

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

## Course Development Steps

Step	Meeting	Due Date
1	Initial Meeting and Course Setup	Step 1 Meeting
2	Build Course Foundation	Step 2 Check / Meeting
	<input type="checkbox"/> Learning Outcomes <input type="checkbox"/> Syllabus <input type="checkbox"/> Course Schedule <input type="checkbox"/> > Will help build in Canvas	Due >
3	Place Course Content (50% Due)	Step 3 Meeting
	<input type="checkbox"/> Overview pages <input type="checkbox"/> Readings / Resources <input type="checkbox"/> Narrated Lectures <input type="checkbox"/> Assignments / Discussions	Due >
4	Complete Course Content & Final Course Review	Step 4 Meeting
	<input type="checkbox"/> Final Course Check	Due 5 weeks before course start date Due >
5	Course Ready to Go	
		Due >
6		Course is complete 3 weeks before course starts
	Course Begins	Due >