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GUIDELINES TO BUILD A QUALITY MOOC

Tips and tools for planning and creating
a Massive Online Open Course

ERASMUS+ PROJECT - STRATEGIC PARTNERSHIP FOR THE
EXCHANGE OF GOOD PRACTICES IN ADULT EDUCATION
PROMOTING DEVELOPMENT, ASSESSMENT AND
RECOGNITION OF ADULTS' NON-FORMAL AND
INFORMAL COMPETENCES
(2019-1-IT02-KA204-062660)

GUIDELINES TO BUILD A QUALITY MOOC

TIPS AND TOOLS FOR PLANNING AND CREATING A MASSIVE ONLINE OPEN COURSE.

These guidelines were created in February 2022, as a result of the fourth short-term joint staff training event (TC4) carried out in the frame of the project **“ProComp - Promoting Development, Assessment and Recognition of Adults' Non-formal and Informal Competences”** (2019-1-IT02-KA204-062660), co-funded by the Erasmus+ Programme of the European Union and coordinated by Travelogue Associazione di promozione sociale (Marsciano, Italy).

For further information, visit the website: <https://www.procompetences.eu/>.

Partner organisations:

- Travelogue Associazione di promozione sociale (Marsciano, Italy)
- Asociación Iniciativa Internacional Joven (Malaga, Spain)
- Associazione Vita Indipendente Umbria APS (Terni, Italy)
- Epralima – Escola Profissional Do Alto Lima (Arcos de Valdevez, Portugal)
- IMF - Institut Méditerranéen de Formation et Recherche en Travail Social (Marseille, France)

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CREATE YOUR TEAM

INVOLVED FIGURES:

- Teacher
- Tutor
- Manager of the platform/technician

PLAN THE COURSE

A MOOC IN 10 STEPS:

1. Identification of topics
2. Educational objectives
3. Evaluation plan
4. Collection of materials
5. Writing
6. Storyboard
7. Video recording and editing
8. Instructions for students
9. Preparation of quizzes assessments and correction grids
10. Uploading materials on the platform

SET YOUR GOALS

...or what do you wish your learners to achieve after completing the course.

3 LEARNING OBJECTIVES VALUES:

1. Effectiveness (extent of student achievement)
2. Efficiency (student time/cost)
3. Appeal (student participation)



CONTENTS

DIFFERENTIATE THE TYPES OF CONTENTS:

1. Lessons
2. Video-lessons
3. Images
4. Texts
5. Weblinks
6. Forum
7. Maps
8. Virtual laboratories
9. Role-playing games
10. Simulations
11. Augmented reality contents
12. ...and much more!



*Also interactive
activities!*

ADAPT THE CONTENTS TO YOUR TARGET GROUP OF BENEFICIARIES:

1. Tailor the communication style
2. Create a storyboard
3. Use a short scenery
4. Use simple and clear contents
5. You can continuously update the teaching materials
6. Provide examples and direct applications
7. You can distinguish among compulsory and optional activities
8. You can add a reference bibliography

and last but not least, ALWAYS PAY ATTENTION TO THE COPYRIGHT!



DURATION

A MOOC usually lasts 3-6 weeks.

The modules of the course should have a similar duration. Each module can be composed by different submodules.

TECHNOLOGIES

UPDATE YOUR TECHNOLOGICAL TOOLS!

Main tools that you will need:

1. Video cameras
2. Tripod
3. Microphones
4. Screen-recording software

3 MUSTS:

1. Choose a mobile friendly and multi-platform LMS
2. Lessons and materials must meet the basic accessibility criteria for different skills
3. The contents must have an adequate audio and video level

ASSESSMENT

WHEN:

1. At the end of the MOOC
2. At intermediate levels

WHY:

1. To access the final test the participants must have completed all previous intermediate tests
2. Failure to pass a quiz can inhibit the passage to the next topic, until the test is repeated correctly

WHO:

1. Teacher assessment
2. Self assessment



3. Peer assessment (*students taking responsibility for assessing the work of their peers against set assessment criteria*)

HOW:

1. In-video quizzes
2. Open questions
3. Individual researches
4. etc...

AT THE END OF THE COURSE...

1. **Ask for an EVALUATION OF THE MOOC:** Create a survey to detect the perception of the learning experience and the usability of the contents.
2. **Provide CERTIFICATES AND/OR BADGES** to the participants

DISSEMINATION

1. Consider at least **3 months** for the dissemination before the beginning of the course
2. Material:
 - **SYLLABUS:** Picture, title, duration and description of the MOOC
 - **TEASER:** Create a short video presentation (2-4 mins)





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PROCOMP

THE PARTNERSHIP:



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