Checklist – High Level Course Outline

1	Did you mention the target audience for this course?	Yes/ No
2	Did you set the overall course expectation?	Yes/ No
3	Did you list the main course objectives (around 4-5)?	Yes/ No
4	Did you divide the course into modules and weeks?	Yes/ No
5	Did you consider logical ordering and content difficulty when creating the modules?	Yes/ No
6	For each module, have you prepared clear learning objectives?	Yes/ No
7	Did you provide the title for each module?	Yes/ No
8	Did you list the sub-topics for each module?	Yes/ No
9	For each sub-topic, have you listed the learning components? *(for example, whether this sub-topic is learnt through lecture video, reading, audio, expert interviews or case study?)*	Yes/ No
10	Have you mentioned the number of hours it takes to learn each module?	Yes/ No
11	Have you mentioned the time it takes to complete each sub-topic?	Yes/ No
12	Have you considered the copyright issues before utilizing/ mentioning in the high-level course outline?	Yes/ No
13	Have you mentioned how and what type of assessments will be given for each module?	Yes/ No
14	Have you created the grading policy?	Yes/ No
15	Have you decided what kind of activities you want to give in each module?	Yes/ No
16	Are there any other ways that you want the learners to demonstrate what they have learnt, apart from graded assessments?	Yes/ No
17	Have you decided on visual elements (overall theme) that you believe will suit your course? (For example, nature, Indian, vector graphics, photo-based, geometric shape, solid, etc)	Yes/ No