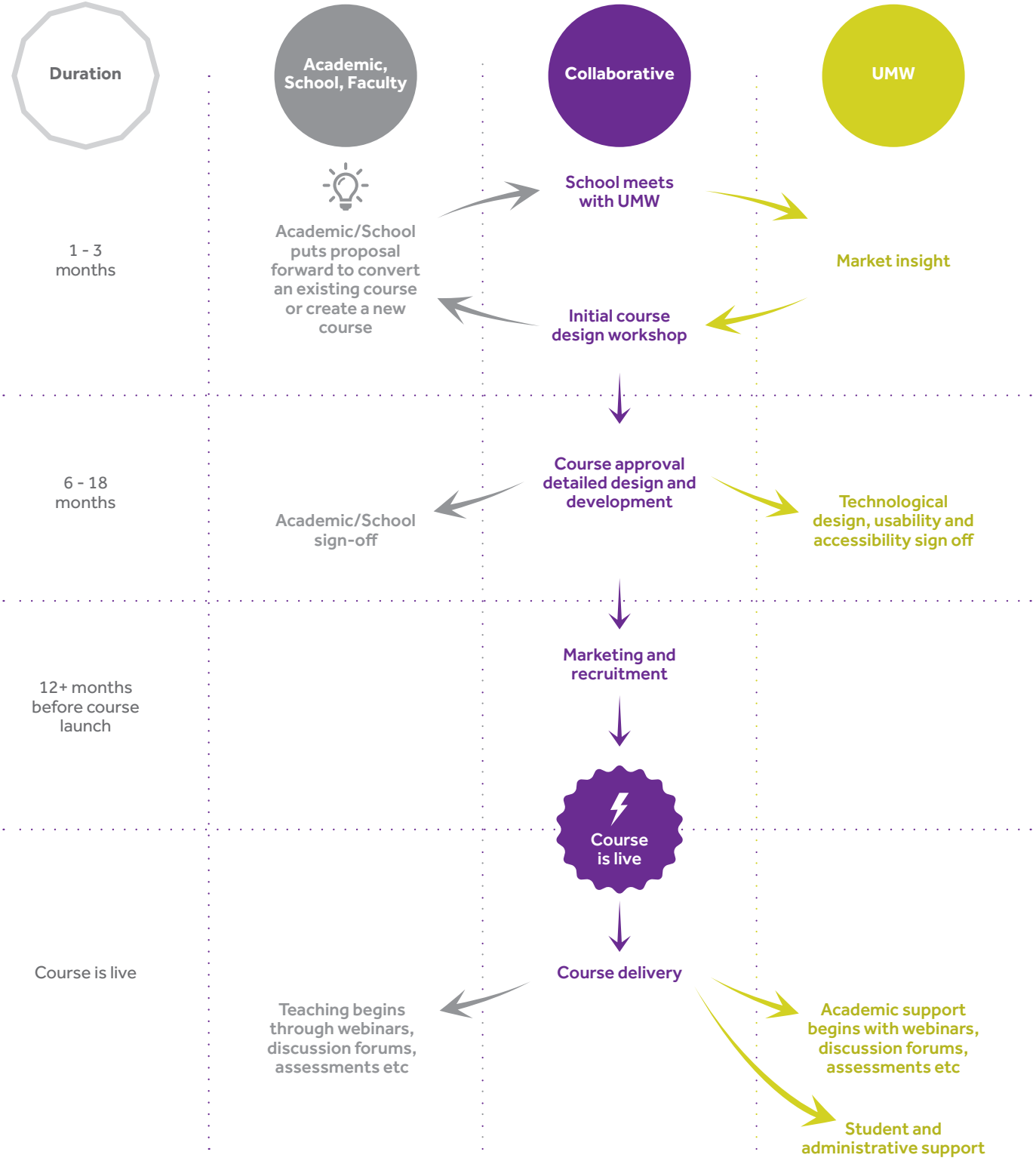Timeline for transforming new or existing courses into online or blended learning