

Teaching Resources

Centre for Teaching and Learning

Eight Steps for Course Planning

- 1 Create/Review the Learning Outcomes**
Create/review the course learning outcomes to inform your focus in planning activities, methodologies, readings, etc.
[Course Design](#)
[Curriculum and Program Review](#)
[Rule of Twos Reflection](#)
- 2 Clarify Course Assessment Plans**
What assessments (assignments, projects, quizzes, tests) will allow students to demonstrate their learning and how can these be made accessible to diverse learners?
[Assessment Strategies Guide](#)
[Innovative Assessments for Learning](#)
[Assessment of Learning](#)
[Accessibility & Universal Design for Learning](#)
- 3 Establish a Schedule for the Semester**
Organize key benchmarks first (e.g. major modules, assignments, etc.), then plan around them.
[Communications Guide](#)
[Plan your Course Content & Schedule](#)
[Assignment Planner](#)
- 4 Establish a Rhythm for Teaching & Learning Activities Each Week**
Aim for an element of consistency that serves to guide students through their tasks each week.
[Student Engagement Guide](#)
[Creating an Inclusive Community](#)
- 5 Create a Course Communication Plan and Start Communicating**
Clarify methods and expectations for communicating with your students.
[Communications Guide](#)
[Course Communication Plan Template](#)
[Communicating with Students](#)
- 6 Set Up onQ**
Use the learning outcomes to inform the design and tools included in the online element of your course (e.g. discussion forums, online sources, [FeedbackFruits](#) etc.)
[onQ Support](#)
[Educational Technologies Guide](#)
[Educational Technology Assistance](#)
- 7 Decide on a Strategy for Content Delivery**
Whether in-person, hybrid or remote, opt for approaches that prioritize accessibility and active learning.
[Course Organization Guide](#)
[Active Learning Strategies](#)
[Introduction to Accessible Education](#)
- 8 Build and Attend to a Learning Community**
Consider the ways in which you and your students will engage with one another. Develop a community that is respectful, inclusive, compassionate, and transformative.
[Inclusive Communities Guide](#)
[Decolonizing and Indigenizing](#)
[Let's Sit Together: Building Classroom Community](#)