### MOOC Planning Checklist

If you were to offer an MOOC, could you provide answers to the following planning items?

1. Identify the purpose of the course.

2. Timeline:

* Immediate Term Priorities
* Medium Term Priorities
* Long Term Priorities

3. Do you understand choices underlying the Open Education philosophy of MOOCs?

4. Identify intended audience (demographics; geography).

5. Registration needs

* Retention policies
* Email
* Subscription services (RSS)

6. Course Considerations:

* What are the objectives for offering course? (recruitment, publicity, remediation, testing future course viability)
* Determine optimum time and time frame between instruction & for the course offering
* Conceptualize course design—open, structured, non-linear
* Consider credit/certifying options
  + - Badges (https://wiki.mozilla.org/Badges)
    - Certificates
    - Credit
    - Lurking

7. Assess available/needed resources:

* Technologies
  + Learning Management System or Technology Tool?
  + Outsourced, Hosted or Internal?
* Synchronous options
  + Streaming
  + Social media
  + Web Conferencing
* Asynchronous options
  + Recordings
  + Discussion boards
  + Social media
  + Personal Learning Packs (PLP)
* Staffing (volunteer and paid)
  + Administrative
  + Facilitators (roles-content, discussion board, assessment)
  + Languages (translation)
  + Accessibility
* Assessments and feedback
  + Formative/summative
  + Grading/assessment options
    - Machine grading
    - Adaptive learning engine
    - Peer assessment rubrics/models
    - Proctoring (webcam or in person)
    - Self
    - Projects
* Keeping MOOC relevant after course is complete
  + Learning Site for Future
  + Repeating the MOOC
  + Sharing the course site & materials

8. Support and Training

* Faculty development
  + Openness
  + Copyright
  + Video and Rich Media
  + Course Development process
* Students needs
  + Registration
  + Resources (Library)
  + Technology
  + Simulations
  + 24/7 Help
* Contingency plans

*Adapted from Ray Schroeder, UIS,* [*https://sites.google.com/site/makingmooc*](https://sites.google.com/site/makingmooc)