Design Doc

Goal Launch: Session # Year
Development: Revision or New Development

SME

Name (email)

ID

Name (email)

Milestones

Important due dates for SME and ID to adhere to ensure the course is launched on time.

Date	Task	Complete
	Kick-off Meeting ● Review course development checklist ● Confirm Syllabus and CourseLeaf SLOs ● Confirm Follow-up meeting preferences ● Confirm access to Course Folder and Design Doc	
	Weeks 1-3: Complete all elements of Design Doc and upload files to Course folder ● Create PPT with voiceover or provide script for media creation ● Upload rubrics, readings, quizzes, or other files ● Add instructions for checklist requirements (badges/outcomes assessments)	
	Weeks 4-6: Complete all elements of Design Doc and upload files to Course folder ● Create PPT with voiceover or provide script for media creation ● Upload rubrics, readings, quizzes, or other files ● Add instructions for checklist requirements (badges/outcomes assessments)	
	Weeks 7-8: Complete all elements of Design Doc and upload files to Course folder ● Create PPT with voiceover or provide script for media creation ● Upload rubrics, readings, quizzes, or other files ● Add instructions for checklist requirements (badges/outcomes assessments)	
	Dev Master Ready for SME Review ● ID to complete Dev Master/Design Doc, and syllabus ● Provide access for SME review	
	Dev Master Ready for Final Approval ● ID to make any adjustments to Design Doc/Dev Master/Syllabus from SME Review ● Send to PD for final review and approval	
	Course Completion Email ● After PD sign-off/approval ● ID will send course completion email so ITT Ops can ready for import.	
	Term Launch	

Your Instructional Designer

ID Contact Info

Important Links

- Course Folder: includes Design Doc, sample rubrics, current syllabus, and weekly folders to add any module related materials as needed. Upload any rubrics, quizzes, readings, or other files.
- Dev Master
- Sample: Completed Design Doc
- Enroll in the Instructional Modality Certification (IMC) for those new to online learning.
- Follow-up Meeting Preferences: [How often and what type?] (Google Comments or Zoom)
- **Standards:** Development Expectations (sample)

Notes

- The design doc is a preliminary planning document and does not necessarily represent the final order or content of items that ITT will place in the finished online course.
- **Important:** When creating materials, remember to be **Instructor Neutral** (avoid using your name, dates, etc on resources you create).

Student Learning Outcomes

CourseLeaf Approved SLOs	IDEA Objective	Assignment Used to Assess

Evaluation Table (samples provided, replace gray text with course specific content)

Assessments	Point Values	Weighted Grading
Faith Integration Discussions		20%
Case Discussion		25%
Research Project		30%
Quizzes		25%
	Total	**100%**

Week 1	Title of Module
Learn	
Learning Outcomes	Insert the SLOs (from syllabus) that you will address this week.
Course Introduction	Provide a written introduction to course or record a video intro in Zoom, so ID can create an intro video.
Overview	Insert paragraph to give students an idea of what they will know or be able to do by the end of the week.
Readings	Add book titles and pages, links to articles or upload documents (PDF, doc, etc.) to course folder.
Multimedia	Add links to online videos or upload videos you create (voiceover ppt) to course folder and add titles here.
Engage	
Discussions	Add titles of any discussions for the week and include discussion question(s) to use.
Submit	
Assignments	Add assignment instructions here.
Quizzes	If there is a quiz this week, create it on a Word doc or upload a zip file from publisher.