The Lindner College of Business (LCB) Center for Instructional Design assists faculty and staff in providing superior online experiences for our students. The Instructional Design team is tasked with equipping first-time online instructors and facilitators with the support and training needed to be effective in this modality. Generally the IDT team provides assistance with the course development phase and the implementation of the course is managed and supported by the instructor. UCIT’s Blackboard team is dedicated to providing support for that enterprise system.

**Course Development Support: Initial (first-time) Course Development**

- **Instructional Design Consultation** - *The faculty member will meet with an Instructional Designer to:*
  - Discuss best practices and pedagogy for online learning.
  - Establish a course development schedule and plan of action.
  - Explore a variety of instructional technologies and media designed for online teaching and learning and select tools that will be utilized in the course design.
  - Examine the Online Learning Bb template and tools needed to design and embed content into the course shell.

- **Course Planning and Development** - *The faculty member will:*
  - Create learning modules as outlined in the course planning resource package.
  - Develop instructional materials, student activities, assessments, and other content for the course. *These are due at least 3 weeks prior to the course’s launch.*
  - Acquire the copyright permission for course content that has not been authored or created by the faculty member.
  - Begin staging the course content and materials in the Bb course template.

- **Evaluation and Feedback** - *The Instructional Designer will:
  - Upon completion of the course design, review the course to ensure quality and effectiveness using QM standards.
  - Make recommendations to the faculty member for course design improvement prior to course launch.
  - Archive the course template for later retrieval.
  - Import the course template into the live course.
  - Send instructions to the faculty member of best practices for launching a course.

**Course Development Support: Revisions to an Existing Course**

- **Course Copy** - *The instructional designer will:
  - Copy a prior version of the course to the new Blackboard template.
  - Meet with the faculty member to discuss prior course evaluations and brainstorm new approaches.

- **Revision Services** - *The faculty member is responsible for updating all materials and content in the course.
  - The instructional designer will provide media production and technical support on a case by case basis.*