### 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)