The following module outline can be used to help meet a variety of our Online Quality Assurance Standards which are indicated in the **Online Course Development Checklist.** You can use this outline to aid in the development of online modules (modules can be called, unit, chapter, week, topic). Be as detailed as possible. All of the materials within each of your modules should serve students in meeting module objectives and course goals.

**Overview & Objectives**

Provide a general overview for each module to help build the stage for what is to be expected as students work through readings and activities.

Measureable learning objectives help you, as an instructor to develop focused assignments and assessments that align with the objectives. They also help build students understanding of expectations and achieve stated goals. Objectives should be written with the student perspective and limited to no more than 3-5 statements.

Example an overview and objective statement:

**Overview**

*All students in their academic career had some exposure to nutrition, either as an entire class, a small segment of a class or even simply a chapter of a biology class. Although, if one was to ask you what a carbohydrate was, most everyone would say sugar, pasta and bread. If one was to ask what a fat was, we may say “oh definitely butter and I will never eat it and for proteins, all of us would probably immediately answer turkey or cheese. However, how many of us can define the subunits that make up these three food groups? If no one can today that is fine, but by the middle of the semester, possibly sooner, all will say yes!!!!*

**Objectives**

*At the end of this module, you will be able to:*

* *describe…*
* *apply…*
* *formulate…*

The following is a list of **suggested** module item topics that would come after the initial **Overview and Objectives** item within a module. Use only those that fit your course topics. They are not in any specific order. All resources placed in these modules should assist students in meeting the associated objectives. All activities should serve to achieve mastery of the module information based on the learning objectives.

**Pre-test/Post-tests**

Pre- and post- assessments help faculty understand gaps in student knowledge prior to learning and identify what has been gained from working through content. As an added benefit, students receive a nice preview of what is to be learned and assists them to focus on key topics.

Keep in mind your pre-test **could** be as simple as a question or two pulled from the end of chapter test. The chapter test presented at end of the module would act as the post-test.

**Readings**

List all required readings for the module. Indicate the following:

* title
* author
* pages

**Presentations**

Presentations can be live, video or PowerPoint based. If it is a video presentation make sure it is recorded in small 10 to 15 minute chunks and streamed (as opposed to a media file uploaded to the content area of the course). If it is a PowerPoint, make sure the file size is small, anything over 5-6 megabytes will take longer downloading time.

\**please contact Linda.McConnell@brazosport.edu for assistance and/or questions*

If you are having a "live" presentation using the Virtual Classroom tool, do the following:

* Indicate the day and time
* Provide a “sample” room for students to test their connections prior to meeting time
* Provide links to any handouts or powerpoint notes that can be used during the presentation

If you recorded a video presentation, do the following:

* break video into 10-15 minute chunks instead of a 1 hour lecture
* provide a copy of the handouts or Powerpoint used in the video

If you are linking a PowerPoint presentation, do the following:

* add an audio recording to the PowerPoint which will better explain the content on each slide
* make sure to "compress" the PowerPoint into a smaller file size
* indicate the size of the PowerPoint file

**Discussions**

Discussion questions should be based on topics discussed in the chapter in which the module is based and should include the following:

* step by step directions for the discussion assignment
* an example of the type of response you are looking for…pretend you are a student providing an A+ posting
* specific question(s) not based on yes/no answers or definitive answers, they should be reflective
* direct link to specific discussion forum
* link to discussion help manual on how to work with discussions (this can be placed in the main Discussion Forum)
* due date for activity
* how much discussion participation is worth

**Assignment**

* step by step directions for the assignment
* how the assignment will be submitted (discussions, email, dropbox)
* desired format of the assignment (pdf, word document, powerpoint, video)
* length and formatting of the assignment
* assignment examples (what does a A+ assignment look like)
* an assignment rubric (what are you grading on)
* link to specific discussion or dropbox for the assignment submission
* link to discussion or dropbox help manual on how to work with discussions or dropbox
* due date
* how much the assignment is worth
* your policy for late submissions

**Exam/Quiz**

Exam/Quiz questions should be based on chapter content and information on this section should include the following:

* exam format (T/F, mulitiple-choice, essay, etc)
* point value
* will the exam be timed?
* how many times it can be taken (2, 3, unlimited)
* what will be covered in the exam
* is it proctored on-campus and online?
* link to exam
* link to quiz help manual on how to work with quizzes
* if it is an essay exam, indicate when students can view their grade since these must be manually corrected
* indicate if students can view their grade upon submission or not, if not indicate when grades will be viewable

**Resources (\**this could be a standalone module, containing resources for the entire course*)**

Provide any additional readings, websites, documents, media, etc., which are NOT required but can be used for research or a deeper understanding of module or course content.

**Single Module structure Example:**

 Chapter 1

 Pre-test

 Overview & Objectives

 Readings

 Presentation

 Discussions

 Assignment

 Chapter 1 Exam (post-test)

 Resources