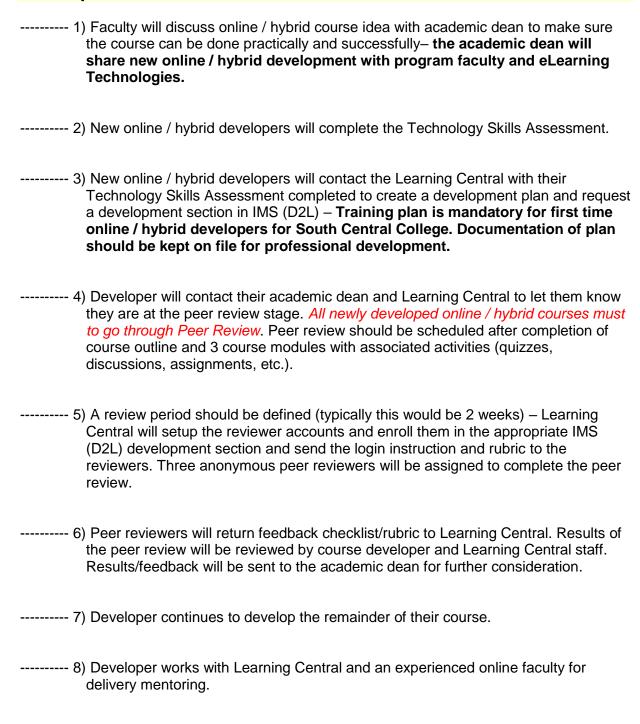
Online / Hybrid Development Process

Developer's Checklist



ONLINE / HYBRID DEVELOPER INFORMATION

Name of Instructor / Developer

Program / Division

Course Title

Course Code (SUBJ NMBR)

Number of credits

Development will begin: (term and year)

Course will be offered: (term and year)

RATE YOUR TEACHING & TECHNOLOGY SKILLS

Use a 1-5 rating for each area (1 being little experience or none-5 being expert)

The following list allows us to help plan the amount of support your project will require.

Instructional Design for Online Courses	Online teaching techniques and strategies	Experience with Browser Plug-Ins such as video players
Communication: Ability to Write Conversationally & with Accuracy	File Management for Digital Document Organization	Prior use of Learning Management System (D2L)
Preparation of Syllabus & Course Outlines (CCOs) (using WIDS)	Usability & Accessibility Elements [Statute 508 Compliance]	Respondus for Creating Online Exams & Surveys
Plan Learning Activities to address various Learning Styles	Web Browsers, Search Engines & use of other Internet Tools	StudyMate for Creating Learning Objects & Review Games
Develop Competency-based Learning Plans	Basic HTML Tags for Web Page Modifications	Chat or web conferencing facilitation
Develop Performance Assessment Criteria & Tasks	Acquisition of Digital Images, Scanning, & Image Editing	Managing E-mail, Discussion & Online Groups
Develop Project Rubrics & Scoring Guidelines	Creating Media Files (audio, video)	Assignments, Assessment, & Electronic Feedback including grades Management
Word & PowerPoint Document Formatting	Softchalk - for Generating Content Pages	Completed the SmarterMeasure self-assessment
Copyright	Accessibility – including alt text and captioning	Universal Design