# Delft University of Technology Extension School

## - Roadmap for creating online courses -



### Process/phase name

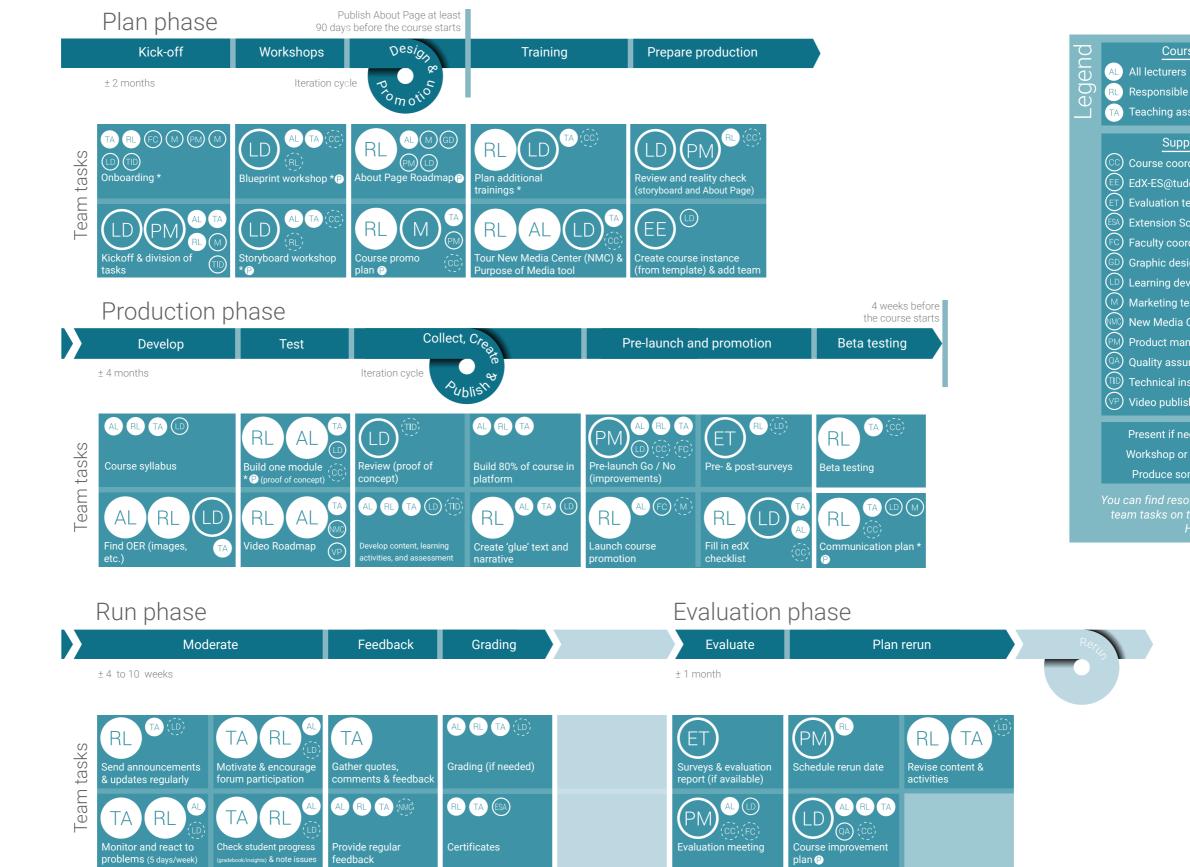


The roadmap for creating an online course is based on tasks assigned to certain roles or people. Each role has an icon: the abbreviation of the role in a circle. The size of the icon indicates that this role holds the key responsibility for the task's completion. The smaller icons indicate that these roles/people are involved in completing the task, but do not bear the responsibility.

Sometimes tasks are assigned to student assistants, but in the end, the instructor is responsible for the student assistant and ensuring that s/he actually performs the task.

