Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland
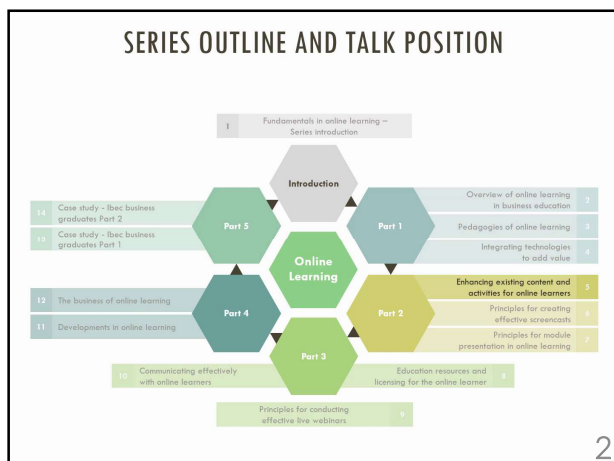
ENHANCING EXISTING CONTENT AND ACTIVITIES FOR ONLINE LEARNERS

MS. SARAH JANE CASHMAN
WATERFORD INSTITUTE OF TECHNOLOGY, IRELAND

1

1

SERIES OUTLINE AND TALK POSITION

1 Fundamentals in online learning – Series introduction

Introduction

14 Case study - Ibec business graduates Part 2
13 Case study - Ibec business graduates Part 1

Part 5

Online Learning

Part 1

Overview of online learning in business education 2

Pedagogies of online learning 3

Integrating technologies to add value 4

12 The business of online learning
11 Developments in online learning

Part 4

Part 2

Enhancing existing content and activities for online learners 5

Principles for creating effective screencasts 6

Principles for module presentation in online learning 7

10 Communicating effectively with online learners

Part 3

Education resources and licensing for the online learner 8

Principles for conducting effective live webinars 9

2

2

AGENDA

Topics

Introduction

Existing Content

Existing Activities

Feedback

3

3

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

Visuals   Structure   Content

INTRODUCTION
PREVIOUS TALK:
ARRANGING YOUR MODULE FOR USE IN THE ONLINE SPACE

4

4

INTRODUCTION
WHY AMEND YOUR
CONTENT FOR THE
ONLINE SPACE?

Engaging
Accessible
Set it up for Success
Easy to use
Useful for revision
Interactive

5

5

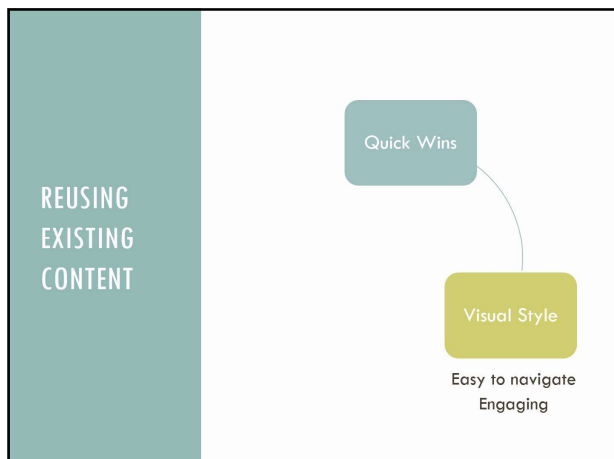

**REUSING
EXISTING
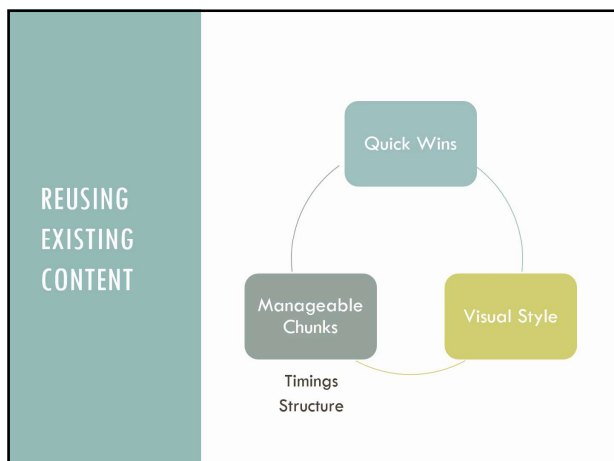CONTENT**

Quick Wins

Save as PDFs
Space for notes
Hyperlinks

6

6

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT

Quick Wins

Visual Style

Easy to navigate
Engaging

7

REUSING EXISTING CONTENT

Quick Wins

Manageable Chunks

Visual Style

Timings
Structure

8

REUSING EXISTING CONTENT QUESTIONS

How is your content currently organised?

