**Tasks and Deliverables for MOOC Teams *Due by December 12, 2013***

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| **Task** | **Details** | **Deliverables** | **Date Completed** |
| Create Coursera course description page | Includes:   * description of course content * syllabus * recommended background for learners * course format (video lectures, quizzes, etc.) * instructor profiles * FAQ | **Course description page** with all elements listed |  |
| Write goal statement | * States what learners should know and be able to do at the end of the MOOC * Describes tools and resources that will be available to learners | **Goal statement** is included in the course description page |  |
| Create syllabus | * Describes topics in each of the five weeks (about 1 paragraph each) | **Abbreviated syllabus** (course topics) is included in the course description page |  |
| Create grading policy | What do they receive if they complete the class? | **Grading Policy** is included in the course description page |  |
| Perform basic audience analysis | * Identifies entry level behaviors * General description of Learners * A brief and accurate description of all learner characteristics |  |  |
| Divide course content into 5 weekly modules | Basically goal analysis with performance objectives |  |  |
| Create basic outlines for each week’s content |  |  |  |
| Develop content for PDF files, audio podcasts and video screencasts | List of videos needed and descriptions  List of graphics needed and descriptions |  |  |
| Design quizzes |  |  |  |
| Develop weekly discussion questions |  |  |  |
| Design student assessments | Includes assessment guidelines |  |  |
| Design course assessments |  |  |  |
| Design student survey (research) |  |  |  |

**January - May***Create course materials, including:*

In Coursera:

* Complete electronic Course Development Agreement and sign
* Create course syllabi
* Create the grading policy
* Create the course descriptions
* Create promotional videos
* Create PDF files
* Create audio podcasts
* Create video screencasts
* Create discussion questions
* Create quizzes
* Construct the course sites in Coursera
* Create promotional video
* Develop a system for students to give feedback (quantitative and qualitative) at the end of the course

**June - August**

*Deliver courses, including:*

* Provide limited feedback on course discussion forums
* Provide certificate of completion to qualified students
* Provide CPE (Continuing Professional Education) credit to qualified Texas teachers
* Conduct summative evaluation of course