**Getting started guide to DIY discussions**

Last updated: August 14, 2015

* **Pick your dates and times**
  + MOOC begins on Monday, November 9 and runs for 4 weeks
  + New content will go online every Monday for 4 weeks (11/9, 16, 23, 30)
  + You may want to plan to have your discussions later in the week or discuss the content a week after it is released. Keep in mind that Thanksgiving falls within the time period of the MOOC.
  + The discussion sessions were 60-75 minutes for the first MOOC. Some libraries added time at the beginning (up to an hour) to watch the videos from the week’s content together as a group prior to the discussion.
  + Send your date and time to [smorrill@wils.org](mailto:smorrill@wils.org) **by September 15** to be included on the map of discussion groups.
* **Reserve your meeting room**
  + If you have multiple meeting rooms, choose one that is conducive to discussion. You’ll want to configure the room, ideally, to allow all participants to see one another for the discussion.
  + It’s helpful for there to be a laptop and projector available and for projection to be possible in the meeting room. This will allow participants or the facilitator to review content with the group.
* **Find a facilitator**
  + You will want to find someone to help *guide* the conversation, not *own* it.
  + It’s helpful to find someone with some content knowledge, but it’s not a requirement, as long as the person can guide a conversation and is willing to study the content from the week prior to the discussion.
  + The best source of facilitators may be your partners (see below). Local academic institutions, environmental groups, K12 teachers, or others could be helpful.
  + Once you’ve found your facilitator, share the facilitation guides that will be available on the WiLS website, and work with your facilitator to set shared expectations: what are they expecting the day of the discussion? Name tags? A certain room setup? Snacks?
  + Tell your facilitator that discussion questions for each week will be available from the WiLS website.
* **Develop partnerships**
  + As you know, partners are great to help with promotion, maybe for a pre- or post- event, associated tours, sponsoring treats for the sessions, and potentially providing facilitators.  Think about local academic institutions, government, schools, businesses, and environmental groups as potential partners.
* **Promote, promote!**
  + Social media
    - Sample tweets, and Facebook posts for you to edit and use as you desire will be available by August 24.
    - You can also follow UWMOOCs on Facebook and Twitter and be on the lookout for appropriate tweets and Facebook posts to reuse.
  + Put it in newsletters
    - Sample newsletter copy for you to edit and use as you wish will be available by August 20.
  + Put flyers in strategic locations (and share with partners!)
    - 8x11 customizable flyer will be available by August 24.
  + The UW MOOC team will be working with the UW-Madison Division of Continuing Studies media team to get the word out to statewide and local media, including newspapers, radio and local magazines. Sending your date and time to Stef will make sure that your discussion is included on the map and list that will be publicized by UW.
* **Help people get registered and started**
  + This is easier than it sounds! If patrons have issues in getting started, you can refer them to the “support” links on the WiLS MOOC website (http://www.wils.org/go/mooc)
* **See if you have some materials in your collection to support the MOOC and have them available for the discussion group**
  + List of recommended materials will be available by October 1.
* **Have the discussions!!**
  + Have the room set up and necessary supplies available as discussed with your facilitator.
  + Treats are nice!
  + Remind your facilitator that the discussion questions are available from the website each week.
  + Please take attendance – the UW-MOOCs team will need the *number* of attendees for each session (not their names)
  + Take pictures and send to Stef (smorrill@wils.org)
* **Ask attendees to complete evaluation form**
  + By the end of the third session, we will be posting evaluation forms for you to distribute to discussion group participants.
  + Thank you in advance!
* **Provide feedback to the UW MOOCs team**
  + When the MOOC is over, we will be posting a link to an survey for you to complete about *your* experience with this project
  + Thank you in advance!