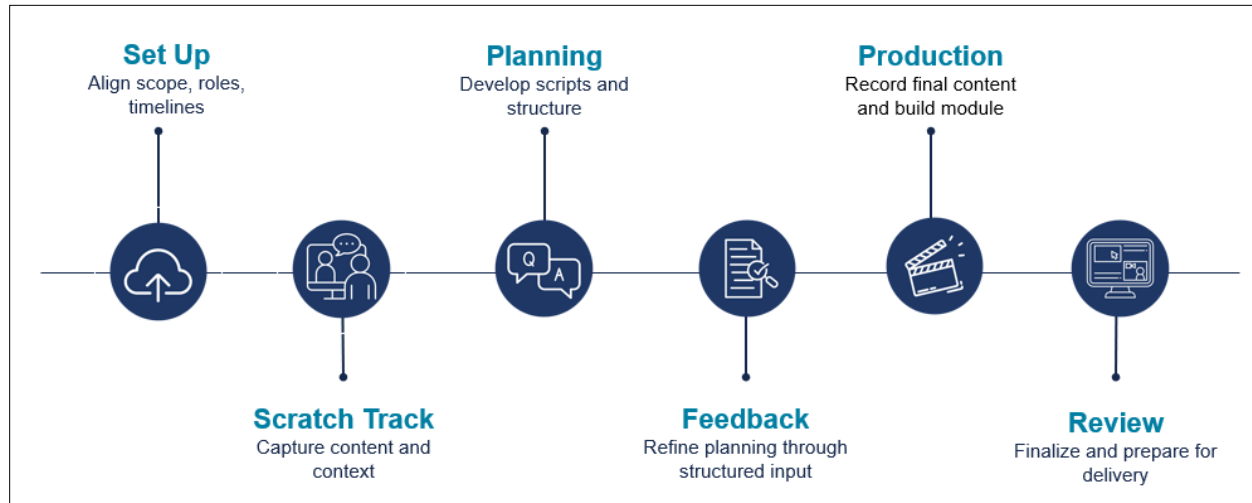


# From Concept to Course

Managing online module development with Microsoft 365

## The 6-step framework



## What to do at each stage

Stage	Actions	MS 365 Tools (Example)
<b>Set Up</b>	Define module scope, structure, and learning outcomes	Teams, SharePoint, Planner
<b>Scratch Track</b>	Capture full content, explanations, and context from SME	Teams, Loop, Bookings
<b>Planning</b>	Develop module structure, lesson content, scripts, visuals, and knowledge checks	Word, SharePoint
<b>Feedback</b>	Review and refine module content, learning flow, and scripts	Word, Teams, Forms
<b>Production</b>	Record videos, build module components, and integrate content into content delivery platform	Teams, Excel, authoring and video editing tools
<b>Review</b>	Review full module (videos, content, activities), finalize and prepare for delivery	Stream, Clipchamp, SharePoint

Presented on May 6, 2026 by:

[Anna Limanni](#), Acting Director, Education Technology Office

[Inga Breede](#), Manager, Content Production, Education Technology Office