**Online Course Design and Development Timeline**

Below is a proposed 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). It typically takes 20 weeks to design and develop a 14-week online course. Timelines will vary based on the experience of faculty designing and teaching online courses, technology skills of faculty, technology used in the course, and course content. The timeline below is based on designing and developing a new 14-week online course. It is recommended that faculty begin development of the course one full semester before the course is offered.

| **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.
 | 20 weeks prior to the completion of the course development cycle. |
| * 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.
 | 17-19 weeks prior to the completion of the course development cycle. |
| * 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.
 | 16 weeks prior to the completion of the course development cycle. |
| * Instructor completes the module organizer for modules 1 and 2 or builds modules 1 and 2 in Blackboard.
	+ Module organizer includes module overview, learning objectives, to-do list, readings, multimedia, assignments/assessments
* Instructional Designer provides feedback to the instructor.
 | 15 weeks prior to the completion of the course development cycle. |
| * Instructor completes the module organizer for modules 3, 4, and 5 or builds modules 3, 4, and 5 in Blackboard.
* Instructional Designer provides feedback to the instructor.
 | 13-14 weeks prior to the completion of the course development cycle. |
| * Instructor completes the module organizer for modules 6, 7, and 8 or builds modules 6, 7, and 8 in Blackboard.
* Instructional Designer provides feedback to the instructor.
 | 11-12 weeks prior to the completion of the course development cycle. |
| * Instructor completes the module organizer for modules 9, 10, and 11 or builds modules 9, 10, and 11 in Blackboard.
* Instructional Designer provides feedback to the instructor.
 | 9-10 weeks prior to the completion of the course development cycle. |
| * Instructor completes the module organizer for modules 12, 13, 14, and final exam in Blackboard 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.
 | 7-8 weeks prior to the completion of the course development cycle. |
| * 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 completion of the course development cycle. |
| * Instructional Designer reviews the course.
* Instructional Designer provides feedback to the instructor.
 | 5 weeks prior to completion of the course development cycle. |
| * Instructor revises the course, if needed.
* Instructional Designer provides feedback to the instructor.
 | 3-4 weeks prior to the completion of the course development cycle. |
| * 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 completion of the course development cycle. |
| * The course is open and available to students.
 | 0 weeks at the end of the development cycle (or 1 week prior to the start of the course). |