

Lessons Learned in Creating Quality Courses

bit.ly/2024-QM

PRESENTERS



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INDIANA

ONLINE

a department of CIESC

bit.ly/2024-QM

Accredited online
program

Not a school

Partners with
schools



Over
180 Courses

Supplemental

Full-time solution
grades 5-12



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OUR PROGRAMS

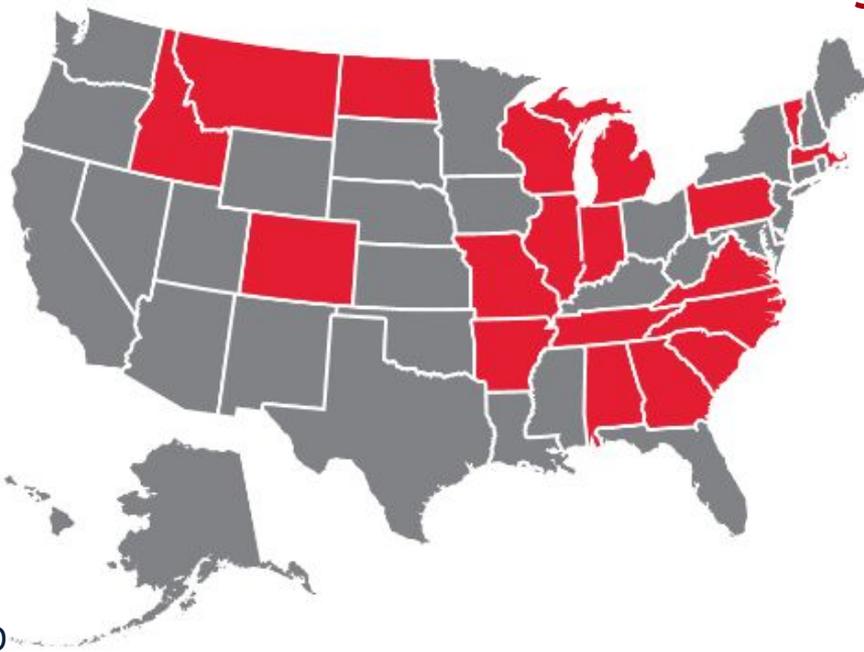




**VIRTUAL LEARNING
LEADERSHIP ALLIANCE**

Providing Leadership in Online Learning Since 2009

- ACCESS, AL
- AP Access for All, TN
- Blended and Online Learning Discovery (BOLD), FL
- Colorado Digital Learning Solutions
- CAOLA, PA
- Georgia Virtual
- Idaho Digital Learning Alliance
- Illinois Virtual School
- Indiana Online
- Launch Virtual Learning, MO



- Michigan Virtual
- Montana Digital Academy
- NC Virtual
- North Dakota CDL
- Oregon Department of Education
- VHS Learning, MA
- Virtual Arkansas
- Virtual SC
- Virtual Virginia
- Wisconsin eSchool Network
- Wisconsin Virtual School

LEARNING OBJECTIVES

- Create comprehensive documentation and templates to promote consistency in course design.
- Identify ongoing professional development needs for instructional designers and/or SMEs in online course development.
- Outline a professional development plan for instructional designers and/or SMEs.

TAKE ACTION

Use the **Take Action Document** in the format of your choice to document your Questions, Current Processes, and Process Changes

- [Take Action Document](#) (Google Doc) You will be asked to make a copy when you open the link.
- [Take Action Document](#) (Microsoft Word) You will need to download.

10 YEARS AGO...

- 1 ½ IDs
- Teachers created courses
- Teachers edited courses
- Teachers updated courses

