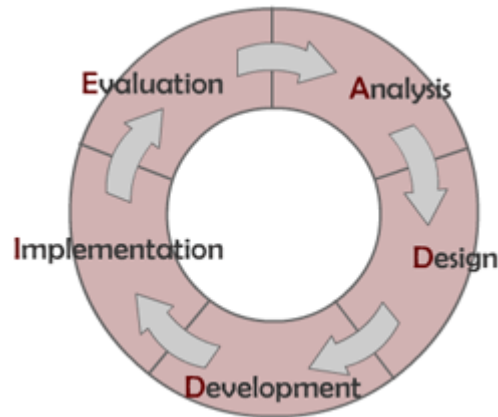
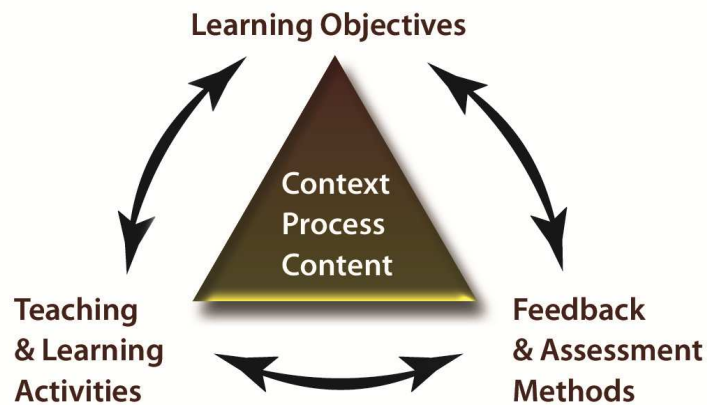


## Designing, Developing and Adapting a Course

Developing or adapting a course can be quite an extensive job. A to-do list therefore, may be useful. Although the ADDIE model is a useful tool (<http://raleighway.com/addie/>), the design and development stages require some more detail. This document tries to provide a stock-taking of what are the essential elements of designing and developing a (new) course.



1. Design/check the **learning objectives** of the course
2. Decide on the **content** and **learning materials** of the course
3. Make an **outline** of the content and the type(s) of **assessment**
4. Develop a **grading system** for the course
5. Decide on the moments and forms of **feedback** for students
6. Develop the **structure** and the setup of the sessions
7. Decide on the **means of delivery**: build in learning activities that engage the students in active learning
8. Develop a learning guide, including:
  - introduction to the course
  - course policies
  - course schedule
  - learning objectives
  - description of assessment
  - description of feedback structures
  - grading rules
  - overview of learning resources



### Detailed activities:

9. Set up the Electronic Learning Environment
10. Install other ICT-tools if you are using them
11. Design assignments and feedback content
12. Develop criteria for assignments (include them in study guide or assignments)
13. Design rubrics for own use and student's use in case of peer feedback
14. Develop forms or documents for students to download for assignments
15. Create links to learning resources
16. Design an evaluation form for the course