Online Course Facilitation Program
Spring 2018

Program Schedule

This program will be delivered online *asynchronously*. There is no required meeting for this program. Participants are expected to review the online materials and complete the required weekly milestones. Below is an outline of the content and activities in each unit of the course. All activities are due on Monday 11:59PM in Eastern Standard Time and are located in the D2L Brightspace Calendar.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Content/Activities/Milestones</th>
<th>Start Dates</th>
<th>Due Dates</th>
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</thead>
</table>
| Module 1   | Copy course content  
Basic course interface  
Create an update list | February 12 | February 19 |
| Module 2   | Update Syllabus  
Update Dates  
Create online course introduction | February 19 | February 26 |
| Module 3   | Create an introductory email  
Create an announcement  
Track students’ progress | February 26 | March 5     |
| Module 4   | Grade assignments, discussions, and quizzes  
Update Grades and leave additional feedback | March 5     | March 12    |