



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 planning meeting #1 with your instructional designer	4 months in advance of term start date
<input type="checkbox"/>	Take a <i>Quality Matters</i> workshop (if you have not already taken an equivalent)	3-4 months out
<input type="checkbox"/>	Develop course learning objectives	3-4 months out
<input type="checkbox"/>	Determine your delivery plan for all content and lectures. Will you use video? PowerPoint + audio? Zoom video conferencing? Canvas Studio? Learning objects? Media from the Goucher Library?	3-4 months out
<input type="checkbox"/>	Draft your syllabus and schedule using the syllabus template for your program	3 months out
<input type="checkbox"/>	Review technology training materials for Canvas and Zoom	3 months out
<input type="checkbox"/>	Develop and record lectures, presentations, and demos using Canvas Studio or Zoom	2 months out
<input type="checkbox"/>	Attend planning meeting #2 with your instructional designer to review deliverables and Canvas strategies	3 months out
<input type="checkbox"/>	Select reading materials and post in your Canvas course site	3 months out
<input type="checkbox"/>	Using the Assignment setup tool, develop and post at your Canvas site detailed instructions for each assignment	3-2 months out
<input type="checkbox"/>	Consider scheduling dates and times for virtual office hours	6 weeks out
<input type="checkbox"/>	Post your final syllabus and schedule at your Canvas course site	6 weeks out
<input type="checkbox"/>	Attend planning meeting #3 with your instructional designer to review Gradebook and SpeedGrader	4 weeks out
<input type="checkbox"/>	Review your thoroughly-developed Canvas course site	4 weeks out
<input type="checkbox"/>	Publish your Canvas site	4-2 weeks out
<input type="checkbox"/>	Send an announcement to students indicating that your site is published and that your syllabus and schedule are minimally accessible	4-2 weeks out
<input type="checkbox"/>	Course begins	Course start date
<input type="checkbox"/>	Send hello/welcome message to students via Canvas Announcement tool or Inbox email	Course start date
<input type="checkbox"/>	Make sure all your students have logged into the course site (see dates on your People page); follow up as needed via email	1-2 weeks post start date
<input type="checkbox"/>	Communicate as needed/desired with your instructional designer on any and all questions, needs	Active course period