

## Course Planning Guide – Step 2

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This course planning guide is intended to walk you through the process of developing an online course, both from a building perspective as well as taking you through the thought process that goes into developing a course online. By completing this guide, you will go through the following four steps.

- Step One: Planning
  - Define your enduring understandings for the course
  - List your course level objectives
  - Identify topics found within your course level objectives, breaking them out based on the flow and cadence of the course
- **Step Two: Planning the Next Level**
  - Write your module level objectives for each week
  - Create alignment among objectives
- Step Three: Building your Plan
  - Summarize student outputs and instructor inputs for your course
  - Determine assessments that measure achievement of student objectives
  - Define student workload expectations for each week
  - List any tips for success you want your students to know about for completing each week
  - Incorporate instructional design models and practices (Merrill and Keller)
  - Crosswalk your module learning objectives to assessments and course level objectives
- Step Four: The Last Details
  - Define an overall course strategy for students taking your course
  - Summarize any characteristics that might differentiate your course to a prospective student
  - Finalize the syllabus
  - Identify efficiencies in teaching that you can utilize term over term
  - Develop supporting documents for any new course technologies used in your course
  - Define your course policies

Through the process of thinking through these decisions and completing the document, we are confident that you will develop a rich and robust learning experience for your students!

## Step 2: Planning the next level

### Module Objectives:

Review both the topics and the possible student outputs that you identified in Step 1: Planning. Using these as inspiration, you'll start writing up the module/week level objectives.

Key points to remember:

- Make them measureable and observable through some kind of assessment. Avoid “understand, learn, or appreciate,” as they are not readily measureable.
- Use action verbs
- Keep your objectives at the appropriate Bloom’s level, if using Bloom’s (or other appropriate taxonomy)
- Words do matter; use clear action verbs

Helpful resources:

- [https://www.dropbox.com/s/t3x5m664vyb27cu/Guidance\\_ASP\\_Learning%20Objectives%20and%20Outcomes\\_20150507.docx?dl=0](https://www.dropbox.com/s/t3x5m664vyb27cu/Guidance_ASP_Learning%20Objectives%20and%20Outcomes_20150507.docx?dl=0)
- [https://www.dropbox.com/s/c2y58pqowaxiajx/Guidance\\_ASP\\_Learning%20Outcomes\\_20180510.pdf?dl=0](https://www.dropbox.com/s/c2y58pqowaxiajx/Guidance_ASP_Learning%20Outcomes_20180510.pdf?dl=0)
- <http://nwlink.com/~donclark/hrd/bloom.html>

Module/week 1

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 2

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 3

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 4

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 5

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 6

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:
5. MO5:

Module/week 7

*Topics:*

*Module Objectives:*

1. MO1:
2. MO2:
3. MO3:
4. MO4:

5. MO5:

Alignment Maps					
Module Objectives to Course Objectives Alignment Map					
Now that you have identified the objectives for the module, and how you will assess them, we're going to create an alignment map of each as the final step for each module/week's design work. In the below chart, indicate with an "x" the course objective each module objective aligns to. In other words, which module objectives contribute to each course objective?					
	Course Objectives				
Module/Week 1 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					
(insert more rows as required)					
Module/Week 2 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					
Module/Week 3 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					

Module/Week 4 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					
Module/Week 5 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					
Module/Week 6 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					
Module/Week 7 Objectives	CO1	CO2	CO3	CO4	CO5
MO1:					
MO2:					
MO3:					
MO4:					
MO5:					