




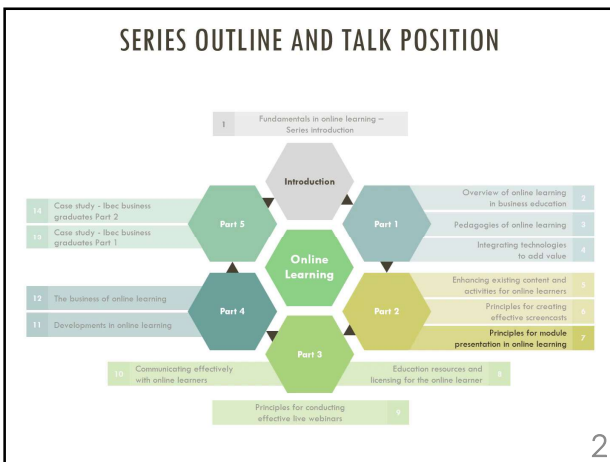
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**PRINCIPLES FOR
MODULE
PRESENTATION IN
ONLINE LEARNING**



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AGENDA

Topics

- Introduction
- Visual Considerations
- Structural Considerations
- Content Considerations
- Collaborative Space
- Feedback
- Testing

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INTRODUCTION
WHY ORGANISE YOUR
MODULE FOR THE
ONLINE SPACE?

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INTRODUCTION
WHY ORGANISE YOUR
MODULE FOR THE
ONLINE SPACE?

Standard face to face environment

- You set the sequence and activities
- Have a plan going in
- Way through the module is shown to the learner
- Shown in the correct order, in useable format, clear importance of topics, real-time feedback

Not obvious in the online space

Visuals Structure Content

INTRODUCTION
THREE SIMPLE PERSPECTIVES TO CONSIDER IN THE ONLINE SPACE

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Active learning zone








- Learning management systems
- Personal learning environment
- Virtual learning environments
- Blogging sites
- General websites

INTRODUCTION
THREE SIMPLE PERSPECTIVES TO CONSIDER IN THE ONLINE SPACE

- Moodle, Canvas, Blackboard
- WordPress blogs, university wide systems
- SharePoint

INTRODUCTION
WHAT IS A VIRTUAL LEARNING ENVIRONMENT USED FOR?

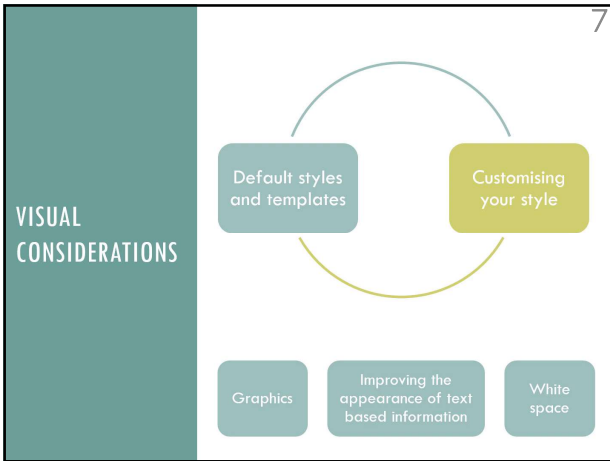
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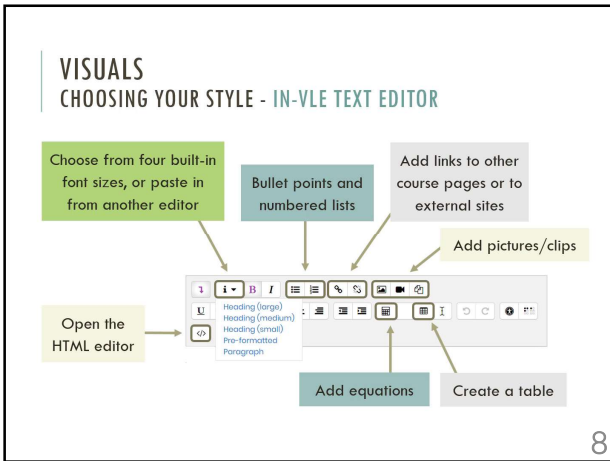
 COMMUNICATING	 LEARNING	 COLLABORATING	 SHARING
 INTERACTIVE ACTIVITIES	 ASSESSMENT ACTIVITIES AND MANAGEMENT	 FEEDBACK	 ADMINISTRATION & MANAGEMENT

