## Roles and Responsibilities When Developing a Fully Online Course

*as of September 2017*

### Delivery Breakdown:

First offering: Full ID, AID and GM support; Second offering: ID, AID and GM assist with course revisions; Third offering: Course instructor mostly on their own, with minimal support from ID and GM and some support from AID (Unless applying for new funding to revise existing course).

### Instructional Designer Main Responsibilities

- Educate self on online teaching and learning best practices
- Help instructors design and develop effective and meaningful instruction for a fully online and/or blended environment
- Research and experiments with various synchronous and asynchronous technologies
- Recommend appropriate instructional strategies and technologies that could work in an online environment
- Provide pedagogical advice: accessibility, readability, content organization, learner engagement, and graded and non-graded activities
- Provide advice on standards relating to distance delivery, accessibility and copyright issues
- Provide professional development training to new online course instructors. i.e. Orientation to Online Learning (OOL) training
- Provide project management: Calls meetings, prepares agenda, develops timeline, manages resources, delegates and manages team member tasks
- Work with graphics/multimedia staff and/or course developer to ensure that course content, learning objects and media get added to the course
- Work with FL Program Coordinator to address student learning needs
- With help from the Copyright Officer (Library), assists with finding and clearing copyrighted material (articles, images, videos) to be used in a course

### Assistant Instructional Designer (AID)

The AID assists IDs in the following tasks:

**New Courses (first and second deliveries) only**

- Assist with setting up forums, assignments, exams/quizzes
- Assist with finding media (images, videos) and assisting with obtaining copyright clearance, if necessary

**Redelivery courses (2nd and subsequent deliveries)**

- Apply redelivery checklist to all courses being redelivered each semester
  - Identify dead links and out-of-date material. It is not up to the AID to actually find replacement links. This should be done by the instructor
  - Identify and/or fix broken elements, bringing in GMs as necessary (images, embedded media)
  - Flag dates that need to be changed throughout the course such as assignment/quiz due dates
<table>
<thead>
<tr>
<th><strong>Graphics and Media Designers (GM)</strong></th>
<th>Design and produce all visual elements of a course including:</th>
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<tr>
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<td>• create unique learning objects including graphics, diagrams, illustrations, animated timelines</td>
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<td>• create interactive learning objects</td>
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<td>• record and editing audio/video elements in a variety of formats for multiple delivery platforms</td>
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<td>• create/edit HTML/CSS design templates</td>
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- In collaboration with Student and Instructor Services (SIS), add final exam location selection tool to those courses with a final exam
- Ensure all standard blocks and elements are in place, updated and functioning (course email, introductions forum, activities, student support, course orientation, etc.)
  - Send out and receive emails asking for the following information from instructors
    - verify whether there is a final exam or take-home final
    - whether there are mandatory synchronous events or mandatory equipment
  - Send list of courses to be populated to IS prior to start of semester for all online and LIVE courses
  - Make suggestions to course structure, organization and layout
  - Assist with adding/editing UR Courses elements. Instructors will be responsible for editing quizzes and quiz questions; for assistance with editing/updating UR Courses activities instructors are encouraged to seek training through the Technology Learning Center (TLC)
  - Other tasks as required (e.g., creation and maintenance of course database, testing UR Courses and other technological tools)