1. **Gather materials from existing course (REMEMBER: you aren't creating a new course!)**
   - Course outline
   - Course materials
   - For a complete list of possible materials, refer to "Materials you need to get started"

2. **Reflect on previous delivery of the course and answer the following questions:**
   - What topics and/or activities were most engaging for learners?
   - What topics and/or activities were challenging for learners?
   - What made specific topics and/or activities either engaging or challenging for learners?
   - What, if any, modification might you make to the course in an online format?
   - What skills, abilities and tools do all students need to be successful in completing this course in the face2face format and in the online format?

3. **Sketch a proposed plan for the course in an online format**

   What aspects of the course will be in a synchronous format?

   - Virtual office hours
   - First class meet-up/introduction to the course
   - Mid-way check-in with the entire group
   - Final project presentations

   What aspects of the course will be in an asynchronous format?

   - Module content
   - Assignment submissions
   - Discussion board posting & responding

4. **Identify skills you need to enhance/develop as you migrate the course to an online format**
   - Technology-related skills
   - Greater proficiency in Blackboard tools
   - Curriculum development, lesson design and planning skills
   - Inclusivity awareness and responsiveness