



California State University, Chico

Online Course Design & Development

Project Plan

Academic Technologies:

Technology & Learning Program

<http://www.csuchico.edu/tlp>

TLP Lab 898-6167

Center for Regional & Continuing Education:

898-6105

<http://rce.csuchico.edu/online>

Instructional Technology Consultants:

Laura Sederberg, TLP Manager

lsederberg@csuchico.edu 898-4326

Claudine Franquet

cfranquet@csuchico.edu 898-5551

Jonathan Knolle

jknolle@csuchico.edu 898-6780

Kevin Shanley

kshanley@csuchico.edu 898-6681

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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	
<input type="checkbox"/> Welcome Page						
<input type="checkbox"/> Course Banner						
<input type="checkbox"/> Draft Syllabus						
<input type="checkbox"/> Other:						

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"/> 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)

Check When Complete

Session 7 — Slides _____

Breakout Rooms # _____ QuickSlides

Check When Complete

Session 10 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 8 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 11 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 9 — Slides _____

Breakout Rooms # _____ QuickSlides

Session 12 — Slides _____

Breakout Rooms # _____ QuickSlides

Notes:

Additional Notes

Course _____

Instructor _____

ITC _____