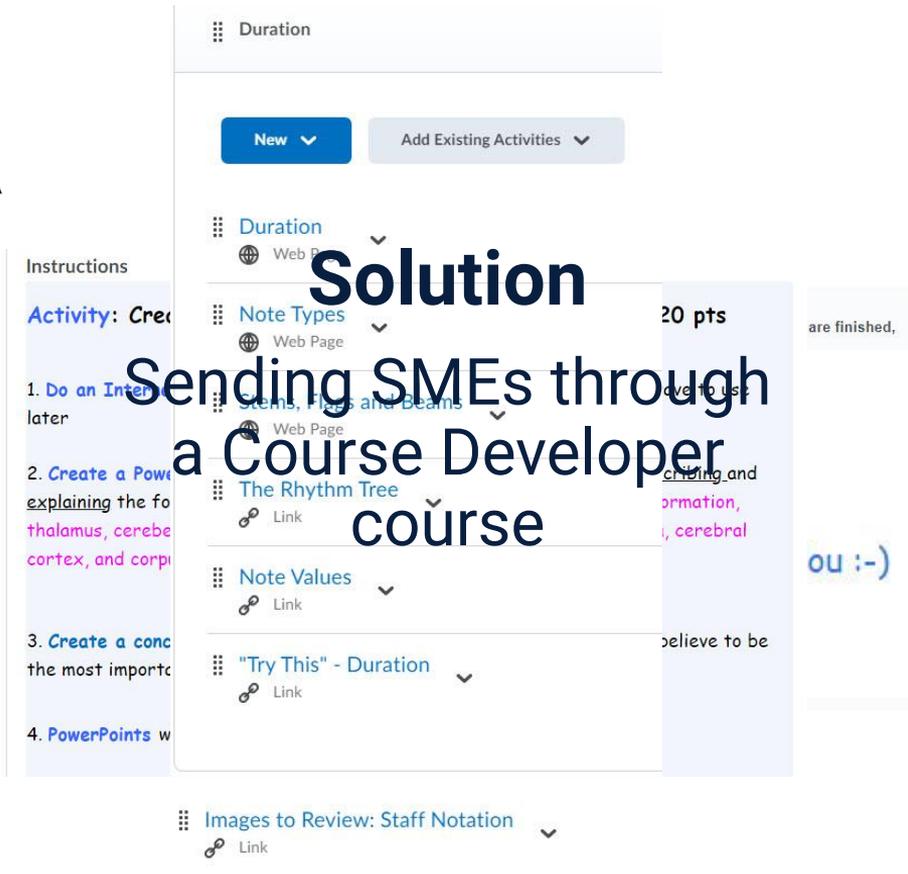
PROBLEM → SOLUTION

Problem

- One sentence instructions
- Distracting font colors and styles, highlights, & underlined text
- “Click here”
- All content externally linked

Solution

Sending SMEs through a Course Developer course



8 YEARS AGO...

- Laura went full time with IO
- IDs (2) took over creating courses
- All SMEs were given a Google Account
- Phase 1 Template from GaVS (VLLA)
- Lead Teacher worked on updating courses

PROBLEM → SOLUTION

Problem

- Inadequate Templates
 - Lack of Information
 - Poor Quality Assessments
- Inefficient processes and communication

Solution

- Quality Matters

QUALITY MATTERS

- All IDs took *Applying the K-12 QM Rubric* course; our courses needed:
 - Consistent navigation
 - Templates
- Laura became a QM Master Reviewer

QM Standards 1.2, 1.8, 7, 8.2

NSQ Online Courses:
Standard A: Course Overview
and Support

5 YEARS AGO...

- Added 1 new ID position
- Focus: Intended purpose
- Focus: Accessibility
- Needs List

QM Standards 4.1, 8

NSQ Online Courses:
Standard E: Accessibility and
usability

PROBLEM → SOLUTION

Problem

- Lack of consistent processes

Solution

- Create documentation and SOPs for IDs for courses to become consistent

TAKE ACTION

DOCUMENTATION

- Identify specific elements that should be included to ensure consistency in your course design process.
- How can you streamline creating and updating documentation to make it more efficient for you and your team?

**Open your Take
Action Document**

3 YEARS AGO..

- Added 4th ID & all went remote
- Standard Operating Procedures (SOPs) for IDs
 - You will not have access to all documents
 - Check-off Form for SMEs
- monday.com
 - Timelines for SMEs

Workspace		Curriculum - Course Development		Status	Due Date	Completion Date	Timeline	Notes	Link	Category
Main workspace		Indiana Curriculum Master		Ongoing			-		Course Listing	
+ Add		AP Calculus A/B 2 - Jan Mitchener		Assigned	May 31		-		Files	Revision of
Filters		8th Grade Science 1 - Jenna Snow		Assigned	Aug 1		-			New Co
Search		Music Theory 2 - Matt Denniston		Assigned	Jun 3		-		Files	Revision of
Technology		Pre-Calculus: Trigonometry - Jill Bolle...		Assigned	Jun 3		-		Files	Revision of
Professional Learning		Physics I-2 - Nancy Coster		Assigned	May 31		Jan 3 - May 6		Files	Revision of
District Contacts/Free ...		AP Psych 1 - Amanda Harmon		Assigned	Jul 29		Oct 15 - Jul 13			Revision of
New School Contacts 2...		AP Psych 2 - Amanda Harmon		Future Item	Dec 21		-			Revision of
State and National Conf...		Classic to New Quiz Migration		Future Item	Aug 4, 2023		-	Goal is 2 courses p...	Migration Tab	
GEER Grant		MS Coding - 9 wks????		Paused			-			
Contacts		College Entrance Prep - replace Shmo...		Done	Jan-3		-			
Contacts		Music Theory 1 - Matt Denniston		Done	Jan-3		-		Files	Revision of
Indiana Online		Physics I-1 - Nancy Coster		Done	Jan-3		Aug 20 - Jan 3		Files	Revision of
ID Workflow		7/8 Health & Wellness - Danielle Broo...		Done	Jan-3		Aug 20 - Jan 3		Canvas	New Co
Indiana Online		7th Grade Science Sem 2	2	Done	Jan-3		-			New Co
Rolling Agenda Next Ste...		8th Grade Science 2 - Jenna Snow		Done	Jan-3		-			New Co
IO Outreach Schools		7/8 Theater - Jennifer Kindig		Done	Jan-3		-			New Co
IO Outreach Districts		Pre-Calculus: Algebra - Jill Bollenbac...		Done	Jan-3		-		Files	Revision of
IO Summer Contracts		Psychology - Tim Sokolowski	2	Done	Jan-3		May 27 - Jan 4		Files	Revision of
IndVA Closeout - Ally & ...		Business & Information Technology 2...		Done	Jan-3		-			New Co
Academy Contacts		7th Grade Science Sem 1	2	Done	Aug-3, 2021		-			New Co
Student Services		Algebra Lab 2 - Dianne Powers	3	Done	Jan-3		-			Revision of
IO Multi Section Course...		7/8 Visual Arts - Matthew Hartman		Done	Aug-3, 2021		-			New Co

