

Faculty Roles & Responsibilities for Online/Hybrid Courses:

During the course development process, the **instructional designer/course developer will assist** the faculty member by performing the following tasks:

- Provide a Learning Management System course shell.
- Provide assistance with efficient development of content, PowerPoint presentations, and syllabi for online use. Instruction will be provided on their use as required.
- Provide suggestions to the faculty member in adapting classroom activities, assignments, and assessments for online use.
- Provide assistance to begin the development of instructional media such as audio/podcasts and video (help with conversion of existing material for online delivery).

The **faculty member** always remains in control of their course content. As such, faculty members would perform the following tasks during the development of the course;

- Create all applicable content documents, assignments, assessments, PowerPoint Presentations, and audio files, etc.
- Add all course content to the Learning Management System; including content documents, PowerPoint Presentations, audio files, assignments, discussion topics, and web links.
- Review the finished course to ensure that :
 - a.) all of the content is included,
 - b.) the Learning Management System tools are correctly setup, and
 - C.) that all links are functional.

Course Development Completion:

As the course is being developed it is recommended that faculty members archive their course. Server Admin performs a routine daily backup of the system in the earlier morning hours. Based on the current practice, all courses are archived prior to CMS (Content Management Systems)/LMS (Learning Management System) upgrades and/or hardware infrastructure changes by Server Admin.

In an export process, course materials could be selected. However, exports do **NOT** restore a course to the state of readiness that an archive should. Typically, the course export would include the following:

- Syllabus
- Unit documents – one for each week of course; assignments and discussion questions should be listed in the unit documents
- Web links list (if not included in Unit documents)
- Supplemental materials
- Presentations