Module 0 - Introduction

# Course Outline

* Link to BCIT outline
  + should be a link to the general BCIT course outline page

# Study Guide

* Should be in the course files as both a Word doc and a PDF
* The PDF version is the one that goes online for students
* This file is created by the program. It can be created as soon as assignment dates and activity dates are set and modules are titled.
* The IDC should let the program know when the information is available
* The program should populate their template for the study guide and send it back to the LTC to be uploaded to the course

# About This Course

* Page title = “*About this course*”
* Text at the top:

“Welcome to {courseTitle}, another course in BCIT’s {program} program.”

* Video centered and embedded
  + Program arranges for videos to be made
  + Subject Matter Expert, IDC or Program Head write script
    - approximately one minute for the course intro
* Reveal is used for transcript
  + Reveal button = “Transcript”
* Course Overview
  + One paragraph overview of what the course is about

# How this course works

* First two paragraphs are generic
* *“Working through the course”*
  + All of this is generic and should be in every course
  + If for some reason there’s something different in your course, it would have to be updated
* *“Course structure”*
  + Is the non-generic part
  + Follows model of other courses, with actual module names

# Course activities

* All content is generic and should be included with the possible exception of discussion info
* Decisions about when discussions are available and for how long are part of the individual course design, so this should be reviewed for each new course
  + There should be instructions for the discussion provided on this page

# Assessment

* Courses should include:
  + Two assignments to be submitted via the Assignment dropbox
  + A midterm exam
  + A final exam
  + Self-tests at the end of each module for review
    - these do not contribute to the marks
* Assignments
  + Each assignment should have a descriptive page in this assessment section
  + The page:
    - Gives an overview of the assignment
    - Identify appropriate/expected length and format
    - Indicate readings or other materials that must be consulted
    - May describe the completed assignment in more detail if appropriate for the course
    - Should include a link to marking criteria or a rubric or marking guide for student reference
    - Include link to dropbox, *AND* due date of assignment (generically – ie end of week 6)
  + Midterm and final exams
    - This generic page should be included in all courses
  + Sample exam
    - Generic, include in all courses

# Academic Conduct

* Generic, include in all courses

# Student Profile

* Generic, include in all courses

# Welcome

* Each course should include a Welcome discussion topic
* Content can be the same as in other courses

# Q&A

* Each course should have a Q&A discussion topic, linked from here
* Text for intro:

“Post any questions you may have about the course here. Feel free to answer your peers' questions as well, if you have the answer. Don't be shy and ask away! Enjoy your study of this course.”

Module 2

# Introduction

* Video plus transcript only
* Done the same way as the course overview video and transcript in Module 0

# Learning objectives

* Page Title = *“Learning Objectives”*
* *“Outcomes”*
  + In #outcomes box with floating icon

# Content

* Ideally should be divided into sub-modules
* Learning activities should be used wherever possible to replace blocks of text
* Pages within sub-modules should ideally be 1-2 pages in length
  + Accordions may be used to reduce required scrolling
  + Additional headings may be added to better label the material and create more pages

# Summary

* Ideally about a page
* Bottom of the page has reminder to complete self-test in a call-out box

# Self-Test

* On a separate page

# Bibliography

* APA style
* Online resources should be hyperlinked

# Additional information for template

* All links in the course should open in new window
* All courses should include a “*Welcome discussion”*
* All courses should contain a discussion topic called “*Q&A discussion* “