# Course Map

The Course Map is a ‘birds-eye-view’ of a course designed to provide an overview of the course by assignments and due dates. It enables you to see the flow of the course in terms of workload for both the students and the instructor. Instructors can use the Course Map as a check-and-balance while you develop the course and to build your myCourses Gradebook.

<table>
<thead>
<tr>
<th>Graded Activity</th>
<th>Points</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
<th>Week 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>10</td>
<td>assigned</td>
<td>reminder</td>
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<td>due</td>
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<tr>
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<tr>
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<tr>
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<td>reminder</td>
<td>reminder</td>
<td>due</td>
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<tr>
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<td>Class participation</td>
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<tr>
<td>Readings &amp; media due this week</td>
<td>None</td>
<td>Jones, Ch 1.2.3 Article, MBK, MBQ</td>
<td>Jones Ch 4. Video Intro to MBQ</td>
<td>(Note readings)</td>
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</tbody>
</table>

An intermediate skill level of Microsoft Excel is recommended. Users should be comfortable entering text, copying, pasting, and entering simple formulas. You can easily modify this tool for your specific course needs. Taking the time to lay out the course in this manner can save you time later—especially as a reference tool when you are finalizing the assignments and developing the syllabus.

The Course Map includes Excel formulas to calculate:
- Total graded points
- Possible points by Week
- Cumulative points earned by Week

You can copy and paste the color-coded labeled cells at the top of the worksheet into your worksheet as needed.
Using the Course Map

COLUMNS
Graded activity: List all graded activities in the left column. You can also include non-graded assignments, such as readings, to help build a total picture of the course.

Points: Enter the assigned points for graded activities. The spreadsheet calculates the total number of points at the bottom.

Week #: There is a column for each week in the semester and finals week.

TRACKING ACTIVITIES
Track each activity by indicating the weeks it is assigned and due, as well as when you want to provide reminders. You can also color code these dates, if you wish. You can include readings as a quick reference during the course review.
- Enter ‘assigned’ in the column of the week the activity is assigned.
- Enter ‘due’ in the column of the week the activity is due.
- Fill in any weeks between the assigned week and the due week with ‘reminder’.
- Reminders help students organize their time.

TRACKING PARTICIPATION
If you are grading participation, include weekly points. In this example, discussions are worth 2 points and included in the 10 appropriate columns. All discussion points add to the amount in the Points column.

READINGS AND MEDIA
You can enter a short note about the readings and media due in each week to coordinate content with activities.

Reviewing your Course Map

CHECK FOR WORKLOAD BALANCE
- Are all graded activities listed?
- Do you need more/less content?
- Are graded activities spread out over the semester?
- Have you provided sufficient learning resources for your students?
- Have you allowed ample time for students to complete activities?
- Have you allowed ample time for you to correct and return submitted activities?
- Have you decided on your course “week” (e.g., Monday through Sunday; Wednesday through Tuesday)?
CHECK CALCULATIONS
- Do the graded activities add up to the total points you are allocating for grades?
- Are the ‘cumulated points earned by week’ spread out over the semester? (Approximately 1/3 by week 5, 2/3 by week 10 and all by week 15/finals week.)

CHECK DISCUSSIONS
- Check number of discussions.
- Check that corresponding class material is available.

CHECK READINGS AND MEDIA
- Does the amount of reading per week seem balanced?

The Course Map is an excellent reflection tool that you can refer to after you teach the course to identify any areas you want to modify the next time you teach the course. You can also include the Course Map in course materials for students to use as an organization tool.