Weekly Planning Guide

This planning guide is designed to help you thoughtfully approach the weekly planning of your online course. Much of this information will be shared with your students, so be sure to fill out this planning guide with your students in mind.

# Weekly Outline

Copy-paste this from the Course Structure Planning Guide for easy reference

# Week 1 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 2 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 3 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 4 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 5 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 6 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 7 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |

# Week 8 Planning

## Assessments

Short Description: 2 sentence summary about what the assessment will include

Media Required: What (if any) additional readings, videos, etc. are needed for the assessment  
Time Estimate for Students: Amount of time it will take students to complete the assessment

Weekly Objectives Met: Refers back to the weekly objective(s) numbers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Name | Short Description | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) | Time Estimate for Students | Weekly Objective(s) Met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Lessons

List the lessons for the week that cover the main topics. These may eventually include video, audio, images, etc.

|  |  |
| --- | --- |
| Lesson | Lesson Title |
| 1 |  |
| 2 |  |
| 3 |  |

## Weekly Introduction

Provide a brief introduction to the week to provide context and gain students’ attention. For example, use current issues, an anecdote, background knowledge, relevance to overall course goals, etc.

## Readings & Other Materials

Readings: Readings from the textbook, articles from the library, online readings, etc.

Additional Media Resources: Media from external sources that students should treat like a reading for the week.

Key Terms: Key words or phrases from the week important for students to understand.

Guiding Questions: Questions that students should be thinking about as they work through the materials for the week.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details | Required or Optional? | Media Required?  (e.g. Audio, Video, Internet, E-reserves, Other) |
| Readings |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Media Resources |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Key Terms |  | N/A | N/A |
| Guiding Questions |  | N/A | N/A |