Program Schedule

Begin working in your BeachBoard course on Day 1.

Use the schedule and checklist 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 and checklist 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) Friday, August 6th.**

Week 1 (Monday, June 28-Sunday July 4)
Module 1: Getting Started & Module 2: Technology

Minimum time estimated: 7 hours

- ❏ **Read all information in the Getting Started module through Module 2**
  - ❏ Read Module: Getting Started
    - ❏ Post to the Introduce Yourself Discussion (optional)
    - ❏ Read Sub-Module 1: Program Requirements
  - ❏ Read Module 2: Technology
    - ❏ Read Sub-Module: BeachBoard
    - ❏ Read Sub-Module: Zoom
    - ❏ Read Sub-Module: Choosing Technology Tools
  - ❏ Complete Quiz: Technology

- ❏ **Work on program deliverables**
  - ❏ Begin working on/complete 23 rubric checklist standards 1 - 5 (suggested)
  - ❏ Course Alignment Blueprint
  - ❏ Build 4-5 weeks inside your BeachBoard course

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

Week 2 (Monday, July 5-Sunday July 11)
Module 3: Design

Minimum time estimated: 15 hours

- ❏ **Read all information in Module 3: Design**
    - ❏ Read Module: Design
        - ❏ Read Sub-Module: Syllabus & Course Homepage
        - ❏ Read Sub-Module: Alignment
        - ❏ Read Sub-Module: Activities and Assessment
        - ❏ Read Sub-Module: Accessibility
    - ❏ Complete Quiz: Design
- ❏ **Work on program deliverables**
    - ❏ Begin working on 23 rubric checklist standards 6 - 13 (suggested)
    - ❏ Course Alignment Blueprint
    - ❏ Build 4-5 weeks inside your BeachBoard course
- ❏ **Attend Peer workshop**
    - ❏ Attend Peer training support workshops delivered by ATS (optional)

Week 3 (Monday, July 12-Sunday, July 18)
Module 4: Delivery & Module 5: Student Success

Minimum time estimated: 12 hours

- ❏ **Read all information in Module 4 & Module 5: Delivery & Student Access**
    - ❏ Read Module: Delivery
        - ❏ Read Sub-Module: Active Learning
        - ❏ Read Sub-Module: Engagement & Interactivity
    - ❏ Complete Quiz: Delivery
    - ❏ Read Module: Student Success
        - ❏ Read Sub-Module: Communication and Retention
    - ❏ Complete Quiz: Student Success
- ❏ **Work on program deliverables**
    - ❏ Begin working on 23 rubric checklist standards 14- 20 (suggested)
    - ❏ Course Alignment Blueprint
    - ❏ Build 4-5 weeks inside your BeachBoard course
- ❏ **Attend Peer workshop**
    - ❏ Attend Peer training support workshops delivered by ATS (optional)

Week 4 (Monday, July 19-Sunday, July 25)
Work on completing and submitting deliverables to Dropbox
Minimum time estimated: 4 hours

❑ Complete 23 rubric checklist standards 21 - 23 (suggested)
❑ Complete at least 4 weeks of information in your Course Alignment Blueprint
❑ Build 4-5 weeks of inside your BeachBoard course

Week 5 (Monday, July 26- Sunday, August 1)
Work on completing and submitting deliverables to Dropbox
Minimum time estimated: 3 hours

❑ Complete 23 rubric checklist standards, review all standards
❑ Complete at least 4 weeks of information in your Course Alignment Blueprint
❑ Build 4-5 weeks of inside your BeachBoard course.

Week 6 (Monday, August 2- Friday, August 6)
Work on completing and submitting deliverables to Dropbox
Minimum time estimated: 4 hours

❑ Complete 23 rubric checklist standards
❑ Complete at least 4 weeks of information in your Course Alignment Blueprint
❑ Build 4-5 weeks inside your BeachBoard course.

Additional Program Requirements

❑ Attend 3 ATS Live Course Enhancement Workshops between June 7 and August 20. Visit our ATS website to learn more: ATS Faculty Development Programs
Minimum time estimated: 3 hours
❑ 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: 6/7-6/27 or 7/26-8/15
- DYOC: 6/7-6/27