

COURSE DESIGN CHECKLIST



Gear Up Stage

- Developer completes a Development Shell Request.
- Developer and LxD attend a course review process consultation.

Initial Build Stage

- Developer builds Getting Started materials and two instructional modules.
- Developer emails LxD to request a review of completed items.
- LxD reviews the course.
- Developer and LxD meet for a second consultation or a review video.
- Developer updates the course based on feedback.
- Developer meets with chair for pre-review/intellectual property discussion.
- Developer provides LxD with dates/times of availability (developer/chair).
- LxD schedules initial course review meeting.
- Initial review meeting is held.

Bulk Build Stage

- Developer updates course with feedback from review meeting.
- Developer continues building course.
- Developer emails LxD to request a review of completed items.
- LxD reviews the course.
- Developer and LxD meet for final consultation or a review video.
- Developer updates the course based on feedback.
- Developer meets with chair for pre-review.
- Developer provides LxD with dates/times of availability (developer/chair).
- LxD schedules final course meeting.
- Final course review meeting is held.