



Chico Distance & Online Education Online Course Design & Development Project Plan

Academic Technologies:

Technology & Learning Program
 TLP Lab 898-6167
 Distributed Learning Technologies
 Classroom Control Room 898-6961
 Course Slides & Materials 898-6780

Center for Regional & Continuing Education: 898-6105

Student Computing:

Student Help Desk
 Local Students 898-HELP
 Long Distance 800-780-4837

Planning Guide Contents

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- Syllabus
- Communication Tools

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- Activities

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- Self Tests
- Surveys
- Assignments
- Quizzes & Exams

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Course Information

COURSE ID: _____

COURSE NAME: _____

INSTRUCTOR: _____

PHONE: _____

E-MAIL: _____

CONSULTANT: _____

PHONE: _____

SEMESTER TAUGHT _____

Course Development Schedule

WEEK 1 _____

WEEK 2 _____

WEEK 3 _____

WEEK 4 _____

ADDITIONAL WEEKS

NOTES:

WebCT Course Planning Sheet

Course _____

Course Delivery

- WebCT/HorizonLive
- WebCT Only

Instructor _____

ITC _____

WebCT Basic Features

| WebCT Basic Features | Received | | Completed | | Location | | Rtrn'd to ITC |
|--|----------|--------|-----------|----|----------|----|---------------|
| | Date | Packet | Date | By | WebCT | HL | |
| <input type="checkbox"/> Check When Complete | | | | | | | |
| <input type="checkbox"/> Welcome Page | | | | | | | |
| <input type="checkbox"/> Course Banner | | | | | | | |
| <input type="checkbox"/> Draft Syllabus | | | | | | | |
| <input type="checkbox"/> Visual Syllabus | | | | | | | |

Tools on WebCT Homepage

- Refer to WebCT3.0 Tutorial - Appendix 3
- Check When Complete
- Syllabus
 - Content
 - Communication Tools
 - Class Sessions
 - Student Profile
 - Assignments
 - Glossary
 - Quiz & Survey
 - _____
 - _____
 - _____
 - _____

Communication Tools

| Communication Tools | Completed | |
|---|-----------|----|
| | Date | By |
| <input type="checkbox"/> Check When Complete | | |
| <input type="checkbox"/> E-Mail | | |
| <input type="checkbox"/> Chat Room names 1. _____ 2. _____ 3. _____ 4. _____ | | |
| <input type="checkbox"/> Bulletins Topics: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ | | |

Live Class Planning Sheet

Course _____

Live Class Basic Features

↓ Check When Complete

- Index Page
- Archive Instructions
- Syllabus
- Feedback Form

Instructor _____

ITC _____

Live Presentation Content & Activities

Refer to Best Practices in Online Teaching
List slides to present, breakout rooms needed, QuickSlides

↓ Check When Complete

Session 1 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 2 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 3 — Slides _____

Breakout Rooms # _____ QuickSlides

↓ Check When Complete

Session 4 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 5 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 6 — Slides _____

Breakout Rooms # _____ QuickSlides

Live Presentation Content & Activities (Continued)

| <input type="checkbox"/> Check When Complete | <input type="checkbox"/> Check When Complete |
|---|--|
| <input type="checkbox"/> Session 7 — Slides _____ _____ _____ _____ _____ | <input type="checkbox"/> Session 10 — Slides _____ _____ _____ _____ _____ |
| <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides | <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides |
| <input type="checkbox"/> Session 8 — Slides _____ _____ _____ _____ _____ | <input type="checkbox"/> Session 11 — Slides _____ _____ _____ _____ _____ |
| <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides | <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides |
| <input type="checkbox"/> Session 9 — Slides _____ _____ _____ _____ _____ | <input type="checkbox"/> Session 12 — Slides _____ _____ _____ _____ _____ |
| <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides | <input type="checkbox"/> Breakout Rooms # _____ <input type="checkbox"/> QuickSlides |

Notes:

Additional Notes

Course _____

Instructor _____

ITC _____