

# Tips for Getting Ready

TO WORK WITH UNLV Online

## First Steps

1. Plan ahead. The earlier you begin, the more services and support we can provide you.
2. Communicate. Discuss the course(s) you'd like to develop with your department chair.
3. Think big picture. Determine with your department how your course(s) might fit into the bigger picture of offering a fully online degree or certificate program.
4. Contact us. [Request a course consultation meeting](#).

## Preparing for your course consultation meeting

Once you request a consultation, we will contact you to schedule a brief meeting. The purpose of the course consultation is to do an initial needs assessment for your course development and to answer any questions you have about the process or our services. To make the most of your consultation, please bring:

1. Syllabus. The most recent version of the course syllabus, if available.
2. Textbook. An extra textbook, if available, for your OE development team.
3. Course details. Be ready to discuss some of the details of your course.

## After your consultation

We will collect all of the approval signatures required (yours, your department chair, and your dean) before we can kick off the course development and begin work. A representative from our office will contact you by email when we have all of the required approvals.

## Preparing for your course development kick-off meeting

Once the online course development is approved, a development team is formed to work with you and a meeting is scheduled. To prepare for this kick-off meeting, you will want to:

1. Check out our best practices to get a sense of the possibilities for your own online class.
2. Compile the materials you already have for your course, such as handouts, readings, assignments, quizzes, exams, etc. (see our content checklist for reference)
3. Compile a list of digital content that could be included in the course (e.g., TED talks, journal articles, websites, etc.).
4. Think about relevant artwork. We will ask for your ideas about artwork for the course banner and module icons.
5. Consider interactive elements. Think about any unique types of course interactions or

activities that may require special programming. Our Learning Activities best practices will give you a few ideas of what is possible.

6. Bring your calendar. Be prepared to discuss deadlines and deliverables for the development of your online or hybrid course, as well as to schedule regular meetings with the team for the development time period.

## Getting Started with UNLV Online

### ***Preparing to Partner with UNLV Online***

UNLV Online collaborates with academic units to expand access, support student success, and develop high-quality online learning experiences. Whether you are developing a new online course, launching an online degree program, or redesigning an existing offering, early planning and collaboration help ensure a successful experience.

#### ***First Steps***

1. Start Early The earlier you engage with UNLV Online, the more support and resources we can provide throughout the planning, development, and launch process.
2. Discuss Your Goals Connect with your department chair, program director, and college leadership to discuss your course or program goals, anticipated timelines, and enrollment objectives.
3. Think about how your goals fit in with broader initiatives. Consider how your course contributes to broader program initiatives, including: Fully online degree pathways, Graduate certificates and microcredentials, Workforce and professional education opportunities, Student access and enrollment growth.

#### ***Schedule a Consultation***

We are here to help! Reach out to Teach Online Support to request an initial consultation. Our team will help assess your needs, identify available support services, and discuss next steps.

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### ***Preparing for Your Initial Consultation***

Following your consultation request, a member of the UNLV Online team will schedule a meeting to discuss your project. This conversation helps us understand your goals and identify the resources needed to support successful development.

To make the most of your consultation, please be prepared to discuss:

## ***Course or Program Information***

- Course title and number
- Program affiliation
- Intended audience and enrollment expectations
- Planned delivery modality (fully online, hybrid, HyFlex, etc.)

## ***Existing Materials***

If available, bring:

- Current syllabus
- Course schedule
- Existing assignments, assessments, or instructional materials
- Information about required textbooks or learning resources

## ***Project Goals***

Be prepared to discuss:

- Desired launch term
  - Learning outcomes
  - Student success considerations
  - Specialized technologies or instructional needs
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## ***After the Consultation***

Following the consultation, UNLV Online will work with you and your academic leadership to determine project scope, timelines, and required approvals.

Once approvals are secured and development is authorized, a dedicated project team may be assigned to support the work. Depending on project needs, the team may include:

- Instructional designers
- Multimedia specialists
- Specialists
- Accessibility experts
- Marketing and enrollment support staff
- Student success and program support personnel

A project lead will contact you to confirm timelines and schedule the project kickoff meeting.

## ***Preparing for Your Development Kickoff Meeting***

The kickoff meeting marks the beginning of the development process and establishes expectations, deliverables, and timelines for all project stakeholders.

To prepare, we recommend the following:

### ***1. Review Online Learning Best Practices***

Become familiar with quality standards and examples of effective online learning experiences.

### ***2. Gather Existing Course Materials***

Compile any materials currently used in the course, including:

- Lecture notes and presentations
- Assignments and assessments
- Readings and resources
- Discussion activities
- Multimedia content

### ***3. Identify Digital Resources***

Consider external content that may enhance student learning, such as:

- Scholarly articles
- Open Educational Resources (OER)
- Professional websites
- Videos, podcasts, and webinars
- Industry tools and simulations

### ***4. Consider Course Design and Branding***

Think about:

- Visual themes and imagery
- Course organization and navigation
- Opportunities to showcase discipline-specific content

### ***5. Explore Engagement Opportunities***

Consider learning activities that promote interaction and student success, such as:

- Case studies
- Simulations
- Collaborative projects
- Peer review activities
- Video-based discussions

## **6. Prepare Your Schedule**

Be ready to discuss:

- Development milestones
  - Review and feedback cycles
  - Course launch deadlines
  - Regular project meetings and check-ins
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## ***Our Commitment***

UNLV Online is committed to partnering with faculty and academic units to create engaging, accessible, and high-quality online learning experiences that support student success and advance the university's strategic goals.

We look forward to working with you.