Checklist: Develop A New Course

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