



COURSE DEVELOPMENT BLUEPRINT: DEVELOPMENT FUNDS – PART II

Please type or print clearly. Today's Date: ____/____/____

Course Name and Number (including section): _____

Instructor name/email/phone: _____

Payment Info:

Budget Manager name/email/phone: _____

Cost Center: _____ GL Account: _____ Position # (if needed): _____

As outlined in the Quality Matters Essential Standards, the following stages should be completed as they are applicable to your course development prior to receiving the second half (\$1500) of the distance learning course development funds:	
STAGE 1 Completed? ____	STAGE 3 Completed? ____
<ul style="list-style-type: none"> • Begin working through appropriate tutorials on the use of the various features in Blackboard • Submit Textbook Information Form to UK Bookstore • Blackboard: <ul style="list-style-type: none"> ○ Build the main menu ○ Design the visual look and layout ○ Create blank content areas (folders) ○ Write clear course directions (how to navigate the course) ○ Add information concerning technologies used and accessibility • Media decisions and issues: <ul style="list-style-type: none"> ○ Identify film/media acquisition/copyright issues ○ Identify eReserve items ○ Identify library services needs • Check against <i>Quality Matters</i> essential standards: <ul style="list-style-type: none"> ○ Course Overview and Introduction (navigational instructions & structure of course) ○ Course Technology (tools and media support are identified and appropriate) ○ Accessibility (UK statement concerning accessibility) 	<ul style="list-style-type: none"> • Blackboard: <ul style="list-style-type: none"> ○ Add assignments (as needed) ○ Clarify grading policies and rubrics (assignments, discussion forums, etc.) ○ Create quizzes and exams (as needed) ○ Setup the Gradebook ○ Test for usability • Check against <i>Quality Matters</i> essential standards: <ul style="list-style-type: none"> ○ Assessment and Measurement (clear grading rubrics and policy, assessments are consistent with learning objectives) ○ Learner Engagement (activities promote engagement and are consistent with learning objectives, grading rubrics are clear) • Complete Post-Development Survey
COURSE LAUNCH	
<ul style="list-style-type: none"> • Ensure that all students have access to the class (course is "available") 	
<p style="text-align: center;">STAGE 2 Completed? ____</p> <ul style="list-style-type: none"> • Blackboard: <ul style="list-style-type: none"> ○ Write objectives/directions for each lesson ○ Create introduction to course (video or audio preferred) ○ Add content for lessons (as needed) ○ Add discussion board forums (as needed) ○ Begin adding links to multimedia materials (video, audio, documents, PowerPoint, external websites, etc.) • Check against <i>Quality Matters</i> essential standards: <ul style="list-style-type: none"> ○ Course Overview and Introduction (introduction of course content and instructor) ○ Learning Objectives (course and unit outcomes are clear and measurable) ○ Resources and Materials (sufficient breadth and depth and materials support learning objectives) 	<p style="text-align: center;">QUESTIONS? (859) 257-3377 WE ARE HERE TO HELP!</p>
<p>OFFICE USE ONLY: Distance Learning Specialist has approved that all relevant stages have been completed:</p> <p>Date: _____</p> <p>Budget Transfer # _____</p> <p>Amount: \$ _____ Date Transferred: _____</p>	