ETS-eLearning Online/Blended Course Development Timeline

Summer 2022 - Fall 2022 Cycle (for new/redev courses for first offering in Spring 2023 or later)

This timeline applies to the courses using ETS-eLearning's full course development services. The development process spans over 2 semesters prior to the initial offering. Course Instructors and Instructional Designers (ID) will follow this timeline to complete the course development.

Preparation and Planning:

- An email with initial course development information sent out to the instructor
- Initial course development meeting scheduled
- Course development meeting completed
- Course development and online teaching guidelines, resources and documents reviewed (Online Course Guidelines, Principle of Good Practice Guidelines and Form, Course Review Rubrics, Online Teaching Handbook, Accessibility Resources and etc.)
- Lecture recording procedures informed and discussed, tools acquired if needed.
- "Online Teaching Certification" training course (OTC) and the "Online Lecture Creation" training course (OLC) recommended.
- Other training needs identified and training completed.
- MOU form signed (for JSOM courses only)
- <mark>Checkpoint #1 – 06/17/22</mark>

Course Development (Step 1):

- Online/Blended Course Syllabus Template reviewed
- Online Course Template reviewed
- Course design and structure discussed
- Development shell set up
- Textbook selected
- Assessments identified
- Course Materials To-Do List submitted
- Recommended OTC and OLC training courses completed
- Lecture recording tools set up and tested, initial sample sent for review, feedback provided and adjustments made and reviewed before proceeding to further recordings
- Lecture recordings submitted for editing as recordings progress
- 1st half of lecture recording completed and submitted
- 1st half of other course materials (Module Outlines, readings, assignments, exams/quizzes, supporting materials and etc.) completed and submitted
- <mark>Checkpoint #2 – 07/15/22</mark>

Course Development (Step 2):

- 2nd half of lecture recordings completed and submitted
- 2nd half of other course materials (Module Outlines, readings, assignments, exams/quizzes, supporting materials and etc.) completed and submitted

- Course Intro and Course Conclusion video recording scheduled and shot at the eLearning studio
- Syllabus submitted
- Any additional course materials submitted
- <mark>**Checkpoint #3 – 08/19/22**</mark>

Course Development (Step 3):

- Lecture recordings edited, produced and reviewed by the eLearning Student Workers
- Course building completed by the Instructional Designer
- Entire course completed on the development shell
- Course reviewed by the instructor
- Online or Hybrid Couse Request Form is completed, signed and submitted to the Registrar's Office by the school for scheduling course offering
- <mark>**Checkpoint #4 – 10/28/22**</mark>

Course Review and Readiness:

- Course technical review done by a peer Instructional Designer
- Updates and fixes made if needed
- Notification sent to the department/school for faculty peer review
- Course reviewed by faculty peer and approved for offering by the department/school
- Course final updates made if needed and course copied to the semester's course site
- Course final checked by the Instructional Designer and the Instructor
- Course PGP form submitted
- <mark>**Checkpoint #5 – 11/18/22**</mark>

Course Initial Offering and Future Offerings:
- Course is deployed on the first day of the semester.
- Instructional Designer will provide consultation and support during the course offering.
- Instructor will collect student feedback and review course evaluation results and make adjustments and improvements for next offering.
- Instructor will update the course for any future semester re-offerings on their own. The eLearning team will provide training, consultation and support on course updates.

By signing this document, I agree to the following:

1. I will adhere to the course development timeline. Should a course completion deadline not be met, I understand the program director/department head will be notified. The course may be postponed or canceled at the discretion of program director/department head.

2. All aspects of the course are ultimately the instructor's responsibility.

Course #: _____ Instructor: _____ Date: _____