What type of unit do you use?

Is there more than one topic per 'unit'?

Can it be presented by topic?

How large is the topic?

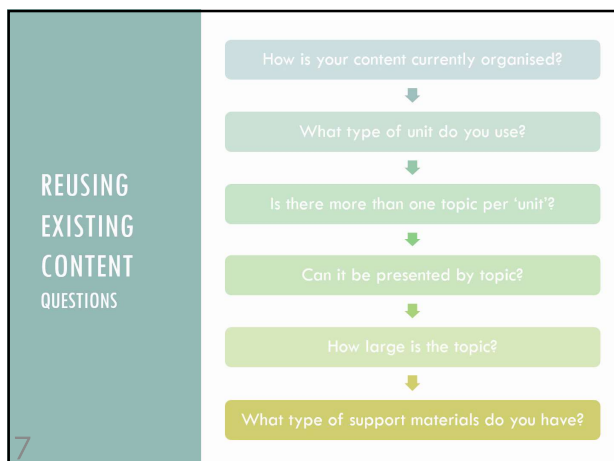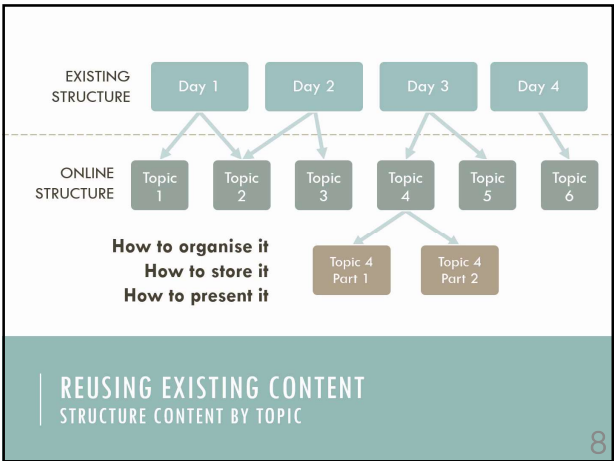What type of support materials do you have?
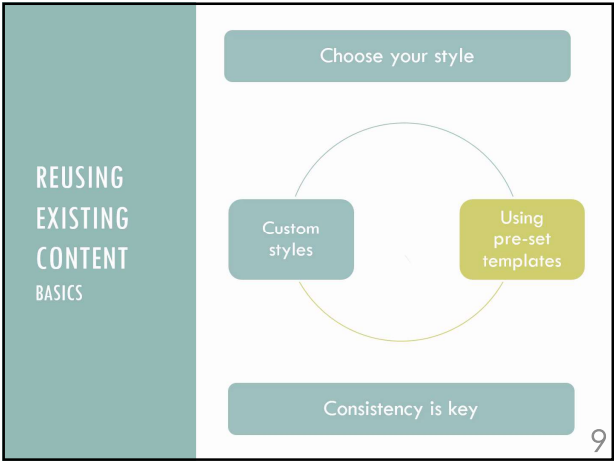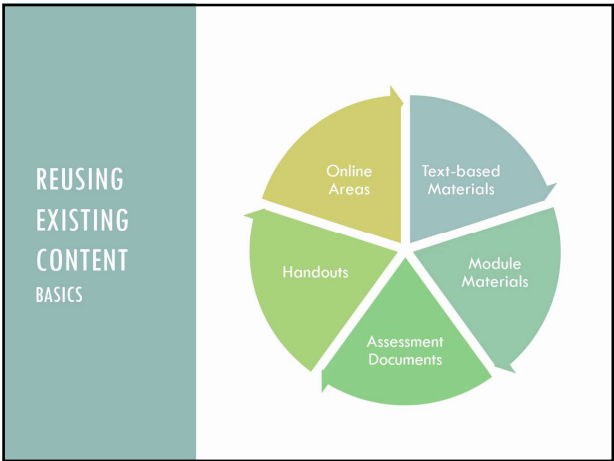
7

9

HS**Talks**

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

10

11

12

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT
VISUAL APPEARANCE

Fonts & Sizes

Colour Palettes

Line Spacing

Choose your style based on how you normally create resources

Numbering

White Space

Heading Styles

Graphics

10

13

_____

_____

_____

_____

_____

_____

REUSING EXISTING CONTENT
VISUAL APPEARANCE

Example 1:

