

## ETS-eLearning Online/Blended Course Development Timeline

### Spring 2024 – Summer 24 Cycle (for new/redevelopment courses with initial offering for Fall 2024)

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. The Course Instructor and the Instructional Designer will follow this timeline to complete the course development.

#### Preparation and Planning:

- An email with initial course development information sent out to all instructors.
- Instructor contacted by Instructor Designer to set up initial course development meeting.
- 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 etc.)
- Lecture recording procedures informed and discussed.
- For self-recordings, tools acquired, set up and tested.
- For studio recordings, times reserved.
- "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).
- **Initial course development meeting done.**
- **Checkpoint #1 – 02/16/24**

#### Course Development (Step 1):

- A lecture recording sample submitted, reviewed, and approved (adjustments made if needed) if doing self-recordings.
- Recordings started (self-recording or at the studio).
- **Checkpoint #2A – 03/01/24**
- Online/Blended Course Syllabus Template reviewed.
- Online Course Template reviewed.
- Course Materials To-Do List submitted.
- Textbook selected.
- Assessments identified.
- Course design and structure discussed.
- Development shell set up.
- Recommended OTC and OLC training courses completed.
- Lecture recordings submitted for editing as recordings progress.
- 1<sup>st</sup> half of lecture recording completed and submitted.
- 1<sup>st</sup> half of other course materials (Module Outlines, readings, assignments, exams/quizzes, supporting materials etc.) completed and submitted.
- **Course development step 1 meeting done.**
- **Checkpoint #2B – 03/29/24**

### **Course Development (Step 2):**

- 2<sup>nd</sup> half of lecture recordings completed and submitted.
- 2<sup>nd</sup> half of other course materials (Module Outlines, readings, assignments, exams/quizzes, supporting materials etc.) completed and submitted.
- Course Introduction and Course Conclusion video recording scheduled and shot at the eLearning studio.
- Syllabus submitted.
- Any additional course materials submitted.
- **Course development step 2 meeting done.**
- **Checkpoint #3 – 05/03/24**

### **Course Development (Step 3):**

- Lecture recordings edited by eLearning Student Workers.
- Course building completed by Instructional Designer.
- Entire course completed at the development shell.
- Course reviewed by Instructor.
- Online or Hybrid Course Request Form is completed, approved, and submitted to Registrar's Office by the school for scheduling course offering.
- **Course development step 3 meeting done.**
- **Checkpoint #4 – 07/19/24**

### **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 a faculty peer and approved for offering by the department/school.
- Course copied from the development shell to the semester's course site.
- Course final checked by Instructor.
- Course PGP form submitted by Instructor at the start of the semester.
- **Course final review and walkthrough meeting done.**
- **Checkpoint #5 – 08/09/24**

### **Course Initial Offering and Future Offerings:**

- Course 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.