

Production process for e-learning packages



Teacher/Unit



Educational technologists team

Create a rough plan

Subscriber

- Scope of material: single material (e.g. an exam, video) or an entire course
- Learning objectives and outline of the content
- Format of the learning material to be produced (text, images, podcast, videos, other elements) and publishing platform (Moodle, SharePoint,...)
- Assessment: Knowledge verification/evaluation
- Schedule

Consulting during planning

Team

- Assessing the scope of the material → How much effort is needed from the team and, on the other hand, from the teacher and other experts
- For example, multiple workdays or extra costs in the production process make the material broad.

With more extensive packages, an approval from the head of the unit is needed.

Name the responsible person from the team

Specification of the plan

In cooperation

- Manuscript for the material (including specification and scope of the material to be produced)
- Manuscripts for media productions: For example, producing videos requires a filming plan and storyboard from the subscriber
- Agreeing on the material to be delivered to the team
- Specifying schedules (including checkpoints)
- Informing the management of the units involved about the more extensive packages

Production

Team

- Filming and editing
- Photographing and image editing
- Producing and editing podcasts, etc.
- Other elements of the course as needed (resources, interactive elements, exams and assignments)

Determining the necessary human resources

Testing and commenting

Subscriber

Testing the material (incl. setting up testing group if needed) and presenting any needs for changes according to the agreed schedule

Corrections/Amendments

Team

- Make the desired changes within the agreed schedule
- Notification to the teacher and (if applicable) a new round of review and testing requests

Taking into usage and further development

Subscriber

- The person in charge of the material / unit is responsible for the material
 - publishing and distribution
 - life cycle (validity)
 - correctness
- Collecting user feedback from students
- Upgrading the material → Increased need for updating launches a new process → check reports for permanent learning materials

Study material is launched!