



Working with an Instructional Designer

A collaborative guide for YOUR success.

How to Prepare

- Identify course outcomes and updates.
- Gather key materials (assignments, rubrics, activities).
- Identify what's working and potential challenges.
- Review design standards and available templates.
- Schedule your kickoff meeting with your Instructional Designer.

REMEMBER!

The discovery meeting isn't an evaluation. It's a creative discussion that requires your expertise and experience to design your best course.

Discovery Meeting Expectations

1. Introductions

Share your teaching philosophy and the course learning outcomes.

2. Clarify

Is your goal to develop a new course, revise a current course, or change modalities?

3. Purpose

This is the initial meeting to discuss ideas, concerns, and timelines. Go to this meeting with questions. Don't worry about answers.

4. Roles & Responsibilities

Define faculty vs. ID tasks.

5. Timeline & Scope

Review your calendar. Be prepared to discuss milestones and deliverables.

6. Tools & Templates

Identify supports and resources you are already using, and potentially those you would like to use, and how these support student learning.

7. Next Steps

For the kickoff as well as future meetings, always confirm follow-up expectations and deliverables.

Sustaining the Process

To-Do List

- Complete the Outline of Instruction to clearly identify curriculum goals and outcomes.
- Familiarize yourself with learning management system capabilities and limitations.
- Create the draft of the course design.
- Identify learning design (or combination of) that serves the course objectives, assessment strategies, and student success.

What to Expect from Your ID

- Provide support for the visual layout and content flow.
- Support accessibility for visual components, media, and text.
- Follow established feedback schedule.
- Maintain project schedule.
- Regularly communicate (follow-up summary emails listing action items, weekly check-ins)

Challenge

Prevention & Solution

Feeling evaluated or judged

Check-in with your ID to reaffirm partnership and responsibilities.

Mixed deadlines

Use shared calendars, set alerts in personal calendar, communicate with ID as soon as possible.

Inconsistent layouts

Apply course template early. Consider course design worksheets if you don't have a template available.

Tech challenges

Limit new tools. Focus on pedagogy. Let the curriculum guide the technology needs.

Resources (links included)

Working with Instructional Designers

Understand what IDs do and how you can take advantage of their skills.

Online Course Development

The Digital Learning Production provides research-based learning practices that are inclusive, accessible, and student-focused.

Online and Blended Course Development

Assists with aspects of developing and teaching an online or blended course.

SCRIBD ADDIE Presentation

Connects planning, implementing, and evaluating to the curriculum development process. (Ad viewing content available)

Basic Process Instruction

Summary design process recorded video.

Time Estimate for E-Learning

An excellent resource when transitioning from in person to virtual or online.

Example Timeline

WEEK 1

Kickoff

WEEK 2

Course Outline

WEEK 3-6

Content Draft in LMS
Assessments Complete

WEEK 7-9

Accessibility Review

WEEK 10-12

Final Edits

WEEK 14

Course Ready to Launch

Reflect & Refine

Every collaboration deserves a debrief or a moment of reflection. After completing a design cycle and launching the course, pause and ask:

- What went well in my communication and collaboration?
- Where did tension or confusion arise, and how might I reframe it to encourage a better process?
- Did I listen openly, or was I defensive?
- How can this experience inform my next course design?