

Week One

Monday	Module 1: Workshop Welcome	
Tuesday	Module 1: Workshop Welcome	<input type="checkbox"/> Create an instructor bio video
Wednesday	Module 2: Foundational Concepts	
Thursday	Module 2: Foundational Concepts	<input type="checkbox"/> Set up course space in LMS
Friday	Module 2: Foundational Concepts	<input type="checkbox"/> Create general discussion forum

Week Two

Monday	Module 3: Course Analysis	<input type="checkbox"/> Complete a situational analysis
Tuesday	Module 3: Course Analysis	<input type="checkbox"/> Create a concept map of your course
Wednesday	Module 3: Course Analysis	<input type="checkbox"/> Write course-level and module-level outcomes
Thursday	Module 4: Course Design - Creating a Synchronicity Plan	
Friday	Module 4: Course Design - Creating a Synchronicity Plan	<input type="checkbox"/> Create a synchronicity plan

Week Three

Monday	Module 5: Course Design - Assessment Strategies	<input type="checkbox"/> Develop an assessment strategy for your learning outcomes
Tuesday	Module 5: Course Design - Assessment Strategies	<input type="checkbox"/> Implement one assessment strategy
Wednesday	Module 5: Course Design - Assessment Strategies	<input type="checkbox"/> Create a rubric for evaluating discussion forum participation and providing learner-specific feedback
Thursday	Module 6: Course Design - Instructional Strategies	
Friday	Module 6: Course Design - Instructional Strategies	<input type="checkbox"/> Fill in instructional strategies in your course design matrix

Week Four

Monday	Module 6: Course Design - Instructional Strategies	
Tuesday	Module 6: Course Design - Instructional Strategies	<input type="checkbox"/> Implement and post two instructional materials
Wednesday	Module 7: Student Interaction and Engagement	<input type="checkbox"/> Write netiquette language for your syllabus
Thursday	Module 7: Student Interaction and Engagement	<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