

## WebCOT Tip Sheet: The Learning Plan

### *What is the Learning Plan?*

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The Learning Plan is a list of the weekly learning objectives, learning activities and assessments. It is used as a planning guideline and advanced planner for students and faculty. Many students rely on the Learning Plan to help manage workload and due dates.

Faculty are responsible for following [Durham College's Course Outline policy and procedure](#) regarding changes to Learning Outcomes and Evaluations.

### *Accessibility*

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WebCOT is designed to allow course editors to easily copy and paste plain text. No special formatting is required, nor is it permitted in the system.

Once the WebCOT version of the course outline is approved, the Final Course Outline is generated as a PDF document. Format changes will automatically be applied to the document to ensure that the Learning Plan is evenly spaced, has a good balance of white space, and meets accessibility requirements.

Wk.	Hours:	Delivery:
	<b>Course Learning Outcomes</b>	
	<b>Essential Employability Skills</b>	
	Taught:	Practiced:
	<b>Intended Learning Objectives</b>	
	<b>Intended Learning Activities</b>	
	<b>Resources and References</b>	
	<b>Evaluation</b>	<b>Weighting</b>

## Required Sections

Required sections, indicated with a red asterisk next to their title, must be completed in order for the course outline to be successfully submitted for review and approval. If they are left blank, webCOT will generate an error message when attempting to submit the outline for review or approval and the submission will fail. If you are using Google Chrome, you will be automatically returned to the blank section.

**NOTE:** There is only minimal indication (a thin blue line) of which field has been left blank, and only when using Chrome.

Week *	Delivery *	Est. Class Hours *	Resources and References
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intended Learning Objectives *	Intended Learning Activities *	Evaluation	Weighting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Learning Outcomes *	Essential Employability Skills	--	--
<input type="text"/>	Taught: <input type="text"/> Practised: <input type="text"/>	--	--

Add Row  
 Delete Row  
 Duplicate Row

### Week\*

Enter each **Week** number that applies for your course. Use numbers only, no spaces or additional punctuation or symbols. Select “Add Row” to add subsequent weeks.

### Delivery

**Delivery \***  
 Correspondence  
 Field Placement  
 Final Exam  
 Lab  
 In Class  
 Online  
 Shop

For each Week, choose the **Delivery** mode of the course (e.g. In Class, Online, Lab, Shop etc.). If each week of your course has multiple modes of delivery, e.g. a lecture and a lab, then use the **Add Row** button to create a unique row for each delivery type. The Week number will be the same for both rows.

### Est. Class Hours\*

Enter the number of hours per week, per delivery mode. Use numbers only, no spaces or additional punctuation or symbols.

### Intended Learning Objectives\*

This section answers the question “What can a student expect to learn/do by the end of this week?”

Include the overall topic and the key learning objectives for the week. Aim for 3-5 clear and measurable learning objectives.

### **Intended Learning Activities\***

This section answers the question “What learning activities will the student be doing in class/online/shop to achieve the learning objectives?”

Include all the types of activities used to help the learner achieve the weekly learning objectives including any formative feedback and assessment (non-graded assessment).

### **Course Learning Outcomes\***

Click on this input field to activate a menu of your Course Learning Outcomes. Select all the CLOs that are aligned with the Learning Objectives, Learning Activities, and Evaluations of the week.

## ***Optional Sections***

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### **Resources and References**

This section answers the question “What resources, required reading, or equipment does the student need this week?”

### **Evaluation**

Click on this input field to activate a menu of your Evaluation Criteria. Select all the items that are due or will be assessed that week. This should be left blank (uncheck all items) if there are no evaluations due in that particular week.

### **Weighting**

Enter the total weight (for the week) of the items listed in the Evaluation field. This should be left blank if there are no evaluations due in that particular week.

### **Essential Employability Skills**

Click on either the Taught: or Practiced: input fields to activate a menu of your Essential Employability Skills. Select all the EESs (taught and practiced) that are aligned with the Learning Objectives, Learning Activities, and Evaluations of the week.