

IMPORTANT DEADLINES FOR FACULTY DEVELOPING AN ONLINE CLASS Fall 2010

(Subject to Change)

FLEX WEEK

August 9-13

WORKSHOP: FLEX-DAY - Welcome, Introductions & Insight (**August 12th**)

DUE IN ONLINE COURSE:

- **ASSIGNMENT:** Request a CCSF Gmail Account

WEEK 1

August 16-20

GETTING STARTED WITH MOODLE AND ONLINE COURSE DEVELOPMENT

NO WORKSHOPS.

DUE IN ONLINE COURSE:

- **FORUMS:**
 - 1- Introductions
 - 1-Learning Styles
- **CHOICE:** What is your learning style?
- **eMAIL:** Send Mary an eMail using the eMail tool

WEEK 2

August 23-27

ONLINE TEACHING TOOLS

WORKSHOP: Course Details Website & Curriculum Information

Optional: Work Session 1

WEEK 3

August 30- September 3

PLAN YOUR ONLINE COURSE & SYLLABUS

WORKSHOP: Setting up your Course Template

Optional: Work Session 2

DUE IN ONLINE COURSE:

- **FORUM:** Thoughts/Reactions to "A Word About Course Conversion"
- **ASSIGNMENTS:**
 - Course Details Website - **Friday, September 3rd**
 - Create Your Course Blueprint
 - Create Your Course Template
 - Choose Your Course Settings

WEEK 4

September 6-10

ADDING CONTENT

WORKSHOP: Books/The Editor/Adding Images

Optional: Work Session 3

DUE IN ONLINE COURSE:

- **ASSIGNMENTS:**
 - Practice "Enrolling" and "Dropping" users from your Shell
 - Course Translation and Content Readiness

WEEK 5

September 13-17

COMMUNICATION WITH STUDENTS

WORKSHOP: Discussion Forums & Roles

Optional: Work Session 4

DUE IN ONLINE COURSE:

- **eMAIL:** send Mary an eMail on progress/questions

WEEK 6 ACCESSIBILITY AND RESPONSIBLE USE
September 20-24 **WORKSHOP:** Accessibility & Responsible Use
 Optional: Work Session 5
 DUE IN ONLINE COURSE:
 - FORUM: Reflections on Accessibility Videos
 - QUIZ: Legal Compliance
 - ASSIGNMENT: Ready for First Review - Template and Content

WEEK 7 ASSIGNMENTS
September 27-October 1 **WORKSHOP:** The Assignment Tool
 Optional: Work Session 6

WEEK 8 THE GRADEBOOK
October 4-8 **WORKSHOP:** The Gradebook
 Optional: Work Session 7
 DUE IN ONLINE COURSE:
 - ASSIGNMENT: Accessibility Review by Tom Heatherington

WEEK 9 QUIZZES AND QUESTION BANKS
October 11-15 **WORKSHOP:** Quiz Banks & Quizzes
 Optional: Work Session 8

October 15 *End of Midterm Period*

WEEK 10 STRATEGY: TIME AND WORKLOAD MANAGEMENT
October 18-22 **MEETING:** Begin 1-1 Sessions Scheduled with Mary
 DUE IN ONLINE COURSE:
 - ASSIGNMENT: Begin Review 2 - Interaction and Assessment, with Mary

WEEK 11 OPEN TOPICS: WIMBA, EDUSTREAM, HOT POTATOES, TBA
October 25-29 **WORKSHOP:** Open topics - Edustream, Wimba, Hot Potatoes, TBA
 MEETING: End 1-1 Sessions Scheduled with Mary
 DUE IN ONLINE COURSE:
 - ASSIGNMENT: End Review 2 - Interaction and Assessment, with Mary

WEEK 12 READY YOUR COURSE FOR FINAL REVIEW
November 1-5 **WORKSHOP:** Go Live; Showcase a Tool/Technique/Skill by Faculty
 DUE IN ONLINE COURSE:
 - QUESTIONNAIRE: Course Feedback and Completion

WEEK 13
November 8-12 **DUE:** Final Review by Donna, Mary, Tom

WEEK 14

November 15-19 **DUE:** Begin Department Review & TMI Sign-Off Process

WEEK 15

November 22-26 ****COURSES ROLLED OVER TO NEXT SEMESTER THIS WEEK****
Holiday, Thanksgiving Day Observance—Campuses Closed

WEEK 16

November 29-December 3 **DUE:** End Department Review & TMI Sign-Off Process
- END OF ONLINE TEACHING AND LEARNING COURSE -

WEEK 17

December 6-10 Regular Campus - FINAL EXAMS BEGIN FRIDAY THE 10th

WEEK 18

December 13-17 Regular Campus - FINAL EXAM WEEK