**Massively Open Online Courses (MOOCs)  
Workflow for Creating a MOOC at University of Toronto**

Open UToronto

**A. PROPOSAL STAGE**

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| **Step 1:** An instructor and/or department that has an idea for an MOOC should first consult with local Educational Technologist(s) and Liaison Librarian(s) regarding divisional resourcing and initiatives. |

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| **Step 2:** Initial consultation with Director of Digital Learning Innovation (DLI) and divisional Dean's Office (or their delegated lead responsible for online learning). |

**Step 3:** Review [**OCIF Funding Framework**](https://www.viceprovostundergrad.utoronto.ca/awards-funding/open-course-initiative-fund/). Plan content, support strategy and implementation plan and prepare proposal for approval at the Divisional level.

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| **Step 4:** At this stage, after the proposal is approved by the **Department Chair** and the divisional **Dean's Office**, submit the MOOC proposal to the Vice Provost, Innovations in Undergraduate Education. |

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| If approved by the Vice Provost, Innovations in Undergraduate Education, then move to Development Phase. |

**B. DEVELOPMENT STAGE**

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| **Step 5:** Assemble course team (instructor(s), local educational technology specialist(s), liaison librarian(s), RA(s), local AV specialist(s), etc.). |

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| **Step 6:** Team works with DLI portfolio on design and implementation, meeting of institutional and MOOC partnership requirements. |

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| **Step 7:** Build the MOOC course (create content; populate course shell, create and populate assessment strategies for course, marketing materials, etc.). Complete pre-flight check with DLI staff. |

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| Launch Course |

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| **Step 8:** Ongoing support and maintenance of MOOC content. |

\* All documents referred to in this workflow are available online at [http://open.utoronto.ca](http://www.ocw.utoronto.ca)