**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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| --- | --- | --- | --- | --- | --- | --- |
| Week  Start/End Dates | Module  Number for easy reference. | Topic  One topic per module is recommended. Cover multiple modules per week if multiple topics are covered. | Learning Objectives  By 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/Videos  List the content the student will access in order to learn the information in the objectives. | Assignments/Assessments  Ensure the assignments and assessments evaluate students’ mastery of the learning objectives. | Due Dates  Ensure 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/XX  by  XX:XX am/pm  CT |
| Week 1  XX/XX/XX  to  XX/XX/XX | 1 |  |  |  |  |  |
| Week 2  XX/XX/XX  to  XX/XX/XX | 2 |  |  |  |  |  |
| Week 3  XX/XX/XX  to  XX/XX/XX | 3 |  |  |  |  |  |
| Week 4  XX/XX/XX  to  XX/XX/XX | 4 |  |  |  |  |  |
| Week 5  XX/XX/XX  to  XX/XX/XX | 5 |  |  |  |  |  |
| Week 6  XX/XX/XX  to  XX/XX/XX | 6 |  |  |  |  |  |
| Week 7  XX/XX/XX  to  XX/XX/XX | 7 |  |  |  |  |  |
| Week 8  XX/XX/XX  to  XX/XX/XX | 8 |  |  |  |  |  |
| Week 9  XX/XX/XX  to  XX/XX/XX | 9 |  |  |  |  |  |
| Week 10  XX/XX/XX  to  XX/XX/XX | 10 |  |  |  |  |  |
| Week 11  XX/XX/XX  to  XX/XX/XX | 11 |  |  |  |  |  |
| Week 12  XX/XX/XX  to  XX/XX/XX | 12 |  |  |  |  |  |
| Week 13  XX/XX/XX  to  XX/XX/XX | 13 |  |  |  |  |  |
| Week 14  XX/XX/XX  to  XX/XX/XX | 14 |  |  |  |  |  |
| Week 15  XX/XX/XX  to  XX/XX/XX | 15 |  |  |  |  |  |
| Week 16  XX/XX/XX  to  XX/XX/XX | 16 |  |  |  |  |  |