Moving Online Outline Content to an Onsite Outline

Here are some tips and an example that show how to convert an existing online outline into an onsite outline.

Creativity 101 – ONLINE OUTLINE: Module 4

Topic:	Generating Creative Ideas
Student Outcomes:	Utilize new ideation techniques (Assn. 4.1) Compare and contrast various techniques for generating ideas (Assn. 4.2) Analyze the effectiveness of techniques utilized (Disc. 4.1, Assn. 4.1)
Page Topics:	Where do novel ideas come from? Key creativity researchers R. Epstein's findings Csikszentmihalyi's findings Divergent thinking techniques Free association "What if" thinking Daily creativity practice Flexible thinking
Media:	Demo videos showing divergent thinking techniques: free association, "What if" thinking
Discussion:	Topic 4.1 The Origin of Good Ideas: Describe a time when you unexpectedly came up with a great idea. What strategies or techniques did you use? In light of what you have learned in this module, why do you think this strategy worked?
Assignments/ Exercises:	Read Ch. 5 "THINK" in Zig Zag (Sawyer). Assignment 4.1: Midterm Project Ideation: Submit a mood board for your midterm project, experimenting with techniques learned this module. Assignment 4.2: Reflection: Write what you have learned in this module (250-500 words). Compare and contrast the techniques you tried and how well they worked.
Quiz/ Progress Questions:	Key creativity researchers

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Topic:	Generating Creative Ideas
Notes:	Complete (week 4) teacher evaluations online Check dashboard for progress grades next week
Lecture/ Demo:	Where do novel ideas come from? Key creativity researchers and findings: R. Epstein and Csikszentmihalyi Divergent thinking techniques: free association, "what if" thinking Demo divergent thinking techniques Daily creativity practice and flexible thinking
Activity:	Discuss how you come up with your best ideas Compare and contrast famous creatives' techniques for generating ideas Critique homework Practice ideation techniques
Assignment:	Read and prepare to discuss Chapter 5 "THINK" in Zig Zag (Sawyer). Midterm Project Ideation: Submit a mood board for your midterm project, experimenting with techniques from this module. Reflection: Write what you learned from in-class work and reading (250-500 words). Compare and contrast the techniques you tried and how well they worked.

Tips (right column)

Keep the topic the same.

Don't add Notes unless there is an important announcement for students.

Use Student Outcomes as a guide for adding in-class Activities or Assignments below, if appropriate.

Create Lecture/ Demo topics from module Page Topics and Media (including video demos).

Consolidate topics whenever possible.

Create in-class Activities from the online Discussion, Exercises.

Begin Assignments in class.

If you plan to critique or do a quiz in class, add those activities here.

Paraphrase online Discussion questions into a short statement Ex: Discuss _____.

Add additional instructions for onsite students, if needed. Ex: Read and prepare to discuss…

Remove assignment numbers.

Pitfalls to Watch For:

1. **Context shift:** Certain activities in an online course may not work onsite without modification. Ex: "Research 10 websites…" would need to become a homework assignment for on campus students unless they have access to the internet during class time.

2. **Timing/Sequencing:** Sometimes the sequence of module content online needs to be slightly modified for onsite because of the difference in timing (a week-long module OL v. a 3-hour class OS). Make sure the timing works.

3. **Language:** Certain verbiage in an online class may be confusing for onsite students unless it is modified. Ex: "Upload assignment to the module" could be rephrased as, "Submit assignment."

4. **Format:** Onsite outlines must be proofread and edited according to this Style Guide, or they will not be approved. http://faculty.academyart.edu/resource/StyleGuideOSCourseOutline.html

5. **TIP:** Imagine yourself teaching the online content in a face-to-face classroom environment. This will help you determine adaptations that will need to be made in the onsite outline.