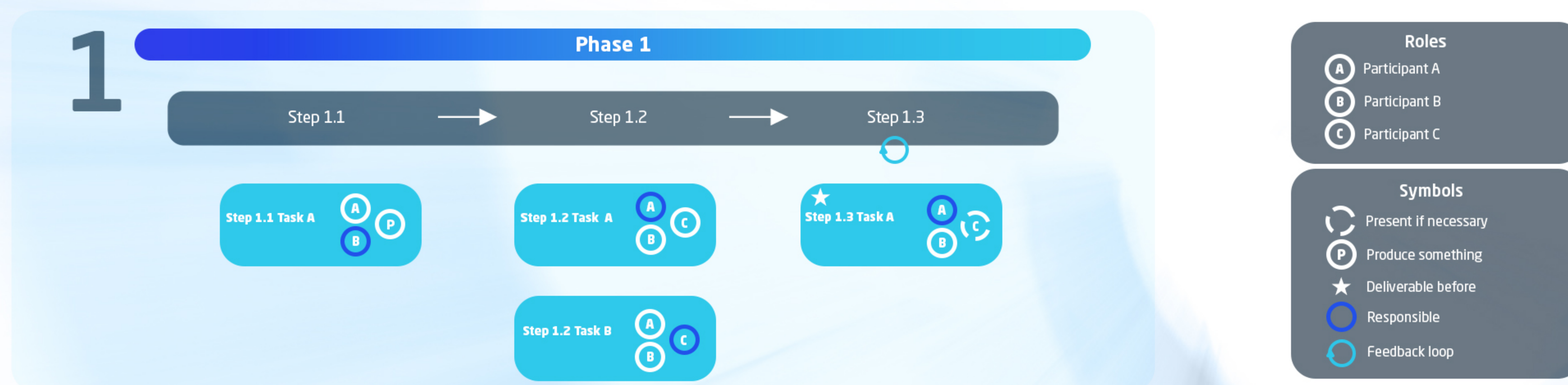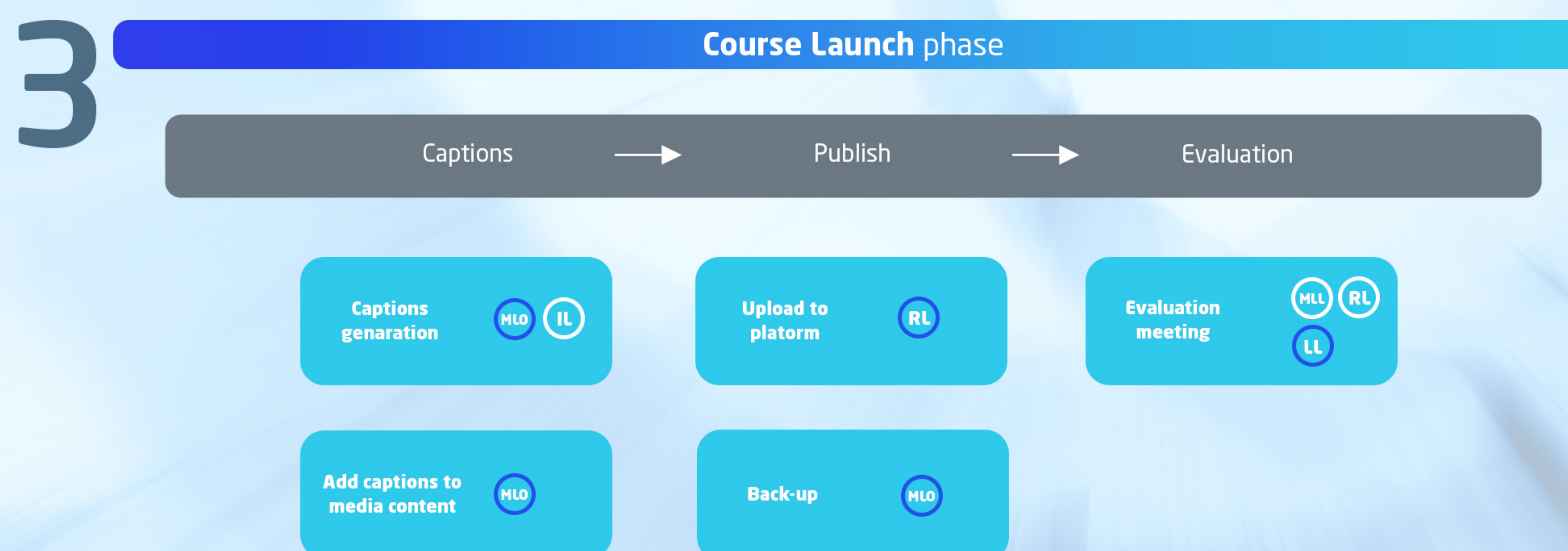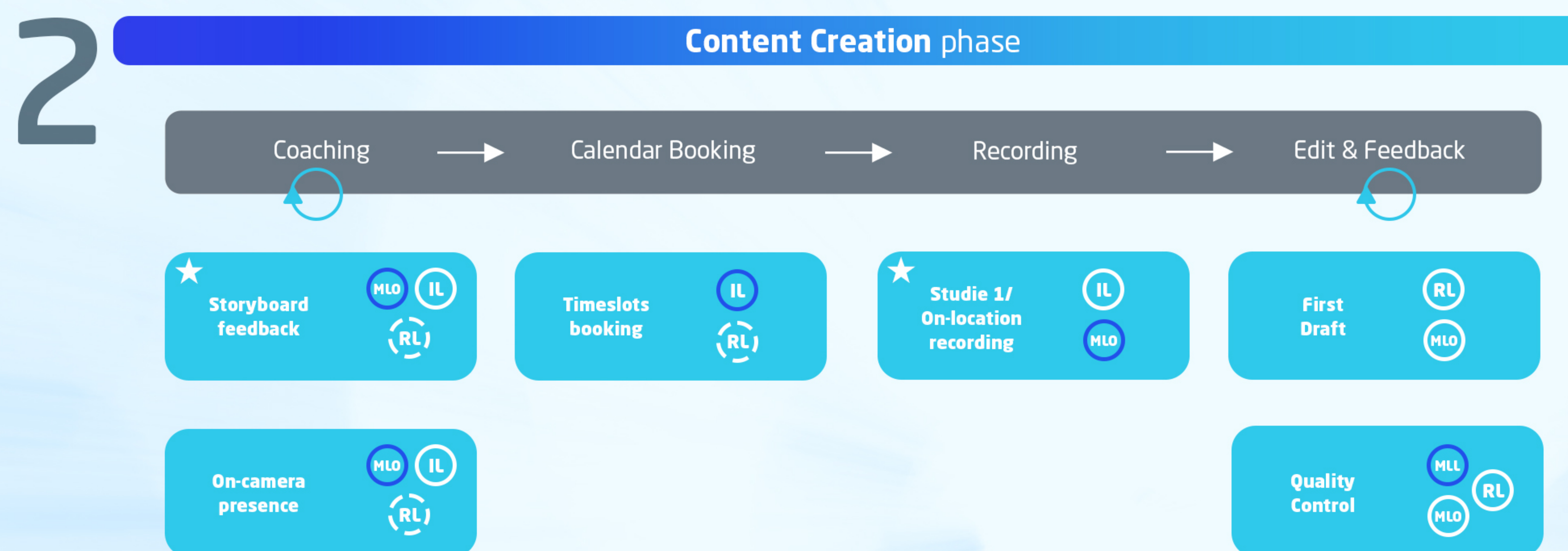# How to read this roadmap

