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<th>Required Activities</th>
<th>Development Course Milestones</th>
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| April 27 – May 3 | 1) Orientation                                   | ● Face to face (F2F) or online meeting Thursday, April 30, 11:00am – 12:30pm  
Friday, May 1, 2:00pm – 3:30pm  
● Review Course Guide & Course Checklist  
● Introductions – Discussion Board  
Post by Wednesday, 4/29, 11:59pm  
Reply by Sunday, 5/3, 11:59pm | ● Idea of how you want to structure your course |
| May 4 - 10 | 2) Course Design and the Course Guide            | ● Review Items 1 – 6 on E-Learning Course Checklist  
● Module 3: Course Design & Course Guide  
● Course Guide – Discussion Board  
Post by Wednesday, 5/6, 11:59pm  
Reply by Sunday, 5/10, 11:59pm | ● Preliminary draft of Course Guide (1-2 weeks) |
| May 11- 17 | 3) Course Structure and Content Presentation     | ● Review Items 7 – 14 on Course Checklist  
● Module 4: Copyright, Fair Use and the TEACH Act  
● Module 5: Organization and Navigation | ● 3-4 weeks Course Guide  
● Course Menu Links or Buttons |
| May 18 - 24 | 4) Communication, Interaction & Engagement       | ● Review Items 15 – 23 on Course Checklist  
● Module 7: Discussion Boards  
● Module 8: More Communication Tools | ● 4-6 weeks Course Guide  
● 1 week content |
| May 25 - 31 | 5) Check-in                                      | ● Prepare for Show and Tell  
● Show and Tell - create VoiceThread  
● Module 12: Grade Center | ● 5-7 weeks Course Guide  
● 2 weeks content |
| June 1 - 7  | 6) Show and Tell                                  | ● Attend Show and Tell Session  
Dates TBA  
● Show and Tell VoiceThread - feedback | ● 7-9 weeks Course Guide  
● 3 weeks content |
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| June 8 - 14  | 7) Assessment and Evaluation        | ● Review Items 24 – 31 on Course Checklist  
● Module 13: Assignment Tools  
● Module 14: Tests and Surveys  
● Assessments Blog  
Post by 6/10  
Reply by 6/14 | ● 9-10 weeks Course Guide  
● 4 weeks content |
| June 15 - 21 | 8) Course Technology and Learner Support & Accessibility | ● Review Items 32 – 38 on Course Checklist  
● Module 17: Accessibility Guidelines  
● Make appointment with Ruru or Donna | ● 10-12 weeks Course Guide  
● 5-6 weeks content |
| June 22 - 28 | 9) Checklist                        | ● Meet with Donna/Ruru 6/22 - 6/26 (in person, by phone or by email) for course review with checklist | ● Complete Course Guide  
● 6-8 weeks of course content |
| June 29 – July 2 | 10) Course Approval                  | ● Your department chair must review and sign off on your course before course approval.  
● COURSE Presentations to Academic Affairs, TBA.  
● Your course will be approved based on the E-Learning Course Checklist. | ● Complete Course Guide  
● 6-8 weeks of course content |