# Course Design Worksheet: Day 3

Instructions for use: This is a living planning document you can use throughout the institute to think through your course design. Prompts to scaffold your design development are presented in *blue, italicized text*.

## Course Workload

In-person classes occur at scheduled times; out of class work is conducted around other class, work, and social obligations. Given that an online course is not constrained by a set schedule, consideration must be given to course timing, or both instructors and students run the risk of feeling overwhelmed. As you structure your course, consider:

* What topics do you need to cover and how long is your course? What is the general time expectation for completing each topic?
* How much time do students normally spend on this course? How is that time normally distributed (consider in-class, group work, reading, homework, lectures, etc.)?
* Consider: What is the estimated time on task to complete the course requirements? How much time do you have to cover the material? If you typically meet in person three hours three times a week, what are your expectations for working online?
* Plan to respond to emails, provide feedback, and grade assignments at specific times within your schedule and communicate that plan to your students. This information is best included as a part of your syllabus and/or welcome section. For example, in your introduction video, let students know the best ways to reach you and that you will typically reply to them within 24-48 hours (or another time frame). Or, if you are concerned about students figuring out technology at the last minute, let them know it is a good practice to submit assignments ahead of the deadline in case of technical issues.

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| Week # | Learning path | Instructional Materials | Active Learning Opportunities | Technology |
|  | *Remember: The learning path you choose for one of your modules should be consistent throughout the entire course* | *List only materials such as video, website links, readings, etc. through which you will provide content* | *List only the active learning opportunities for this module. If there are significantly more instructional materials than active learning opportunities, review your module to make sure you are keeping students engaged* | *List here the technologies students will use to complete this module (include Moodle and Moodle item types, as well as tech outside the LMS; also list or link to any tutorials students might need)* |

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After you have completed this template for one of your modules, it will be easier to think about the structure of your next course section. Continue planning out your course by copying and pasting this template and filling out each course week/topic/or module.