Checklist for Massive Open Online Course (MOOC) Development

Criteria	✓
PLANNING PHASE	
The need for the MOOC is discussed.	☐ Yes ☐ No ☐ N/A
Target audience are discussed and identified.	☐ Yes ☐ No ☐ N/A
Team members' roles and responsibilities are discussed and confirmed.	☐ Yes ☐ No ☐ N/A
MOOC timelines and delivery date are confirmed.	☐ Yes ☐ No ☐ N/A
An introductory section on how to proceed through the MOOC is discussed.	☐ Yes ☐ No ☐ N/A
A strategy for copyrighted materials has been identified.	☐ Yes ☐ No ☐ N/A
An assessment strategy for the entire MOOC is discussed and planned.	☐ Yes ☐ No ☐ N/A
MOOC content review strategies are identified and discussed.	☐ Yes ☐ No ☐ N/A
Different peer assessment strategies within the MOOC have been identified and discussed.	☐ Yes ☐ No ☐ N/A
Different strategies for anticipating how diverse users in mass audience will interact have been discussed.	☐ Yes ☐ No ☐ N/A
Multimedia requirements have been discussed and estimated.	☐ Yes ☐ No ☐ N/A
Language of MOOC and learners language proficiency levels is discussed and is included in the introductory section of the MOOC.	☐ Yes ☐ No ☐ N/A
Learners' technology literacy is discussed.	☐ Yes ☐ No ☐ N/A
Spaces of interaction have been identified and discussed.	☐ Yes ☐ No ☐ N/A
A sample learning building block such as a lesson is completed (for prototyping).	☐ Yes ☐ No ☐ N/A
The delivery platform (i.e Coursera, Edex, Udacity) and existing supported contact, tools and technologies are identified/discussed and provided.	☐ Yes ☐ No ☐ N/A
Facilitators are trained and comfortable with the selected delivery platform.	☐ Yes ☐ No ☐ N/A
Content writer/s are selected and content review process is discussed.	☐ Yes ☐ No ☐ N/A
Completion record and certification for MOOC participants are discussed.	
Learners are involved in planning stage.	☐ Yes ☐ No ☐ N/A
COMMENTS:	

DESIGN AND DEVELOPMENT PHASE

The content is written as a starting point for learning conversations, not as the exclusive intent of the course.	☐ Yes ☐ No ☐ N/A
The content is written or adapted from existing materials. Open Education Resources (OER) is introduced and used.	☐ Yes ☐ No ☐ N/A
There are different opportunities for learners to contribute to the MOOC content through creation and sharing.	☐ Yes ☐ No ☐ N/A
Content videos are interactive, short and relevant.	☐ Yes ☐ No ☐ N/A
An introductory section is written for MOOC study skills and technologies used.	☐ Yes ☐ No ☐ N/A
Opportunities for peer assessment in the learning process are provided throughout the MOOC.	☐ Yes ☐ No ☐ N/A
An assessment strategy for the entire course is developed.	☐ Yes ☐ No ☐ N/A
Opportunities for self-assessment in the learning process are provided.	☐ Yes ☐ No ☐ N/A
A didactic discourse is maintained throughout the course.	☐ Yes ☐ No ☐ N/A
External and Internal subject matter reviewer are identified and confirmed.	☐ Yes ☐ No ☐ N/A
Instructional materials are copyright-cleared or are in public domain.	☐ Yes ☐ No ☐ N/A
MOOC content and technologies are in accordance with W3C standards (Accessibility Checklist)	☐ Yes ☐ No ☐ N/A
Tools /educational technologies are assessed and selected. (Assessing Technology)	☐ Yes ☐ No ☐ N/A

Note: A sample lesson or module should be developed at this stage for testing.

COMMENTS:

PRODUCTION PHASE

Academic/peer reviewer's comments on the entire course content have been shared with the instructor and necessary changes have been incorporated.	☐ Yes ☐ No ☐ N/A
Instructions have been added to the content for the production team (i.e. web programmer) and all the files including content, images and media have been sent to the production team.	☐ Yes ☐ No ☐ N/A
Course content is uploaded into the delivery platform online.	☐ Yes ☐ No ☐ N/A
Videos, multimedia, images and tools are added and embedded into the course.	☐ Yes ☐ No ☐ N/A
The online course is in compliance with W3C standards and tools are accessible.	☐ Yes ☐ No ☐ N/A
The course instructors are comfortable with online teaching and are trained in the online delivery platform.	☐ Yes ☐ No ☐ N/A
Quizzes, assignments, assessment and discussions have been created.	☐ Yes ☐ No ☐ N/A
Spaces of interactions (i.e. Discussions, blogs, wiki) have been introduced to learners and created for learners.	☐ Yes ☐ No ☐ N/A
Spaces for resource/content aggregation are provided for learners.	☐ Yes ☐ No ☐ N/A
All the copyright permissions have been obtained.	☐ Yes ☐ No ☐ N/A
Academic support contact information as well as technical support are distinguished and provided.	☐ Yes ☐ No ☐ N/A
The MOOC facilitators have reviewed the course online to ensure all the course content, videos and activities are in place and the course is ready for new offering/delivery.	☐ Yes ☐ No ☐ N/A

COMMENTS:

IMPLEMENTATION PHASE

MOOC facilitators have experience in online teaching and comfortable with tools and technologies used in the MOOC.	☐ Yes ☐ No ☐ N/A
An automatic welcome message is set to be sent to participants once they register in the MOOC.	☐ Yes ☐ No ☐ N/A
A community or a forum outside the delivery platform is open to learners prior to the start of the course.	☐ Yes ☐ No ☐ N/A
Course facilitators' frequent presence in the first two weeks of the course is emphasized to assist learners to create their learning communities faster.	☐ Yes ☐ No ☐ N/A
Course facilitators use "announcement" to provide different strategies and skills for learners on how to aggregate, related, create and share.	☐ Yes ☐ No ☐ N/A
Students have been provided with learner supports links.	☐ Yes ☐ No ☐ N/A
An environment/community with scaffolding nature is built.	☐ Yes ☐ No ☐ N/A
Course facilitators and MOOC team have made a list of issues throughout the course for course evaluation and modification purposes.	☐ Yes ☐ No ☐ N/A
Course facilitators have required students' feedback throughout the course using different strategies.	☐ Yes ☐ No ☐ N/A
Learners have completed a course evaluation at the end of the course.	☐ Yes ☐ No ☐ N/A

COMMENTS:

EVALUATION PHASE

The MOOC core team has met to debrief how the course went.	☐ Yes ☐ No ☐ N/A
Students' feedback and course evaluation forms (if any) have been reviewed and outstanding issues have been noted.	☐ Yes ☐ No ☐ N/A
The course facilitators have provided a list of new strategies and changes based on their reflection as well as feedback received.	☐ Yes ☐ No ☐ N/A
All the revisions to be done for the next offering have been discussed and noted upon the available budget and resources.	☐ Yes ☐ No ☐ N/A
MOOC peer review of online teaching is available	☐ Yes ☐ No ☐ N/A
Post-MOOC survey has been implemented.	☐ Yes ☐ No ☐ N/A
COMMENTS:	