

PHASE 1

CONCEPTUALIZING THE STORY

(THE VISION)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
1.1 Organize and Plan ☐ Share calendars and schedules with PM ☐ Setup network file sharing (PM) ☐ Share ID start materials with IN ☐ Define, revise, and finalize learning objectives with IN ☐ Create topic dependency chart (ID)	☐ Share calendars and schedules with PM ☐ Send initial module materials to PM ☐ Identify key topics (IN) ☐ Define, revise, and finalize learning objectives with ID	Availability Existing materials Key topics Learning objectives	
1.2 Establish Module Foundations ☐ Identify instructional materials and learning activities with IN ☐ Draft learning sequence with IN	☐ Draft assessments with levels and types (IN) ☐ Identify instructional materials and learning activities with ID	Draft assessments	
1.3 Draft Module Design ☐ Draft development outline / design plan (ID)			
1.4 Peer Review Content Presentation	☐ Prepare content presentation (IN)	Present content	

PHASE 2

DESIGNING THE INSTRUCTION

(THE BLUEPRINT)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
2.1 Content Review		☐ Apply content changes from peer review (IN)	Content revisions
2.2 Revise Module Design		☐ Design meeting with IN ☐ Revise and plan with IN - Module sequence - Development outline - Learning activities - Assessments - levels, types - Social interaction - Instructional text - Instructional videos - types - Graphics and images - Data and spreadsheets - Learning controlled interactives - Instructional material - online, on-screen ☐ Revise development outline / design plan (ID) ☐ Design meeting with ID ☐ Revise and plan with ID - Module sequence - Development outline - Learning activities - Assessments - levels, types - Social interaction - Instructional text - Instructional videos - types - Graphics and images - Data and spreadsheets - Learning controlled interactives - Instructional material - online, on-screen	Content chunks Learning activity feedback Assessments Instructional text Data and spreadsheets Instructional material
2.3 Finalize Module Design		☐ Design meeting with IN ☐ Review and finalize with IN - Module sequence - Development outline - Learning activities - Assessments - levels, types - Social interaction - Instructional text - Instructional videos - types - Graphics and images - Data and spreadsheets - Learning controlled interactives - Instructional material - online, on-screen ☐ Finalize development outline / design plan (ID) ☐ Design meeting with ID ☐ Review and finalize with ID - Module sequence - Development outline - Learning activities - Assessments - levels, types - Social interaction - Instructional text - Instructional videos - types - Graphics and images - Data and spreadsheets - Learning controlled interactives - Instructional material - online, on-screen	Content chunks Learning activity feedback Assessments Instructional text Data and Spreadsheets Instructional material
2.4 Module Design Approval		☐ Share module design for <u>Approval</u> with LIN	

PHASE 3

DEVELOPMENT OF THE INSTRUCTIONAL MATERIALS

(THE ASSETS)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
3.1 Draft Instructional Materials			
Draft build (ID, CD) - Assessment visuals - Instructional video on-screen materials - Online instructional materials - Instructional text - References - Graphics and images - Data and spreadsheets - Learning controlled interactives - Webpage code	Provide learning content (IN) - Online instructional materials - Data and spreadsheets - Instructional text - References Draft instructional video script with design plan (IN)	Data and spreadsheet updates Instructional materials updates Instructional text References	
3.2 Revise Instructional Materials			
Review instructional materials design (ID, CD) Meeting on instructional materials design with IN Revise build (ID, CD) - Assessment visuals - Instructional video on-screen materials - Online instructional materials - Instructional text - References - Graphics and images - Data and spreadsheets - Learning controlled interactives - Webpage code	Meeting on instructional materials design with ID, CD Revise instructional video script with design plan and draft instructional material (IN)	Draft script	
3.3 Finalize Instructional Materials			
Meeting on instructional materials design with IN Finalize build (ID, CD) - Assessment visuals - Instructional video on-screen materials - Online instructional materials - Instructional text - References - Graphics and images - Data and spreadsheets - Learning controlled interactives - Webpage code	Meeting on instructional materials design with ID, CD Finalize instructional video script with design plan and revised instructional material (IN)	Revised script	

PHASE 3

DEVELOPMENT OF THE INSTRUCTIONAL MATERIALS

(THE ASSETS)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
3.4 Compile Instructional Materials			
Compile instructional package (ID, CD) - Module design - Online instructional materials	Send finalize instructional video script to ID and PM	Finalized script	
3.5 Instructional Materials Developed Approval			
Share instructional package for <u>Approval</u> with LIN			

