

ETS-eLearning Online/Blended Course Development Timeline

Fall 2021-Spring 2022 Cycle (for new courses for first offering in Summer 2022 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 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.
- "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)
- **Checkpoint #1 – 09/24/21**

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
- **Checkpoint #2 – 10/22/21**

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
- **Checkpoint #3 – 12/03/21**

Course Development (Step 3):

- Lecture recordings edited by the eLearning Student Workers
- Course building completed by the Instructional Designer
- Entire course completed at the development shell
- Course reviewed by the instructor
- Online or Hybrid Course Request Form is completed, approved and submitted to Registrar's Office by the school for scheduling course offering
- **Checkpoint #4 – 03/25/22**

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 copied from the development shell to the semester's course site
- Course final checked by the instructor
- Course PGP form submitted
- **Checkpoint #5 – 04/29/22**

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 will be notified. The course may be postponed or cancelled at the program director's discretion.
2. All aspects of the course are ultimately the instructor's responsibility.

Course #: _____ Instructor: _____ Date: _____