

Section II

Needs Analysis and Instructional Goals

Needs Analysis was completed as a large group. The following is our portion of the needs analysis chart. We selected to focus on the goal that is in bold.

Topics	Needs	Goals	Method of Data Collections
Management	<ul style="list-style-type: none"> • Online course designers need to spell out their rules regarding assignment due dates and participation in their syllabi and direct students' attention to course guidelines and policies. • Online course designers need to be explicit about the participation rules. Students need to know how often they are expected to participate in online discussions to manage their time. • Online course designers need to organize information in an easy-to-follow order to save time for students. • Online course designers need to schedule regular office hours for students - even if those office hours are just times when they will definitely be online checking messages & let students know when those office hours are so they can either meet virtually or send urgent messages to during that time and get immediate response. • Online course designers need to create a discussion board for questions and direct students to go there to ask their questions. • Online course designers need to create an FAQ where students can 	<p>Learner will generate strategies for students to utilize within the course that helps students manage time, participation, and assignments. (Problem-Solving – Intellectual Skills)</p> <p>Learners will demonstrate learning management system skills and its functions, utilization of course tools given to maximize the helpfulness of the course, and provide proper feedback opportunities, materials, resource to students. (Intellectual Skills and Verbal Information)</p> <p>Learner will develop an online learning environment that is organized, easily navigational, and will help direct students to important information to promote meaningful learning outcomes. (Intellectual Skills and Verbal Skills)</p>	<p>Learner and Instructor interviews Online course review</p>

	check to see if their question was already asked and answered.		
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