



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	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? VoiceThread? 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 (tutorials here)	3 months out
<input type="checkbox"/>	Develop and record lectures, presentations, and/or demos using Arc (in Canvas) or VoiceThread or Zoom	2 months out
<input type="checkbox"/>	Select reading materials and post at your Canvas course site	3 months out
<input type="checkbox"/>	Develop and post at your Canvas site detailed instructions for each assignment (labs, presentations, final paper, etc.), assignment drop boxes, narrated lectures, quizzes, surveys, discussion forums, VoiceThreads, wikis, faculty bio data and photo, external video links (e.g., YouTube), files	3-2 months out
<input type="checkbox"/>	Select/schedule 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"/>	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