- Favorites
- Indiana Online
- Search
- General
 - IO Schools
 - Indiana Online
 - IO Conferences | Trainings
 - EdReady
 - Ticket Coverage Schedule
- Business & Billing
 - Cassandra's Items
- Instructional Design
 - ID Workflow
- Instructional Leadership
- Outreach
 - IO Website Updates and ...
- Programs/Contracts
 - Summer Contracts
- Student Services
 - 24-25 Academy Orientat...

New task Search Person Filter Sort Hide Group by

Amanda

Task	People	Status	Due Date	Completion Date	Timeline	Notes	Link	
Economics 31		Phase 2	Dec 15		-	Erin Hartman		
Subitem	Owner	Status	Link	Timeline	Notes	Files	Notes	Link 1
Phase 1 Storyboard		Done		-				
Phase Update		Done		-				
Kick-off Meeting		Done		Jun 26				
Create course shell		Done		-				
Add modules to Canvas		Done		-				
Upload course icons		Done		-				
Build course templates		Done		-				
Unit 1 Content		Done		Jul 18	SME completed 7/8			
Unit 1 Walkthrough		Done		Jul 30	8/6			
Add SME & testuser		Done		-				
Review Unit 1 with SME		Done		-				
Unit 2 content		Done		Aug 6				
Unit 2 walkthrough		Assigned		Aug 14				
Unit 3 content		Done		Aug 21				
Unit 3 walkthrough		Assigned		Aug 30				
Unit 4 content		Not Started		Sep 6				



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2 YEARS AGO...

- Updated Content Templates for SMEs
- Co-created Course Developer/SME course (VLLA)
- Created Roadmap
 - Update courses on the DOE standards rotation
- Branding all documents, interactives, and presentations

QM Standard 2.3

NSQ Online Courses:
Standard B3, B7

1 YEAR AGO...

- Created a [Stylize Guide](#)
- All SMEs take Course Developer Course before hire
- IDs completed Digital Accessibility Foundations PD
 - Improved A11Y efforts
- Implemented Quality Assurance process
- Google Docs, MS Word, and PDF for all assignments

QM Standard 8.3

NSQ Online Courses:
Standard E3, B7

1 YEAR AGO (continued)...

- More project-based assignments
- Amanda became a QM Peer Reviewer
- Laura completed Canvas Admin Certification
- Course Template QM Certified
- Created Course Alignment Doc
- Health QM Certified
- PE I and PE II QM Certified
- Implementation of AI in course development

QM Standard 8.3

NSQ Online Courses:
Standard E3, B7

TAKE ACTION

PROFESSIONAL DEVELOPMENT

- How do you assess your ongoing needs for instructional designers or SMEs?
- What components would your include plan?
- What mechanisms will you implement to monitor the effectiveness and make adjustments as needed?

**Open your Take
Action Document**

OVERALL LESSONS LEARNED

- Only IDs to create, edit, & update courses
- Improve SME understanding of online vs. F2F
- Continue to provide PD on course development
 - (based on QM and NSQ)
- Create explicit templates for SMEs
- Develop SOPs

OVERALL LESSONS LEARNED

- Employ consistent design
- Establish timelines for SMEs
 - monday board
- Communicate effectively with
 - SMEs
 - Team
- “Going Forward”

TAKE ACTION

What would you like to share from your
Take Action Document?



THANK YOU!



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