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Description automatically generated

**UI Extension Online Education**  
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UI Extension Online Course Creation Form

This form is used to collect all the necessary information for creating a new course in Modern Campus ([UI Extension’s Online Course Catalog](https://keeplearning.uidaho.edu/public/category/programArea.do?method=load&selectedProgramAreaId=1023467)). If you have any questions about this form or the process, please contact Erin Doty ([extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu)), Director of Extension Online Education.

All fields are required unless otherwise specified.

# **Course Information**

**Course Title**:

|  |
| --- |
|  |

**Maximum Number of Course Hours**:

|  |
| --- |
|  |

**Can learners earn Continuing Education Units (CEUs) or K-12 Teacher Professional Development (PD) credit with this course? Please note that PD credits are 1 credit for 15 hours of work.**

CEUs How many CEUs?   
 PD How many PD credits?

**What Extension Priority Theme (PET) is this associated with?**

4-H Youth Development

Community Development

Food Production Systems

Forestry & Natural Resources

Health & Wellness

Horticulture & Small Farms

Water

**Course Description** (This can include images, videos, links, etc.):

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| --- |
|  |

**Course Outline** (*optional*):

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| --- |
|  |

**Learner Outcomes** (*optional*):

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| --- |
|  |

**Prerequisites** (*optional*):

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|  |

**No available section statement**: this shows when there are currently no available sections of the course. What would you want to tell students, if anything? (***optional***):

|  |
| --- |
|  |

**Do you want to require an application for the course?** This will require students to complete and submit an application. You will then need to review each application in the system and approve or deny the students. Students would need to be approved before being officially registered for the course (***optional***).

No Application  Yes, require an application (*if you choose this you will need to provide us with a Word document that outlines what you want included in the application*)

**Do you want to include a learner information survey for the course?** This will require learners to fill out a questionnaire upon registration but students will still be allowed to register as desired.

No Survey  Yes, include a survey (*if you choose this you will need to provide us with a Word document that outlines what you want included in the survey*)

**Keywords for your course to help learners find it in search** (*optional*):

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| --- |
|  |

## **Instructor(s) Information**

If the course has more than one instructor, please copy the prompts below as many times as you need.

If each individual section will have a different instructor, leave this part blank and only fill out the instructor information in the course-section information section. When in doubt, fill them both out.

### Instructor #1

|  |  |
| --- | --- |
| **Name** |  |
| **Vandal ID# (V#)** |  |
| **Job Title** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Are they already in Modern Campus?** | Yes  No (new account) |

# **Section(s) Information**

If the course will have more than one section, please copy the prompts below as many times as you need.

|  |
| --- |
| **Section #1** |

**Section Title** (How do you want the section to appear in the catalog?):

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| --- |
|  |

**Transcript Title** (How do you want the course to appear on the learner record?):

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| --- |
|  |

**How many total hours will the course take to complete?**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **CLASS SIZE** | | |
| Max Enrollment Size |  |
| Minimum Enrollment Size |  |
| Maximum Wait List Size |  |

|  |
| --- |
| **SECTION AVAILABILITY** |

**Staff View Enrollment Dates** (Dates that staff can enroll students):

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | Click or tap to enter a date. | **To** | Click or tap to enter a date. |

**Public View Availability Dates** (Dates the section will be available for the public to see):

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | Click or tap to enter a date. | **To** | Click or tap to enter a date. |

**Public View Enrollment** (Dates that the public will be able to self-enroll in the course):

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | Click or tap to enter a date. | **To** | Click or tap to enter a date. |
| **DROP ALLOWANCES** | | | |

**Allow Public View Drop Requests** (When are students allowed to drop the course?)**:**

Until \_\_\_\_\_\_ days before start date

Until \_\_\_\_\_\_ days after start date

Until \_\_\_\_\_\_ days after enrollment

From Click or tap to enter a date. To Click or tap to enter a date.

|  |
| --- |
| **CANVAS** |

Do you need a Canvas space for this section?

Yes  No

How long after the course section is complete do you want to allow students to access the Canvas space?

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| --- |
|  |

If this is a self-paced course, how long do you want to give students to complete the course?

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| **SECTION INSTRUCTOR INFORMATION** |

If this section has more than one instructor, please copy the prompts below as many times as needed.

|  |  |
| --- | --- |
| **Instructor #1** | |
| **Name** |  |
| **Vandal ID# (V#)** |  |
| **Job Title** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Are they already in Modern Campus?** | Yes  No (new account) |
| **INSTRUCTION METHOD** | |

Classroom

Hybrid (Classroom and Online)

Online, Synchronous Meetings

Online, A-synchronous/self-paced

Practicum/Field Day

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE, TIME & LOCATION** | | | |
| **Section Start Date** | Click or tap to enter a date. | **Section End Date** | Click or tap to enter a date. |

**For in-person or synchronous meetings only**:

|  |  |
| --- | --- |
| **Total Number of Meetings** |  |
| Please Include the following information for **each** meeting: | |
| **Date** |  |
| **Time** |  |
| **Location** |  |

|  |
| --- |
| **COURSE SECTION RESOURCES/MATERIALS** |

Are there any resources or materials you want students to purchase for the course (ex. Text books, workbooks, etc.):

|  |
| --- |
|  |
| **CERTIFICATES** |

Do you want to offer a course completion certificate to learners?

Yes  No

|  |
| --- |
| **DIGITAL BADGE** |

Do you want to offer a digital badge to learners?

Yes  No

|  |
| --- |
| **FEES** |

Do you want to charge a course fee?

Yes  No  
  
If yes, how much would you like to charge?

|  |
| --- |
|  |

|  |
| --- |
| **Please keep in mind the standard Extension Online revenue structure:** |
| 11% U of I Administrative Fee 1.5% CALS Administrative Fee 1.5% Extension Administrative Fee 10% Modern Campus & Canvas Subscription Fee 10% to PET 66% to educator  *If you have any questions about this, please reach out to us at* [*extensiononline@uidaho.edu*](mailto:extensiononline@uidaho.edu)*.* |

What index do you want your revenue to go into?

|  |
| --- |
|  |

Please submit completed forms to [extensiononline@uidaho.edu](mailto:extensiononline@uidaho.edu).