

Planning Your Course

1. Spend some time learning online to understand its strengths and challenges. Select an area of interest and learn about it by...

- ... joining listservs
- ... taking an online course
- ... researching topics on the Web
- ... reading information on websites

2. Define the learning functions the system will play in your course.

Administrative	Classroom Support	Assessment	Instruction
£ Course Outline	£ To Do Lists	£ Quizzes	£ Handouts
£ Course Syllabus	£ Web Resources	£ Surveys	£ Conferencing
£ Posting Grades	£ Announcements	£ Assignments	£ Group work
£ Office Hours	£ Course Notes	£ Peer Evaluation	
£ Reference Documents	£ Assignments – descriptions, criteria, deadlines		
£ Contact Info	£ Review Questions		
£ Course Schedule	£ Conferencing		
£ Due Dates	£ Readings		
£ Orientation	£ FAQ or Help Files		
	£ Homework		

3. Gather resources.

- Ø Web resources related to subject area
- Ø Handouts currently used in course
- Ø Power point presentations

4. Organize the flow of instruction and learning.

5. Place materials in appropriate areas.

Announcements	<ul style="list-style-type: none"> • Reminders • Course changes, class cancellations
Course Information	<ul style="list-style-type: none"> • Official college course outline (link to the college's database) • Student Orientation information
Staff Information	<ul style="list-style-type: none"> • Faculty information (i.e. name, email, office location, voicemail, office hours, short bio, link to faculty website) • Key staff contacts (i.e. OLC, coordinator, department admin)
Course Documents	<ul style="list-style-type: none"> • Course syllabus • PowerPoint presentations • Course notes • Resources (Articles, Links, etc)
Assignments	<ul style="list-style-type: none"> • Assignment handouts/descriptions • Marking schemes, due dates • Quizzes and Surveys
Communication	<ul style="list-style-type: none"> • Discussions • Send Email • Student and group pages
External Links	<ul style="list-style-type: none"> • Helpful URLs (OLC/LRC Websites) • General Websites that are relevant to whole course

Course Planning Sheet

Area: Course Documents

Folders	Documents
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥

Area: Assignments

Folders	Documents
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥
1	¥ ¥

