



Taylor Institute  
for Teaching and Learning  
*Online Series*

# Online Course Planning Template



Use this template to help plan and sequence your online course.

<b>Dates</b>	<b>Topics Module/ Unit Learning Outcomes</b>	<b>Readings Teaching &amp; Learning Activities</b>	<b>Assessments &amp; Due Dates Scheduled Activities</b>	<b>To do: Preparation</b>
January 4 – 11 Week 1	Program evaluation essentials Approaches to program evaluation	Course outline Alkin text: P. 5-15, What is evaluation?	Synchronous session #1: January 7, 2019 Discussion board intro (not graded): January 11, 2019	Set up discussion board – introductions Record a welcome message in Yuja


**Notes:**

- Indicate start and end dates for the course
- Indicate statutory holidays on your course plan
- Indicate reading week on your course plan

# *One Possible Process for Course Design*

## **Plan on paper before starting to build in D2L:**

- Find out start and end dates of the course
- Block off statutory holidays and reading week
- Chunk content into modules/ topics or weeks
- Spread the content throughout the course:
  - What is manageable in each unit?
  - What will require more/ less time?
  - I block off the last week for reflection on learning – no new content in the last week of a (full-term) course
- List learning outcomes for each module/ topic
- Slot in important dates:
  - Reading week
  - Due dates for assignments
  - Exams
  - Synchronous sessions
- Structure teaching and learning activities
  - Find readings/ resources
  - Prepare assignment guidelines and rubrics
  - Write discussion board guidelines
  - Write quizzes
- Schedule online office hours
- Prepare my course outline and send it to the program coordinator for approval. Note: In Werklund they send course outlines to the copyright office for feedback as well
- If I have a teaching assistant, discuss roles and responsibilities for grading and/or facilitating student learning

## **Start building in D2L (not linear):**

- Structure the content areas (modules, topics) in D2L
- Add resources, including descriptions for documents and links
- Consider where to cross-post, add links (e.g. assignment instructions) and add redundancy across modules
- Add a welcome message
- Structure the assessments including submission information
- Set up grades and dropbox (within D2L)
- Organize the discussion board, including instructions for each of the discussion topics
- Set up online rooms (synchronous sessions)
  - Include a 'test room' that is open for the length of the course for students to test the technology
- Prepare a welcome message
- Record videos, if needed
- Set up groups, if appropriate
- Set up other tools being used in the course, such as checklists or release dates