

## Online Course Development Timeline / Fall Delivery

February	March	April	May	June	July	August	Sep-Dec Fall Semester
<b>Preparation &amp; Training</b>							
❖ <b>Wk 1</b> Instructor attends conceptual meeting for Planning	❖ <b>Wk 1</b> Instructor attends technology overview session	❖ <b>Wk 1</b> Instructor attends WebCT training (optional depending on course and experience)		❖ <b>Wk3</b> Instructor attends training on practical aspects of their own course – Blackboard Grade Book, assignment tool, etc.		❖ <b>Wk1</b> Optional additional Blackboard and Online Teaching training opportunity for instructors	
<b>Development &amp; Revisions</b>				<b>Class First Run</b>			
❖ <b>Wk 3</b> Instructor begins to develop course Outline (1)  ❖ <b>Wk 4 (critical)</b> Instructor meets with Web Development Team	❖ <b>Wk 2</b> Instructor delivers blueprint for first 25% of the course.  ❖ <b>Wk 4</b> Instructor delivers blueprint for first 75% of the course	❖ <b>Wk 2 (critical)</b> Instructor delivers blueprint for 100% of the course  ⊙ <b>Wk 3</b> Course Web Team begins dev.  ❖ <b>Wk 3</b> Instructor delivers content for lessons for 25% of the course	❖ <b>Wk 1 (critical)</b> Instructor delivers content for 50% of the course  ❖ <b>Wk 3 (critical)</b> Instructor delivers content for 65% of course  ⊙ <b>Wk 3</b> Team uploads content for first 25% of course	❖ <b>Wk 2 (critical)</b> Instructor delivers content for 80% of the course  ⊙ <b>Wk 3</b> Team uploads content  ⊙ <b>Wk 4 (critical)</b> Instructor delivers content for 100% of the course	⊙ <b>Wk 1-3</b> Web Team continues development of final 100% of course  ❖ <b>Wk 4 (critical)</b> Instructor delivers course to department chair	⊙ <b>Wk 1</b> Team makes final adjustments to class	⊙ First run of class recommended 15 students or less  ❖ Before next semester instructor makes needed revisions  ⊙ During first run Team makes changes as needed.
<b>Evaluation &amp; Review</b>							
⊙ <b>Wk 4</b> Web team reviews course concept	❑ <b>Wk 3</b> Team reviews first 25% of blueprint	❑ <b>Wk 2 (critical)</b> Team reviews progress and fine tunes  ❑ <b>Wk 4 (critical)</b> Team reviews progress and fine tunes  ❖ <b>Wk 4</b> Instructor reviews Site	❖ <b>Wk 1 (critical)</b> Confirmation that 50% of course has been delivered – listed in time schedule  ❑ <b>Wk 4 (critical)</b> Team reviews progress and fine tunes	❖ <b>Wk 2</b> Instructor reviews Web Look and Site progress	<b>Wk4</b> Instructor presents the course to Web Team and members of department		Students review course and evaluate  ❑ Instructor performs assessment

**(1) Outline:** Course outlines complete with clearly articulated goals, evaluation criteria, clearly defined goals and parameters for assignments and activities.

Clearly articulated assignments, congruent with evaluation criteria and course goals, including detailed information about how students can proceed and what kinds of resources they will require and how we will assess their effectiveness.