

DecemberPress Online Course Template

At DecemberPress, we use this outline to start building your online course. Usually, we meet with the client and complete the outline as part of a strategy session. If you'd like to schedule a strategy session, contact us at (314) 391-6651. Strategy sessions usually take about three hours.

- 1) Course Title
 - a) Course Description (video or text and about three paragraphs.
Bullet points are fine)
 - i) What are the course goals?
 - ii) Who is the course for?
 - iii) What skills or knowledge will the student have at the end of this course?
 - iv) How long should the course take to complete for an average person?
 - v) Any tips for taking this course?
 - vi) Course materials needed
 - vii) Who is teaching?
 - b) Course Price and Policies
 - i) Payment methods
 - ii) Cancellation policy
 - iii) Course access policy
 - (1) How long will the student have access to the course?
 - (a) Forever?
 - (b) Limited time?
 - (c) Only during the course schedule
 - iv) Itinerary for course
 - (1) Learning Management System navigation
 - (2) Live instructor presentation process
 - (a) Schedule
 - (i) Is there a live meeting component?
 - (b) Tools
 - (i) How to access all course elements
 - (c) Access details
 - (i) Login and password
 - (ii) Course web address
 - (d) Lesson drop schedule

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- (i) If there is a live component, when will meetings take place?
 - (ii) If the course is self-directed, can students access lessons at their own pace or must they wait for the next lesson to be published each day?
- (3) Student engagement component
- (a) Facebook group?
 - (i) Free online forum associated with the course that allows students to connect with on another, ask questions and interact with the instructor
 - (b) Accountability partners?
 - (i) Each student can be assigned or select another student with whom to share ideas and track progress.
 - (c) Instructor contact policies
 - (i) How to reach instructor
 - (ii) When instructor is available
 - (iii) What to do if you're stuck
- (4) Syllabus (Course Content)
- (a) Course description
 - (i) Lessons
 1. The "subject of the day"
 2. What you'll know by the end
 3. Why is this lesson important?
 4. Lesson Test
 5. Lesson Assignment
 - (ii) Topics
 1. A short video (four to 12 minutes)
 2. Or a short reading (400-2000 words)
 3. A short assignment or task (can be completed in five to 10 minutes)
 4. A quiz (three to five questions)
 5. Course materials for download in appropriate file formats

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6. Invitation to virtually connect with the group and ask questions/share work/make friends
 7. Invitation to connect with instructor through appropriate channels at appropriate times
 8. Lots of encouragement and inspiration
- (iii) Course Final Exam
 - (iv) Course Certificate
 - (v) Course Social Sharing
 - (vi) Course Evaluation and Testimonial
 - (vii) Invitation to next Steps

Notes

