



# GOUCHER COLLEGE

Welch Center for Graduate and Professional Studies

www.goucher.edu/gps

## Checklist: Develop A New Course

CHECK	ACTIVITY	TIMELINE
<input type="checkbox"/>	Attend initial planning meeting with your instructional designer. A temporary Canvas website is created.	6 months out ( <i>in advance of the start of the term</i> )
<input type="checkbox"/>	Determine your delivery plan for all content and lectures, e.g., Video? PowerPoint + audio? Zoom video conferencing (or the Canvas conferencing tool)? Existing learning objects? Media from Goucher Library? Develop learning objectives and a course roadmap.	4-5 months out
<input type="checkbox"/>	Draft your syllabus using the Goucher syllabus template.	4-5 months out
<input type="checkbox"/>	Review technology tool training materials, and participate in training sessions with the Welch Center and instructional designer.	4-5 months out
<input type="checkbox"/>	Develop and record lectures using Screencast-o-matic or VoiceThread.	2-3 months out
<input type="checkbox"/>	Select your reading materials; order a Course Pack if needed; post fair-use materials at your course website.	2-3 months out
<input type="checkbox"/>	Work with your instructional designer to <u>develop and post at your GoucherLearn site no later than the start date of the course</u> any of (but not limited to) the following elements: full, detailed set of instructions for each and every assignment (labs, student presentations, final paper, group work, etc.), online quizzes, discussion boards, wikis, blogs and/or any other communication areas, drop boxes for assignments to be submitted, faculty biographical data and photo.	2 months out
<input type="checkbox"/>	Select/schedule video conference dates and times. Participate in Zoom or Canvas Conferences training session and review training materials.	6 weeks out
<input type="checkbox"/>	Review your Canvas course website: lectures, assignment instructions, exercises, discussion forums, etc.	6 weeks out
<input type="checkbox"/>	CRITICAL: Post your final syllabus and schedule documents, course grading scheme and readings at the course website.	1 month out
<input type="checkbox"/>	Post pre-readings and textbook info at your website; notify students.	1 month out
<input type="checkbox"/>	CRITICAL: Publish your course website.	1 month out
<input type="checkbox"/>	Send hello/introduction message to students via Canvas Inbox email or screencast video.	4 weeks out
<input type="checkbox"/>	Check to make sure all your students have logged into the course site; if they have not, follow up via email or video conference. Make sure they have their login credentials.	1-3 weeks out
<input type="checkbox"/>	CRITICAL: Course begins. Your Canvas site should be fully developed with recorded lectures, assignment instructions, discussion boards, etc. Send welcome msg.	Jan/Jul = Residency Feb/Sep = Online