



## Program Schedule

Begin working in your BeachBoard course on Day 1.

Use the schedule below to stay on track to successfully complete the program. If you do not successfully complete the workshop for any reason, including missing the firm due date, you can re-register for a future offering.

- All activities listed in the schedule below are required unless otherwise indicated.
- **This program has a firm due date: the quizzes and deliverables are due before 11:59 p.m. (Pacific Time) Sunday, March 6<sup>th</sup>.**

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### Week 1 (Monday, January 31 - Sunday, February 6)

#### Module 0: Start Here

- Read all information in Module 0: Start Here
- Read the following information
  - Course schedule
  - Course syllabus
  - Course FAQ
- Use the following documents in the course
  - Quality Essentials I checklist
  - QM Rubric 6<sup>th</sup> Edition

#### Module 1: Essential course communication and information

- Read all information in Module 1: Essentials course communication and information
- Read Submodules:
  - Instructions and communications for getting Started
  - Class Introductions
  - Setting expectations for interactions in the course
  - Participate in Module 1's Discussion forum: Introduce Yourself

#### Module 2: Policies and Procedures

- Read all information in Module 2: Policies and Procedures
- Read topics
  - Course Policies and Expectations
  - Minimum Technology Requirements
  - Institution Policies & Campus Student Services
  - Complete module 2's quiz



- **Work on program deliverables**
  - Select the BeachBoard course that you would like to use for this program to apply the 23 QM standards, feel free to [request a development shell](#)
  - Apply QM standards (1.1, 1.4, 1.5, 1.8, 1.9, 5.3 & 7.4) to your course in BeachBoard
  - Review the examples in the Course Alignment Blueprint
  - Start building 4-5 weeks in your BeachBoard course
- Quality Essentials I Friday Support Session
  - Attend Peer training support workshops delivered by ATS (optional)

## **Week 2 (Monday, February 7 - Sunday February 13)**

### **Module 3: Learning Objectives and Course Alignment**

- Read all information in Module 3: Learning Objectives and Course Alignment
- Read Sub-Modules:
  - Measurable Learning Objectives and Bloom Taxonomy
  - Course Alignment & Mapping
  - Complete module 3's quizzes
- **Work on program deliverables**
  - Apply QM standards (2.2, 2.4, 3.1, 4.1, 5.1., & 6.1) to your BeachBoard course
  - Build the Course Alignment Blueprint based on module 3's standards
  - Build 4-5 weeks content in your BeachBoard course apply the concept of alignment in your content
  - Schedule a consultation with your assigned instructional designer
- Attend Peer workshop
  - Attend Peer training support workshops delivered by ATS (optional)

## **Week 3 (Monday, February 14-Sunday, February 20)**

### **Module 4: Accessibility**

- Read all information in Module 4: Accessibility
- Read Sub-Modules:
  - Course Design and Readability
  - Course Navigation and Ease of Use
  - Course Accessibility Policies and Services
  - Complete and submit the "Accessibility Activity"
- **Work on program deliverables**
  - Apply QM standards (7.2, 8.1 & 8.2) to your BeachBoard course
  - Apply module 4's standard to the Course Alignment Blueprint
  - Apply module 4's standard to your BeachBoard course
  - Schedule a consultation with your assigned instructional designer



- Attend Peer workshop
  - Attend Peer training support workshops delivered by ATS (optional)

Mid program Evaluation: Make sure to submit your Course Alignment Blueprint for initial review and feedback by the instructional designers

## **Week 4 (Monday, February 21 - Sunday, February 27)**

### **Module 5: Interactivity & Engagement**

- Read all information in Module 5: Interactivity & Engagement
- Read Submodules:
  - Active Learning
  - Using tools for Engagement
  - Complete module 5's quizzes
- **Work on program deliverables**
  - Apply QM standards (5.2 & 6.5) to your BeachBoard course
  - Apply module 5's standard to the Course Alignment Blueprint
  - Apply module 5's standard to your BeachBoard course
- Quality Essentials support session
  - Attend Peer training support workshops delivered by ATS (optional)

## **Week 5 (Monday, February 28 - Sunday, March 6)**

### **Module 6: Student Success**

#### **Work on completing and submitting deliverables to Dropbox**

- Read all information in Module 6: Student Success
- Read Sub-Modules:
  - Feedback, Professor to Students
  - Feedback, Student to Student
  - Feedback, Machine to Student
  - Resources for Student Success
  - Course Grading Policies
  - Complete module 6's quizzes
  - Participate in module 6's discussion forum: Title of discussion
- **Work on program deliverables**
  - Apply QM standards (3.2, 3.5, 7.3) to your BeachBoard course
  - Apply module 6's standard to your BeachBoard course
  - Complete program deliverables and submit the deliverables to their assigned Dropbox in the BeachBoard course



## Additional Program Requirements

- Attend 2 ATS Live Course Enhancement Workshops between February 14 and April 30. Visit our ATS website to learn more: [ATS Faculty Development Programs](#)
- Attend at least one Quality Essentials I Friday Support Session and/or schedule consultation session with your assigned instructional designer

Enroll and complete one of the 3-week Quality Matters courses:

- [Designing your Online Course \(DYOC\)](#) or
- [Improving your Online Course \(IYOC\)](#)

**\*Please note:** We recommend enrolling in the dates below so that there is minimum overlap between the Quality Matters course and Instructional Technology Foundations Program. *Minimum time estimated: 12 hours*

- IYOC: 2/21 - 3/14 or 3/28 – 4/18
- DYOC: 2/21 – 3/14