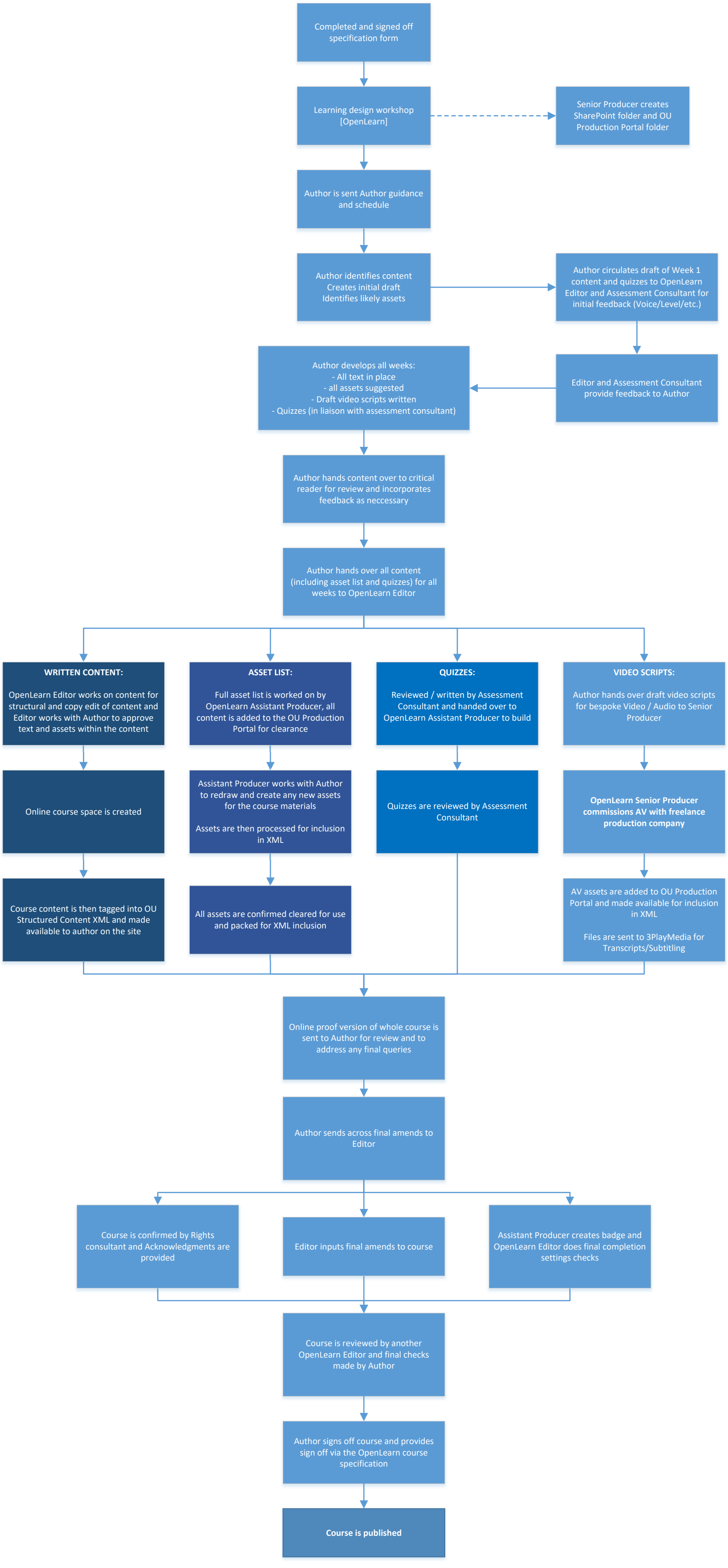
Completed and signed off specification form
Learning design workshop [OpenLearn]
Senior Producer creates SharePoint folder and OU Production Portal folder
Author is sent Author guidance and schedule
Author identifies content
Creates initial draft
Identifies likely assets
Author circulates draft of Week 1 content and quizzes to OpenLearn Editor and Assessment Consultant for initial feedback (Voice/Level/etc.)
Editor and Assessment Consultant provide feedback to Author
Author develops all weeks:
- All text in place
- all assets suggested
- Draft video scripts written
- Quizzes (in liaison with assessment consultant)
Author hands content over to critical reader for review and incorporates feedback as neccessary
Author hands over all content (including asset list and quizzes) for all weeks to OpenLearn Editor
WRITTEN CONTENT:
OpenLearn Editor works on content for structural and copy edit of content and Editor works with Author to approve text and assets within the content
ASSET LIST:
Full asset list is worked on by OpenLearn Assistant Producer, all content is added to the OU Production Portal for clearance
QUIZZES:
Reviewed / written by Assessment Consultant and handed over to OpenLearn Assistant Producer to build
VIDEO SCRIPTS:
Author hands over draft video scripts for bespoke Video / Audio to Senior Producer
Online course space is created
Assistant Producer works with Author to redraw and create any new assets for the course materials
Assets are then processed for inclusion in XML
Quizzes are reviewed by Assessment Consultant
OpenLearn Senior Producer commissions AV with freelance production company
Course content is then tagged into OU Structured Content XML and made available to author on the site
All assets are confirmed cleared for use and packed for XML inclusion
AV assets are added to OU Production Portal and made available for inclusion in XML
Files are sent to 3PlayMedia for Transcripts/Subtitling
Online proof version of whole course is sent to Author for review and to address any final queries
Author sends across final amends to Editor
Course is confirmed by Rights consultant and Acknowledgments are provided
Editor inputs final amends to course
Assistant Producer creates badge and OpenLearn Editor does final completion settings checks
Course is reviewed by another OpenLearn Editor and final checks made by Author
Author signs off course and provides sign off via the OpenLearn course specification
Course is published