

| Step/Task | Function | Faculty | OCPE | FutureLearn | eCampus | EdTech | Optional Support |
|--|---|---------|------|-------------|---------|--------|--|
| 1 Notify FutureLearn of interest in offering a course, at least 8 weeks before course launch. | Submit Course Proposal. This is a high-level outline of the course topic, number of weeks duration, subjects covered in the course, and who the course is directed to | X | X | | | | |
| 2 FutureLearn responds to proposal | FL assigns a course development manager who creates a course shell in the Course Creator changing course status from submitted to processed. Also, a Course Outline template with a QA tab is shared. | | | X | | | |
| 3 Create course description / landing page for the FutureLearn website | To create the course title and description, to detail the learning topics, syllabus and a short list of bullet points outlining what a learner will be able to do by the end of the course, and names of course educators. When completed, the course can be marketed with a course launch date determined. | X | X | X | | | |
| 4 Develop course outline | The outline is a comprehensive overview of the course and allows the educator to detail course learning objectives and identify the activities and steps that will present the content to support them. | X | X | | X | | eCampus OPTIONAL - An ID can work with faculty, if wanted, to identify course objectives and to plan supporting activities, such as, assessments, discussion questions, original videos, linked videos, audio recordings, and polls. |
| 5 Course Outline completed and reviewed | | X | | | X | | eCampus - OPTIONAL - ID reviews the outline prior to submitting to FL, and shares feedback with faculty. |
| 6 Course outline submitted to FutureLearn for QA | FutureLearn reviews course outline for: variety of steps, steps grouped into activities, number of steps between weeks, and consistency of learning hours. | | X | X | | | |
| 7 Course manuscript development | Using the outline as a guide, write the content including original articles, introductory summaries to video or article links, and identify supplemental links and images. | X | | | | | eCampus eLearning Developer can support searching for course images and alternative links for existing identified links, that are not behind a paywall |
| 8 Audio and video recording | Ideally, this step is included in the manuscript development phase so files can be added to the course at the build step | X | | | | | EdTech supports audio and video development, if needed, and reviews completed files to ensure quality, and edit as needed |
| 9 Course build in FutureLearn platform | | | | | | | eLearning developer builds the course in the FutureLearn platform by copying and pasting from the manuscript |
| 10 Review course in FutureLearn platform | | X | X | | | | eCampus and faculty review course for final edits |
| 11 Course submitted to FutureLearn for QA review | | X | X | X | | | |