

## Initial Planning Form

Thank you for your interest in participating in the Center for Distance Education's (CDE) online course development process. Creating and teaching a high-quality online course is an investment in student success. A well-designed course fosters meaningful learning experiences, keeps students engaged, and ensures they have the tools and resources they need to thrive academically. As a result of developing your course with CDE, your course will:

- Use the latest technologies and pedagogies in online learning.
- Meet standards outlined in the Quality Matters rubric.
- Follow federal guidelines and requirements for online education.
- Adhere to ADA guidelines, ensuring accessibility for all learners.
- Comply with UTA's institutional policies and standards.

## Directions

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Please complete the following form in its entirety on your own or with your instructional designer during your first meeting. Email the completed form to your instructional designer. If you don't have an instructional designer yet, you can send it to the Instructional Design Team at [cdeid@uta.edu](mailto:cdeid@uta.edu).

## Course Developer Information

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Developer	Employee ID
UTA Email	Phone
Department	Dean
	Developer Stipend Percentage
Co-developer 1	Co-developer 1 Stipend Percentage
Co-developer 2	Co-developer 2 Stipend Percentage
Co-developer 3	Co-developer 3 Stipend Percentage

## Course Information

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Course Prefix	Course Number
Title of Course	
Length of Course	Delivery Method
Number of students expected per semester	
Semester course will be developed	
Semester course will be offered	
Can the student learning outcomes be changed?	
Will this course go through official QM review?	

## Training

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We have various training opportunities available to you, including:

- 1) a dedicated trainer who offers workshops on the following topics: Canvas Modules, Assignments, Pages, Gradebook, Discussions, Quizzes, Studio, Respondus, TurnItIn, and Ally. [Register for synchronous online training sessions.](#)
- 2) an asynchronous Canvas training course to equip you with the skills and knowledge to fully utilize Canvas in developing courses. [Self-enroll in the Canvas course.](#)
- 3) CDE's Focus on Planning program focuses on how to effectively design online courses using the QM rubric. The eight courses are facilitated by the Instructional Design Team. [Learn more and enroll in the Focus on Planning courses.](#)

## Timeline

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This section outlines the schedule for course development between the instructor and the instructional designer. Please create a detailed timeline outlining when course materials will be completed and ready. When planning your timeline, consider factors such as research and grant deadlines, course workload, and professional commitments.

Provide specific dates and the corresponding content to be delivered.

By maintaining and adhering to this timeline, we can ensure the course remains on track to be completed on time. *If content delivery is delayed by more than two weeks, relevant stakeholders will be notified to address the situation.*

### Final Content Delivery Deadline

Date that 100% of the content will be delivered

Developer Signature

Date