opportunities for communication and students engagement within your course. If your course includes synchronous sessions, we can help plan these live class meetings and participate in practice sessions with you so they run smoothly when the course launches.

**Course Transition**

After the course is completed, we can meet to discuss what went well for you and what you feel could be improved. We can also assist in moving your course over to a new shell to be used in future semesters.