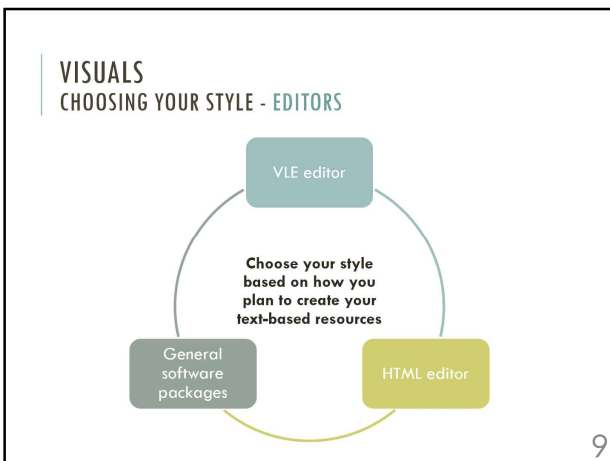
INTRODUCTION
WHAT IS A VIRTUAL LEARNING ENVIRONMENT USED FOR?



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VISUALS
CHOOSING YOUR STYLE - THEMES

Themes

- Design ribbon
- Select 'Integral'
- Select colour palette

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VISUALS
CHOOSING YOUR STYLE - THEMES

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VISUALS
CHOOSING YOUR STYLE - CONSISTENCY

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VISUALS
TEXT-BASED INFORMATION - EXAMPLE 1

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

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VISUALS
TEXT-BASED INFORMATION - EXAMPLE 2

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

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VISUALS
TEXT-BASED INFORMATION - EXAMPLE 3.1

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

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VISUALS
TEXT-BASED INFORMATION - EXAMPLE 3.2

There are **six easy ways** to simplify large sections of text

- Short paragraphs
- Graphics
- Headings
- Text effects
- Spacing
- Bullet points

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VISUALS
TEXT-BASED INFORMATION - ORIGINAL EXAMPLE

- Headings
- Text effects
- Spacing
- Bullet Points
- Short Paragraphs
- Graphics

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VISUALS
TOOLS

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

3) Select from the offered options and amend if needed

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VISUALS
TEXT-BASED INFORMATION - EXAMPLE 3.2 (2)

There are **six easy ways** to simplify large sections of text

- Short paragraphs
- Graphics
- Headings
- Bullet points
- Text effects
- Spacing

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Choosing	Choosing your unit
Signposting	Signposting your unit
Arranging	Arranging your unit
Scaffolding	Scaffolding your units

STRUCTURAL CONSIDERATIONS

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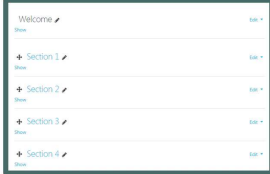
TIMESCALES TOPIC BY TOPIC ACTIVITY TYPE

STRUCTURE
CHOOSING YOUR UNITS

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Sections, blog posts, pages, folders, etc., should be named to reflect the **structure** you have chosen as well as the **content** in each area

Example 1:

- Topic 1: Blackboard basics
- Topic 2: Uploading assignments

Example 2:

- Lecture 1: Introduction to taxation
- Lecture 2: Value Added Tax

STRUCTURE
SIGNPOSTING YOUR UNITS

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Group	Principle 1: Group similar items together
Order	Principle 2: Follow a consistent content order
Format	Principle 3: Use consistent content formatting
Mix	Principle 4: Try to include a range of activities and content types to suit all learners.
Signpost	Principle 5: Set expectations, signpost the way

STRUCTURE
HOW TO ARRANGE YOUR CONTENT WITHIN UNITS

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Block

Block

Block

Block

Consider customising menus and sidebars

Popular menu blocks include:

- Table of contents
- News
- Calendars
- Upcoming events
- Progress bars
- Useful links
- Academic resources
- Library services
- FAQs
- Messaging
- Tutor contact information

STRUCTURE
MENU OPTIONS & BLOCKS

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01 Welcome/Entry page

02 Sharing materials

03 Activities

CONTENT CONSIDERATIONS

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CONTENT ENTRY, WELCOME OR LANDING PAGE

It is important to have an effective welcome page

Welcome message

General information

Signposting – Set expectations

Announcements

Where to find more assistance

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ARRANGE UNITS IN A CONSISTENT WAY

HIGHLIGHT THE 'MUST DO'S'

SUPPLEMENTARY READINGS IN A FOLDER

CONSIDER EMBEDDING RATHER THAN LINKING

IS AUTOMATIC DOWNLOADING NECESSARY?

