

The instructional design team at Keypath is dedicated to providing quality faculty resources and strategies supporting your transition to teaching online.

Designing your online course week is no small feat, but there are ways to simplify the process. The key is effective planning. In this video, we provide a step-by-step guide for planning your online course week. By following these steps, you will prepare a well-structured, focused, and effective learning experience online that will match the quality of your on-ground course week. Taking your course online is probably an unfamiliar journey. This roadmap will guide you to your destination!

1. Determine objectives for your upcoming week

The first leg of our trip requires us to determine the objectives for the upcoming week. In other words, what skills do you want your students to acquire? Use the same topics and tasks you would normally utilize in your on-ground class as a starting point.

2. Prioritize content for your upcoming week; put aside extraneous materials

Now, prioritize your content for the week. This content may include material such as readings, lecture PowerPoints, assignment guidelines, handouts or a quiz. Then set aside anything that doesn't reinforce or directly tie into the objective you want your students to do or know.

3. Sort content into materials that can be posted online and delivered asynchronously vs. instruction that requires a live session

You're on a roll now! Take a pit stop and consider what material needs to be presented verbally or face-to-face using an online meeting tool. Then think about material that can be presented in a written format. Content that can easily be understood by reading may be presented prior to a face-to-face meeting, allowing you more time to interact with your students on more challenging ideas.

4. Prepare a schedule for student activities

The next step in our journey is to prepare a schedule for student activities. Think about the logical order students will engage with and progress through the material. For example, if you are planning to hold a live session, are there any readings and activities students should complete prior to joining the live session?

5. Prepare and assemble materials for video lectures

The next stretch is a long one. Now it's time to prepare for your online lecture. Prepare an outline, gather PowerPoints or other visual aids, and prepare a script or talking points so you

don't go off-topic. Are there any visuals or examples that we need to prepare to share on screen as we explain difficult concepts?

6. Record video lectures

Now it's time to record your video lecture. Pull up all the prepared materials you have created. If your institution has provided you with a video capture tool, use it for your recording. If you must find a tool independently, try free video recording tools such as YouTube.

7. Build out discussion boards and assignments with due dates and grading expectations

Let's think about the discussions you would have in class and the assignments you want students to complete. Draft discussion prompts and assignment instructions that are clear and detailed. Providing supporting documents such as templates and rubrics will reduce the number of questions you receive from students.

8. Structure your material in the online course space

We've reached our exit! Make everything you've prepared available to students online. Take some time to think about how to organize your content online. Creating a separate space for each remaining week of your course will help your material stay organized and keep students on track. Let your students know that the week's material is available in the course space.

Now get up and stretch your legs! The journey was long but you've made it to your destination of an effective online course! Congratulations!

We, at Keypath, hope you find this resource useful as you continue to elevate your teaching online.