Using long sections of text can make it more difficult for learners to process the information you are providing. We should always aim to reduce the cognitive load involved in processing written information in the online space. We should keep this to the forefront of our minds when adding text sections or print materials online. We should try to make it easy to read, easy to follow, easy to find, and accessible to all. In many ways the same principles you would apply to writing a report can be applied in this space. Headings, bolding, underlining, fonts, font sizes, spacing, bullet points, and short paragraphs should be used. The use of graphical content alongside textual information can also be very effective

14

_____

_____

_____

_____

_____

_____

REUSING EXISTING CONTENT
VISUAL APPEARANCE

Written information should be presented in a user friendly format, It should be:

• Easy to read

• Easy to follow

• Easy to find

• Accessible

• Easy to process

There are **easy ways** to do this. Think about ways to break up text:

• Headings

• Text effects

• Spacing

• Bullet points

• Short paragraphs

• Graphics

Aim to reduce the cognitive load on learners

Always try to keep these goals in mind when you are adding content to the online space

15

_____

_____

_____

_____

_____

_____

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT
VISUAL APPEARANCE

Easy to process

Easy to read

Easy to follow

Easy to find

Accessible

Example 3, Part 1

Written information should be presented in a user friendly format

Always aim to reduce cognitive load

16

_____

_____

_____

_____

_____

_____

REUSING EXISTING CONTENT
VISUAL APPEARANCE

Headings

Graphics

Text effects

There are
6 easy ways
to simplify large
sections of text

Spacing

Short
paragraphs

Bullet points

17

_____

_____

_____

_____

_____

_____

Divide them
by topic

Visual
Appearance

Add Breaks

Consider a
voice over

**REUSING
EXISTING
CONTENT**
LECTURE SLIDES

11

18

_____

_____

_____

_____

_____

_____

_____

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT
LECTURE SLIDES- DECKS

01	02	03
Divide your decks	Breaks	Visuals
• Divide your decks by topic	• Consider adding breaks	• Apply a consistent and engaging visual theme
• Divide each topic deck into sections	• Break slides	
• Consider dividing decks into separate parts	• Activity based breaks	

12

19

REUSING EXISTING CONTENT
LECTURE SLIDES- SECTIONS

Organise decks by Section

• Signposts a clear path

• Acts as a table of contents for a slide deck

• Tracks progress

• Easier to locate content

13

20

REUSING EXISTING CONTENT
LECTURE SLIDES- BREAKS

🚫 Break Time

🎯 Complete an activity

🎥 Watch this video or listen to....

14

21

The screen versions of these slides have full details of copyright and acknowledgements

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT
LECTURE SLIDES- DESIGN

Apply a consistent and engaging visual style

This is easy to do using standard presentation software.

PowerPoint

Prezi

Keynote

Google Slides

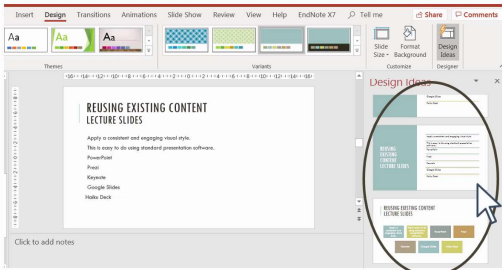Haiku Deck

This can be a 'Quick Win'

15

22

REUSING EXISTING CONTENT
LECTURE SLIDES- PROCESS

1) Open the Design Ribbon   2) Click on Design Ideas

3) Select from the offered options and amend if needed   16

23

REUSING
EXISTING
CONTENT
LECTURE SLIDES
EXAMPLE

Apply a **consistent** and **engaging** visual style

This is easy to do using standard presentation software

#quickwin

PowerPoint

Prezi

Keynote

Google Slides

Haiku Deck

17

24

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

REUSING EXISTING CONTENT
LECTURE SLIDES- SOFTWARE

Don't feel you have to stick to one presentation software package

You can generally **open** existing slide decks in **alternative presentation software**

Try to **experiment** with different types

18

25

REUSING EXISTING CONTENT
LECTURE SLIDES- SOFTWARE

Don't feel you have to stick to one presentation software package

Built-in styles and templates can be **quick and easy** to use

Your software packages **do not** have to be from one provider to visually match up

26

REUSING EXISTING CONTENT
LECTURE SLIDES- IMPROVEMENTS

Consider adding a voice over to the most important or tricky parts

Voiceovers can be more engaging, making a presentation more like a video

Very useful as slides are often only summary in form

19

27

The screen versions of these slides have full details of copyright and acknowledgements

