Transition Guide

Major Changes to the Second Edition

- Chapters (lessons) are retitled and reorganized to reflect work products and to model an online course
- A whole new chapter: “Content Map”
- Each chapter now includes:
  - Audio Introductions available to listen to on the author’s website
  - A relevance statement which provides an overview of each lesson and highlight why it matters
  - A Content Map which gives an overview of the topics, presents information retrieval cues to learners, and provides context by illustrating the placement of a topic within the remainder of the content
  - Conquering the Content in Action feature highlighting examples and experiences from faculty
  - Time-Saving Tips to help you be efficient with your online courses
  - Actions Items (formerly “Action Steps”) integrated into the lesson content (rather than at the end of the chapter)
- Forms are now interspersed throughout the text and numbered according to their relevant Action Item
- Examples of completed forms are now included
- Increased graphical elements throughout the book
- The book now includes a helpful glossary
- Addition of a website to share sample work products

Chapter-by-Chapter Changes to the Second Edition

Preface

In addition to the information from the first edition preface, the reasoning for the organization of the second edition is explained in the preface. A quick read of the Preface will help readers understand the big picture and philosophy of course development that will help provide context for the book.

Lesson 1: Begin Here

Lesson 1 includes the addition of an audio introduction link, lesson relevance, and multiple content maps. Action Items (formerly Action Steps) 1–5 are included here as well as introduction of “The Two-Minute Test.” A substantially expanded section on questions from first-time online instructors has been included to help set at ease first time faculty early in the online course design and development process. These same questions might still be lingering in the minds of some instructors who have previously taught online. Conquering the Content in Action contains faculty examples of how “Begin Here” is used in courses.
Lesson 2: Content Map - New Chapter

Lesson 2 is brand new and expands on the previous course outline to create a graphical representation of the course content called “Content Map.” Lesson 2 also includes a link to an audio introduction, lesson relevance, time saving tip, and multiple content maps. Action Items 6–15 are within Lesson 2. An explanation of uses of the Content Map as well as a blueprint for content map development is included. An authentic example of using the blueprint for content map development, including images of the work in progress, help guide readers through development of their own customized Content Map. The section on Novices vs. Experts is included in this chapter as well as a blueprint for developing course structures. Conquering the Content in Action provides examples of faculty uses of Content Maps.

Lesson 3: Learning Guide

Information regarding the Learning Guide has been consolidated into this chapter. Lesson 3 also includes a link to an audio introduction, lesson relevance, four time saving tips, and multiple content maps. Action Items 16–33 are within Lesson 3. The information on enduring vs. non-enduring content, audiences and functions of the Learning Guide, Learning Guide Components and the Learning Guide Development Blueprint are within this chapter. The Learning Guide Development Section includes more detailed Content Maps for that particular section. This model of detailed Content Maps helps to provide an additional example of Content Map usage so that those using the book can help decide the level of detail to use for their own Content Maps. Both formal “Learning Objectives” and casual “What I Need to Know” styles of Learning Guides are represented in this section to model the levels of customization that the blueprint for the Learning Guide allows. Assessment information from the first edition’s Chapter 3 (Design with Assessment in Mind) is included here. The addition of “Lesson Dates” and “Points Earned” are new additions to the Learning Guide. Conquering the Content in Action includes faculty uses of the Learning Guides.

Lesson 4: Prioritizing

Included in the second edition of Conquering the Content is a specific chapter (Lesson 4) dedicated to prioritizing the most important aspects of course development. Since most faculty have very limited additional time to develop a course, a series of layers for course development will allow faculty to progress as time allows and still present a finished product to students as the course development process proceeds. Reducing student anxiety and faculty anxiety are new sections in this chapter. Lesson 4 also includes a link to an audio introduction, lesson relevance, a time saving tip, and multiple content maps. Action Items 34–37 are within Lesson 4. A matrix for selecting the highest impact items will allow faculty to create a realistic and achievable plan for the remainder of the course development process. Information on teaching for the long term is contained within this chapter. Conquering the Content in Actions presents faculty experiences with prioritizing and layering course development.

Lesson 5: Content

As have the previous chapters, Lesson 5 includes a link to an audio introduction, lesson relevance, a time saving tip, and multiple content maps. Action Items 38–44 are within Lesson 5. Lesson 5 provides information on how people learning, how the brain processes information, instructional design, chunking, and two blueprints. One blueprint is for chunking and the other is for creating bridges between the chunks of content. Also included in this chapter: information on a learning styles inventory, organization of prior learning, cognitive load, and the four qualities of online content (chunk-ability, repeat-ability, pause-ability, and understand-ability). The demonstrations on chunking and guidance through chunking course content as well as creating bridges between the chunks is
within Lesson 5. Conquering the Content in Action provides specific examples of faculty experience with chunking course content.

Lesson 6: Continuous Improvement

Lesson 6 includes a link to an audio introduction, lesson relevance, two time saving tips, and multiple content maps. Action Items 45–52 are within Lesson 6. This chapter includes peer review, effective practices, forms for identifying needs for continuous improvement, documents for revisions, and identification of next steps. Images from actual courses provide examples of effective navigation. A sample course schedule allows students to find a pace in the course that will allow for success. Suggestions about how to manage communications and faculty availability will help find a sustainable pace for faculty teaching an online course. The Communications Log and Link Rot Forms are located in Lesson 6.

Online Premium Content

Customizable blueprints and forms are available as premium content.