### Pre-Development
- Program director confirms scheduled instructors
- ODEE confirms with instructors
- Intake survey to set scope and expectations

### KICKOFF

#### TEAM
- **ODEE**
  - Video
  - Course Builder
  - Quality Assurance

#### INSTRUCTIONAL DESIGNER (ID)
- Consultant on design and pedagogy
- Project Manager

#### FACULTY & ID
- Analyze goals and learning outcomes
- Design/redesign course assignments/activities
- Produce multimedia
- Build in Carmen
- Complete syllabus

### Development - 14 Weeks

#### Partners
- Librarian
- Writing Across Curriculum
- Copyright

### HANDOFF

#### Support
- **DELTA + ODEE Workshops**
  - Open office hours
  - Tech + teaching workshops
- **614-688-HELP**
  - IT Service Desk
- **3-Hour Check-In**
  - with an Instructional Designer after the course has run

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Office of Distance Education & eLearning

**Course Development Process**