UToledo Online
A Guide to Launch a New Online Program

This check sheet provides a step-by-step guide to best practice considerations and requirements as you and your department work on launching a new or existing program to the online modality.

☐   Step 1: Contact UToledo Online to start the exploration phase

- Marketability considerations:
    - 7-week course format
    - Competency-based education (CBE) course format
    - Flexible start dates
    - Program uniqueness
- Partner with an instructional designer:
    - Course development considerations:
        - Blackboard templates
        - QM standards

☐   Step 1a: All new programs will partner with the Provost's Office to seek ODHE approval and notify HLC.

☐   Step 2: Enter program information (update or new) into CIM

- Approvals: Department, College, Provost's Office
- Notifications after approval:
    - Provost's Office-ODHE
    - CIM-Marketing
    - CIM-Registrar's Office
    - CIM-Admissions (application)
    - CIM-UToledo Online

☐   Step 3: Contact marketing and communications to discuss process to update website and capture leads

- Programs will be listed on the program page
- College program pages
- RFI links added to all pages

☐   Step 4: Develop Courses

☐   Step 5: Program Launch