

Best Practices Guide: Converting a f2f course to an online course

<input type="checkbox"/>	Take time to plan the course. According to Dr. Georgia Piskurich, planning is critical (Laureate Education, n.d.).
<input type="checkbox"/>	Use the ADDIE process. “Always go back to ADDIE” (Dr. Piskurich)
<input type="checkbox"/>	Use a storyboard (Laureate Education, n.d.). Resource: Storyboard Templates
<input type="checkbox"/>	“The scope of the content for the course needs to be sufficient to ensure the entire learning experience will lead to the desired outcomes” (Simonson, Smaldino, Albright, & Zvacek, 2012, p. 157).
<input type="checkbox"/>	Review the current content and ask the question – what is essential? In distance education, “the trend is to reduce the ‘amount’ of information delivered and to increase the ‘interactive value’ of the learning experience. Thus, the instructor may need to throw out content that had been included in a traditional presentation of a course. Or ...consider additional readings...designed specifically for the tasks” (Simonson, et.al., p. 157).
<input type="checkbox"/>	Students need to have access to the technology needed for the online format, and it needs to be easy to navigate (Simonson, et.al., 2012).
<input type="checkbox"/>	Utilize a course management system (CMS). “A CMS is an essential tool of the distance educator” (Simonson, et.al., 2012, p. 163).
<input type="checkbox"/>	Have a course syllabus. According to Simonson, Smaldino, Albright, & Zvacek (2012), “the syllabus is the single-most important document an instructor can prepare” (Simonson, et.al., 2012, p. 199).
<input type="checkbox"/>	Implement strategies that engage the learner. “The ‘kiss of death’ for any distance course is the lack of student participation” (Simonson, et.al., 2012, p. 201).
<input type="checkbox"/>	Use a scoring rubric – they “improve the consistency and fairness of scoring” (Simonson, et.al., 2012, p. 280).
<input type="checkbox"/>	Communicate. Communicate. Communicate. Ensure that students know how to communicate with the instructor and each other during the course.

References

Laureate Education (Producer). (n.d.). *Planning and designing online courses* [Video file]. Retrieved from <https://class.waldenu.edu>

Melamed, C. (n.d.) Storyboard depot (storyboards for elearning). Retrieved from <http://theelearningcoach.com/resources/storyboard-depot/>

Simonson, M., Smaldino, S., Albright, M., & Zvacek, S. (2012). *Teaching and learning at a distance: Foundations of distance education* (5th ed.) Boston, MA: Pearson.