Course build checklist

1. Fill out one of the two Online intake surveys below.
   - If this is a self-service build (you’ll use your own instructional design resources to build the course), please fill out this survey.
     https://forms.gle/tdy1U4NXi9joAGD58
   - If you’ll need to use CPE instructional design resources, please fill out this survey.
     https://forms.gle/zNR6MiYWLnyXvxKK9

2. If you have not built a course on our platform before, enroll in the CPE Toolkit.
   links.asu.edu/cpe_toolkit

3. If course is revenue bearing, sign a Memorandum of Understanding with CPE.

4. When the course is close to being finished, submit the course catalog description.
   links.asu.edu/cpe_catalog

5. CPE and the EdPlus quality assurance team will review the course design.

6. With your approval, the CPE team launches the course!