



Web Based Instructional Design Model*

Time and Budget Allocations

Personnel and Duties	Estimated Time	Costs
Instructor: <i>Denise Reilley</i>		Salary determined by College of the Desert
Teach course	5 hours	
Answer email	1 hour	
Office hour (campus)	1 hour	
Troubleshooting instructional or technical problems	1 hour	
Review, score, and provide feedback on assignments and projects	2-5 hours	
Miscellaneous activities (course updates/corrections)	1 hour	
Total	11-16 hours/week	
Curriculum Development: <i>Zerryl Becker</i> Reviews curriculum, content and evaluates.	Part of regular curriculum duties	Salary determined by College of the Desert
IT Support: <i>Marc Drescher</i>	Part of regular technical support duties	Salary determined by College of the Desert

Implementation Questions

Preparation Tasks for Implementation	Responses
Initial Learner Contact & Registration	
How will the WBI be advertised?	College of the Desert online and printed catalogue, schedule of classes
When does the course begin/end?	Start of each semester (Fall & Spring), 16 week semester.
Who makes initial contact?	COD WebAdvisor generates automatic email based on registration to all online students with instructions for login.
How learners are initially contacted?	Automated email to MyCOD student account.
How do learners know where/when to register? To access WBI?	Instructions are part of the automated email sent upon registering for the class.
How do learners identify required software and book?	Through the online course description on the COD website
Who do learners contact for technical or administrative assistance?	Administrative issues are handled through the COD registrar's office (fees, registration). Errors or problems with course contact are directly reported to instructor by students. LMS questions are directed to COD IT or 24/hr LMS support.
Technical Requirements for Communication	
How does the instructor access WBI?	The instructor will access the LMS with instructor login privileges (username and password).
How does instructor send/share documents for feedback on assignments?	Feedback on assignments is through LMS gradebook and individual email features.
How will instructor or learners access online skills training?	All training for learners is provided in the course materials within the LMS.
How will instructor or students report technical problems?	Technical problems are initially reported to instructor and then forwarded to either LMS support or COD support staff. Technical difficulties with student equipment will be the student's responsibility.
Online Skills Training	
How will the instructor be trained?	LMS training is through online support services at College of the Desert.
How will the students be trained?	Students may access online support services and student training through campus counseling support center or online using the main COD site (student services link).

Strategies for Managing Day-to-Day Activities

Activities	Strategies
Instructors	
Activating links	Instructor will activate links and provide weekly announcements through LMS when modules are activated. All weekly announcements are also sent via email through automated LMS system (enrolled students only).
Sharing time expectations	Outlined in course syllabus
Find lost learners	Student access is automatically tracked through LMS gradebook. Contact student that miss two consecutive modules by email through MyCOD email system.
Assess learners	All student work will be downloaded and graded through LMS digital dropbox and gradebook.
System or technology failures	Students will be contacted via email of LMS system failures and updated regularly when course access is resumed.
Tracking learner participation	Student login, discussion participation, and submitted assignments are all tracked by LMS. Instructor has the option of enabling statistical tracking for individual modules.
Students	
Identify course activities	Review course syllabus and course schedule for specific due dates. Review tasks required at the beginning of each module.
Participate in course activities	Allocate time for completing each module. Engage in discussion forums (technical questions and assignment posts). Practice skills. Establish open communication with instructor.
Complete class assignments	Allocate time for class assignments outside of course instruction. Submit assignments through LMS provided link for grading.

***Image Reference (page 1):**

Davidson-Shivers, G. V. & Rasmussen, K.L. (2006). *Web-Based Learning: Design, Implementation, and Evaluation*. New Jersey: Pearson.