












Week One

Monday	Module 1: Workshop Welcome	<input type="checkbox"/> Create an instructor bio video	
Tuesday	Module 2: Foundational Concepts	<input type="checkbox"/> Set up course space in LMS <input type="checkbox"/> Create general discussion forum	
Wednesday	Module 3: Course Analysis	<input type="checkbox"/> Complete a situational analysis	
Thursday	Module 3: Course Analysis	<input type="checkbox"/> Create a concept map of your course <input type="checkbox"/> Write course-level and module-level outcomes	 
Friday	Module 4: Course Design - Creating a Synchronicity Plan	<input type="checkbox"/> Create a synchronicity plan	

Week Two

Monday	Module 5: Course Design - Assessment Strategies	<input type="checkbox"/> Develop an assessment strategy for your learning outcomes <input type="checkbox"/> Implement one assessment strategy <input type="checkbox"/> Create a rubric for evaluating discussion forum participation and providing learner-specific feedback	
Tuesday	Module 6: Course Design - Instructional Strategies	<input type="checkbox"/> Fill in instructional strategies in your course design matrix	
Wednesday	Module 6: Course Design - Instructional Strategies	<input type="checkbox"/> Implement and post two instructional materials	 
Thursday	Module 7: Student Interaction and Engagement	<input type="checkbox"/> Write netiquette language for your syllabus <input type="checkbox"/> Write discussion guidelines for your asynchronous and/or synchronous discussion sessions	
Friday	Module 7: Student Interactions	<input type="checkbox"/> Implement one student engagement activity/assignment	