

About this Course

Create a brief introduction to the course explaining what it is intended for and what the course will cover.

Course Rationale

Create a brief description of “the WHY” for the learners. This can be copied from your existing course outline.

Learning Outcomes

Include all learning outcomes; these will be highlighted in each module. These can be copied from your existing course outline.

Module #1

DESCRIPTION/OVERVIEW (2-3 sentences)

Make sure to give each module a title. In this section, offer a brief introduction to the module. Copy the rest of this document for each subsequent module.

RATIONALE

Explain to the learner why the information in this module is valuable and relevant to them and the course.

MODULE LEARNING OUTCOMES

Identify the course learning outcomes that are included in this module (refer to course outline/critical path).

TOPICS

Chunking information into topics helps learners reflect and process information. All topics covered should be listed. Consider each topic as 1-2 pages in a textbooks – students will need to interact with content (discussion posts, quizzes, etc.) to help them retain the information before moving onto the next topic.

KEY CONCEPTS AND WORDS

What key concepts and terms do you want learners to retain after completing a module? Make this list AFTER writing the module.

BEFORE YOU BEGIN (PREREQUISITE KNOWLEDGE)

This section applies to the second module and on – what knowledge should the learner have built going into this module? This allows modules to be used in other courses and shared. You can say: “Before beginning this module, learners will have a strong understanding of...”

RESOURCES

List all resources in this section. Prior to migrating to the online portal, copy resources into the Resources Tab in the Blackboard toolbar. This way, you can upload new relevant reading materials as you update the course.

ACTIVITIES/ASSESSMENTS/ASSIGNMENTS

List all the interactive components of this module. This list should be updated at the end of module creation. Examples include: discussion posts, article jigsaws, course wiki, reflection journals and standard assignments.

MODULE CONTENT

Include explanations, instructions and other content for the module. This content should be organized into the module topics as listed above. If learners are expected to post in discussion boards, make sure to provide clear instructions on where they should post. Each topic should have its own Blackboard page within the module.

Consider having a “personal introduction” topic that allows you and your students to get to know each other in the first week of class. Is there information about their prior learning or employment histories that you would like them to share? What is their motivation for taking the course? Consider learning more about the students’ overall familiarity with learning in the online environment by asking about their prior experiences in taking an online course. This is also an opportunity for you to begin creating a community with the learners and having them respond to one another’s discussion posts.

SUMMARY

Each module should conclude with a brief summary that highlights the main points of the module and revisits key words introduced on the first page. If you use images in this section, keep them consistent from module to module.

REVISITING KEY CONCEPTS AND WORDS

If you use images in this section, keep them consistent from module to module.