

AO Faculty Compendium— Module Creation Checklist

Getting started	Fill out the doodle survey for the Kick-off Telephone Conference (TC).	<input type="checkbox"/>
	Send your home address to the project coordinator (for sending the contract).	<input type="checkbox"/>
	Sign the two copies of your author contract that you will receive via post and return one copy using the pre-addressed envelope.	<input type="checkbox"/>
	Access the " AO Foundation—Faculty Compendium Author Package "	<input type="checkbox"/>
	Read the Faculty Compendium "Writer's Guide"	<input type="checkbox"/>
	If you do not yet have one, create a Google Account to be able to upload and share documents on Google Drive with your author team (instructions in the Writer's Guide).	<input type="checkbox"/>
	Read the "7 AO Principles of Quality Education Module" and think about how your module relates to the 7 principles.	<input type="checkbox"/>
	Have a look at the example of a Module Intro	
	Have a look at the Layout Suggestions.	<input type="checkbox"/>
	Have a look at the "Existing Resources" table that lists the existing AO resources on your module's topic.	<input type="checkbox"/>
	Look through the actual existing AO resources on your module's topic.	<input type="checkbox"/>
Kick-off TC	Attend the Kick-off TC with your author team, the editor and the project coordinator (if you cannot attend make sure to view the recording that will be provided).	<input type="checkbox"/>
5 questions & 3 theory insights	Put yourself in the shoes of a first time AO faculty and in the "AO_FC_Current_Gaps" table on Google Drive write down what you think are the 5 most important practical questions in relation to your module's topic.	<input type="checkbox"/>
	Search and read the latest research on your module's topic (last 5 years) and note down possible references.	<input type="checkbox"/>
	Based on the research you found write down in the "AO_FC_Current_Gaps" table on Google Drive what you think are the 3 most important theoretical insights in relation to your module's topic that an AO faculty member should know about.	<input type="checkbox"/>
	Together with your author team and editor agree on the 5 questions and the 3 most important theoretical insights	<input type="checkbox"/>

Identifying gaps	Ask yourself if the existing AO resources answer the 5 questions and represent the latest research adequately.	<input type="checkbox"/>
	In the "AO_FC_Current_Gaps" table for your module on Google Drive: <ul style="list-style-type: none"> - write down what exactly is missing in the existing AO resources to answer the 5 most important questions and represent the latest research. - Write down suggestions on how those gaps could be filled (resources you know, ideas for formats etc.). 	<input type="checkbox"/>
	In the "AO_FC_Existing_Resources_Decision_table" for your module on Google Drive indicate which of the existing resources you want to "keep as is", "keep but review" or "drop"	<input type="checkbox"/>
Reviewing & creating resources	Organize a TC with the author team and editor to <ul style="list-style-type: none"> - agree on which resources, to keep, review or delete - agree on the list of gaps and how to fill them - define a strategy on how to review the existing and create new resources. 	<input type="checkbox"/>
	Review the existing resources that should be re-done and upload the final version to the Google Drive "Final Documents" folder.	<input type="checkbox"/>
	Create new resources for identified gaps together with your editor and staff from the AO Education Institute.	<input type="checkbox"/>
Finalizing	Upload the final versions of the new resources to the "Final Resources" folder.	<input type="checkbox"/>
	List the final resources of your module in the "AO_FC_Final_Resources" table on Google Drive and write a short description of not more than 250 characters (without spaces) for each resource.	<input type="checkbox"/>
	Write a module intro that: <ul style="list-style-type: none"> - explains how your module relates to the "7 AO Principles of Quality Education" (highlight the 7 principles in the text) - explains the 3 most important theoretical insights from the latest research lists the 5 most important questions related to your module topic and explains which resources to consult in order to answer them	<input type="checkbox"/>
	Upload the module intro to Google Drive "Final Documents" folder.	<input type="checkbox"/>