



Minnesota eLearning Summit

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Consistency Matters: Templates in Course Design and Maintenance

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Consistency Matters: Templates in Course Design and Maintenance

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The Case for Templates

College of Continuing Education

- Yearly roster of over 300 course sites
- Content ranges from Math to English to Management
- Three in-house designers / three remote designers
- Instructors with varying degrees of design expertise
- A single designer maintains and updates all our sites

Uses/Advantages for designing with a Template

- Timely and efficient troubleshooting, updating and maintenance
- Increased consistency of design
- Wider faculty adoption of new tools
- Quality Matters requirements met by design
- Improved usability
- Faster course design and focus on content
- Students experience increased confidence
- Systematic change

20 of 46 Quality Matters elements met by template

CCE Course Review Form

20 of 46 Quality Matters elements met by template

1.1 Instructions make clear how to get started and where to find various course components

1.2 Learners are introduced to the purpose and structure of the course. In the case of a blended course, the statement clarifies the relationship between the face-to-face and online components

1.4 Course and/or institutional policies with which the learner is expected to comply are clearly stated, or a link to current policies is provided.

1.5 Minimum technology requirements are clearly stated and instructions for use provided.

1.7 Minimum technical skills expected of the learner are clearly stated.

1.8 The self-introduction by the instructor is appropriate and is available online.

1.9 Learners are asked to introduce themselves to the class.

3.2 The course grading policy is clearly stated and indicates the value of each graded activity.

3.5 The Grade Center in the Learning Management System is made available to students for prompt feedback.

4.3 All resources and materials used in the course are appropriately cited and are free from copyright infringement

4.7 The course content is presented into web appropriate chunks and sequenced accordingly (weeks, topics, or modules).

5.4 The instructor's plan for classroom response time and feedback on assignments is clearly stated. (turn-around time for email, grade postings, assignments etc.)

5.5 The requirements for learner interaction are clearly stated.

6.5 Links are provided to privacy policies for all external tools required in the course.

6.6 Navigation throughout the online components of the course is logical, consistent and efficient.

7.1 The course instructions articulate or link to a clear description of the technical support offered and how to obtain it.

7.2 Course instructions articulate or link to the institution's accessibility policies and services.

7.3 Course instructions articulate or link to an explanation of how the institution's academic support services and resources (tutoring, library, Writing Center, etc.) can help learners succeed in the course and how learners can obtain them.

7.4 Course instructions articulate or link to an explanation of how the institution's student services (advising, financial aid, etc.) and resources can help learners succeed and how learners can obtain them.

8.1 Course navigation facilitates ease of use.

8.2 Information is provided about the accessibility of all technologies required in the course.

The CCE Course Template - The Blank Slate

The CCE Course Template collectively called

The Blank Slate consists of :

- Moodle Layout/Center Column
- Moodle Blocks
- Google Documents

Blank Slate Course Site

Essential Information
Course Communication
Getting Started
Modules

The screenshot displays a Moodle 3.0 course site for 'Moodle 3.0 Term-based Blank Slate 2016-17' at the University of Minnesota. The page is hidden from students and shows administrative options, essential information, course communication, and getting started sections.

Navigation and Header: The top navigation bar includes 'Courses' and 'OES Online Educational Services Team'. The course title 'Moodle 3.0 Term-based Blank Slate 2016-17' is displayed, along with the Moodle 3.0 logo and a 'Turn editing on' button.

Left Sidebar (Administration):

- SECTION LINKS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14
- ADMINISTRATION
 - Course administration
 - Turn editing on
 - Show this course
 - Edit settings
 - Course completion
 - Edit activity dates
 - Users
 - Filters
 - Reports
 - Grades
 - Gradebook setup
 - Outcomes
 - Badges
 - Backup
 - Restore
 - Import
 - Question bank
 - Course files
 - Recycle bin
- Switch role to...

