

Planning for Technology in Your Courses:

Sample Timeline

This sample timeline can help you in your individual course or your academic program planning process. The links under "Resources" lead to additional information.

Time	Task	Resources
One year before your program begins	To transform an in-class program to a hybrid or online program	Meet with the Instructional Technology Development director to discuss instructional design, faculty development, and specific technology needs
At least one quarter before the course begins	Plan or revise a syllabus to include computer-supported elements or activities	Meet with your Instructional Technology Consultant . Attend a Blackboard training organized for your department or a general training session.
Several months before quarter	Have Computer Requirements listed in the class schedule and/or Request a class account for Hawk if needed	Review Computer Policies at: http://is.depaul.edu/computers/technology/pc.asp Fill in the online request form at: http://is.depaul.edu/computers/technology/hawk.asp
3 months before quarter begins	Check/request specialized software for student labs	Check current listing of available software and request new software. See: http://is.depaul.edu/computers/software/classroom.asp
2-6 weeks before quarter	Modify your Blackboard course to reflect your instructional goals and activities	Attend a Blackboard training or check the ITD quick guides at http://www.itd.depaul.edu . Talk with your Instructional Technology Consultant about any specific questions/problems you encounter Request to add a guest lecturer or colleague to your course, by completing one of the Blackboard request forms .
2-6 weeks before quarter	Prepare audio or video course materials for digital delivery through Blackboard	Make an appointment with your ITD consultant to discuss project plan; request streaming media server account. Use the Faculty Lab to scan photos or text, digitize short video or video segments. Identify research needs and online document delivery with library staff. See: http://www.lib.depaul.edu/faculty.htm

2-6 weeks before quarter	Reserve a computer classroom for the necessary class sessions	Submit an online request form at: http://is.depaul.edu/computers/labs/index.asp
2-6 weeks before quarter	If not using Blackboard: Build your Course Website on Condor	Review condor quickguides at: http://www.itd.depaul.edu/website/faculty/IntegratingTechnology/UsingaWebsite/default.asp
1 week before first class	Set up your Blackboard grade Book; create an initial survey to gauge student knowledge levels, experiences, and special interests	Attend an ITD training, view quickguides or contact your ITD consultant Report any problems with Blackboard to your ITD consultant- include specifics such as error message content, course number, description of the issue, etc.
1 week before class session	Check computer classroom to reacquaint self with systems and check student software	Stop in to review the podium and display computer any time when there is no class in session
First Class Session	Inform students of ITD resources Remind students to update their Campusconnect E-mail	Student resources are available at: http://www.itd.depaul.edu/website/students Update Campus connect e-mail at: http://campusconnect.depaul.edu
During quarter	Cancel a computer classroom reservation that is no longer needed	Refer to your classroom reservation confirmation e-mail for phone numbers
1-2 weeks before needed	If you are not in a smart classroom, reserve a computer with LCD projector for a class presentation	Contact Classroom Technologies to reserve AV equipment for the classroom: http://is.depaul.edu/computers/technology
Final Week of Classes	Request extension for Hawk accounts	Submit online extension form
After final exam	Submit final grades via Campusconnect	Use the "Record Grades" area in: http://campusconnect.depaul.edu

Submit questions to ITD using the form at: <http://www.itd.depaul.edu/website/feedback/>