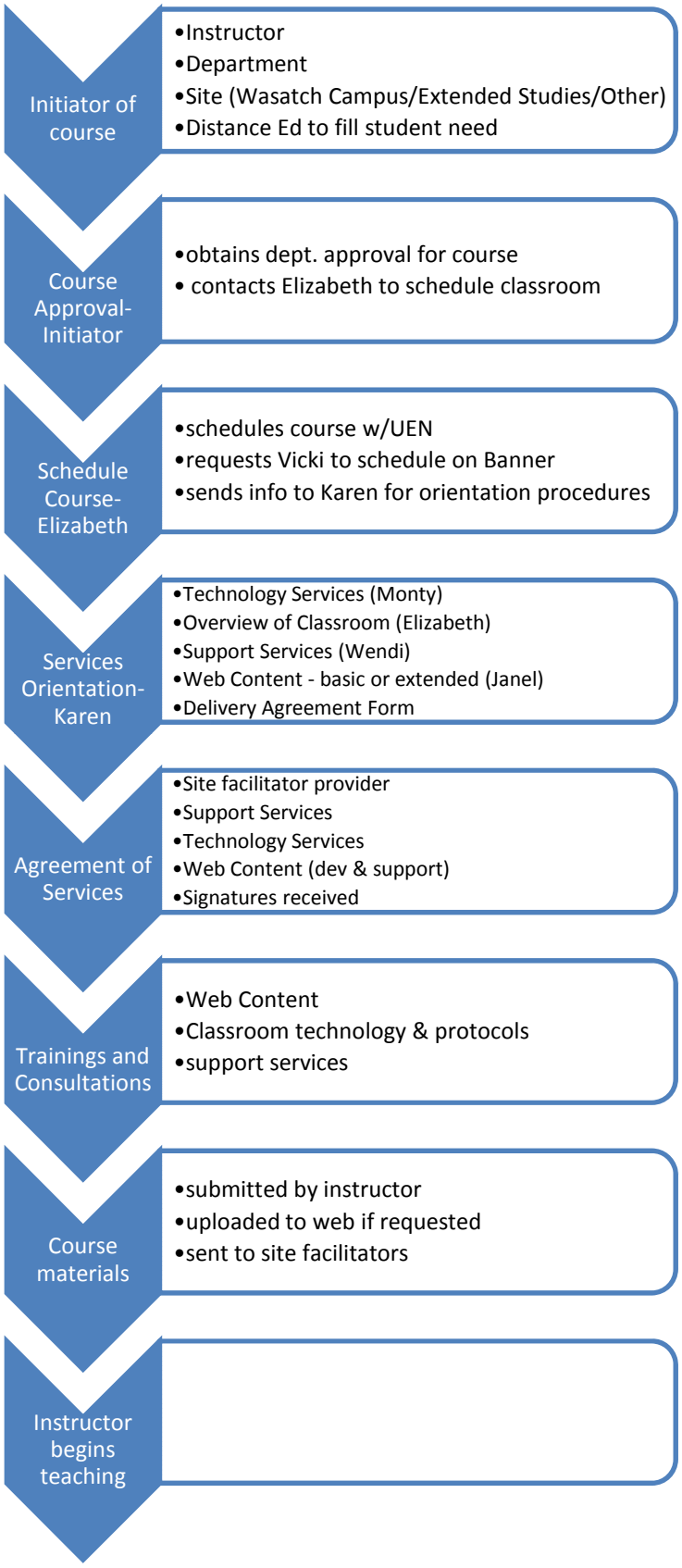
Initiator of course
•Instructor
•Department
•Site (Wasatch Campus/Extended Studies/Other)
•Distance Ed to fill student need
Course Approval-Initiator
•obtains dept. approval for course
• contacts Elizabeth to schedule classroom
Schedule Course-Elizabeth
•schedules course w/UEN
•requests Vicki to schedule on Banner
•sends info to Karen for orientation procedures
Services Orientation-Karen
•Technology Services (Monty)
•Overview of Classroom (Elizabeth)
•Support Services (Wendi)
•Web Content - basic or extended (Janel)
•Delivery Agreement Form
Agreement of Services
•Site facilitator provider
•Support Services
•Technology Services
•Web Content (dev & support)
•Signatures received
Trainings and Consultations
•Web Content
•Classroom technology & protocols
•support services
Course materials
•submitted by instructor
•uploaded to web if requested
•sent to site facilitators
Instructor begins teaching