

YourPace Course Design Timeline

Timeline	Action Steps
Phase 1: Initial Setup and Planning (Weeks 1-2) Start Date: <i>Notes/annotation:</i>	☐ Receive YourPace course assignment, development expectations, and anticipated date of completion from YourPace Administration. ☐ Receive Course Shell From CTL ☐ Faculty will meet with CTL for CBE- design support and modality Q&A ☐ Establish measurable learning outcomes (PLOs/CLOs) as needed--or review APPA documentation ☐ Begin planning final summative assessment based on measurable learning outcomes
Phase 2: Course Development (Weeks 3-5) <i>Notes/annotation:</i>	☐ Finalize summative assessment ☐ Create a course map using the established learning outcomes--one for each module. Name the module something meaningful and easy to search. For the module description, draft a short contextual introduction ☐ Complete your Syllabus
Phase 3: LMS Integration (Weeks 6-7) <i>Notes/annotation:</i>	☐ Use the Yourpace Development Guide to complete the introductory development in Brightspace ☐ Complete the Preparing the Competency section ☐ Complete the Add Assessments section
Phase 4: Finalization and Review (Week 8) <i>Notes/annotation:</i>	☐ Use the Yourpace Development Guide to ☐ Complete the Build competency structure, ☐ Complete add the learning activities/materials section ☐ Complete Finishing up section
Phase 5 (CTL and Program Use Only) <i>Notes/annotation:</i>	☐ Competency Review: Program Review ☐ Competency Review: QM