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland
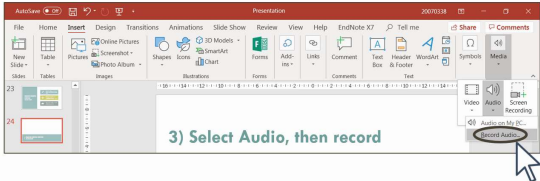
REUSING EXISTING CONTENT
LECTURE SLIDES- ADDING AUDIO

1) Open the Insert Ribbon   2) Open the Media Tab

3) Select Audio, then record

In PowerPoint you can add audio slide by slide
directly from the Insert Ribbon

20

28

REUSING EXISTING CONTENT
LECTURE SLIDES- AUDIO TIPS

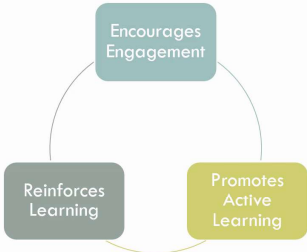You can also record audio files separately
using voice recorders

Attach them to slides or paths in most presentation
software packages

They will automatically play when presentation mode
is used

You can save a PPT deck so that it opens
as a slideshow only (save as PowerPoint show)

21

29

Encourages
Engagement

Reinforces
Learning

Promotes
Active
Learning

REUSING EXISTING ACTIVITIES

22

30

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

It is a good idea to try to include at least one activity for each topic whenever you can

How to add activities

Using External Tools

Using VLE Tools

Uploading traditional documents

REUSING EXISTING ACTIVITIES
ADDING ACTIVITIES

23

31

Quizzes → Games → Crosswords → Discussions

Groupwork ← Feedback ← Journals ← Surveys

Checklists → Portfolios → Tutorials → Case Studies

REUSING EXISTING ACTIVITIES
EXAMPLES

24

32

Often quick to do

Often easy to do

Lots of tools available

Pick your battles

REUSING EXISTING ACTIVITIES
ADAPTING

25

33

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

Connects learners

Build community of practice

Increased success likelihood

Watch engagement

REUSING EXISTING ACTIVITIES
DISCUSSIONS AND GROUP WORK

26

34

Synchronous

Chatrooms
Video conferences
Collaborative docs
Breakout spaces

Asynchronous

Discussion forums
Email
Wiki-spaces
Collaborative docs

REUSING EXISTING ACTIVITIES
DISCUSSIONS AND GROUP WORK

35

Traditional paper-based activities

Case studies

Worksheets

Tutorial/Instruction guides

How to use them online

Upload the paper copy

Upload a detailed instruction sheet

Add some supporting resources

REUSING EXISTING ACTIVITIES
PAPER BASED ACTIVITIES

27

36

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

Quizzes

Worksheets

Tutorials

Quizzes

Surveys

| External Tools | VLE Tools |
| Feedback | Can 'gamify' easily |

REUSING EXISTING ACTIVITIES
QUIZZES AND GAMES

28

37

K!

Game

Music

Competitive

Easy

| External Tools | VLE Tools |
| Feedback | Can 'gamify' easily |

REUSING EXISTING ACTIVITIES
QUIZZES AND GAMES

38

FEEDBACK IN THE ONLINE ENVIRONMENT

There are opportunities for different types of feedback in the online space

There are also opportunities to monitor progress

Traditional feedback
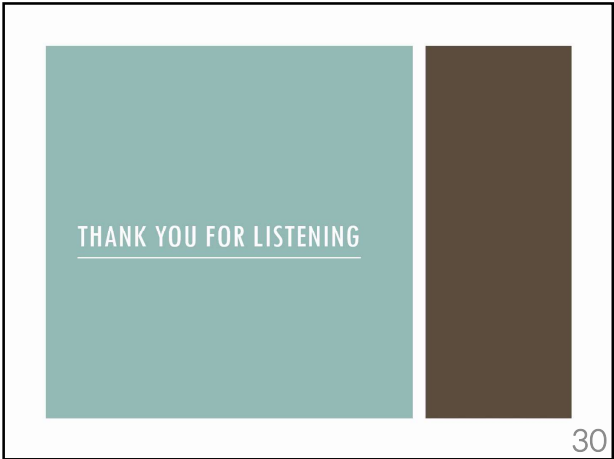
Automated feedback

Peer feedback

Feedback from learners

29

39

Ms. Sarah Jane Cashman – Waterford Institute of Technology, Ireland

THANK YOU FOR LISTENING

30

40

HSTalks
By leading world experts

41