PHASE 4

PRODUCTION OF THE INSTRUCTIONAL VIDEO

(THE ASSETS)

Online Learning Unit	Instructor (IN)		Key IN Deliverables	Due Date
4.1 Plan Instructional Videos				
☐ Plan instructional videos with final script and on-screen instructional materials with IN	☐ Plan instructional videos with final script and on-screen instructional materials with ID and VP			
☐ Meeting on communicating video plan with IN	☐ Meeting on communicating video plan with ID and VP			
4.2 Video Plan Approval				
	☐ Have final script and video plan <u>Approved</u> with LIN		Final script and video plan	
4.3 Studio Orientation and Training				
☐ Participate in studio orientation and training to environment, procedures, and equipment with IN	☐ Participate in studio orientation and training to environment, procedures, and equipment with VP		Studio orientation	
4.4 Record Planned Videos				
☐ Record planned Instructional videos aligned with the development plan and developed on-screen instructional materials with IN	☐ Record planned instructional videos aligned with the development plan and developed on-screen instructional materials with VP		Video instruction	
4.5 Produce Videos – Iteration 1				
☐ Video production - 1st iteration (VP) ▪ 1st edit ▪ Producer feedback ▪ 2nd edit ▪ Export				
☐ Share instructional videos for review with IN				
4.6 Produce Videos – Iteration 2				
☐ Video production - 2nd iteration (VP) ▪ 3rd edit ▪ Export	☐ Provide feedback on edited instructional videos to VP		Video feedback	
4.7 Video Approval				
☐ Share instructional videos for <u>Approval</u> with LIN				

PHASE 5

DEVELOPMENT OF THE LEARNING ENVIRONMENT

(THE CLASSROOM)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
5.1 Draft Module Build Draft course build (ID, CD) ▪ Webpage code ▪ Upload instructional videos ▪ Order transcripts ▪ Upload transcripts ▪ Insert assessments ▪ Insert instructional text ▪ Insert graphics and images ▪ Insert learner controlled interactives ▪ Insert learning activities ▪ Insert social interaction ▪ Insert coded references ▪ Insert/link instructional Material downloadables			
5.2 Revise Module Build Review course build (ID, CD) Meeting to revise instructional text with IN Revise course build (ID, CD) ▪ Webpage code ▪ Insert assessments ▪ Insert instructional text ▪ Insert graphics and images ▪ Insert learner controlled interactives ▪ Insert learning activities ▪ Insert social interaction ▪ Insert coded references ▪ Insert/link instructional material downloadables Meeting to revise instructional text with ID Send revised instructional text to ID		Revised instructional text	
5.3 Alpha Module Build Approval Review of course build for test <u>Approval</u> by ID			

PHASE 6

TESTING THE LEARNING EXPERIENCE

(ENSURING IT IS READY)

Online Learning Unit	Instructor (IN)	Key IN Deliverables	Due Date
6.1 Alpha-Test Module Build (Internal Review)			
☐ Alpha-test (internal) of nodule build (PM) ▪ Functionality and accuracy of instructional videos and transcripts ▪ Functionality of assessments ▪ Functionality of URLs/ links ▪ Accuracy of instructional text ▪ Functionality of learner Controlled interactives ▪ Accuracy of instructional material downloadables ▪ Accessibility			
6.2 Apply Alpha Revisions			
☐ Apply adjustments from tester feedback (PM, ID)			
6.3 Beta-Test Module Build (External Review)			
☐ Beta-test (external) of module build (PM) ▪ Functionality and accuracy of instructional videos and transcripts ▪ Functionality of assessments ▪ Functionality of URLs/ links ▪ Accuracy of instructional text ▪ Functionality of learner controlled interactives ▪ Accuracy of instructional material downloadables ▪ Accessibility ☐ Review and discuss beta-tester feedback with IN ☐ Review and discuss beta-tester feedback with LIN, ID, PM		Comments on Beta-Tester feedback	
6.4 Apply Beta Revisions			
☐ Apply adjustments from tester feedback - PM, ID, CD			
6.5 Final Module Build Approval			
☐ Final module build <u>Approved</u> by LIN, OLUC			