

Suggested Online/Blended Course Development Timeline

If you need help with any of the following steps, see Melanie Tutin

Step 1: Plan your course and write your syllabus. If you need help see the [Course Development Guide](#).

Suggested Completion Date: 9 weeks before course start date

Date Completed: _____

Step 2: Complete Canvas Training available at <https://onlinelearning.wilson.edu/courses/10>

OR Complete in-person training with James.

Depending on the timing of your meeting in step 3, the meeting and training could occur together

Suggested Completion Date: 9 weeks before course start date

Date Completed: _____

Step 3: Meet with James either in person or via web-conference to talk about your course. Topics will include:

- Map of a typical Week or Unit
- Support Services to Integrate
- Instructor-Produced Media
- External Media & Resources
- Student Engagement
- Assessments
- Technology tools at our disposal

Contact Melanie

Suggested Completion Date: 8 weeks before course start date

Date Completed: _____

Step 4: Create your Modules Skeleton or Shell. This includes the steps shown in the training course module titled "Setting Up Your Course as More than Just a File Repository."

Send James an email asking him to review your work.

Suggested Start Date: This really depends on your abilities and the complexity of your course. We will set a hard date back in step 2, but generally you want to start this 7 weeks before the course start date

Suggested Completion Date: at least 5 weeks before course start date.

Date Completed: _____

Step 5: Add the content to the following items you've included in the Skeleton/Shell

- Module Introduction Pages
- Module Read & Review Pages/Resources
- Assignments
- Discussions
- Quizzes
- Schedule Conferences
- Other items as defined in meeting with James

You can do this for just the first module or two and ask James to review your work if you'd prefer

Suggested Start Date: This really depends on your abilities and the complexity of your course. We will set a hard date back in step 2, but generally give yourself 5 weeks to do this.

Suggested Completion Date: at least 1 week before start date so that you can have meeting in Step 6

Date Completed: _____

Step 6: Final Review Meeting with James either in person or via web-conference

Suggested Completion Date: at least 1 week before start date, but keep in mind James is 1 person and there are many of you trying to schedule.

Date Completed: _____

Step of Process	Suggested Completion Date	Date Discussed with James	Actual Completion Date
1: Write Syllabus	9 weeks before course start		
2: Canvas Training	9 weeks before course start		
3: Meet with Melanie	8 weeks before course start		
4: Create Canvas Shell	5 weeks before course start		
5: Add Content	1 week before course start		
6: Final Review with Melanie	1 week before course start		