Course Development Timeline

This document provides a suggested process for developing and building out your course. Use this document to set all deadlines for key deliverables at the beginning of the process to ensure the course development stays on track.

**PART 1: WORK TO COMPLETE BEFORE FDOC**

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| --- | --- | --- |
| **Step** | **Complete?** | **Notes** |
| Complete **Course Design Document** and **Development Timeline.** Complete by:  | [ ]  |  |
| **Identify content batches**:* Batch 1 (ready before FDOC). Should include Syllabus, Schedule, content & assignments for first few lessons.
* Batch 2 will include: \_
* Batch 3 will include: \_
* Batch 4 will include: \_

[*Add more lines if content will be divided into additional batches*]. | [ ]  |  |
| **Develop Batch 1** content by  | [ ]  |  |
| **Build Batch 1** content in Sakai by  | [ ]  |  |
| **Publish Course** on or before FDOC: **[Insert Date]** | [ ]  |  |

**PART 2: WORK TO COMPLETE AFTER FDOC**

Note: When setting these timeline dates, consult the course schedule developed in Batch 1 to ensure that the dates you finalize each batch occur *before* students are expected to begin work on any lessons in that batch. (For example, if students are expected to begin Lesson 4 on August 31, the batch that includes that lesson needs to be built in Sakai prior to that date.)

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| **Step** | **Complete?** | **Notes** |
| **Develop Batch 2** content by  | [ ]  |  |
| **Build Batch 2** content in Sakai by  | [ ]  |  |
| **Develop Batch 3** content by  | [ ]  |  |
| **Build Batch 3** content in Sakai by  | [ ]  |  |
| **Develop Batch 4/Final Exam** by  | [ ]  |  |
| **Build Batch 4/Final Exam** in Sakai by  | [ ]  |  |
| LDOC: **[Insert Date]** | [ ]  |  |
| Final Exam Days: **[Insert Dates]** | [ ]  |  |