

Cambrian Course Development Checklist

Course Code: Course Credits:	Course Name:	Course Developer (CD): Email:
Program Coordinator (PC): Email:	Educational Developer (ED): Mel Young Email: mel.young@cambriancollege.ca	Instructional Designer (ID): Email:
Graphic Designer (GD): Brian Levac Email: brian.levac@cambriancollege.ca	Library Manager (LM): Marnie Seal Email: marnie.seal@cambriancollege.ca	Course Instructor (CI): Email:
Course Completion Deadline: Course Go-Live Deadline:	Course Developer Contract Start Date: Course Developer Contract End Date:	

Underlined items have templates available in the shared folder. Please refer to the “who” column in each step if you have any questions.

Steps (In Order)	How to Complete, Templates to Use	Who	Min. Hours (1 credit course)	Timeline (fill in dates)
0.0 Initial Meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Review 0.0 Cambrian Course Development Checklist <input type="checkbox"/> Review 0.2 Course Development Homework document 	ED, ID, CD, Hiring Manager	1 (all)	10-15 weeks before course copy deadline
0.1 Course Review Meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Review existing course in detail <input type="checkbox"/> Assign timelines to 0.0 Cambrian Course Development Checklist <input type="checkbox"/> Record next steps and due dates on 0.2 Course Development Homework document 	ED, ID, CD	2 (all)	10-15 weeks before course copy deadline
Sprint #1 (Course Outline)				
1. Create the Course Outline (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Complete 1.0 Course Outline Template <ul style="list-style-type: none"> ■ Complete 1.1 Outcomes and Objectives Worksheet ■ Refer to 1.2 Bloom’s Taxonomy PDF for action verbs ■ Optional: <ul style="list-style-type: none"> <input type="checkbox"/> Select publisher textbook or Open Textbook 	CD, PC, ED, ID, LM	4 (all)	10-15 weeks before course completion deadline

2. Create the Assessment Plan	<input type="checkbox"/> Complete 2.0 Assessment Plan Template <ul style="list-style-type: none"> ■ How will you evaluate that students have met the Course Learning Outcomes (CLOs)? ■ Ensure all assessments, learning activities, and instructional materials are aligned to Course Learning Outcomes (CLOs) - ex: CLO 1, 2 			
Sprint #2 (Syllabus)				
3. Create the Syllabus	<input type="checkbox"/> Complete 3.0 Syllabus Template <ul style="list-style-type: none"> ■ Ensure all topics, assessments, learning activities, and instructional materials are aligned to Course Learning Outcomes (CLOs) - ex: CLO 1, 2 ■ Map learning objectives to each module/unit in the course (1.1, 1.4, 2.5, ...) ■ Must have Instructional Materials and Learning Activities each week 	ED, ID, CD	3 (all)	8-10 weeks before course completion deadline
Sprint #3 (Assessments)				
4. Create the Assessments	<input type="checkbox"/> Complete one 4.0 Assessment Description Template per graded item <ul style="list-style-type: none"> ■ Create clear grading criteria (rubrics/checklists) <ul style="list-style-type: none"> ■ Optional: <input type="checkbox"/> Complete 4.1 Aiken Format Template for multiple-choice Moodle quizzes <ul style="list-style-type: none"> ■ Refer to 4.2 Aiken Format Instructions for help formatting your questions 	ED, ID, CD	5 (all)	8-10 weeks before course completion deadline
Sprint #4 (Course Design)				
5. Customize Course Design	<input type="checkbox"/> Review 5.0 Cambrian Template Screenshot to see how the course is structured <input type="checkbox"/> Review live course in Moodle <input type="checkbox"/> Identify course colours, theme, visuals, icons, header image <input type="checkbox"/> Discuss custom templates (slideshows, documents, etc.)	ID, GD, CD	2 (all)	8-10 weeks before course completion deadline
Independent Work				
6. Create/curate the Instructional Materials (Lessons)	<input type="checkbox"/> Find or create articles, slideshows, videos, documents, podcasts, cases, lab demos, textbook chapters, etc.	CD	30 (CD) 2 (ID)	6-8 weeks before course

	<ul style="list-style-type: none"> ■ Refer to the plan for instructional materials in the syllabus ■ Consider resources from diverse viewpoints and worldviews ■ Consider Open Educational Resources ■ Consider library resources (books, academic journals, databases, simulations, etc.) ■ Refer to 0.1 Copyright Quick Reference Guide for usage permissions <ul style="list-style-type: none"> ❑ Input the time students may expect to spend on each item ❑ Complete 6.0 Source References List Template (optional) 	(Assistance from ID, GD, LM)	2 (GD) 2 (LM)	completion deadline
7. Create/curate the Learning Activities (Practice Activities)	<ul style="list-style-type: none"> ❑ Develop quizzes, discussions, self-checks, concept maps, worksheets, reflection questions, peer reviews, etc. <ul style="list-style-type: none"> ■ Refer to the plan for learning activities in the syllabus ■ Consider eCampus Ontario H5P Studio, Padlet, Nearpod, OER modules ❑ Input the time students may expect to spend on each item 	CD (Assistance from ID, GD, LM)	14 (CD) 2 (ID) 1 (GD) 1 (LM)	6-8 weeks before course completion deadline
8. Input course materials into Moodle	<ul style="list-style-type: none"> ❑ Upload Course Outline ❑ Upload Syllabus ❑ Upload Assessment Plan ❑ Input relevant learning objectives (1.1, 1.4, 2.5, ...) into labels at the top of each unit ❑ Build assessments: <ul style="list-style-type: none"> ❑ Build rubrics and checklists using Moodle Advanced Grading ❑ Set due dates and settings for quizzes, drop boxes, discussions, etc. ❑ Build instructional materials ❑ Build learning activities ❑ Create and upload header image ❑ Create any custom templates ❑ Apply colour theme, graphics, icons, etc. ❑ Check for accessibility and build where needed <ul style="list-style-type: none"> ❑ Add text transcripts, Alt text, accessible documents ❑ Upload Source References List to course (optional) 	CD (Assistance from ID)	18 (ID/CD) 3 (GD)	6-8 weeks before course completion deadline
9. Course Instructor Review	<ul style="list-style-type: none"> ❑ Review course materials with Course Instructor ❑ With Course Instructor: 	PC, ID, CI	1 (PC) 3 (ID)	4-6 weeks before

