



This guide is intended to help you prepare the **rerun of your MOOC** on edX. Please keep in mind that the general guidelines from the guide for new courses also apply to reruns. This document provides additional guidance on the specific adjustments needed when re-running a course.



If **additional videos** are required for the rerun of your course, please schedule new recording sessions in our studio using our [appointment booking tool](#).

You can find detailed information about the on-site recording process [here](#).

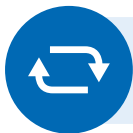


## Frameworks and Deadlines

- **Formats:** After the initial run, courses are usually transitioned into a **self-paced** format. This means that all content is made available at once on a fixed start date, and the course remains online until updates are needed. The team Medien für die Lehre will check in with you at the end of each year to determine whether any changes are necessary or if the course can continue as is.  
  
If you prefer to continue using an **instructor-paced format**, the course content and all related documents must be updated accordingly. In this format, content is released on a weekly basis, and the course ends after the defined number of weeks.
- **Start Date:** Please coordinate your course's start date with the MOOC team. All further deadlines will be based on this date.
- **End Date:** An end date is set at the beginning of the course for both formats. In a self-paced format, the end date is reviewed annually and adjusted if necessary. In instructor-paced formats, the course ends on the predefined end date after the planned number of weeks.
- **Verification Upgrade Deadline:** If your course is running in a self-paced format, there is no need to set a verification upgrade deadline. The system will assign one automatically. For instructor-paced formats, the deadline should once again be set around the midpoint of the course.
- **Recording Appointments:** We recommend scheduling any required video recordings approximately four weeks in advance of the desired date.
- **Course About Page:** Enrollment for the course should be open **four weeks before the course start date**. To enable this, the new start date must be

entered into the system by the Medien für die Lehre team. Enrollment will then be possible via the Course About Page.

- **Final Review:** The completed course must be submitted to the Medien für die Lehre team for final review three weeks before the scheduled start date. Please plan to allow time for final revisions during the following week.
- **Course Support:** Please ensure that the course is academically supervised by the department while it is running. This includes checking the discussion forum several times per week and responding to content-related questions. Technical questions will be handled by the MOOC team.



## Updates in the Course Space

A **new course space** in edX Studio will be created for your rerun. This happens automatically once the MOOC team enters the course start date into the system. Please make sure to work only in this new course space.

If you were not involved in building or managing the previous version of the course, we recommend taking the edX course „[Building a course with edX](#)“ in advance. It will give you an overview of the components that make up an edX course and how to implement them correctly.

### Courses in Self-Paced Format

- Self-paced courses **do not have release dates** and only usually due dates. Peer-Review-Assignments require due dates for both the **submission of the assignment** and the submission of the reviews. These dates should be aligned with the **course end date**. If the end date is extended (e.g., because no content updates are needed), the corresponding due dates must be adjusted as well.
- Please **remove all references to specific dates** from text fields.

### Courses in Instructor-Paced Format

- Please update the **release dates for all sections**.
- All graded components, including assignments and the final exam, must have a **clearly defined due date**. Ensure that all deadlines are updated accordingly. If an exam is part of the course, assignment deadlines must fall **before** the exam date.
- Please carefully review the course to ensure that **all dates have been updated** and that **any date references in text fields** are also current.



## Documents & Texts to Prepare

- If new videos are to be recorded for the course, please update the existing video list. Add the following information in the left-hand columns:
  - Title of the video as it will appear in the course
  - Duration of the video
  - Link to Filestage
  - Instructor featured in the video

You can already list all planned videos here, even if they have not yet been approved in Filestage.

- If any changes to the **Course About Page** are necessary, please coordinate them with your advisor at Medien für die Lehre ab.

- Please update the **Syllabus content** based on the format of the rerun:

If the course is being converted to a self-paced format, all specific dates must be removed and the texts generalized.

You can then link it in the appropriate section of the course. Please also update the course update message (which appears as a pop-up at the start of the course) as well as the **FAQ section**, in line with the chosen format.



## Helpful Links

- [edx.org](https://edx.org) - The platform where RWTH's MOOCs are published and made available.
- [edX Studio](#) - The tool you use to build and manage your course.
- [edX Insights](#) - Once your course is open for enrollment, Insights allows you to track the number of enrolled learners. When the course is running, it also provides data on learner engagement, performance, and demographics.
- [edX Kurs „Building a course with edX“](#) - This course offers a clear and practical introduction to using edX Studio and building your course effectively.
- [edX Docs](#) - The edX Docs provide detailed guidance on the technical aspects of building and running a course.