

Course Development Timeline

This document provides key milestones for creating a course for Drake University Online Programs based on a 16-week development cycle. The course must be completed by the end of the development cycle, which is not necessarily the course start date. The faculty member and instructional designer complete this form together, adding more time between steps if feasible. This spirit of this process applies to any instructor teaching an online course.

INSTRUCTOR		
COURSE	TERM	
STEP	TASKS	TIMELINE
1. Plan Initial meeting to discuss contents of this document.	<input type="checkbox"/> Schedule meeting between content expert and instructional designer <input type="checkbox"/> Prior to meeting, share existing course materials with instructional designer (syllabus, rubrics, assignments, etc.) <input type="checkbox"/> Prepare for meeting: Consider your vision for the course (what to include/exclude) <input type="checkbox"/> Review Instructor Resources , particularly the Course Map <input type="checkbox"/> Fill in all expected completion dates on this form	16 Weeks Prior to End of Development Cycle Deliverables: <input type="checkbox"/> Timeline completion dates Expected Date of Completion: Date Completed:
2. Course Design & Development: Phase 1 Discuss overall structure of course and plan objectives or competencies and assessments.	<input type="checkbox"/> Complete these sections of the Course Map: <input type="checkbox"/> Course name, instructor, prerequisites <input type="checkbox"/> Module titles <input type="checkbox"/> Course objectives <input type="checkbox"/> Module objectives <input type="checkbox"/> Textbook(s): Contact Cowlies Library and Bookstore for assistance <input type="checkbox"/> Build course and module objectives in your Course Shell in Blackboard	14 – 15 Weeks Prior to End of Development Cycle Deliverables: <input type="checkbox"/> Course Map (shaded sections) <input type="checkbox"/> Course Shell in Blackboard (course and module objectives) Expected Date of Completion: Date Completed:
3. Course Design & Development: Phase 2 Use the objectives to plan, design, and build the assessments, activities, and resources for Modules 1 – 3.	<input type="checkbox"/> Complete these sections of the Course Map: <input type="checkbox"/> Tasks, Due Dates, Grading, Rubrics, Resources For each activity/assessment , determine: <input type="checkbox"/> Readings: Finalize readings; contact Cowlies Library for assistance with links and copyright <input type="checkbox"/> Tools: Brainstorm technology tools and resources to deliver content and facilitate interaction and engagement <input type="checkbox"/> Accessibility: Plan for accessibility and Universal Design considerations <input type="checkbox"/> Continue building in your Course Shell in Blackboard , refining articulation of activities and assessments	10 – 13 Weeks Prior to End of Development Cycle Deliverables: <input type="checkbox"/> Course Map (Modules 1 – 3) <input type="checkbox"/> Course Shell in Blackboard (Modules 1 – 3) Expected Date of Completion: Date Completed:

Adapted from University of St. Thomas's STELAR Design Tools: <https://www.stthomas.edu/stelar/facultyresources/coursedevelopment/>

Course Development Timeline, continued

STEP	TASKS	TIMELINE
<p>4. Course Design & Development: Phase 3 Use the objectives to plan, design, and build the assessments, activities, and resources for remaining modules.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete these sections of the Course Map: <ul style="list-style-type: none"> <input type="checkbox"/> Tasks, Due Dates, Grading, Rubrics, Resources <input type="checkbox"/> For each activity/assessment, determine: <ul style="list-style-type: none"> <input type="checkbox"/> Readings: Finalize readings; contact Cowles Library for assistance with links and copyright <input type="checkbox"/> Tools: Brainstorm technology tools and resources to deliver content and facilitate interaction and engagement <input type="checkbox"/> Accessibility: Plan for accessibility and Universal Design considerations <input type="checkbox"/> Continue building in your Course Shell in Blackboard, refining articulation of activities and assessments 	<p>6 – 9 Weeks Prior to End of Development Cycle</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Map (remaining modules) <input type="checkbox"/> Course Shell in Blackboard (remaining modules) <p>Expected Date of Completion:</p> <p>Date Completed:</p>
<p>5. Communications and Accessibility Ensure clear communication and ADA web accessibility for the entire course.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Optimize all resources, activities, assessments, and information for clear communication and ADA web accessibility <input type="checkbox"/> Finalize and upload course syllabus and schedule(s) 	<p>4 – 5 Weeks Prior to End of Development Cycle</p> <p>Deliverables:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course Syllabus <input type="checkbox"/> Course Schedule <p>Expected Date of Completion:</p> <p>Date Completed:</p>
<p>6. Evaluation and Refinement Evaluate course for optimal quality, clarity and usability before launch.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify course components that need improvement based on Course Review <input type="checkbox"/> Implement final improvements based on feedback 	<p>2 – 3 Weeks Prior to End of Development Cycle</p> <p>Joint Deliverables:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course review with recommendations <input type="checkbox"/> Final improvements <input type="checkbox"/> Course Sign-Off Checklist <input type="checkbox"/> Course archive <p>Expected Date of Completion:</p> <p>Date Completed:</p>
<p>7. Preview Week Week prior to the course start date.</p>	<p>Course is available to students</p>	<p>Preview Week Start Date:</p> <p>Date Completed:</p>
<p>8. Course Start Date</p>	<p>Class begins</p>	<p>Course Start Date:</p>
<p>9. Course End Date</p>	<p>Class ends; last day to accept work from students</p>	<p>Course End Date:</p>

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