COURSE TITLE

Course Outline Builder

COURSE OBJECTIVES

* Discover the Course Outline Builder
* Explore the benefits

DURATION

10 Minutes

SECTION TITLE

Discover The Course Outline Builder

SECTION BODY

Course Outline Builder is a spreadsheet and python script that builds course outlines.

BULLET POINTS

* Subject Matter Experts structure course items such as Titles, Bullet Points, and more
* Choose course outline items from picklists to add content to outline
* Run Course Outline Builder (Python Script) to build Course Outline document

ILLUSTRATION

Add screen captures: Google Spreadsheet, Python Course Outline Builder Script, & Course Outline document

VOCABULARY

Course Outline Builder is a simple, yet powerful, tool to develop course content requirements using a Google Spreadsheet.

TIP

Identify and add course outline items at a granular level to facilitate rapid course development.

SECTION TITLE

Benefits of Course Outline Builder

SECTION BODY

Use Google Spreadsheets to collaborate with SMEs & stakeholders. Build a Course Outline document that frames the course.

BULLET POINTS

Visualize and structure a course

Identify course requirements and gaps

Course Outline Builder creates the course\_outline\_builder.txt

VOCABULARY

The Course Outline document is a document that frames a new course for development. Copy and paste the Course Outline document into a Google Document to continue course development.

TIP

Add and adapt Course Outline Item picklists to suit your company needs.

SECTION TITLE

How to use Course Outline Builder

SECTION BODY

STEPS

1. Copy 'Course Outline Builder Template' Google Spreadsheet
2. Rename copy to rename to course\_outline\_builder
3. Add 'Course Outline Items' from picklists to create course outline.
4. Download the Course Outline in CSV format
5. Navigate: File > Download > Comma-separated values (.csv, current sheet)
6. Place course\_outline\_builder file in the Python Course Outline Builder script folder
7. Run Course Outline Builder Python script
8. Locate the course\_outline\_builder.txt in the script folder
9. Copy and paste the contents of course\_outline\_builder.txt a Google Document
10. Edit the Course Outline in the Google Document to create a learning module

TIP

View 'How To Use Course Outline Builder' video to learn more.