- STUDENT HELP
- Student Help Site
- INSTRUCTOR HELP

Main Content Area:

- Essential Information:** Includes links for 'Meet Your Instructor', 'Syllabus', 'Assignments Summary', and 'Calendar'.
- Course Communication:** Includes links for 'News and Announcements', 'Course Q and A', 'Dialogue with your Instructor', 'Virtual Office Hours (requires simultaneous UMN email login)', 'Student Lounge', and 'Join the CRN 1234 Google+ Community (requires simultaneous UMN email login)'.
- September 5 - September 11:** A section header for a specific time period.
- Getting Started:** Includes links for 'Course Tour Video', 'Learn About Communication and Collaboration in this Course', 'Update Your Moodle Profile', and 'Prepare for Google Video Calls'.

Blank Slate Course Site - Continued

Student Help Block

Academic Help

Research Help

Technology Help

Your E-Portfolio

The screenshot shows a Moodle 3.0 course site interface. The browser address bar indicates the URL is <https://ay16.moodle.umn.edu/course/view.php?id=529>. The page title is "Moodle 3.0 Term-based Blank Slate 2016-17 (Hidden from Students)".

The main content area is titled "OES Blank Slate - Moodle 3.0 Fa16". It features a navigation menu on the left with options like Grades, Gradebook setup, Outcomes, Badges, Backup, Restore, Import, Question bank, Course files, and Recycle bin. Below this menu is a "STUDENT HELP" block containing a "Student Help Site" link. An "INSTRUCTOR HELP" block follows, with links for "Technology Help", "Home Base", and "Course Development".

On the right side, there is a "News and Announcements" section with links for "Course Q and A", "Dialogue with your instructor", "Virtual Office Hours (requires simultaneous UMN email login)", "Student Lounge", and "Join the CRN 1234 Google+ Community (requires simultaneous UMN email login)".

Below the announcements is a section for "September 5 - September 11" with a "Getting Started" subsection. This section includes links for "Course Tour Video", "Learn About Communication and Collaboration in this Course", "Update Your Moodle Profile", "Prepare for Google Video Calls", "Update Your Google+ Profile", "Introduce Yourself", and "Introduction Prompts".

Further down, there is a "Module 1: [add title]" section with a "Resources" subsection. This section includes links for "Welcome to Module 1", "Overview 1", "Digital Coursepack 1", "Study Notes 1", and "Playlist 1".

