



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 data-bbox="159 688 203 919">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, the OSCQR Rubric, and the SUNY Broome Course Template.<input type="checkbox"/> Complete required training in the Brightspace Learning Management System.<input type="checkbox"/> Request a course development shell using the Brightspace Development 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 data-bbox="149 1402 194 1633">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 Start Here & Course Information documents included in the template.<input type="checkbox"/> Determine how each module will be structured in Brightspace. Be sure to focus on consistency and student navigability.<input type="checkbox"/> Determine the presentation formats appropriate for your content, exploring the use of Brightspace document templates as much as possible.<input type="checkbox"/> Begin collecting and developing content for each module.<input type="checkbox"/> Begin planning assessments, assignments, and interactive activities.

Countdown

Activities to be Completed

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 instructions to students for completing assignments and activities.
- 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 Book (points based vs. weighted percentage.)
- Create and upload clear instructions to students for completing assignments and activities.
- 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 modules and gradable items.
- Request a final course review from the Teaching Resource Center.
- Make necessary revisions based on course review.

1-2 Weeks



- Copy the content into the blank shell that is linked to your section and students. (Shells are typically created two weeks prior to the beginning of the semester. Please see our instructions for [Copying Your Brightspace Course](#).)
- Create a Welcome Announcement for students.
- 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. Please see our instructions for [Enabling a Brightspace Course to Students](#).

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 backups of your Grade Book, particularly prior to submitting attendance to the Registrar.