

# Online Course Development Procedures

DMACC offers to pay instructors \$500 per credit for the *online* portion of a course if the course has never been taught online before. Follow the instructions below. All steps and forms must be completed and submitted to Distance Learning in order to be paid.

## STEP 1:

**Contact Distance Learning** (<https://my.dmacc.edu/pages/online-fcontact>) to determine if the course you are wanting to teach web blended/online has previously been developed or is currently in development.

## STEP 2:

Contact Distance Learning to set up an appointment with your Dean/Provost to determine if there is a need for your desired course. Please follow this procedure:

### 1. Complete the **Online Course Development Application**

(<https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/OnlineCourseDevelopmentApplication.pdf>). Then distribute it to your Program Chair, District Chair (if applicable), and Dean/Provost for approval signatures.

- **Print Option:** Print the PDF, fill it out with a pen, and sign it. Deliver or mail it (or scan it in and email it) to the next person for a signature.
- **Electronic Option:** Save the PDF to your computer prior to filling it out electronically (if you fill it out in the web browser, your answers might not be saved). Open the saved PDF in Adobe Acrobat Reader and type in the form fields. Click on the Applicant Signature field to add your digital signature (follow the prompts in Acrobat Reader). Save your changes and then email the PDF as an attachment to the next person for a signature.

*Note:* Do not use the Submit Form button unless you have obtained all of the required signatures.

2. Ensure your application is signed (either electronically in Acrobat Reader or print/pen) by you, your Program Chair, District Chair (if applicable), and Dean.
3. Submit the completed application with signatures to Distance Learning (via campus mail, email, or in person). A meeting with you, Distance Learning, and the District Chair or designee might be required.

## STEP 3:

An Instructional Designer will contact you after your application is received and approved. A course shell will be provided in Canvas for you to use for development of the course. *Prior to initiating work on the course*, schedule an appointment with the Instructional Designer for assistance with the following:

### 1. Review the **Online Course Checklist**

(<https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/OnlineCourseChecklist.pdf>) and understand the best practices in online course design.

### 2. Complete the required **Canvas Instructor Training** if you haven't already (<https://my.dmacc.edu/pages/online-canstng>).

### 3. **Adjunct Faculty Members:** You are required to fill out the **Adjunct Time Tracking Sheet**

([https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/AdjunctTimeTrackingSheet\\_OnlineCourseDevelopment.pdf](https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/AdjunctTimeTrackingSheet_OnlineCourseDevelopment.pdf)) as you develop the course. You will submit it to HR as part of Step 4.

### 4. Course development needs to be completed at least one month prior to the course being offered. It will not be listed on the schedule as fully online (or blended) until after it has been approved.

## STEP 4:

After you finish course development and before the class is scheduled to begin, proceed as follows.

1. Meet with the Instructional Designer who will complete the **Online Course Checklist** (<https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/OnlineCourseChecklist.pdf>) as you review your new online course. Make any necessary changes to your course in order to receive the Instructional Designer's approval on the checklist.
2. After the Instructional Designer approves the checklist, Distance Learning will notify the appropriate people and the "Personnel Action Notice" will be completed.
3. **Adjunct Faculty Members:** Submit the completed **Adjunct Time Tracking Sheet** ([https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/AdjunctTimeTrackingSheet\\_OnlineCourseDevelopment.pdf](https://bbmedia.dmacc.edu/bbTraining/Shared%20Documents/AdjunctTimeTrackingSheet_OnlineCourseDevelopment.pdf)) to Human Resources ([humanresources@dmacc.edu](mailto:humanresources@dmacc.edu)). If you do not submit it, you will not be paid.