

You are a new TA for an online course

Welcome to the Learning for Life Centre! This guide will introduce you to TU Delft's open and online courses, the wider team and people you will work with, and your role as a Teaching Assistant in developing or supporting these courses.

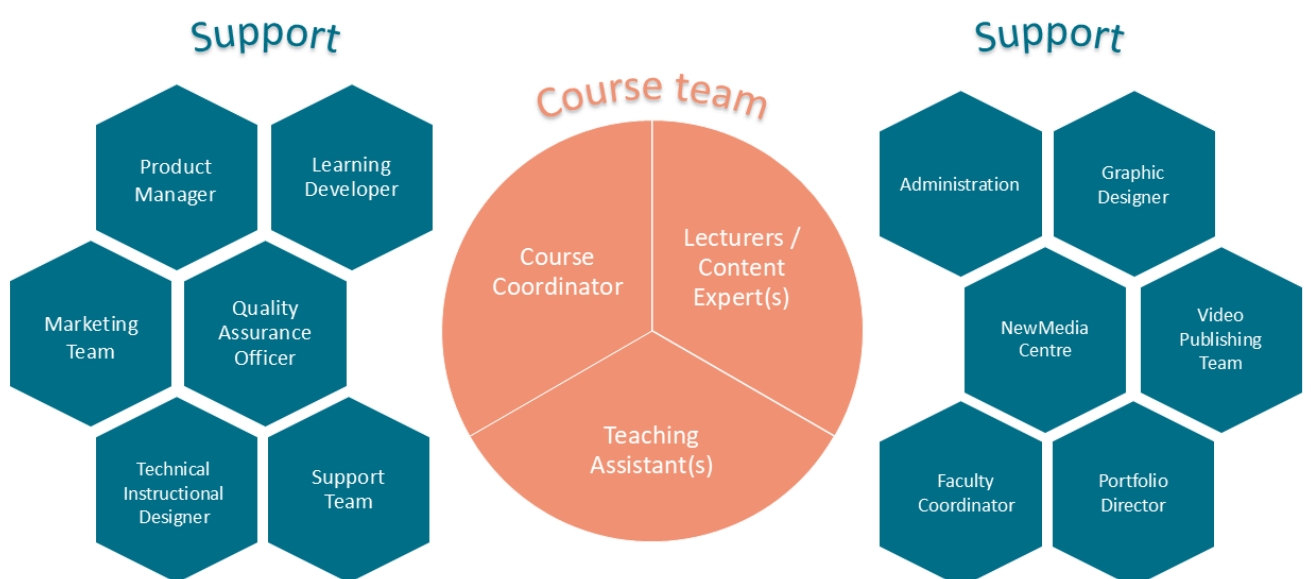
TU Delft Learning for Life Centre

Providing adult learners with quality and accessible learning opportunities for professional and personal development throughout their lifetime is the mission of the TU Delft Learning for Life Centre (LfLC). LfLC is part of the University Corporate Office and reports directly to the Executive Board. Our team of about 50 skilled, passionate colleagues comprises over ten different nationalities—our culture is inclusive and very diverse! This includes the team of Teaching Assistants.

Together with the TU Delft faculties and external partners, we create and deliver (online) courses, short programmes, and other training solutions that help learners at various stages of their professional life. To learn more about the types of courses and learning products the TU Delft offers, you can visit [TU Delft Learning for Life](#).

Course teams

In order to develop successful online courses, we work in course teams. A course team consists of a course coordinator, content experts, and Teaching Assistants (TAs). The course team is guided through the process of creating and running their online course by a Learning Developer. The Learning Developer is both a didactic advisor and the connection to other support the course teams might need (for example: support on tooling, video recordings, copyright, etc.).



Roles and responsibilities

The role of the **Learning Developer** (LfLC) is to advise on a variety of learning aspects and formats, from didactics and pedagogy, to technical support, video production, and delivery. During the first run, the Learning Developer works closely with the course team and follows the steps in the [course development process](#). Their primary role is that of a guide and advisor. In the second run, the Learning Developer assists the course team with implementing improvements. In consecutive runs, the role of the Learning Developer is minimal, the faculty has to ensure that the quality of the course or learning product remains good or continues to improve and that the course continues to run. The Learning Developer can then be reached for questions or short consultations.

The **course coordinator** (faculty) is responsible for planning the project, scheduling meetings and dividing tasks, monitoring progress, and reminding course team members of agreements if necessary. Their primary role is that of a project manager. Sometimes the course coordinator is also one of the lecturers/the responsible lecturer. Not all projects have a coordinator, although this is recommended.

The **lecturers/content experts** (faculty), and especially the responsible lecturer, are responsible for the quality of the course and its content. They create and maintain the course materials. During course runs, they are available for complex content-related questions.

The **Teaching Assistants** (faculty) can be asked to do a lot of different tasks. For example: building the course on the platform, creating assignments and quiz questions, adding 'glue text' to the course (text transitions between parts, short introductions and summaries), creating slides and supporting lecturers with writing scripts, beta-testing the course once it is ready, moderating the course during delivery, monitoring learner progress, helping solve learner issues and questions, and creating reports on the run of the course to share with the course team.

The **support team** (LfLC) provides first-line support to Teaching Assistants, Learning Developers, and lecturers on using the (Open) edX platform. They are the help desk for solving technical issues that you may experience while building, editing, or moderating your course.

You may also have contact with:

A **Faculty Coordinator**: there is one Online Learning Faculty Coordinator per faculty. This person oversees the faculty's online activities and liaises directly with LfLC on administrative matters.

