



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

TORQUE Checklist

Checklist for TORQUE authors

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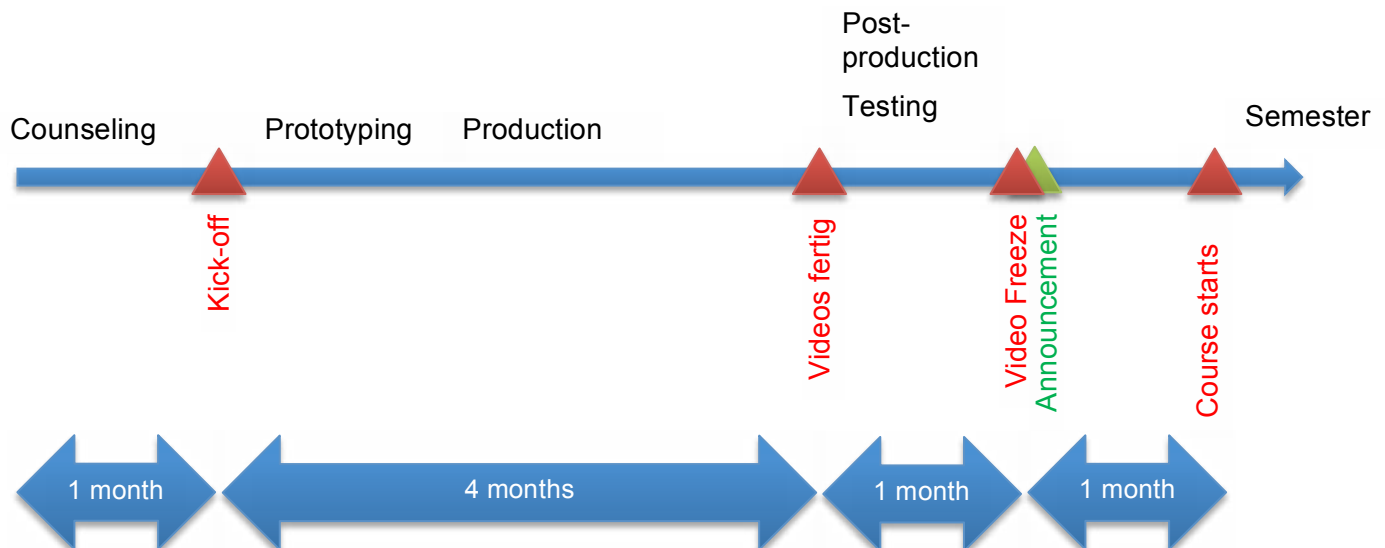
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1. TORQUE Process Timeline



2. Counseling and Kickoff

2.1. General

- ☐ Please consider that the TORQUE/MOOC-Initiative is a pilot project. It means that LET cannot provide a standard service to produce TORQEs.
- ☐ Roles and responsibilities
 - LET: facilitator
 - ID MMS: video production
 - Course authors (you): project management, creating content, set up Moodle course environment, upload documents to Moodle etc.
- ☐ Suggestion: License everything under Creative Commons according to "How-to TORQUE/MOOC".
- ☐ TORQEs will be open for all students with AAI-account.
- ☐ TORQEs are recommended to be 5 to 7 weeks long.
- ☐ E-Moderation should be calculated at 2-4 h per week

2.2. Recommended Documentation

- ☐ How-to TORQUE and MOOC (online): ETH's own guideline in German.
- ☐ Moodle documentation: <http://docs.moodle.org/26/de/Hauptseite>

2.3. Prepare for Video Recording

- ☐ Studio is situated in HG D19.3; recordings are supported by an assistance
- ☐ Recording slots: 9 - 12 am, 1 – 4 pm, 5 - 8 pm
- ☐ Plan with Daniela Ewason 2 slots for prototyping and slots for production. From experience, 2-4 clips can be recorded in each slot.
- ☐ Authors should send their date availabilities for the slots (for prototyping and - at least one week later - for production) to Daniela Ewason (innovedum@let.ethz.ch), who coordinates the video studio.
- ☐ Dates arranged are compulsory; short-term cancellations may result in fees according to https://www1.ethz.ch/id/about/sections/its-mms/agb/index_EN. Slots cannot be extended unless the assistant (ID MMS) in charge agreed to the extension.
- ☐ Download slides templates and check out tips for the video production in the How-to TORQUE and MOOC documentation.
- ☐ Choose [colour](#) of the slides according to corporate communications.

2.4. Best Practice

- ☐ Get used to Moodle. LET creates a test course in Moodle and grants access for authors.
- ☐ Define menu items in Moodle (green bar at the top).
- ☐ Good practice:
 - Welcome page of Signals and Systems II course with trailer:
<https://moodle-app2.let.ethz.ch/course/index.php?categoryid=59>
 - Course overview page of Signals and Systems II course:
<https://moodle-app2.let.ethz.ch/course/view.php?id=713>
 - Overview of Face-to-Face and online teaching in the economy course:
<https://moodle-app2.let.ethz.ch/mod/page/view.php?id=35230>

3. Course Prototyping and Production

3.1. Video

- ☐ Prototyping: Scan the web for MOOC and decide what sort of video you would like to produce. See also for the How-to-TORQUE and MOOC manuscript (if you do not have this document contact LET) for guidelines regarding format and slides.
- ☐ Bring your ideas to the studio (together with a concept and material like PPTX or images) and find out what's possible. Our basic setting lets you record from a screen (content) and one instructor (video).
- ☐ Wear suitable clothing: no white, checked or fine striped shirts
- ☐ Feedback for the prototype is provided for video and course elements by LET and ID MMS within a week. Production can start after prototyping is finished.
- ☐ Plan staff (TAs, students) to check the entire course for correctness and clarity.
- ☐ ID MMS will open a SWITCHCAST channel (public) to host the video clips.
- ☐ Plan a video trailer with ID MMS (Olaf Schulte); this is to advertise your course, indicating its content, goals, and why students should look into it. The trailer should be finished a couple of weeks before the course goes online.

3.2. Building up the Course

- ☐ Define grading policy and rewarding system of the course
- ☐ Define face-to-face methods (e.g. flipped classroom concept)
- ☐ Guess student's workload for the course and adapt existing system if necessary
- ☐ Define important course dates
 - Course start (preferably not on a Monday!)
 - Release dates of weekly content
- ☐ Post learning goals for each section/topic in the course
- ☐ Set up the course overview page, see e.g. [Ökonomie](#)

4. Post production und Testing

- ☐ Make sure all videos are ready 2 months before the course starts. So you will have enough time to review the clips, which generally induces some post production.
- ☐ Staff (TAs, students) checks the entire course for correctness and clarity.

5. After video freeze and before course starts

- ☐ Course registration page will be created by LET and filled with content by the authors:
 - See other TORQUE registration pages: <http://bit.ly/ethtorques>
 - Images of the lecturers and TAs
- ☐ Course will be transferred from test category to TORQUE category. Coordinate with LET.
- ☐ Write a welcome message to all registered students.
- ☐ Make course „visible“ for students (in the course settings in Moodle).

6. Running the course

- ☐ Check what your students are doing. Course analytics are found under course administration in Moodle.

7. Evaluation

- ☐ Conduct a course evaluation together with LET according to “How-to TORQUE and MOOC” (doc).