IDD Course Design SME Checklist

This checklist is meant to provide a succinct guide to the main tasks required for completion of a course update/build. Please note this is not an exhaustive list and your course update/build may include additional components or not include some listed here. For a more comprehensive list please confer with your Designer.

1. ☐ Complete Pre-Design Documentation in DocuSign
    a. Pre-Approval Form
    b. MOU
    c. ADA & Copyright Disclosures & Agreements
2. ☐ Schedule/Attend IDD MOU info Zoom Meeting (optional)
3. ☐ Initial Vision Meeting
    a. Scope & Vision of Course
    b. Learner Context
    c. Provide IDD w/ Content Overview
    d. Build Timeline & Launch Date
        i. Do you have any travel plans or other competing priorities that might impact the process?
    e. Teams Channel Overview
        i. Faculty Handbook Review
        ii. Resources
    f. Accessibility & Copyright support
    g. Communication plan & Scheduling
4. ☐ Syllabus/ Course Outline
    a. Learning Outcomes
    b. Engagement Requirements

c. Assessment Plan

5. ☐ Content Plan by Module (1-8)
    a. Each Individual Module may include some or all of the following:
        i. Learning Outcomes
        ii. Clear Guide of Requirements for Learner in the Module (Ex. A 'To do' list)
        iii. Instructional Media Components
        iv. Readings & Articles
        v. Assessment (In alignment with LOs)
            1. Instructions for the Assignment/Assessment
            2. Answer Keys (if applicable)
            3. Practice (if applicable)
            4. Grading Rubrics
6. ☐ Accessible & Copyrighted Materials in Course
7. ☐ Final Feedback to IDD on Course Build & All Materials
8. ☐ Confirm Course Ready to Copy from Master to Live Version
9. ☐ Final Checks in Live Version & Publish Course
    a. Publish course by 5pm PT on the Friday before courses officially begin.
10. ☐ Complete Project Acceptance Report & Compensation Documentation in DocuSign