### Course Development Process

#### Initiation
- **Critical first steps:**
  - Department Chair notifies Registrar & UMOnline Director of new course development(s)
  - UMOnline identifies staff resources (Instructional Designer, Accessibility Specialist, Media Artist, Videographer, etc.)

#### Scope
- Course development planning meeting with Instructional Design team:
  - Establish:
    - Subject Matter Expert(s)
    - Audience
    - Constraints
    - Delivery options
    - Timeline
  - UMOnline Course Rubric considerations
  - Instructor’s LMS & accessibility background knowledge

#### Analysis
- Storyboard (based on syllabus):
  - Learning outcomes
  - Assessments
  - Topics
  - Multimedia elements
  - Visual design

- Prototype one topic:
  - Establish structure
  - Insert assets
  - Finalize design as basis for all course topics

#### Development
- Gather accessible assets (textbook, open educational resources, external resources, technologies, etc.)
  - Write textual content in LMS
    - Review Word documents & PDFs
    - Translate PowerPoint files to video
  - Write audio/video scripts (with audio descriptions built-in)
    - Record
    - Edit
    - Transcribe/caption
    - Embed
  - Design learning activities
    - Review gradebook setup
    - Cross-check syllabus alignment (continuous)
  - Create course branding & graphics
  - Review gradebook setup

#### Quality Assurance
- Prior to course delivery:
  - UMOnline Course Rubric analysis
  - Feedback from Committee on Online Learning
  - Course adjustments as needed

#### Delivery
- Course delivery:
  - Sustained support from Instructional Design & UMOnline Tech Support
  - Review mid-semester student feedback
  - Course adjustments as needed

#### Review
- Course completion:
  - Faculty peer feedback
  - Student course evaluations
  - Course adjustments as needed