



Development Timeline for a New Online Course

Successful development of a fully online course requires a significant amount of planning, organization and time. It is highly recommended that faculty begin development of a new online course **at least one full semester before the course runs**. Below is a timeline designed to assist you in keeping on track with the development of your online course. It is based on a five month preparation, planning and development schedule and assumes that the resulting course is a fully online, full semester (15 week) course.

| Countdown | Activities to be Completed |
|--|---|
| <p>5 Months</p>  | <ul style="list-style-type: none"><input type="checkbox"/> Initial meeting with an Instructional Designer in the Teaching Resource Center to review the processes for course development, timeline and training. Review best practices and the SUNY Broome Course Review Rubric.<input type="checkbox"/> Complete required training in the Learning Management System (either face-to-face or online).<input type="checkbox"/> Request a course development shell using the Blackboard Development Course Shell Request Form. (You must be logged in to your SUNY Broome Gmail to access form.)<input type="checkbox"/> Locate and review measurable course objectives and outcomes.<input type="checkbox"/> Analyze any existing face-to-face classroom content that is available and determine reusability in the online environment. Create a list of materials that will need to be developed/redeveloped for the online modality.<input type="checkbox"/> Review course syllabus – rework/revise any references to face-to-face classrooms and begin to develop strategies for meeting outcomes in the online modality.<input type="checkbox"/> Set up regular 1 hour appointments with an Instructional Designer to review progress (weekly or bi-weekly is recommended.) |
| <p>4 Months</p>  | <ul style="list-style-type: none"><input type="checkbox"/> Meet with an Instructional Designer at least twice during the month to review progress.<input type="checkbox"/> Organize and break up course content for online delivery (“Chunking”) – Determine the number and length of modules and develop an outline of the entire course.<input type="checkbox"/> Determine the types of learning activities, assignments, assessments and course interaction that will be included in order to meet course objectives.<input type="checkbox"/> Establish a grading policy, number of gradable items and value. (Percentage based or points based Grade Center?)<input type="checkbox"/> Create/ Customize standard Course Information documents:<ul style="list-style-type: none">○ Welcome Document (self introduction)○ Course Schedule (with content and module requirements broken down by date)○ Course Syllabus○ Contact Information○ How Students Will Be Evaluated (grading policy)○ Academic Honesty Policy○ Attendance Policy○ How Students Receive Technical Support<input type="checkbox"/> Set up basic course structure in the Learning Management System.<input type="checkbox"/> Begin collecting and developing content for each module.<input type="checkbox"/> Begin planning assessments, assignments and interactive activities. |

3 Months



- Meet with an Instructional Designer at least twice during the month to review progress.
- Continue collecting, developing and adding content to each module in the first half of the course.
- Create assessments, assignments and interactive methods (discussions) for each module in the first half of the course.
- Create and upload clear and complete instructions to students for completing assignments.
- Update Syllabus, Course Schedule or other Course Information documents, if needed.

2 Months



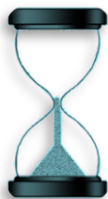
- Meet with an Instructional Designer at least twice during the month to review progress.
- Continue collecting, developing and adding content to each module in the second half of the course.
- Create assessments, assignments and interactive methods for the remaining modules
- Set up the structure of the Grade Center (points based vs. weighted percentage.)
- Create and upload clear and complete instructions to students for completing assignments.
- Update Syllabus, Course Schedule or other Course Information documents, if needed.

1 Month



- Meet with an Instructional Designer at least twice during the month to review progress.
- Set Availability dates for content and gradable items.
- Request a final course review from the Teaching Resource Center.
- Make necessary revisions based on course review.

1-2 Weeks



- When the development course is finalized, make an archive of your development course, download the resulting zip file and save it to a location outside of Blackboard (ex: Z drive).
- Copy the content into the blank shell that is linked to your section and students. (Shells are created one-month prior to the beginning of the semester). If you need assistance with this process you can either make an appointment with an Instructional Designer or attend the scheduled Blackboard drop-in hours in the Teaching Resource Center.
- Create a Welcome Announcement on the course Home Page.
- View your course as a student to verify the correct settings and availability dates have been applied.
- Be sure to enable your course when you are ready for students to access it. This is typically done either the week before classes begin or on the first day of class.

Showtime!



- Continue meeting with an Instructional Designer, as needed, for assistance in managing your course (grading, etc.) and with revisions as the semester progresses.
- Log in regularly and check for course messages, discussion postings or assignment submissions.
- Make regular archives of your course (particularly after adding content or grading assignments.)
- Make regular backups of your Grade Center.