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.

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?

3. **Establish a Schedule for the Semester**
   Organize key benchmarks first (e.g. major modules, assignments, etc.), then plan around them.

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.

5. **Create a Course Communication Plan and Start Communicating**
   Clarify methods and expectations for communicating with your 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.)

7. **Decide on a Strategy for Content Delivery**
   Whether in-person, hybrid or remote, opt for approaches that prioritize accessibility and active learning.

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.