



# California State University, Chico

## Online Course Design & Development

# Project Plan

### Academic Technologies:

Technology & Learning Program  
<http://www.csuchico.edu/tlp>  
 TLP Lab 898-6167

**Center for Regional & Continuing Education:** 898-6105  
<http://rce.csuchico.edu/online>

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## Course Information

COURSE ID: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

\_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

PHONE: \_\_\_\_\_

SEMESTER TAUGHT \_\_\_\_\_

## Course Development Schedule

WEEK 1 \_\_\_\_\_

WEEK 2 \_\_\_\_\_

WEEK 3 \_\_\_\_\_

WEEK 4 \_\_\_\_\_

ADDITIONAL WEEKS

\_\_\_\_\_

\_\_\_\_\_

NOTES:

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# WebCT Course Planning Sheet

Course \_\_\_\_\_

## Course Delivery

- WebCT/HorizonLive
- WebCT Only

Instructor \_\_\_\_\_

ITC \_\_\_\_\_

## WebCT Basic Features

WebCT Basic Features	Received		Completed		Location	Rtrn'd to ITC
	Date	Packet	Date	By	WebCT	
<input type="checkbox"/> Welcome Page						
<input type="checkbox"/> Course Banner						
<input type="checkbox"/> Draft Syllabus						
<input type="checkbox"/> Other:						

## Tools on WebCT Homepage

- Refer to WebCT3.0 Tutorial - Appendix 3
- Check When Complete
- Syllabus
  - Content
  - Communication Tools
  - Class Sessions
  - Student Profile
  - Assignments
  - Glossary
  - Quiz & Survey
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## Communication Tools

Communication Tools	Completed	
	Date	By
<input type="checkbox"/> E-Mail		
<input type="checkbox"/> Chat Room names 1. _____ 2. _____ 3. _____ 4. _____		
<input type="checkbox"/> Bulletins Topics: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		

# Course Material Planning Sheet

Course \_\_\_\_\_

## Course Content Organization

Instructor \_\_\_\_\_

- Modules     Sections  
 Weeks      Other \_\_\_\_\_

ITC \_\_\_\_\_

## Manage Files Organization

Lecture Notes    FOLDER: \_\_\_\_\_  
 Images             FOLDER: \_\_\_\_\_  
 Resources         FOLDER: \_\_\_\_\_  
 Readings          FOLDER: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Course Content

<input type="checkbox"/> Check When Complete	Received		Completed		Location	Rtrn'd to ITC
	Date	Packet #	Date	By	WebCT	
<input type="checkbox"/> 1. _____						

Notes:

**Course Content (Cont'd)**

<input type="checkbox"/> Check When Complete	Received		Completed		Location		Rtrn'd to ITC
	Date	Packet #	Date	By	WebCT	HL	
<input type="checkbox"/> 3. _____							
<input type="checkbox"/> 4. _____							
<input type="checkbox"/> 5. _____							

Notes:

# Live Class Planning Sheet

Course \_\_\_\_\_

## Live Class Basic Features

↓ Check When Complete

- Index Page
- Archive Instructions
- Syllabus
- Feedback Form

Instructor \_\_\_\_\_

ITC \_\_\_\_\_

## Live Presentation Content & Activities

Refer to Best Practices in Online Teaching  
List slides to present, breakout rooms needed, Quicksides

↓ Check When Complete

Session 1 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 2 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 3 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

↓ Check When Complete

Session 4 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 5 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 6 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

# Live Presentation Content & Activities (Continued)

Check When Complete

Session 7 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Check When Complete

Session 10 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 8 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 11 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 9 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Session 12 — Slides \_\_\_\_\_

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Breakout Rooms # \_\_\_\_\_  QuickSlides

Notes:

# Assessment Planning Sheet

Course \_\_\_\_\_

Instructor \_\_\_\_\_

ITC \_\_\_\_\_

## Assessment Tools

Assessment Tools	Received		Completed		Release Notes	Rtrn'd to ITC
	Date	Packet #	Date	By	Date and/or criteria	
<input checked="" type="checkbox"/> Check When Complete						
<input type="checkbox"/> Self Tests _____						
<input type="checkbox"/> Assignments _____						
<input type="checkbox"/> Quizzes & Surveys _____						

# Additional Notes

Course \_\_\_\_\_

Instructor \_\_\_\_\_

ITC \_\_\_\_\_