JOHNS HOPKINS
BLOOMBERG SCHOOL
of PUBLIC HEALTH

Center for Teaching
and Learning

Faculty Procedures for New Online Courses

9 months prior:
- ✓ **Concept**
  - o Faculty Funding Overview
  - o Review Course Process/Needs

8 months prior:
- ✓ **Organization**
  - o Faculty/CTL Meeting
  - o Identify and Orient TA
  - o Collect Material (syllabus, presentations, videos, audios, required reading, handouts, exams, labs, exercises, reference materials, bios)

7 months prior:
- ✓ **Design**
  - o Review Instructional Design Options
  - o Analyze Competencies and Objectives
  - o Map Materials/Media to Objectives
  - o Create Teaching Plan
  - o Determine Web Site Needs
  - o Examine Administrative Needs

6 months prior:
- ✓ **Development**
  - o Create Lecture Materials (PowerPoint Slides, etc.)
  - o Schedule and Record Lectures & Lecture Supplements (Audio/Videos)
  - o Design and Create CoursePlus Site
  - o Set Up Communications (Discussion Forums, course email group, twitter, etc.)
  - o Schedule LiveTalks
  - o E-Reserves (8 – 6 weeks prior)

1 ½ months prior:
- ✓ **Evaluation**
  - o Faculty and CTLTest
  - o Student Evaluation
  - o Revision

0 months
- ✓ **Delivery**