## **Creating Online (Content/Assignment) Modules**

## What is a Module?

A module is a functional division of the online portion of your blended learning course that presents content to students, outlines student work, or combines both functions in one or more pages. Modules may equate to one week's work or a different time period. You may wish to refer to your previously-created course design documents. Often, module pages begin with a student-friendly version of the learning objectives associated with the content/assignments. As noted in the earlier <u>Creating Course Documents</u> [pdf file; size=144kb] task, HTML is typically the most accessible file format for students, although PDF files can be made accessible to screen readers by following some set-up. Once created, HTML files have the added benefit of being easily editable by most learning management systems. Easy editability is key for online content that may be updated frequently such as online modules. (For a refresher on creating accessible web content, you may wish to refer to the <u>Creating Accessible Course Content</u> page on UCF's Teaching Online website.)

Depending upon the level of detail in each of your assignments' written instructions, you may wish to either incorporate the text of these assignment instructions into the relevant module, or you may prefer to incorporate a link to a separate document containing each set of instructions. Similarly, content may be presented as in-line text/multimedia, or you may choose to link to separate content files (e.g., videos, PowerPoint or comparable presentation files, pdfs, etc.).

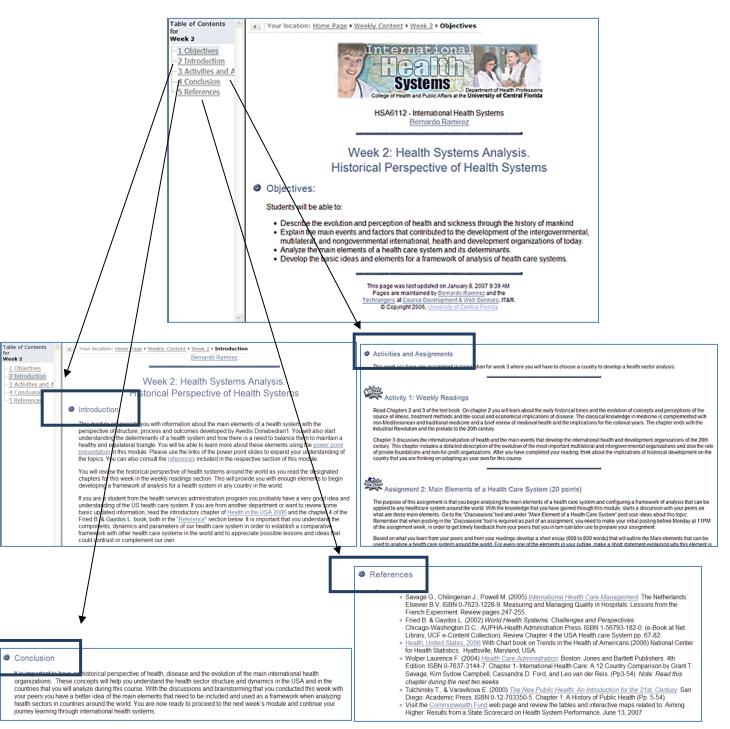
## **Create Your Module**

- 1. Open the <u>Module Template</u> [docx file; size=12kb]. (This template is formatted according to the Document <u>Formatting Guidelines</u> which you may wish to consult if you choose to create your own module draft without using this template.)
- 2. Decide on the layout and organization of your module (e.g., Introduction, Objectives, various appropriate topic headings, activities, assessment) in order to create the module headings. (You may wish to view the Module Example below for ideas.)
- 3. Write the content and include the links you have decided to add/include. For instance:
  - An introductory paragraph to the content.
  - Objectives for this module.
  - Activities and materials (PPTs, images, PDFs, web links keeping copyright and accessibility principles in mind).
  - Any additional material if appropriate. You may want to highlight a few topics or provide your perspective beyond the textbook.
  - Specific assignment details; *e.g.*, for a discussion posting provide the description of the posting, tell students when they should post by, when to go back and add a second or third post; give students questions they need to answer: Do you agree? Why or why not?
- 4. Follow the appropriate WebAIM instructions to convert Word documents to either <u>accessible HTML</u> or <u>accessible PDF</u>. (TIP: Some content platforms (e.g., WordPress, Canvas, etc.) make it easy to copy-and-paste your content from Word into their what-you-see-is-what-you-get (WYSIWYG) interface, preserving the heading structure. You may wish to try this before converting/uploading.)



## **Module Example**

The following series of images depicts one approach to presenting content and assignments in a multi-page online module. (Note: You may wish to use Adobe Acrobat Reader's zoom tool to increase the size of the example.)



This Creating Online Modules document is part of the Blended Learning Toolkit prepared by the University of Central Florida (UCF) and the American Association of State Colleges and Universities (AASCU) with funding from the Next Generation Learning Challenges (NGLC). It is provided as an open educational resource under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License.

