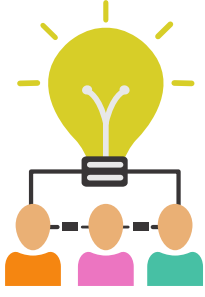# SUMMER ONLINE SHORT COURSES

Meet and Greet

1 DAY

Discuss course outline (Course topic, type, length, goals, pre-requisites, and assessments)
Discuss design process
Assessment of available recording equipment

Test Recording Setup

1 – 3 DAYS

Meet with CVN production team to discuss the recording process
Record a test video

Design course content

1 – 2 WEEKS

Course Syllabus
Overview, Learning Objectives,
Course Modules (use slide template)
Assessments, Discussion Questions
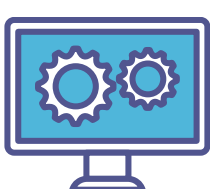Suggested Reading
Grading Rubrics

Record Lectures

1 – 2 WEEKS

Record lectures
Review and re-record, if needed
Record course introduction and conclusion
Upload recordings / notify CVN team

Build the Course on Canvas & QA

2 – 6 DAYS

Build the course on Canvas (ID team)
QA the course, update if needed
Release the course on July 1st, 2020

CONGRATULATIONS! COURSE GOES LIVE!