	<ul style="list-style-type: none"> <input type="checkbox"/> Create a welcome message <input type="checkbox"/> Add contact information (Cambrian email) <input type="checkbox"/> Add response times for email, graded assignments <input type="checkbox"/> Add in student expectations in the course <input type="checkbox"/> Add in late assignment submission policy <input type="checkbox"/> Make any amendments as needed before go-live 		1 (CI)	course completion deadline
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Key Terms and Definitions

- **Accessibility** - the process of designing courses and developing a teaching style to meet the needs of people from various backgrounds and abilities
- **Aiken Format** - a way of writing multiple choice quiz questions in a document that can be uploaded to Moodle which will automatically turn those questions into a Moodle quiz
- **APA (American Psychological Association)** - a style used to cite references and sources in psychology, education, and the social sciences
- **Assessment** - a formative or summative activity within the course
- **Assessment Plan** - an overview of how course instructors plan to grade students' achievement of the CLOs
- **Bloom's Taxonomy** - a set of hierarchical verbs that correspond to different levels of learning
- **Checklist** - a tool students can use to ensure they've met all the requirements of an assignment; also used in grading student work
- **Copyright** - a license that does not allow sharing, reuse, or remixing of materials without permission. Example: a publisher textbook that requires purchase. The *Canadian Copyright Act* allows use of material from a copyright protected work without permission under what's called "fair dealing".
- **Course Completion Deadline** - the deadline that needs to be met for the course materials to be complete and/or end date of the developer's contract
- **Course Design** - the process of creating a visually aesthetic course while considering accessibility and student experience
- **Course Developer** - the person hired by Cambrian College to develop a course
- **Course Go-Live Deadline** - the date when the Live Course is made available for students to access and/or the official course start date
- **Course Instructor** - the person hired by Cambrian College to teach a course
- **Course Learning Objectives** - statements that communicate the tasks or knowledge needed to meet the CLO (ex: 1.1, 2.3, 3.2...)
- **Course Learning Outcomes (CLOs)** - statements that communicate the knowledge, abilities and attitudes that will be acquired in the course (ex: 1.0, 2.0, 3.0...)
- **Course Outline** - an overview of the course including course goals and a breakdown of how students will be graded

- **Creative Commons** - a license that is applied to resources where the author has permitted others to freely use that resource (ie: not copyright)
- **Development Course (DEV Course/DEV Shell)** - the course in Moodle that the course developer and Hub team use to develop the course
- **Evaluate** - the process of determining to what extent the course learning outcomes (CLOs) are met; grading student achievement
- **Educational Developer (ED)** - specializes in educational theory, recommended practices, quality course development
- **Formative Assessment** - an ungraded activity that allows students to check their understanding of course material (ie: a Learning Activity)
- **Getty Images** - an online image repository accessible via Cambrian College's paid license agreement where images can be downloaded for use in courses
- **Grading Criteria** - the method in which course instructors communicate and grade student work
- **Graphic Designer (GD)** - specializes in the creation and curation of graphic elements for courses
- **H5P** - an online tool that can be used to create interactive learning activities in Moodle courses
- **Instructional Materials** - resources that the students are using to learn the course material
- **Header Image** - the image at the top of your Moodle shell
- **Hub Team** - includes the Educational Developer, Instructional Designer, and Graphic Designer
- **Instructional Designer (ID)** - specializes in the creation of instructional materials and learning activities, quality course design
- **Learning Activities** - resources that the students use to practice what they've learned in the instructional materials before they complete an assessment
- **Learning Management System (LMS)** - software that students and course instructors use to access learning materials and submit assignments. Moodle is our LMS.
- **Library Manager (LM)** - advises on copyright, Creative Commons, Open Educational Resources, and course materials accessible via library databases and subscriptions
- **Live Course** - the course in Moodle that students are enrolled in and have access to
- **Moodle Advanced Grading** - a tool in Moodle that allows the creation of online rubrics and checklists for use in course assessments
- **Moodle (Moodle Shell)** - one type of Learning Management System (LMS) for online learning. A Moodle shell is a course within Moodle
- **Nearpod** - an online tool that can be used to create interactive instructional materials and learning activities
- **Online Asynchronous** - a course that is delivered fully online without any live or in-person classes
- **Open Educational Resources (OER)** - teaching and learning materials that course instructors may freely use and reuse; has a Creative Commons license
- **Open Textbook** - a textbook that is freely accessible to anyone; has a Creative Commons license
- **Padlet** - an online tool that can be used to enable discussions and content sharing in a course

- **Publisher Textbook** - a paid textbook created by a publishing company; protected by copyright
- **Rubric** - a scoring guide used to evaluate performances, products, or projects
- **Summative Assessment** - a graded assessment that evaluates student achievement of CLOs and provides feedback to students about their progress in the course (ex: exam)
- **Syllabus** - a schedule arranged by week/topic/module/unit of lessons, activities and assessments in a course