

# CREATE A NEW ONLINE COURSE

Take the following steps to set up a new online course offering through the College of Arts and Sciences Outreach.

## STEP 1: DEPARTMENTAL APPROVAL

Share your ideas with your Department Head or curriculum committee and get approval to offer a new online course.



## STEP 2: OUTREACH PAPERWORK



Contact Angie Sneed to complete the online instructor contract, new course form, and syllabus template to get your course listed.

## STEP 3: COMPLETE ONLINE DEVELOPMENT COURSE

Register for the CAS Online Development course, and complete the training through a self-paced, fully online course in Canvas.



## STEP 4: SUBMIT YOUR PLAN

Submit an updated course syllabus and plan to Angel Muzik for review. Your plan should include how you will incorporate the "5 Things" Strategy from the Online Development course into your own course.



## STEP 5: INSTRUCTIONAL DESIGN CONSULTATION

Schedule an appointment and meet with Angel Muzik at least 3 weeks before the course start date to discuss your course syllabus and overall design.



**ANGIE.SNEED@OKSTATE.EDU**  
**ANGELICA.MUZIK@OKSTATE.EDU**