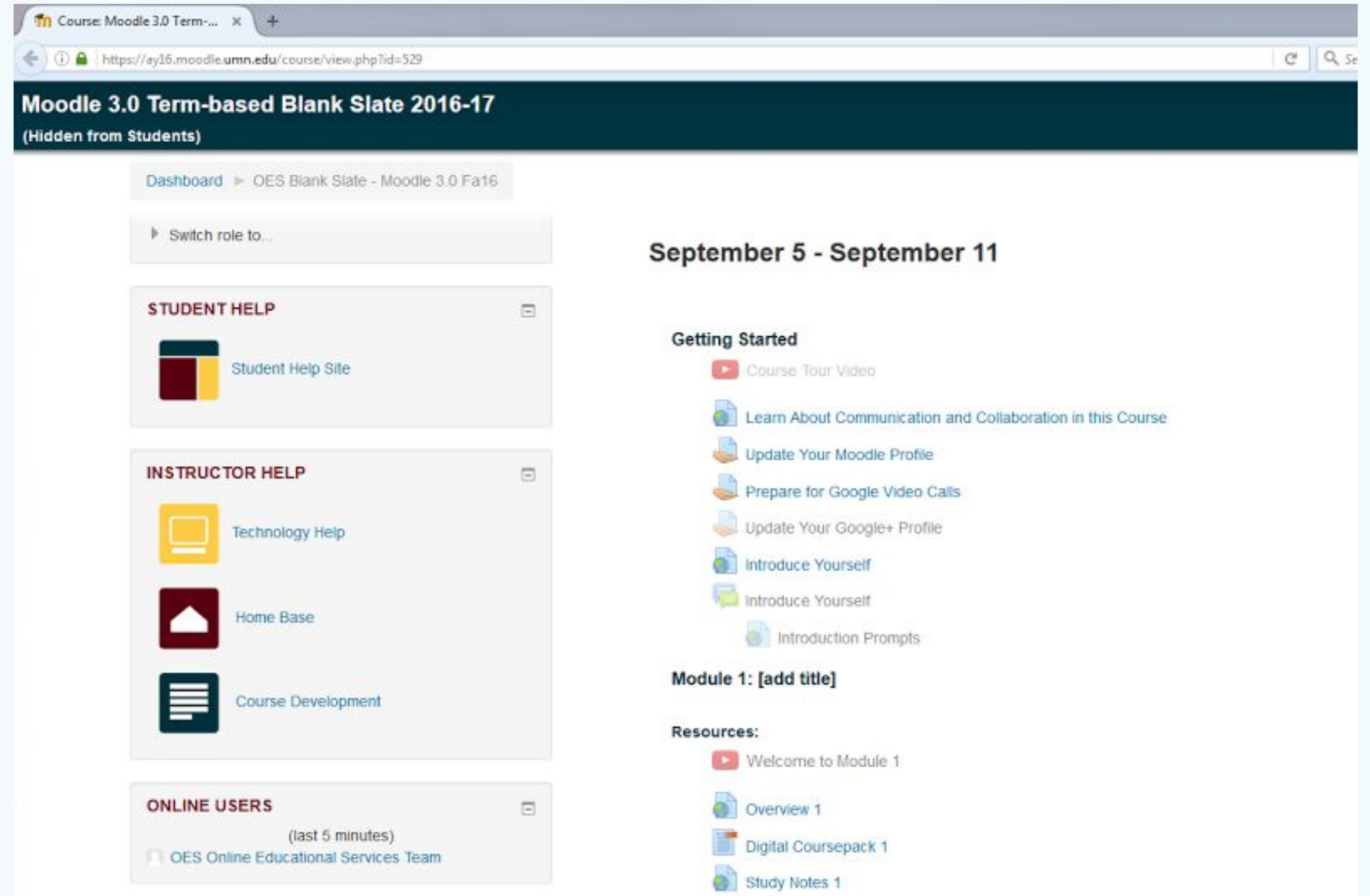
Blank Slate Course Site - Continued

Instructor Block

Technology Help

Home Base

Course Development



The screenshot shows a Moodle course site for 'Moodle 3.0 Term-based Blank Slate 2016-17'. The page is titled 'Moodle 3.0 Term-based Blank Slate 2016-17 (Hidden from Students)'. The breadcrumb trail is 'Dashboard > OES Blank Slate - Moodle 3.0 Fa16'. A 'Switch role to...' dropdown menu is visible. The main content area is divided into two columns. The left column contains three instructor blocks: 'STUDENT HELP' with a 'Student Help Site' link, 'INSTRUCTOR HELP' with links for 'Technology Help', 'Home Base', and 'Course Development', and 'ONLINE USERS' showing 'OES Online Educational Services Team' as the only user online in the last 5 minutes. The right column shows the date 'September 5 - September 11' and a 'Getting Started' section with links for 'Course Tour Video', 'Learn About Communication and Collaboration in this Course', 'Update Your Moodle Profile', 'Prepare for Google Video Calls', 'Update Your Google+ Profile', 'Introduce Yourself', and 'Introduction Prompts'. Below this is a 'Module 1: [add title]' section and a 'Resources' section with links for 'Welcome to Module 1', 'Overview 1', 'Digital Coursepack 1', and 'Study Notes 1'.

Meet your Instructor Sample

Syllabus Template

Assignments Summary Template

Assignments Summary Sample

Resources

[Online Course Development Site](#)

CCE Course Design site

[Moodle Blank Slate](#) (Anonymous access)

Password: MELS2016

[Moodle Blank Slate Back-up](#)

Restore on your Moodle server to see our entire template

Q&A

This concludes the presentation.

Thank you!



UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

Sample Courses

EEB 3001

Phys 1108