1) Is this a new or existing course? If existing, is it a major re-design or a minor update?

2) What is the planned course development semester/year?

            a) When is the instructor/subject matter expert available to work on it with us? (Typically over a few months, about 8-10 hours a week of faculty time)

3) When does the course need to be ready for teaching? (Delivery Semester, Year)

3) Is there an existing course shell? If a new course, promote use of the NAU Template (<http://nau.edu/elc/coursecopy>)

4) Ask about training needs (have they taught online before? Experience with Bb Learn and related tools?) and let them know about resources on our website

<https://in.nau.edu/elearning/> (See Support menu/Tutorials/ELC Tutorials as a good starting point)

<https://in.nau.edu/elearning/elc-tutorials/>

5) Identify content source: home grown, or publisher? Textbook, if any? OER (open educational resources) options, if any?

When building content, mention the option of Build in Blackboard or use Design Docs.

6) Identify media needs (course graphics, videos, interactives, etc)? Cline e-Reserves form!

7) Request a syllabus and ask if there are written student learning outcomes for the course that can also be reviewed

8) Let the instructor know we can help with questions about accessibility for ADA compliance, as well as bring in Disability Resources.

9) Let the instructor know that the final step is a quality assurance review of the course to check for consistency, errors, etc.

Provide a copy of the Web Course Development Agreement

10) Ask if there are any other questions or concerns?