CONTENT MATERIALS

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CONTENT HOW TO SHARE MATERIALS

Choose auto to open a new page with a second link

How do you want your linked materials to act when selected?

Choose Embed to open it immediately as per below

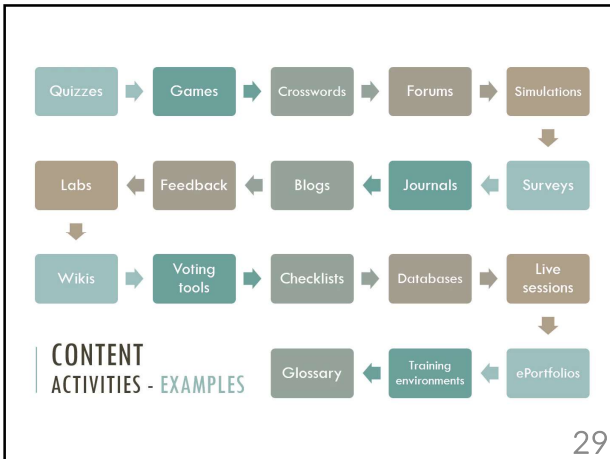
CONTENT HOW TO SHARE MATERIALS

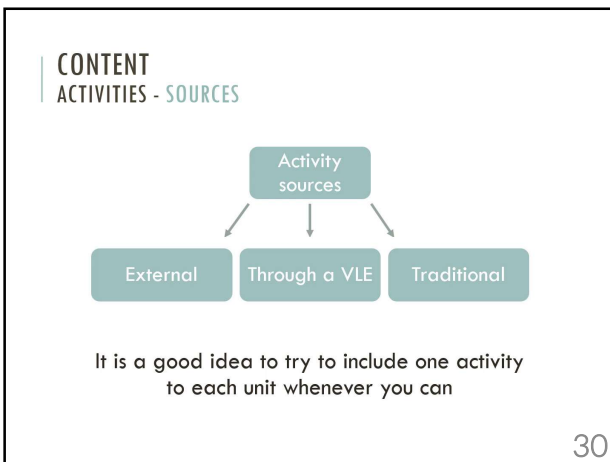
CONTENT ACTIVITIES

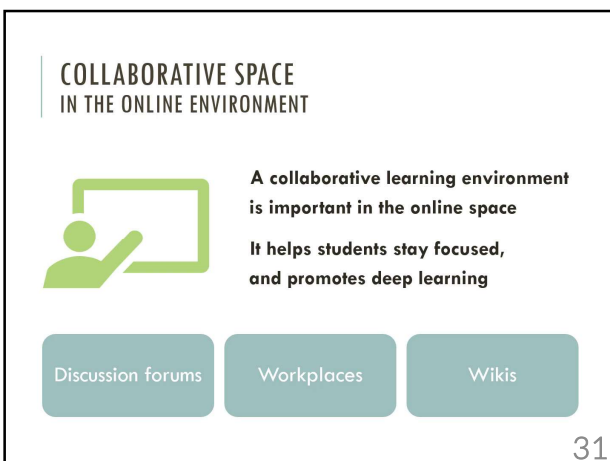
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**FEEDBACK
IN THE ONLINE ENVIRONMENT**

- Traditional feedback
- Automated feedback
- Peer feedback
- Feedback from learners

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

There are also opportunities to monitor progress

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**FINALLY
TESTING, TESTING, 123**

When you have set up your online space try to test it using

- A selection of web browsers ✓
- A 'Windows' PC and a Mac ✓
- On a smartphone ✓
- Through the app (if there is one) ✓

What are you looking for?

- Does text appear as expected ✓
- Do links and embedded content work properly ✓
- Are downloads successful ✓
- Does the layout make sense ✓

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THANK YOU FOR LISTENING

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