# Online Course Design and Development Timeline

*12-week Accelerated Course Design and Development Option*

Designing and developing a new online course takes careful planning and time. It typically takes 20 weeks to design and develop a 14-week online course. It is strongly recommended that faculty begin development of the course one full semester before the course is offered. Below is an accelerated 12-week timeline for designing and developing new online courses that have been [approved for online delivery](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/courses/distributed-learning-courses.php).

| **Activities to be Completed** | **Timeline** |
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| * Instructor [contacts the Center for Teaching Excellence](https://sc.edu/about/offices_and_divisions/cte/instructional_design/consultation_requests/index.php) to schedule a meeting with an Instructional Designer. * Instructional Designer meets with the instructor. * Instructor shares existing course materials (syllabus, instructional materials, etc.) with the Instructional Designer. * Instructional Designer shares the quality standards for online courses rubric with instructor. * Instructor Designer requests a sandbox for the course and copies the template into the sandbox course. | 12 weeks prior to the start date of the course. |
| * Instructional Designer reviews and analyzes the existing course content. * Instructor reflects on course learning outcomes and determines how the outcomes can be achieved most effectively in an online environment. * Instructor determines assessments, activities, instructional materials, and technologies for the course. * Instructor completes an alignment table for the course. * Instructor develops an outline (module-by-module schedule) for the course. * Instructional Designer provides feedback to the instructor. * Instructor establishes the grading policy for the course. * Instructor finalizes the draft course syllabus. * Instructor begins gathering content for modules. * Instructor begins planning assessments, assignments, activities, etc. * Instructional Designer provides feedback to the instructor. | 11 weeks prior to the start date of the course. |
| * Instructor completes the module organizer for modules 1, 2, and 3 or builds modules 1, 2, and 3 in Blackboard.   + Module organizer includes module overview, learning objectives, to-do list, readings, multimedia, assignments/assessments * Instructional Designer provides feedback to the instructor. | 10 weeks prior to the start date of the course. |
| * Instructor completes the module organizer for modules 4, 5, 6, and 7 or builds modules 4, 5, 6 and 7 in Blackboard. * Instructional Designer provides feedback to the instructor. | 9 weeks prior to the start date of the course. |
| * Instructor completes the module organizer for modules 8, 9, 10, and 11 or builds modules 8, 9, 10, and 11 in Blackboard. * Instructional Designer provides feedback to the instructor. | 8 weeks prior to the start date of the course. |
| * Instructor completes the module organizer for modules 12, 13, 14, and final exam or builds modules 12, 13, 14, and final exam in Blackboard. * Instructor begins building the course in Blackboard (if the course was designed in module organizers). * Instructional Designer provides feedback to the instructor. | 7 weeks prior to the start date of the course. |
| * Instructor finalizes the syllabus. * Instructor finalizes the course development in Blackboard. * Instructor sets up the due dates and grade center in Blackboard. * Instructor conducts a self-review of the course. * Instructional Designer provides feedback to the instructor. | 6 weeks prior to the start date of the course. |
| * Instructional Designer reviews the course. * Instructional Designer provides feedback to the instructor. | 5 weeks prior to the start date of the course. |
| * Instructor revises the course, if needed. * Instructional Designer provides feedback to the instructor. | 3-4 weeks prior to the start date of the course. |
| * Instructional Designer re-reviews the course based on the initial review, provides feedback to the instructor, and closes the review. * The instructor or Instructional Designer copies the sandbox course into the semester course. | 2 weeks prior to the start date of the course. |
| * The course is open and available to students. | 0 weeks prior to the start date of the course. |