

Course Production



Contact DCE for course assistance

1



Meet with DCE and a Center for Online Innovation and Production (COIP) rep to discuss your production needs.

Review the Letter of Agreement (LOA), which outlines responsibilities of the Department, DCE, and COIP.



2

Sign agreement with DCE

Agree to timeline for production

3



Meet with COIP's instructional designers (IDs) to determine your course's requirements.

Course material and content should be furnished as outlined in the production timeline.



4

Provide course materials and content

Complete Canvas training

5



Canvas training, as well as other training for online teaching, can be completed any time.

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



6

Required video/audio sessions

Publish course

7



Consider partnering with DCE and the DESC to market your course or program and recruit interested qualified students.

