



## JBE Request for On-Line Course Design

Please use this form to request course design from JBE. Fill in all information and email this form to JBE. One of the designers will be in touch to discuss your course with you.

Requestor Name(s):

Date:

Course Title:

What are the learning objectives for this course?

Who will be taking the course?

What is their experience level with regard to this subject matter?

Do you have a desired run time for this course?

When would you like to have this course available?

What is driving the desired completion date? (Compliance, roll out date, etc.)

Is it a hard or soft date?                      Hard                      Soft

Is the course content fully developed?                      Yes                      No

| If yes, content has been approved by

If no, what assistance do you need from JBE?

If no, what resources are currently available on the subject matter?

Who are the subject matter experts on this topic?

| Who will provide final approval of the course?

What types of content will your course contain? Check all that apply.

Video

PowerPoint slides

Website links

Articles

Software simulation

Narration/Voice over

Handouts

Other:

How will successful completion of this course be tracked?

Upon completion of quiz with passing score of \_\_\_\_\_

Upon viewing of all course content

No tracking required

Please list any other information you feel may be helpful.

Please click the email icon below to send this form directly to JBE.



FOR JBE PURPOSES ONLY

Approved:

Assigned to:

Date: