

## Appendix 3

### Module Content Format

Course content within online courses should be separated into short concise sections that are easy to read and navigate. Breaking long scrolling pages into shorter individual documents increases the readability of the material. Therefore, all Motlow State Community College online courses should make use of content modules and those modules should be broken into separate sections similar to the following example. (Note: The following only represents an example. The exact title and information contained in each module will necessarily depend on the subject matter and the individual preference of the Course Developer/Maintainer.)

#### Module Components

1. Overview of the Material
2. Module Student Learning Outcomes
3. Key Words & Concepts
4. Content, Lectures, Readings, Assignments, etc.
5. Additional Resources
6. Assessments & Evaluations
7. Summary & Reflection

#### Module Component Descriptions

**Overview of the Material:** A general statement concerning the nature of the module and its relationship to the course as a whole.

**Module Student Learning Outcomes:** The specific outcomes that relate to each individual module. Students should be given information of what they will be expected to learn in each module. (Note: It is extremely important to ensure that the module student learning outcomes align properly with the assessments in the same module.)

**Key Words & Concepts:** A list of keywords, with or without definitions, and a list of the key concepts that the students need to be on the alert for that will be explained later in the module.

**Content, Lectures, Readings, Assignments, etc.:** This can be a very broad area to cover and may include multiple topic links, e.g., separate links to e-lectures, discussion board forums, PowerPoint presentations, reading requirements, self-assessment activities, assignments, etc. Sub-modules for each area may be created to assist students with navigating through the information.

**Additional Resources:** A list of additional resources may be provided. These resources may in print or online at different Internet websites.

**Assessments & Evaluations:** A detailed explanation of all assignments with a full description of when and how to submit each one, and how each one will be graded.

**Summary & Reflection:** This section may be used to engage the student in a dialogue about what he/she has learned, and may be placed in the discussions area, and if appropriate, may even be used to help determine a student's participation grade.