MOOC production timeline

This timeline is a guide to the key milestones in producing a MOOC with FutureLearn. These timescales may differ depending on factors such as how much material is already available, and how many new films need to be made. Text in bold indicates FutureLearn deadlines.

Course proposal stage
- Academic department to complete MOOC Proposal Form
- LLI Board approval

Scoping stage
- Broad scoping / agree learning objectives (Dept/LLI)
- Complete Short Course Specification for PAP (LLI)
- Complete internal Course Contribution Agreement (LLI)

6-12 months before course start date
- **Send course proposal to FutureLearn** (LLI)
- Choose themes for each week (Dept)
- Decide on learning approaches for each activity (Dept with LLI consultation)
- Write and collate content (Dept)
- Plan assessment methods (Dept with LLI consultation)

4 months to go
- Film course trailer (Creative Services with Dept and LLI)
- Write course page description (Dept)
- Film videos and record audio (Dept and LLI)
- Begin marketing the course (LLI and Dept with Marketing Dept support)

3 months to go
- **Course registration open**
- **Course Contribution Agreement to FutureLearn** (LLI)

2 months to go
- Finished course and weekly emails to LLI for internal quality checks (Dept)

1 month to go
- **Signed off course to FutureLearn for quality assurance**
- **One month to go email sent out to learners** (Dept to author)
- Educator signature to FL for Statement of Participation (Dept)

2-4 weeks to go
- Final amendments made to course following FL QA (Dept and LLI)

1 week to go
- **One week to go email sent out to learners** (Dept)

Course start date
- **Course runs**

During course run
- **Moderation of learner discussion** (Dept)
- **Weekly summary emails** (Dept)

Ongoing
- Review course and refresh for re-runs (Dept and LLI)