The **Learning Experience Team (LET)**: this LfLC team consists of centrally coordinated Student Assistants, taking care of re-runs of online courses. Teaching Assistants can be hired by the Faculties or the LET.

- If you are hired by the LET, the team Coordinator will be in contact with you to organise your onboarding and manage your contract. You can contact the team coordinator: e.fuentesvelazquez@tudelft.nl
- If you are hired directly by a faculty, the Faculty Coordinator or Faculty administrative team will organize these activities.

The **Business Team**: this LfLC team consists of Product Managers and marketers. The Product Managers oversee and make strategic decisions for the LfLC portfolio, and the marketers help course teams pitch and advertise their courses to their audience.

The online course design process

The online course creation process is outlined in the [Online Learning Hub](#). It consists of 4 steps: Plan, Produce, Run, and Evaluate. The Online Learning Hub contains descriptions of each phase and its milestones, and key documents and templates to assist you. Once a course has been created and has gone through these 4 steps, it will re-run on a regular basis. The re-run cycle consists of preparing the re-run, and managing the re-run while it is live. Formal evaluation moments are planned every 3 runs.

Make sure you familiarize yourself with these steps and the key course design documents:

- If you are joining a course that is being created, you can be involved in creating key design documents (About Page, Blueprint, and Storyboard – see the Plan page on the [Online Learning Hub](#)), although this is not always the case. If you were not involved in their creation, it is still useful to ask to see these documents, so that you understand and are aligned with the lecturers' vision for the course.
- For re-runs, these documents are less critical - familiarise yourself with the course in the platform, instead.
- For both first runs and re-runs, you can find useful templates for managing and moderating the live run on the Run page on the [Online Learning Hub](#).

Preparing for your role and tasks

LfLC offers a range of trainings on how to work with online courses, year-round, which you can find [here](#). **All TAs must complete the trainings relevant to their tasks, before the start date of their course (or before they start working in a live course)**. If you cannot register for trainings using the link above, please email bko@tudelft.nl with a request to be registered. Indicate the name(s) and date(s) of the training(s) you would like to attend, and your NetID.

As mentioned in **Roles and Responsibilities**, TAs can be assigned a variety of tasks and be involved in many different aspects of course creation and delivery. Once you meet with your course team and Learning Developer, it is important that you clarify roles and expectations, and which tasks have been assigned to you. Below we clarify which trainings are needed for different tasks, and share some additional resources you might find useful.

If you are going to build a course in edX (first run [Produce Phase](#), or major updates to re-runs):

- [Build an \(Open\) edX course](#) training.

If you are going to (assist with) writing scripts or creating slides for a course (first run [Produce Phase](#), or major updates to re-runs):

- Usually lecturers create their own scripts, but you might find that a lecturer will ask you to support, for example, with formatting the script correctly for recording with the NewMedia Centre. Consult the NewMedia Centre's [guidelines for recording lectures](#), specifically the first section on script writing.
- Lecturers may create their own slides or ask you to do this. If the lecturers don't have a preferred slide template, use the NMC [slide template](#).
- Important! When adding visuals to your slides, check what their copyright is. For copyrighted resources, you will need to ask for permission from their creator before including them in the

slides. Attribute each photo, video or other visual you include. Note where you found the visual, so it's easy to track down. [Check the factsheet on copyright](#).

If you are preparing a course for re-run:

→ [Prepare an \(Open\) edX course re-run](#) training.

If you are going to be a moderator (first run or re-run, [Run Phase](#)):

→ [Manage and moderate an \(Open\) edX course](#) training.

→ Find your course type in this [overview of e-moderation tasks and requirements](#), and plan your workload accordingly. If you are not sure, ask your coordinator or Learning Developer.

→ If you are going to create reports on course runs, you can find the templates you need to use on the Run page of the [Online Learning Hub](#), and instructions in the [Manage and moderate an \(Open\) edX course](#) training.

To get started on the course platform

Depending on the course(s) you are going to work on, you will be working in the edX platform or an Open edX equivalent managed by TU Delft.

- MOOCs and most short programs (MicroMasters, Professional Certificate Programs) run on [edX](#).
- Professional Education Courses (ProfEds) and some of our short programs (e.g. Rail program) run on ProfEd, a TU Delft Open edX platform: <https://profed.tudelft.nl>.
- MOOCs used for a campus audience only run on OnlineCourses, another TU Delft open edX platform: <https://onlinecourses.tudelft.nl/>

To get a sense of what an online course is about, we strongly suggest that you:

- First, create an account or sign in to the platform that you will be working in (for ProfEd and OnlineCourses use the NetId single sign-on option or your student e-mail; for edX, create an account with your student e-mail).
- If that platform is edX, enroll in the MOOCs you will work on as an audit (free) learner and skim through it to familiarise yourself with the format.
- You will be given staff access to the course instance that you will be working in by your Learning Developer or the LET coordinator.

Administrative matters

Make sure you fulfil the following administrative requirements (if you have not already). You should:

- Receive a copy of your contract from Flex Delft (if not, get in touch with your Faculty Coordinator/LET coordinator/employer).
- Have access to the Flex Delft portal: <https://flexdelft.nl/en/information-for-students/>
- For students with a non-European nationality:
 - You should have a valid work permit, make sure you receive this before start working
 - Contact the International insurances office
- Activate your employee NetID, email and employee card.

- If you resign from your TA position, inform the course team, Flex Delft and the international insurance office.

Good luck getting started! If you have any questions do not hesitate to contact your Learning Developer and/or LET coordinator.

This work by TU Delft Extension School is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Version April 2026. online-learning@tudelft.nl