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Course Team

RL Responsible lecturer

TA Teaching assistant

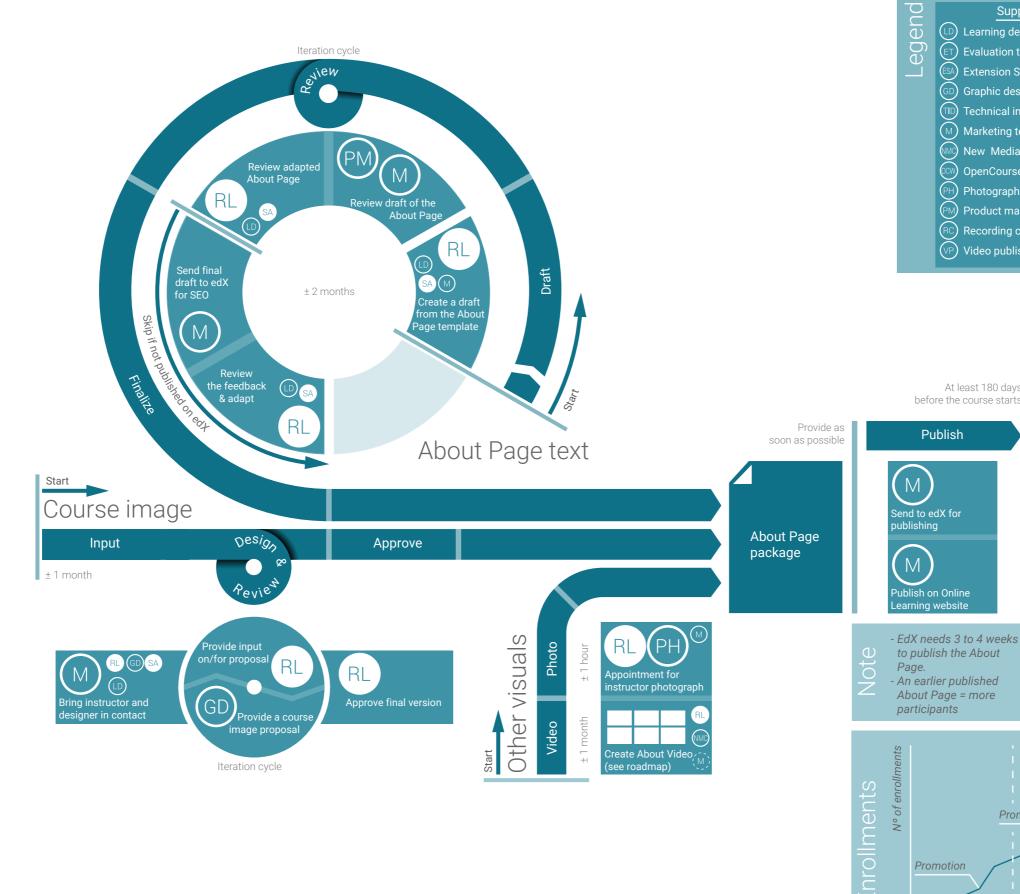
#### Support

CC Course coordinator EdX-ES@tudelft.nl (ET) Evaluation team ESA) Extension School Administration FC) Faculty coordinator GD Graphic designer (LD) Learning developer (M) Marketing team New Media Centre PM Product manager (QA) Quality assurance officer (TD) Technical instructional designer VP Video publishing

> Workshop or training Produce something P





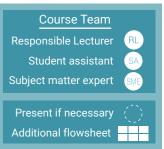


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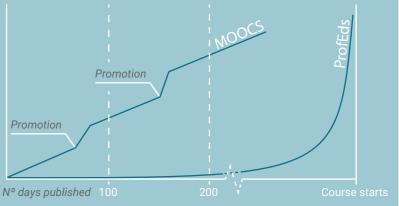
#### Support

- LD Learning developer
- ET Evaluation team
- ESA) Extension School Administration
  - Graphic designer
- TD Technical instructional director
- Marketing team
- New Media Centre
- OpenCourseWare Team
- PH) Photographer
- PM Product manager
- RC) Recording company
- VP Video publishing

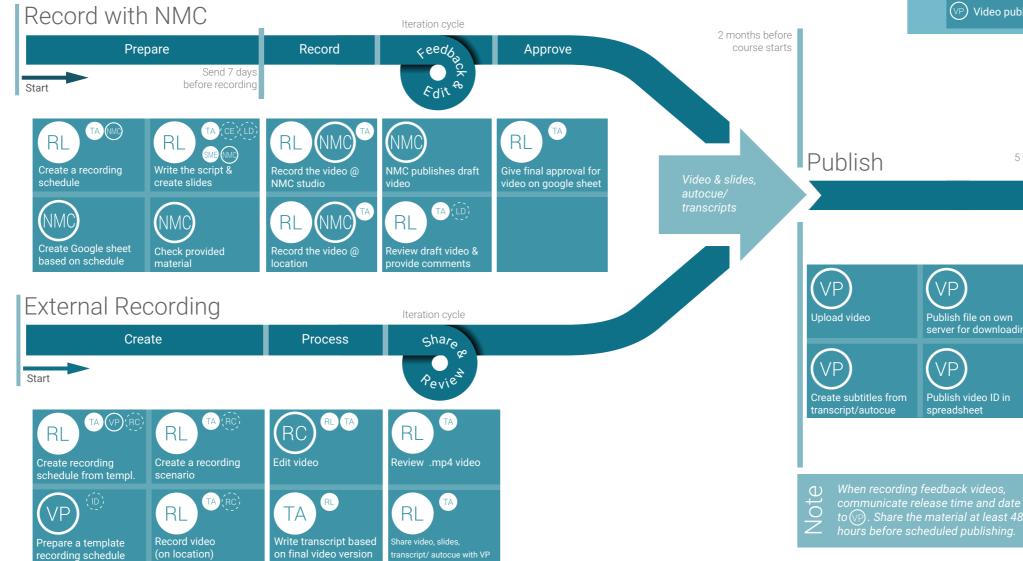


You can find resources supporting the team tasks on the Online Learning HUB.









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- (TD) Technical instructional designer
- VP Video publishing

Course Team Responsible Lecturer Teaching assistant TA Subject matter expert SME





supporting the team tasks

5 weeks before course starts

RL

Add video to platform

server for downloadin

