



**Now Available!**

# Learning Management System

## Design Services

**Let the e-learning professionals in the Office of Organizational Effectiveness assist you with developing and designing online or blended format courses for the LMS.**

### Services include:

- Course development consultation;
- Course organization and collaboration with subject matter experts designated by your office;
- Course design;
- Course review and feedback processes;
- Quality Matters alignment review;
- Live course assistance and support.

You select the level of collaboration. Fully trained course developers may provide their own design services within their offices or collaborate with design specialists in the Office of Approaches to Teaching and Professional Learning for start-to-finish services.

### Step-by-step LMS Course Design Service Process

1. The office determines a need for online or blended professional learning for the education community.
2. The office identifies subject matter expert(s) to develop course objectives and an outline.
3. The office contacts the LMS Design Services team (using contact information below) to access and complete the new Course Form.
4. The e-learning team will coordinate a planning meeting with subject matter experts.
5. Project planning meeting held; deadlines and course requirements reviewed.
  - QM rubric
  - Project Planning Form
6. Subject matter experts send content to e-learning team for course development.
7. Subject matter experts review the course in LMS and provide feedback.
8. The e-learning team conducts a final QM review.
9. The office and e-learning team conduct a final review, and the office approves the course.

### Interested in learning more?

Contact the LMS Design Services team at [lmssupport@education.ohio.gov](mailto:lmssupport@education.ohio.gov)