Course Designer Support

Teacher Learning Hub

The course design process is unique to each person, content, and type of course, thus our support during the processes is tailored to the situation.

Frequency of Support

We recommend having a "check-in" at least once per month during the course design phase, but this can be adjusted as needed. When the project is started, the Hub Team, designer, and OPI Project Lead (if applicable) should discuss and establish a timeline.

Areas of Support

The day before the check-in, a member of the Hub Team will do a quick run through of the course content to prepare for the meeting. Check-in's usually cover, but are not limited to:
- Accessibility of documents, images, and videos
- Copyright of documents, images, and videos
- Quality of documents, images, and videos
- Instructional design
  - Course layout
  - Clarity of instructions
  - Engagement
  - Appropriate pacing
  - Using the correct Moodle tool
- Content accuracy (depends on the content and who is attending the check-in)

Any areas listed above not meeting the requirements and expectations as described in the Introduction to Course Design course and Course Designer Checklist will be discussed. During this time, a member of the Hub Team will go over suggestions, brainstorm ideas, answer questions and walk the designer through specific steps as needed. The meeting will be conducted virtually using Zoom or using Teams.

Hub Team

OPILearningHub@mt.gov