

## Learning Design Process



## Phase One



<b>Initiate</b>	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Define scope	✓	✓	✓	✓			
Contract terms	✓	✓	✓				
Determine key dates	☑	✓	✓	✓			
Discuss the work effort and role of contributors	✓	✓	✓	✓			
<b>Deliverable/s</b>							
1. Calendar description	✓	✓					
2. Meeting and follow-up email			✓				
3. Letter of agreement			✓				
<b>Estimated Time</b>							
2-3 weeks							

☑ - Could vary across schools and programs.

Analyze	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Collect information on student feedback, department requirements (standards)	☑	✓	✓				✓
Literature review		✓			✓		
Research similar courses, resources, etc.		✓	✓		✓		
Student and context analysis	☑	☑	✓				✓
<b>Deliverable/s</b>							
1. Email communication			✓				

**Estimated Time**

2-4 weeks

☑ - Could vary across schools and programs.

Plan	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Create draft learning outcomes	✓	✓	✓				
Determine course structure (i.e. how many modules, units, sections, assignments, assessments, etc.		✓	✓	✓			
Identify technology options		✓	✓	✓			
Identify readings and resources (including OER and resources for student supports)		✓	✓		✓		
Assign resources (people)			✓	✓			
<b>Deliverable/s</b>							
1. Email communication			✓				

**Estimated Time**

2-4 weeks

## Phase Two



<b>Design</b>	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Finalize learning outcomes	☑	✓	✓				
Create assessment matrix		✓	✓				
Create activities and assignments		✓	✓	✓			
Ensure alignment of goals, learning outcomes, learning activities, and assessment			✓				
Ensure course has components of RRU LTM	☑	✓	✓				
Identify optional and required readings and resources		✓	✓		✓		
Copyright review of all resources		✓	✓			✓	
<b>Deliverable/s</b>							
1. Completed Curriculum Committee proposal (for feedback and approval)	✓	✓	✓				
2. Completed course blueprint checklist		✓	✓				
<b>Estimated Time</b>							
4-8 weeks							

<b>Develop</b>	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Create assignments and grading rubrics		✓	✓	✓			
Create a prototype unit/section/week in course website		✓	✓	✓			
Create assignments and rubrics in course website		✓	✓	✓	✓		
Create learning activities and assessments in course website		✓	✓	✓			
<b>Deliverable/s</b>							
1. Unit prototype		✓	✓	✓			
2. Completed course materials		✓	✓	✓			
<b>Estimated Time</b>							
8-12 weeks							

<b>Review</b>	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Instructor review		✓					
Technical review				✓			
Final review	☑	✓	✓	✓			
<b>Deliverable/s</b>							
1. Course ready for delivery		✓	✓	✓			
<b>Estimated Time</b>							
4-6 weeks							
☑ - Could vary across schools and programs.							

## Phase Three



Implement	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Conduct delivery		✓	✓				✓
Solicit feedback from students on course design and interpret data		✓	✓				
Support instructor as required	✓	✓	✓	✓			✓
Complete minor modifications as required based on student feedback		✓	✓	✓			
<b>Deliverable/s</b>							
1. Revised course based on feedback		✓	✓	✓			
<b>Estimated Time</b>							
9-15 weeks							

## Phase Four



<b>Evaluate</b>	Program Head	Faculty (SME)	Learning Designer	Learning Tech.	Librarian	Copy Right Officer	Program Staff
<b>Activities</b>							
Meeting with instructor to get feedback on course design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Review student feedback		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Revise course as required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>Deliverable/s</b>							
1. Completed course to be copied for next iteration				<input checked="" type="checkbox"/>			
<b>Estimated Time</b>							
2-4 weeks							
<input checked="" type="checkbox"/> - Could vary across schools and programs.							