SOP: QUAL\_SOP\_001\_1

ONLINE COURSE API

TABLE OF CONTENTS

[**1.** **Purpose** 3](#_Toc60686662)

[**2.** **Scope** 3](#_Toc60686663)

[**3.** **Responsibility** 3](#_Toc60686664)

4.  **Definition**…………………………………………………………………………………………………………………………………. 3

[**5.** **Procedure** 4](#_Toc60686665)

[**6.** **Abbreviations** 4](#_Toc60686666)

# **Purpose**

The main aim of online education is to help people to earn higher education no matter where they are located. The key benefits of online education are low costs, no traveling required, self-paced coursework, and time flexibility.

# **Scope**

**Online Education** can be applied in two major ways: presenting education content, and facilitating education processesOnline Education tools can operate effectively operate within both carefully selected and optimally integrated course design model and as emergent facilitators of communication and learning in informal contexts.

# **Responsibility**

Executives

Provide governance for prioritising, resourcing and ensuring the quality of learning and development.

Identify organisational learning and development priorities and provide input to the learning needs analysis and revisions on policy

Trainers and educators

Provide competency-based training to users to meet the requirements. Competency based training includes a way to assess and record that the required learning has taken place, and meets defined standards.

Provides guidance and resources for users.

1. **Definition**

Online Education is a form of education where users use their home computers through internet. The main aim of online education is to help people to earn higher education no matter where they are located. The key benefits of online education are low costs, no traveling required, self-paced coursework, and time flexibility.Online EducationQA testing is about making your online course bug free, identifying opportunities to improve the usability experience, and making the online course engaging.

# **Procedure**

**The 6 common phases that all Online Education development processes must go through are:**

* Creation of the Instructional Design Document (IDD).
* Scripting.
* Development of a prototype.
* Development of the course without audio.
* Development of the course with audio.
* Creation of the Learning Management System version of the course.

# **Abbreviations**

QA Quality Assurance

SOP Standard Operating Procedure etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Prepared by | Reviewed by | Approved by |
| Name | Jithin Jose |  |  |
| Date | 07-01-2021 |  |  |
| Tile | Online Course API |  |  |

**Document Change History**

|  |  |  |
| --- | --- | --- |
| Version no./Document no. | Implementation Date | Details of revision |
| QUAL\_SOP\_001\_1 | 07-01-2021 | New SOP |