COOL QM Accessible Template Structure

Template Structure

START HERE! Module

This module includes content to help students get started in your course. The template includes standard information that should be included in all courses as well as placeholders for specific course information. This module assists with the course meeting all of the specific standards in QM General Standard 1: Course Overview and Introduction. This module includes the following pages:

- Welcome - instructor introduction and introduction to the purpose and structure of the course (QM 1.2, 1.8).
- Orientation Overview - a short module overview, module objectives, and a list of tasks to be completed in the module (QM 1.1).
- Course Syllabus - placeholders for standard syllabus information (e.g., course objectives, required materials, etc.) and institutional policies (QM 1.2, 1.4, 1.5, 1.6, 1.7, 7.1).
- Course Schedule - an outline of course activities and due dates (QM 1.2).
- Proctored Exams - instructions for how to request proctoring; this page can be hidden or deleted if not needed by clicking on the drop-down arrow next to the title (QM 1.4)
- Netiquette - standard online etiquette (QM 1.3).
- Getting Technical Help - instructions and resources for getting help with technology issues (QM 1.4, 1.5, 1.7, 7.1)
- Getting to Know Assignments - sample Assignment folder that can be used to allow students to practice using the Assignments tool; if this tool will not be used in course, it can be deleted using the drop-down arrow next to the title (QM 1.1).
- Introduce Yourself - sample Discussion that can be used to allow students to to get to know one another and practice using the Discussion tool (QM 1.1, 1.8, 1.9).
- Getting to Know Quizzes - sample Quiz that can be used to allow students to practice using the Quizzes tool; if this tool will not be used in course, it can be deleted using the drop-down arrow next to the title (QM 1.1).
- Orientation Review - provides a recap of the module objectives and what was covered in that module and points them to what's next (QM 2.4, 3.5).

Modules

There are 8 sample modules included in the template not including the Getting Started module. The modules are titled sequentially as a placeholder for a topic title. Each module includes an Overview page, 3 Content Topic pages, and a Review page.

Overview

(QM 1.1, 2.2, 2.3, 2.4, 3.5, 4.1, 8.4)

The Overview page provides an introduction and context to the module topic. This page gives students an idea of what is being covered in the module. This page also tells them what their expected outcomes for the module should be. The Overview pages include:

- Module Overview
- Module Objectives
- Task List

Content Topic Pages

There are 3 sample Content Topic pages in each Module. These pages provide examples of different ways to structure your content. You can copy these pages to make additional Content Topic pages. The Center of Online Learning instructional designers are available to work with you on additional ideas for design and development of your instructional materials.

Review

Each module has a Review page. The purpose of this page is to bring the module content to a close and provide a summary and review of the material covered. This page reminds students of what they should have learned in the module and directs them to What's Next.