Planning Worksheet: Four-Week Course Map

This course map template is provided as a tool to help you plan the overall design and sequence of your online or blended course while ensuring alignment between the course objectives, module objectives, assessments, learning activities, and instructional materials.

How to use this worksheet

1. Start by filling out the general course information section with details about the online or blended course which you intend to map.
2. Think through the overall structure and sequence of your course and then use the table provided to list the specific elements for each module (for example, unit of learning). The table includes rows to align with the accelerated course format. The first row is for Welcome Module / Module 0, followed by the weeks of the course; modify as needed.
3. Once you complete a draft of your course map, use the Course Map checklist and make improvements as needed. As you review your finalized course map, consider the ways that you might focus and clarify your objectives, beginning with the modular level and then using those components to ensure that you have scaffolded your course in a way that best supports learner success.

General course information

Course prefix and number

Course title

Course modality

Course objectives

List the course objectives below.

1.
2.
3.
4.
5.
6.
7.
8.

Important note: Course mapping is integral to the sequencing of your course. Pay attention to the order of the course objectives and arrange them in a logical way (for example, from least complex to most complex). Then consider which objectives can be grouped together into a single unit of instruction and how much time you will need to address them. In the table below there are rows to align with the accelerated semester, but you may choose to sequence your course differently.

Course map

Alignment table for course objectives, modules, assessments, activities, materials, and blended integration

Course Objectives (CO)	Modules and Topics	Module Objectives (MO)	Potential Assessment(s)	Learning Activities (LA)	Instructional Materials (IM)	Blended Integration
	Welcome Module					
	Week 1					
	Week 2					
	Week 3					
	Week 4					

Course map checklist

The course map checklist below is adapted from and aligns with the UCF Quality Initiative core standards for quality course design, which is based on nationally recognized rubrics for quality course design.

Checklist for reviewing the completed course map

Checklist item	Yes	No
Objectives		
My course objectives describe outcomes that are measurable		
My course objectives are achievable by the end of the course		

Checklist item	Yes	No
My module objectives are clearly stated and written from a student perspective		
My module objectives describe outcomes that are measurable		
My module objectives are achievable by the end of the module		
My module objectives are representation of how students will be assessed		
Course Sequencing and Organization		
My proposed course sequencing will lend itself to a consistent pace throughout my course		
Assessments		
There is an assessment that addresses each course objective		
Assessments are appropriate for the course modality		
Assessments provide multiple opportunities for students to demonstrate learning (variety of assessments)		
Assessments are authentic (reflective of how students may apply concepts in the real-world) where applicable.		
Instructional Materials		
The course offers a variety of instructional materials (e.g., external readings, assignments, discussions, videos)		
Learning Activities		
The course provides opportunities for student practice		

Checklist item	Yes	No
Alignment		
Learning activities and assessments are aligned with the module objectives		
Engagement and Interaction		
The course offers multiple opportunities for different types of interaction (learner-learner, learner-content, learner-self, learner-instructor)		