The roadmap for creating an online course is based on phases, steps and tasks assigned to certain roles or people. Each role has an icon: the abbreviation of the role in a circle. The colored circle (blue) indicates that this role holds the key responsibility for the task's completion. The white circles indicate that these roles are involved in completing the task, but do not bear the responsibility.

Symbols can be added to specific tasks indicating speficic attributes assigned to a role e.g. if the role is responsible, **(Responsible)** or if the role's participation is voluntary **(Present if necessary)**. The symbols can also say something about the tasks characterics e.g. is the task's goal to produce something **(Produce something)** or is a deliverable needed before initiating the task **(Deliverable before).**

Finally, a step can be repetitive. This symbol is added to a step when tasks in the step are repeated **(Feedback loop)**

MOOC PROCESS

1 — Preparing and planning phase

Kick-off → Didactic Workshops → Media Creation Intro

- **Why a MOOC?** — RL, LL
- **Design Your Course I** — RL, AL, LL, P
- ★ **Video formats and storyboard workshop** — MLL, MLO, LL, AL, RL
- ★ **Design Your Course II** — RL, AL, LL, P

2 — Content Creation phase

Coaching → Calendar Booking → Recording → Edit & Feedback

- ★ **Storyboard feedback** — MLO, IL, RL
- **Timeslots booking** — IL, RL
- ★ **Studie 1/ On-location recording** — IL, MLO
- **First Draft** — RL, MLO
- **On-camera presence** — MLO, IL, RL
- **Quality Control** — MLL, MLO, RL

3 — Course Launch phase

Captions → Publish → Evaluation

- **Captions generation** — MLO, IL
- **Upload to platorm** — RL
- **Evaluation meeting** — MLL, RL, LL
- **Add captions to media content** — MLO
- **Back-up** — MLO

Course Team
- **AL** All Lecturers
- **RL** Responsible Lecturer
- **IL** Individual Lecturer

Support
- **LL** Learning Lab
- **MLL** Media Lab Lead
- **MLO** Media Lab Operator

- Present if necessary
- **P** Produce something
- ★ Deliverable before
- Responsible
- Feedback Loop