

Course Development Timeline for Online and/or Blended Courses

Note: This timeline does NOT include the time needed for academic approval processes or faculty orientation to online teaching. The guide assumes that the course is offered in a 15-week format. The number of modules may vary depending on course content, format and/or schedule. Generally the development of an online or blended course will take between 3 and 4 months. It is highly recommended that faculty organize all course content and materials well in advance of the anticipated course offering.

Month/ Week	Activities	Goal(s)
Month 1-2	First month of course preparation begins with working with the instructional designer and/or developer. Make sure that learning objectives and outcomes are clearly outlined. Ensure that you have developed learning outcomes that are measurable and assessable.	<ol style="list-style-type: none"> 1. Use the Quality Matters rubric. 2. Prepare modules for weeks 1-4 and have these modules completed by next month.
Month 2-3	Second month of course preparation continues. Work with instructional designer and/or developer as needed. Continue to embed desired learning outcomes and assessment methods throughout the modules.	<ol style="list-style-type: none"> 1. Prepare modules for weeks 5-14 by next month.
Month 3-4	Third month of course preparation working with instructional designer/developer as needed.	<ol style="list-style-type: none"> 1. Prepare and complete module 15. 2. Finalize the course. 3. Review entire course against the Quality Matters Rubric. 4. Review planned assessment strategies and artifact collection processes.
2-3 weeks before the course starts	Ready for review, flow, and quality assurance. Make sure that the course syllabus outlines any and all required synchronous experiences/assignments whether it is Face to Face meetings or required synchronous chats, etc. at a specific time each week throughout the semester.	<ol style="list-style-type: none"> 1. Course is completely developed. Make any necessary changes.
2 weeks before course starts	This is the two week count down before course starts.	<ol style="list-style-type: none"> 1. Finalize and /or make last minute adjustments.
1 week before course starts	Send a "welcome email" is to enrolled students.	<ol style="list-style-type: none"> 1. Remind students to check out the required technology requirements (equipment & software, etc) & purchase textbook, course materials, etc.