

North Carolina A&T State University Center for Distance Learning

Online Course Development Reminders

Please keep the following suggestions in mind while developing or enhancing your online courses:

1. Record an Introductory Video or audio message.
2. Save all documents in rich text format (rtf), web page (html), or portable document format (PDF) so that each student will have access to all course documents.
3. When using time, please specify Eastern Standard Time (EST).
4. Be mindful of color usage and backgrounds. (Keep in mind that color-blinded people cannot distinguish between colors and extremely bright colors can sometimes be hard to read by everyone.)
5. Consider using folders to organize your course materials.
6. Disable any tabs that you do not use.
7. Consider using and be sure to include a statement on the Syllabus about posting grades to the Grade Book.
8. Include your contact information (email, fax & phone numbers) on your syllabus and under the staff information tab.
9. Include a statement on the syllabus and under the assignments tab for instructions on submitting all assignments.
10. Include information and the ISBN number for the required textbook on the syllabus and under the "Books" tab.
11. Upload information supplied by CDL. (Please feel free to revise as needed, except where otherwise indicated.)
 - Student Information Sheet
 - University Helpful Links (Consider adding individually to the "External Links" Section)
 - Online Courtesy Code
 - Organizational Chart (Please revise to reflect your Department. Follow the format for the Provost. You do not need to go beyond the faculty level.)
 - Military Student Deployment Policy (**DO NOT REVISE**)
12. Make sure all links are active.
13. Consider using the Digital Drop Box or Assignment Links for assignment submissions.
14. Include information on all required course software and materials needed.
15. Outline due dates for all assignments.
16. Emphasize all policies.
 - Attendance

- Late/Make Up work
 - Incompletes
17. **Make sure all course information in the design shell is visible and there are no time and date restraints assigned to materials. (You can set your level of visibility once it has been copied to your delivery shell.)**
 18. Show your course to your chair and/or dean prior to making your presentation to CDL.
 19. Archive your course after it has been reviewed and approved by your Department and CDL.

Please Note: Faculty Developers and Enhancers have been enrolled in the Blackboard Course, OFAC 101 (Online Course Development Demonstration for Faculty). This demonstration course is designed to simulate an online course, provide online course development resources, and to acquaint you with some of the features of Blackboard.