



## **Standard Operating Procedure (SOP) for revising, reviewing and publishing asynchronous lesson content on blended/online courses.**

The purpose of this document and procedure is to ensure that blended/online provision is of the highest quality and is manageable for both academic and educational technology staff. This SOP document sets out the procedure for revision, review and publish of asynchronous lesson content on blended courses/modules when the support of the Blended Learning Unit is required.

### **1. Asynchronous Lesson Changes: Request sent to Education Technologist team**

Task Owner(s): Content Developer

The content developer clearly notifies the designated Educational Technologist of proposed revisions to asynchronous lesson(s) using the Proposal Form. Agreement is made on the extent of revisions and notification period (significant/minor).

### **2. Asynchronous Lesson Revision**

Task Owner(s): Content Developer

Revisions are made to asynchronous lessons according to agreed *style guide*.

### **3. Asynchronous Lesson Review**

Task Owner(s): Designated Educational Technologist

The designated Educational Technologist reviews the revisions to asynchronous lesson(s) from an instructional design and quality assurance perspective.

### **4. Final revisions are agreed and made to the asynchronous lesson.**

Task Owner(s): Content Developer and designated Educational Technologist make relevant final revisions

### **5. Final publish of asynchronous lesson(s) to LMS**

Task Owner(s): Designated Educational Technologist/Content Developer

Notice period to designated Educational Technologist(s) for revisions to asynchronous lesson content:

- *Significant (Audio changes, etc.)*  
**At least 10 working days** prior to being made live to students
- *Minor*  
**At least 5 working days** prior to being made live to students \*

### **Note:**

Where notice periods for revisions to asynchronous lesson content are not observed, no guarantee can be made by the Centre for Teaching and Learning/Blended Learning Unit that lessons will be ready to go live to students.

\* During the course of asynchronous lesson revision, if *Minor* changes proposed are subsequently determined to be *Significant*, then the notice period for *Significant* will apply.