# Template C20

# Key Meetings and Milestones for Online Courses and Modules

The schedule below provides an outline of key meetings, training workshops and milestones for the development of Canvas modules for online courses and modules. Additional meetings may be arranged, depending on available resources, and some meetings may not be required if progress has clearly been made. For milestones to be met, members of the course team involved in planning, building and delivering the Canvas modules should attend meetings. Actual dates will be agreed according to the course team’s and TEL team’s schedules.

Required meetings and milestones are marked below.

Course teams may want to consider, if resources allow, appointing an online learning champion for their team. This person will be comfortable with learning new technology skills and will help communicate with the team how the Canvas learning design complements the pedagogy of the course.

This work will begin with the course team to ensure consistency across all modules. As the work progresses, module teams could work according to a bespoke schedule, according to the timeline for each particular module.

In developing the modules, course teams must ensure that:

* All modules are designed and implemented according to KU’s [Curriculum Course and Learning Design](https://canvas.kingston.ac.uk/courses/311/pages/curriculum-and-learning-design)
* All modules adhere to the [minimum requirements for online modules](https://kingstonuniversity.sharepoint.com/%3Aw%3A/s/TELDemo.mst.pro/EW5u2VSKTqpEnuu6LMzucaQBVl99ctX47-R0qDnr17lQkw?e=S3YyGw&CID=5021F973-985A-40D9-8049-0DF0B7CDF448&wdLOR=cB89F2325-14D9-44EE-A191-CD964A91D2D1)
* Teaching materials uploaded to Canvas follow [accessibility guidelines](https://canvas.kingston.ac.uk/courses/311/pages/introduction-to-accessibility-guidelines).

**Course teams are encouraged to contact the TEL team (**ltectelnb@kingston.ac.uk) **at as early a stage as possible to discuss the development of online courses/modules and support requirements.**

**Schedule to Prepare for Online Delivery**

|  |  |
| --- | --- |
| **Course title:** |  |
| **Module Title(s)/Code(s):** | *Indicate those modules that will incorporate online delivery* |
| **Course start date:** |  |

*Note 1: This schedule has been developed on the assumption that there is an 8-month lead time prior to the commencement of the course. The deadline for the submission of draft modules (6 weeks before publication) cannot be changed, but the timeframe for other milestones can be adjusted to accommodate a shorter (or longer) timeframe as required. Revised timeframes should be discussed and agreed with the TEL Team.*

*Note 2: This schedule may also be modified on the basis of the prior experience of the course team. For example, some meetings or workshops may not be necessary if the course team have significant prior experience of the development of online modules. Again, this would need to be discussed and agreed with the TEL Team.*

| **Timeframe** | **Actual Date*****To be entered*** | **Topic** | **Key Attendees** | **Confirm names of attendees / those responsible*****To be entered*** | **Key Objectives** | **Confirm milestone met*****To be entered*** |
| --- | --- | --- | --- | --- | --- | --- |
| 8 months before published  |  | Meeting.\*Develop plan outline, identify key components of online delivery | Learning TechnologistOnline Learning ChampionCourse Team |  | 1. Review the design of an online module. 2. Consider the effectiveness of the design in meeting the curriculum and learner needs.   |  |
| 7 months before published |  | Workshop.Introduction to KU learning design and templates. Canvas features that support effective online learning-Part 1  | Learning Technologist Online Learning ChampionCourse Team |  | 1. Plan how the KU learning design will support the delivery of an online module. 2. Introduction to key features within Canvas and integrated applications that support an effective online module.  |  |
| 6 months before published |  | Meeting.\*Check in: Plans for learning design | Learning TechnologistOnline Learning ChampionCourse Team |  | Review current plans for module design. Identify areas that need further development. Agree topics for next workshop, if needed.  |  |
| 5 months before published |  | Workshop.Any areas as identified in meetings or by course team.  | Learning Technologist Online Learning Champion Course Team |  | Review key features within Canvas and integrated applications that support an effective online module. Review other topics as needed.  |  |
| 4 months before published |  | Meeting.\*Check in: Plans for learning design | Learning TechnologistOnline Learning ChampionCourse Team |  | Review plans and progress for module design. Identify areas that need further development.  |  |
| 3 months before published   |  | Development.Build your modules  | Online Learning Champion to work with module leaders |  | Design and populate online learning module material.  |  |
| 6 weeks before published |  | Submission.\*Content Complete | Senior Learning Technologist Online Learning Champion Module Team |  | Draft module(s) complete and submitted for review.  |  |
| 2 weeks before published |  | Meeting.\*Feedback and Feedforward | Senior Learning TechnologistModule Team |  | Constructive dialogue and critical reflection of the online modules. |  |
| Publish |  | Milestone.\*Review of changes | Senior Learning Technologist |  | Modified module submitted for review based on previous feedback. Online module(s) published. |  |
| \**Required meetings or milestones* |
| *Note re: post-publication*It is essential that the student-facing online content remains current, and this should be ensured before the module is published each academic year.This should include academic content and all dates and deadlines, including those incorporated in videos. Check that redundant pages have been unpublished and cannot be found by students.  |