**Online Course Planning Worksheet**

**Name and Number of Course**

This worksheet is for a 16 week plan that covers one module per week. Revise as needed for your course needs. Courses covering more topics may be better planned with more modules. Courses with fewer topics may be better planned with fewer modules. Consult with an Online Learning Instructional Designer for more information.

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| --- | --- | --- | --- | --- | --- | --- |
| WeekStart/End Dates | ModuleNumber for easy reference. | TopicOne topic per module is recommended. Cover multiple modules per week if multiple topics are covered. | Learning ObjectivesBy the end of this module, the student will be able to…Objective should be specific and measureable based on students’ performance on assignments and assessments. | Assigned Readings/Lectures/VideosList the content the student will access in order to learn the information in the objectives. | Assignments/AssessmentsEnsure the assignments and assessments evaluate students’ mastery of the learning objectives.  | Due DatesEnsure the exact date and time all assignments are due is indicated. |
| Example | x | Title of the topic being covered. | 1. Objective
2. Objective
3. Objective
 | 1. Chapter X
2. Title of Article
3. Website
4. Lecture
5. Video
 | 1. Title of the assignment, points possible, due date and time.
2. Title of the assignment, points possible, due date and time.
3. Title of assessment, points possible, due date and time.
 | XX/XX/XXbyXX:XX am/pmCT |
| Week 1XX/XX/XXtoXX/XX/XX | 1 |  |  |  |  |  |
| Week 2XX/XX/XXtoXX/XX/XX | 2 |  |  |  |  |  |
| Week 3XX/XX/XXtoXX/XX/XX | 3 |  |  |  |  |  |
| Week 4XX/XX/XXtoXX/XX/XX | 4 |  |  |  |  |  |
| Week 5XX/XX/XXtoXX/XX/XX | 5 |  |  |  |  |  |
| Week 6XX/XX/XXtoXX/XX/XX | 6 |  |  |  |  |  |
| Week 7XX/XX/XXtoXX/XX/XX | 7 |  |  |  |  |  |
| Week 8XX/XX/XXtoXX/XX/XX | 8 |  |  |  |  |  |
| Week 9XX/XX/XXtoXX/XX/XX | 9 |  |  |  |  |  |
| Week 10XX/XX/XXtoXX/XX/XX | 10 |  |  |  |  |  |
| Week 11XX/XX/XXtoXX/XX/XX | 11 |  |  |  |  |  |
| Week 12XX/XX/XXtoXX/XX/XX | 12 |  |  |  |  |  |
| Week 13XX/XX/XXtoXX/XX/XX | 13 |  |  |  |  |  |
| Week 14XX/XX/XXtoXX/XX/XX | 14 |  |  |  |  |  |
| Week 15XX/XX/XXtoXX/XX/XX | 15 |  |  |  |  |  |
| Week 16XX/XX/XXtoXX/XX/XX | 16 |  |  |  |  |  |