5 STAGES OF COURSE DEVELOPMENT

Follow our list of links

Future Learn

1. Plan

Prepare to work on your course

- Set up your team with Course Creator permissions
- Submit your course proposal at least 6 weeks before course start date
- FutureLearn review your course proposal and create the course shell
- Email us your course image or we can find one for you
- Provide logo files for collaborating organisations
- Ensure any exercise steps meet our requirements
- Most courses will be set to on demand to maximise learners
- FutureLearn set the course upgrade price
- Create a trailer video (Optional)

2. Design

Outline the structure of your course and what you are going to include

Spend time on this, to save time later

- Share your course outline for early feedback from our Learning Designers (Optional)
- Share a sample of content for feedback from our team (Optional)

Top Tips:

Refer to How to Create a Great FutureLearn Course

Consult our Quality Assurance criteria frequently

3. Build

Create your content, upload it onto the platform, and prepare your sections of the Course Description Page

Allow between 4 weeks to 3 months depending on content

Build your course in Course Creator. Insert:

- Learning outcomes
- Educator profiles and roles
- Facilitation windows (Optional)
- Certificate information
- Weekly emails

4. Run

Open your course for enrolment

We'll let you know when your Course Description Page (CDP) is ready to review. If you need the course to open for enrolment in advance of the start date, please let us know as soon as possible

Ensure all content is ready and conduct your Quality Assurance checks

- Notify us once you have completed Quality Assurance checks and your course meets all essential critieria
- Select amazing Open and Highlight Steps to reach more Learners!
- Course content goes live on *course start date*

5. Review

Determine whether your course is delivering against your goals

- Consult our Marketing Playbooks to promote your course
- Continue to add facilitation window dates to CDP (Optional)
- Utilise facilitation guidance
- Access Looker data to review your course performance *after 3-6 months*

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