

## AEC e-Learning Course Planning Tool

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Please fill out the Course Outline below to help us prepare your Canvas course. Feel free to make notes of what content will need to be created, and what you already have available for upload. If anything is unknown at this time, please write TBD. Send completed forms to **Kellie Goughnour** ([goughnourkl@ufl.edu](mailto:goughnourkl@ufl.edu)).

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Course Code: \_\_\_\_\_

Course Title: \_\_\_\_\_  
\_\_\_\_\_

Semester(s) Offered Online or Hybrid: \_\_\_\_\_  
\_\_\_\_\_

Instructor(s)/TA's: \_\_\_\_\_  
\_\_\_\_\_

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### Items to consider:

1. Do you prefer to have content accessible throughout the whole course, or only released on the beginning date of its respective week?

2. Would you like assignments due on a set day/time each week? *Ex: Sundays by midnight. Wednesdays for discussion boards, Sundays for all other assignments.*

3. Are you willing to accept late assignments (even at reduced points)? How long after the due date would you like assignments to remain open for submission?

4. What portion of your course content do you already have in digital form? This would include assignment descriptions, rubrics, lectures, readings, articles and any other needed or relevant materials. Please give an estimate/description.

5. Do you have any questions or concerns about course design, using Canvas, or other e-Learning topics we can answer for you?



