

Online Course Building Toolkit

This toolkit covers online course building from the planning/pre-design phase to the evaluation phase and contains articles, tools, technical help documents, and templates both developed by the Hub and other institutions. Some of the resources here are a curation of posts from the [Hub Blog](#).

Thoughtful design and development of a course is always best and it takes time. We recommend 8-12 weeks of design/development, at minimum, prior to launching an online course. If you are forced to pivot quickly to a remote or online modality due to pandemic issues, weather, or some other crisis you might consider starting on the [Emergency Planning for Continuity of Instruction page](#)

Planning/Pre-Design/Theories/Frameworks/Policies

- [Key Questions for Online Course Design](#)
- [Faculty Self-Assessment: Preparing for Online Teaching](#) - Penn State
- [How to Be a Better Online Teacher](#) - Chronicle of Higher Education
- [UM-Dearborn Canvas Policies](#)
- [Community of Inquiry Framework in Online Learning](#) - Open Educational Resource
- Blog Post - [3 D's of Course Building](#)

Design

- [Schedule an appointment with a Hub instructional designer](#)
- Template - [Course Blueprint](#)
- Template - [Sample Rubrics](#)
- [Designing Assessments](#) - Best Practices and Tips from the Rochester Institute of Technology
- [Rubric for Online Instruction](#)- Can be used for design and evaluation
- [Self-checklist for Course Launch](#)
- Blog Posts:

- [Time Saving Strategies for Providing Feedback in Online Classes](#)
- [Tired of “Post Once, Respond Twice”? Rethinking Discussion Board Activities](#)

Develop

- Technical Help Docs
 - [Canvas Instructor Guide](#) - Written help docs on Canvas Features
 - [Canvas Instructor Video Guides](#) - Video help docs on Canvas Features
 - [Canvas Student Video Guides](#) - You may want to provide these help docs to students
- Creating videos? [Kaltura Capture - User Guide](#)
- [Convert Zoom Video to MiVideo](#)
- [UM-Dearborn Digital Education Recording Room](#)
- Social Annotation with Perusall, Canvas module [self enroll link](#)
- Blog Post - [Hiding Menu Items](#)

Deliver

- Survey Tool - [Student Readiness for Online Learning](#)
- [Facilitating Online Discussions](#) - Best Practices and Tips
- Deploy a [Learner Analysis Survey](#) to learn more about your students
- [UM - Dearborn Proctoring for Online Courses](#)
- List of [Resources for better sync calls and online course work](#)
- Blog Posts:
 - [The Art of Giving Meaningful Feedback](#)
 - [Avoid the Gloom and Doom of Zoom](#)
 - [Building Community in Online Classes](#)

Evaluate Your Course

- [Faculty Peer Review of Online Teaching](#)
- [Rubric for Online Instruction](#) - Can be used for design and evaluation
- Blog Post - [Checking in: How to Collect and Respond to Student Feedback Online](#)
- Blog Post/Template - [Customize this form to collect your own student feedback](#)

Learn more about Online/Hybrid Courses

- [New to Online Teaching? Try a MOOC!](#)
- Blog Post/Video - [Humanizing Online Learning](#)
- Video - DE Day 2020 - [How we teach online: a faculty panel](#)
- Video - DE Day 2020 - [Virtual Village](#)