Guidelines for online courses

We provide two versions of micro courses: 15min and 30min, including a 5min final quiz each and various interactive tasks.

If you create an online course it is necessary to follow a learning goal. The topic should be narrowed down to a specific area, and not too broad. Please be aware what participants can learn from this course and define how to test their knowledge before starting to create the course itself.

Use the inductive style for teaching (teaching from examples to general principles).

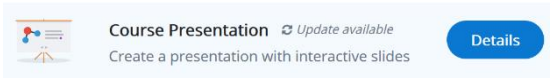
Structure

Every course consists of several sections (Topics). A section should contain at least two elements (e.g. an informational page and a following quiz). Sections containing only one element should be merged with another section.

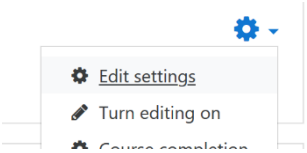
Topics should be named with a descriptive title. Do not use "Topic1, Topic2, ..."

Content

Informational pages that contain one single page with information can be created by + Add an activity or resource -> RESOURCES -> Page. Informational pages with more than one slide can be added as "Interactive Content" ->



Reading time for each informational page should not exceed 3min. Be aware that the overall course can be done in 15/30min, not in 5 or 60min on average.



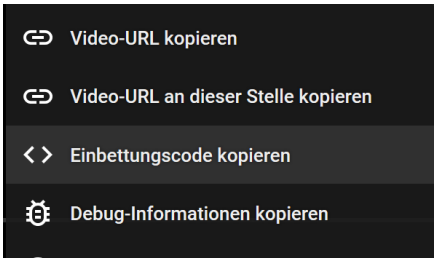
The course description (“Course summary”), can be found in “Edit course settings”, and should contain a clear description of what the course is about, what does the participant can learn in this course, which prior knowledge is necessary to understand all contents and what is the overall difficulty level (beginner – medium – expert). Please also add your target group (e.g. everyone, students, etc.). Add your name to the end of the text as a separate line “Author: Prename, Name (E-Mail: your@email.de)”.

Do not provide factual information only. Please also give relationships between your shown sub topics.
Do not forget to give examples and describe them in a way that a third person, without having access to your knowledge, is able to understand them.

Avoid unnecessary newlines at the end of texts for every single page.

If you provide images, you have to use them in your textual description.
Do not show pictures without describing their contents.

If you are using external videos (e.g. from Youtube), do not just link to them. Instead, create a page and embed the video using the html embedding code. Here is an instruction for Youtube videos. Do not forget to add the line: `style="max-width:100%"`. This will prevent from oversized videos on the horizontal axis.

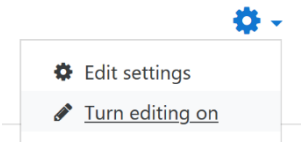




The course should contain a final site, which summarizes what the user has learned, also including your name and all the references that you used, as a list. Please also add related content (links to other courses, helpful youtube videos etc.) that participants can get more information if they are interested in.

Please disable the “last modified date” on every page (Appearance -> Display last modified date: disable).

Quizzes:



“Turn editing on” to add new resourced.

Use + Add an activity or resource -> H5P Interactive Content to create small quizzes. You can decide which methods you are using to test taught knowledge interactively. Often used methods are "Multiple Choice", "Drag the words", "Drag and Drop", "True/False Question", "Mark the words". Feel free to use other media types as well. If you want to combine different quiz content types in one activity, use "Quiz (Question Set)" as a template and add your single quizzes to it.

It is highly recommended to use a mix of methods, instead of asking Multiple Choice questions only.

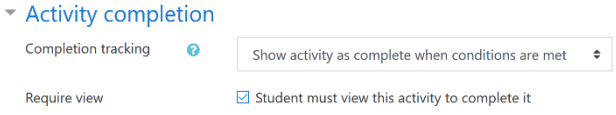
Be aware that the final test should not be a copy/summary of the previous quizzes. It should include 7-10 new questions / small tasks that have different difficulty levels.

Use other activities and resources only if it supports your online course. A micro course generally does not contain sophisticated collaboration tools like a forum or user chat.

Interactive tasks / Questions should have a different difficulty level. Make sure that you course contains easy, medium and difficult tasks. Do not ask questions just to ask questions. Use your concept and ask questions that support the learning process. Be aware that your questions in between of several sub sections should not be too difficult to avoid high frustration.

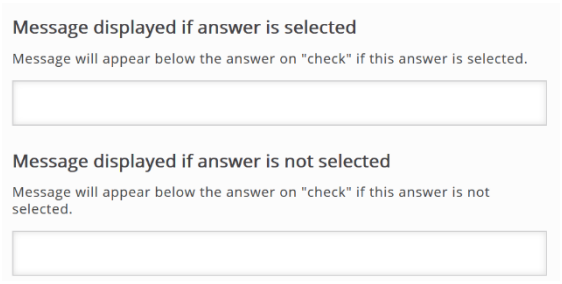
Activities

It is important to add a rule, under which condition an activity is completed (Can be adjusted for every activity under "Activity completion").



For pages, add "Student must view this activity to complete it".

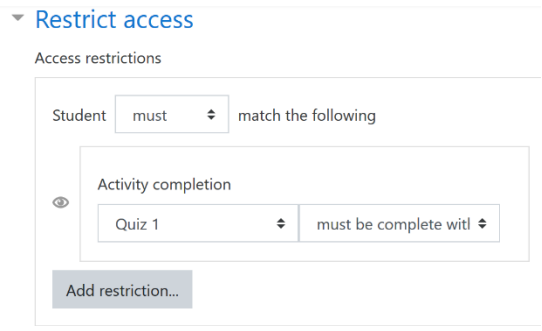
For interactive content you can decide under which conditions it will be marked to be completed. Be aware that students may not find your solution, e.g. reaching 100% in filling blanks may be impossible.



Give valuable feedback to participants if they were not able to find the correct solution.

This preparation requires lots of time in advance. Do not skip that important part.

By using quizzes or informational pages that require the understanding of previous topics, add "Restricted access" and define a rule, which activities need to be completed before. Quizzes always must have limited access.



Copyright

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You create your texts, illustrations and your online course under CC BY License and you allow to share the course with others.

Be aware to write texts by your own. If you use knowledge of a third party, add a reference in APA style as you do in academic writing. If you want to cite existing texts, use citing technics that are common in academic writing: “cited text” [LR01].

The final page of your course should contain a list of all your used references. It contains the references sorted in alphabetical order with no subdivision. An author: e.g. [Ez10], where E (upper case) is the initial letter of the author’s last name, z is the second letter of the last name, and 10 represents the year of publication 2010. Two or three authors: the initial letters of the authors’ names followed by the year of publication, e.g. [AB00], [ABC01]. More than three authors: only the first author is listed using the format for a single author, e.g. [Az09] or [Wa14].

Do not publish an online course by yourself. This makes the course accessible for everyone. You are fully responsible for publishing material by yourself. Final publishing will be done by an administrator.

Course Structure

Your online course should have the following structure:

Course Summary (Description): What is the course about in general? What are the requirements to understand the contents? Who is the target group/audience? + Add your name as author.

Introduction: What will the user learn?

Topic 1 … n: Includes text pages and interactive tasks. Each topic should contain at least two sections.

Final test/quiz: Up to 10 questions or several small tasks to pass the course.

Summary: What did the user learn in the course?

Bibliography & Related content: Includes all references + Hyperlinks to other courses, videos that have not been used in the course, informational pages etc.