

Instructional Design and Access Services

Instructional Design and Access (IDA) exists to support all instructional staff with pedagogical and technical training and advice, troubleshooting, and assistance with accessibility needs. IDA is part of the Media Resources Center and can be reached by email at IDA@wichita.edu.

This guide outlines the services IDA does and does not offer at this time. Any instructional staff wishing to utilize the services below should contact the office via email for an appointment. However, if you are facing a specific technical problem, please submit a ticket through OneStop.

What IDA Offers

Course design and training:

We can help with the design of your online, face-to-face, or hybrid course. We work with instructors to assess obstacles to learning and help find ways to improve courses using available WSU resources.

Online, hybrid, and face-to-face pedagogy training:

We work with all instructors, and especially those who are new to teaching, as they work to develop courses and course components, whether for online or face-to-face delivery.

Learning objectives/outcomes training:

Having trouble creating measurable learning outcomes/objectives for your course(s)? IDA has trained staff who can help you write measurable outcomes and get them aligned to your content and assessments.

Creation of development or “sandbox” shells:

If you would like to start work on a class early or see how some change in your existing class might look, you can do that work in a “development shell” that will never have students or enrollment. If you would like a development shell, simply contact us for help.

Creation of templates:

If your department or program would like to standardize the look-and-feel of your courses in Blackboard, you can work with us to create a template. We also provide and maintain the standard university Blackboard template.

Quality Matters pre-review:

We have several optional pre-QM reviews you can request. The highest level of review, the Gold Review, is designed to prepare you for an official QM review.

Blackboard training and troubleshooting:

We have video and article trainings available for instructors. We also meet one-on-one and with groups to work through issues together.

Accessibility advice, training, and review:

In addition to the multiple training opportunities we provide, we can review your course (face-to-face, online, or hybrid) for likely accessibility concerns and suggest reasonable fixes for identified issues. We also work with interested instructors to certify the accessibility of their courses.

Instructional Design and Access:
“You teach; we help.”



Blackboard and accessibility labs:

We offer weekly drop-in labs for instructional staff to have Blackboard and accessibility problems assessed, receive some immediate training, and get insight and advice. Contact us for the current schedule.

Right-now questions:

If you have a question that will not wait for a lab, send it to us at IDA@wichita.edu and let us help.

What IDA Does Not Offer

Unfortunately, like all other offices on campus, IDA's staff and resources are limited. At this time, we do not offer the following services:

Course building:

We can train instructors in all aspects of course building in Blackboard, but we do not generally offer course building services. An exception would be for fully online classes in fully online programs when directed to offer this service by the Office of Online Learning.

Document and other accessibility remediation:

Document and course remediation for accessibility is supported at this time only through training on existing standards and necessary equipment.

Captioning services:

IDA trains instructors how to use available tools such as Panopto and YouTube to caption their own videos, and we can direct instructors to inexpensive paid services for captioning. We do not offer captioning services in this office.

Course editing:

While IDA regularly reviews courses and, therefore, often identifies editing needs, we do not provide editing services directly. However, we will always notify instructors of what we see as editing needs (old due dates, dead links, etc.).

Drop-in service in our office:

Our current schedule does not support drop-in services, but we do offer drop-in labs each week, and we accept questions by email to IDA@wichita.edu. We attempt to answer questions within 24 hours during the work week.

Course rollovers ("loading" for a new term):

Instructors are responsible for rolling their courses from term-to-term and cleaning them up for the new term. IDA will provide training to any instructor who is unsure how to roll a course from term-to-term.

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