Course Production

1. Contact DCE for course assistance
   Review the Letter of Agreement (LOA), which outlines responsibilities of the Department, DCE, and COIP.

2. Sign agreement with DCE
   Meet with COIP’s instructional designers (IDs) to determine your course’s requirements.

3. Agree to timeline for production
   Course material and content should be furnished as outlined in the production timeline.

4. Provide course materials and content
   Canvas training, as well as other training for online teaching, can be completed any time.

5. Complete Canvas training
   Sessions will be scheduled for course content delivery in Canvas according to the production timeline.

6. Required video/audio sessions
   Consider partnering with DCE and the DESC to market your course or program and recruit interested qualified students.

7. Publish course

START

FINISH