

# iBLOC Production Timeline



- *The timeline refers to the semester before you launch.*
- *Below timeline is drawn from the past iBLOC production proceedings. We are flexible to start early if you are ready.*

Semester I /Week	Instructor	Support Team
Orientation Week	Face-to Face Meeting	Face-to Face Meeting Assign edtech staff as POC.
Instructional Period	Revert to edtech staff on Promo Video and Video Technique	
Week 1 Week 2 Week 3 Week 4 Week 5 Week 6	<ul style="list-style-type: none"> <li>• Provide Course details (Title, short description, syllabus, format, FAQ etc)</li> <li>• Decide the topic and staff for Week by Week (for multiple lecturers)</li> <li>• Look into copyright issue</li> <li>• Start preparing slides</li> <li>• Update information on Course Page (Coursera)</li> <li>• Provide dates for Studio Booking/Book self recording room for content creation Download Camtasia Studio free trial</li> </ul>	<ul style="list-style-type: none"> <li>• Create Basic Course Page</li> <li>• Provide access (Coursera) to instructors/TAs</li> <li>• Prepare for the Promo Video Shoot</li> <li>• Organize Studio Tour (if needed)</li> <li>• Pass useful links like Camtasia free trial and tutorial. Facilitate with resources Webcam, tablets etc.</li> </ul>
Recess Week	Camtasia Training/Coursera Orientation	Camtasia Training/Coursera Orientation
Week 7 Week 8 Week 9 Week 10 Week 11 Week 12 Week 13	<ul style="list-style-type: none"> <li>• Start creating lecture videos</li> <li>• Review learning outcomes</li> <li>• Look into Classroom activity and assessments including in-video quiz.</li> </ul>	<ul style="list-style-type: none"> <li>• QC first lecture video and give feedback</li> <li>• Assist staff with Classroom activity, assessment and other pedagogical needs</li> <li>• Provided video production support (where needed)</li> </ul>
Reading Week		
Examination		
Vacation	<ul style="list-style-type: none"> <li>• Be ready with at least half the video lectures</li> <li>• Continue with the content creation (if not complete)</li> <li>• Set up Discussion FORUM (if needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up and reminder on to-do list to instructors</li> <li>• Upload Class list to Coursera</li> <li>• Upload video lectures if ready</li> <li>• Final check before launch</li> </ul>
<b>Semester II</b>	<b>Target Launch Date</b>	
Instruction Week	<ul style="list-style-type: none"> <li>• Announcements/Welcome mails</li> <li>• Inform students on what to expect</li> <li>• Alert in advance on if any assignments due in 1<sup>st</sup> week.</li> </ul>	
Week 1	<ul style="list-style-type: none"> <li>• Monitor FORUM (if applicable)</li> <li>• Monitor for student feedback</li> <li>• Continue with the content creation (if not complete)</li> <li>• Look into mid-term feedback questions</li> </ul>	Standby to resolve technical and pedagogical issues