

## Authoring Process

1. Download the course proposal guidelines and proposal template from <http://www.edpal.com/MDUSD/open-ed> or get it from Vivian Boyd, Director of Curriculum and Instruction.
2. Fill out the proposal and submit to the district office at Curriculum and Instruction, Wing C., by 04/30/2006.
3. The District will read all submitted proposals and let you know if it is approved before 6/30/2006. ONLY **FIVE** titles will be selected for the pilot program.
4. Once you get notification that your course proposal is approved (selected), download the course syllabus guidelines and template from <http://www.edpal.com/mdusd/open-ed>. Start writing the downloaded course template file.
5. After you finish writing the course using the template, you can submit it to the district office at Curriculum and Instruction, Wing C. Please make sure the courses are submitted before August 15, 2006.
6. The District will review the courses and notify the author if the course needs any revision.
7. The District will send the written course to edPal.
8. edPal will make the course available to offer on MDUSD edCenter before next school year starts.