Online Course Development

Propose
Propose your Online Course to your respective curriculum committee ideally by September 30th of the year prior to term in which you plan to launch it.

Plan
Plan one or more semesters prior to course start date.
Meet with a CELT consultant.

Prepare
Prepare yourself the semester prior to the course start date by taking CELT's 4-Week "Research-Based Practices" Workshop. Take Blackboard Training, if needed.

Design
Design your course while completing training at least 8-12 weeks prior to course start.

Build
Build your course site. It should be complete by 2-3 weeks before term. Then step away from it for several days. When you return, you can give it a last check with a fresh eye.

Teach
Teach your course! Keep a journal of your concerns and reflections while the course is in progress.

Reflect
Reflect and Refresh the course. When the term has ended, make an appointment with CELT to discuss your concerns & reflections.

Post-Term

8-10 Months

6-9 Months

4-6 Months

8-12 Weeks

6-8 Weeks