OTD Course Map

Course Objectives

Course Name: Online Training Development	
Instructor Name: Tim Boileau PhD	**Date:** 31 January 2022
Designer Name: Tim Boileau PhD	**Version:** Version 1
Program Outcomes Addressed: The course is designed to teach the introductory principles and processes employed in the design and development of training within an online learning environment using a Learning Management System (LMS). Course outcomes are aligned with 1750 CFETP Competencies, Section 5.10. (Jan 2022)	
Course Learning Outcomes / Terminal Learning Objectives (TLOs): 1. Course orientation 2. Course planning – *Analysis* and *Design* 3. Course building basics – *Development* 4. Course evaluation – *Evaluation*	

Course Materials

Textbooks: Supplemental articles, chapters, standards, and job-aids provided within each module.

Resources: Access to LMS development environment (i.e., 'sandbox') is required to complete the capstone for this course.

Rubric:
QM Standards – Specific Review Standards for Higher Ed, 6th Edition (**2.1**, **2.5**, **3.1**, **4.1**, **5.1**, **6.1**)
Bridge to Quality: A QM Online Course Design Guide – Phase 1: Align

Course Design

Module # and Title	Proficiency Code	Enabling Learning Objectives (ELOs)	Assessments and Rubrics	Learning Activities: Learner Interaction & Engagement	Instructional Materials/Media
The title should be **short**, yet **descriptive** and **specific** to content being explored.		State ELO for the lesson. ELOs must describe student performance in specific, observable terms. Use suggested action verbs from Bloom's Taxonomy.	Specify all assessments that will be used to **measure the stated module learning outcomes**. List the name of rubric (if applicable) that provides descriptive and specific evaluation criteria for the assessment. Also, list the ELO(s) that align with each assessment. If assessment does not count towards the student's grade they should be marked "Not graded" in place of the rubric name.	List all learning activities that **promote achievement of the stated learning objective and align with assessments.** Learning Activities may also be listed in the assessment column if they are graded. In parentheses, include the ELOs that are being met with each activity.	List all instructional materials and technology/media used during the module that **promote achievement of the stated learning objective.**. This may include readings, web resources, videos, podcasts, audio, etc. In parentheses, include the ELO(s) that align to the materials. If a learning material does not have an aligned ELO mark it as Supplemental or Optional.
Module 1: OTD – Introduction and Orientation	**B**	1a. Complete course orientation.	**Discussion** Icebreaker discussion **(ELO 1a: Not Graded)** **Homework** Become familiar with course structure, syllabus, schedule, and navigation **(Not Graded)**	**Synchronous Session** Interactive lecture to cover course site **(ELO 1a.)** **Interactive Video** AF Continuum of Learning (EdPuzzle) **(ELO 1a.)**	**Read** OTD Course Topics: • START HERE • FAQs **(ELO 1a.)** **Review** • Module 1 Exploration • Week 1 Add'l Resources **(ELO 1a.)**

Module # and Title	Proficiency Code	Enabling Learning Objectives (ELOs)	Assessments and Rubrics	Learning Activities: Learner Interaction & Engagement	Instructional Materials/Media
Module 2: OTD – Course Planning	**3c**	2a. Complete course planning worksheet.	**Front-end Analysis** Worksheet submission **(ELO 2a: PC 2a)**	**Learning Design Activities** • LDA 1: Goal analysis • LDA 2: Target audience analysis • LDA 3: Topic/task analysis **(ELO 2a.)**	**Job-Aids** • LDA 1: Goal analysis • LDA 2: Target audience analysis • LDA 3: Topic/task analysis **(ELO 2a.)**
	3c	2b. Construct course map.	**Course Map** Self/Peer Review – Discussion **(ELO 2b: Appraisal 2b Rubric)** Course Map submission **(ELO 2b: PC 2b)**	**Learning Design Activities** • LDA 4: Learning Objectives • LDA 5: Learning Assessments • LDA 6: Instructional strategies **(ELO 2b.)** **End of Week 1** • Week 1 Video Recap • Week 1 Survey **(ELO 1a, 2a, 2b.)**	**Job-Aids** • LDA 4: Learning Objectives • LDA 5: Learning Assessments • LDA 6: Instructional strategies **(ELO 2b.)** **Supplemental Materials** • Week 1 Add'l Resources

Module 3: OTD – Course Building Basics	3b	3a. Construct course design framework (i.e., Syllabus).	**Course Framework** Syllabus/Schedule – Discussion **(ELO 3a: PC 3a)**	**Learning Steps** • Course structure to validate course map. • Construct syllabus/schedule **(ELO 3a.)**	**Media** • Laurillard: ABC learning types and activities. • Hart: Top 300 tools. • Syllabus template. **(ELO 3a.)**
	2c	3b. Create storyboard.	**Course Storyboard** Self/Peer Review – Discussion **(ELO 3b: Appraisal 3b Rubric)** Storyboard submission **(ELO 3b: PC 3b)**	**Learning Steps** • Content outline. • Course navigation • Content organization. **(ELO 3b.)**	**Media** • Course syllabus. • Course schedule. • Storyboard tutorial. • Storyboard template. **(ELO 3b.)**
	2c	3c. Construct course shell.	**LMS Course Shell** LMS selection/course instance/navigation **(ELO 3c: PC 3c)**	**Learning Steps** • LMS selection. • Course instance. • Course navigation. **(ELO 3c.)**	**Media** • LMS eval rubric. • LMS sandbox/course. • LMS course shell/ navigation. **(ELO 3c.)**
	3c	3d. Create lesson module.	**Lesson Module Content** Self/Peer Review – Discussion **(ELO 3d: Appraisal 3d Rubric)** Course module **(ELO 3d: PC 3d)**	**Learning Steps** • Content. • External resources. • Tools/media. **(ELO 3d.)**	**Media** • LMS course shell. • Storyboard • Web-based resources. **(ELO 3d.)**
				End of Week 2 • Week 2 Video Recap • Week 2 Survey **(ELO 3a, 3a, 3c.)**	**Supplemental Materials** • Week 2 Add'l Resources
				End of Week 3 • Week 3 Video Recap • Week 3 Survey/ Learning Reflection **(ELO 3d.)**	**Supplemental Materials** • Week 3 Add'l Resources

Module # and Title	Proficiency Code	Enabling Learning Objectives (ELOs)	Assessments and Rubrics	Learning Activities: Learner Interaction & Engagement	Instructional Materials/Media
Module 4: OTD – Course Evaluation	**3b**	4a. Conduct formative evaluation.	**Formative Evaluation** Self/Peer Review – Discussion **(ELO 4a: Appraisal 4a Rubric)**	**Learning Steps** • Formative evaluation types. • Formative evaluation practice. **(ELO 4a.)**	**Media** • Evaluation texts. • Rubric. • Web-based resources. **(ELO 4a.)**
	2c	4b. Create summative evaluation plan.	**Summative Evaluation** Evaluation Plan – Discussion **(ELO 4b: PC 4b)**	**Learning Steps** • Summative evaluation overview. • Internal vs. external results • Data collection. **(ELO 4b.)**	**Media** • Graphics/tables. • Web-based resources. **(ELO 4a.)**
				End of Week 4 • Week 4 Video Recap • Week 4 Survey/EOC **(ELO 4a, 4b.)**	**Supplemental Materials** • Week 4 Add'l Resources

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