

writing for online

designing courses for online

Jennifer Jahedkar
Extension eLearning
moodlehelp

objective

understand how graphical elements can be used to reach and to teach an online audience



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Don't be afraid of white space

http://youtu.be/L9Q31Q_404Q

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White space

has a *calming* effect

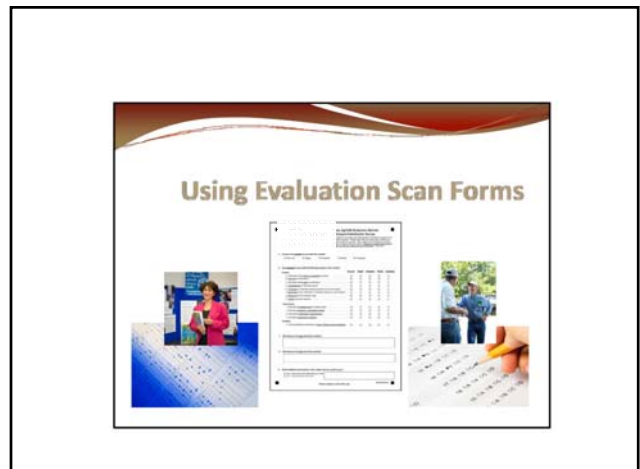
<http://thelearningcoach.com>

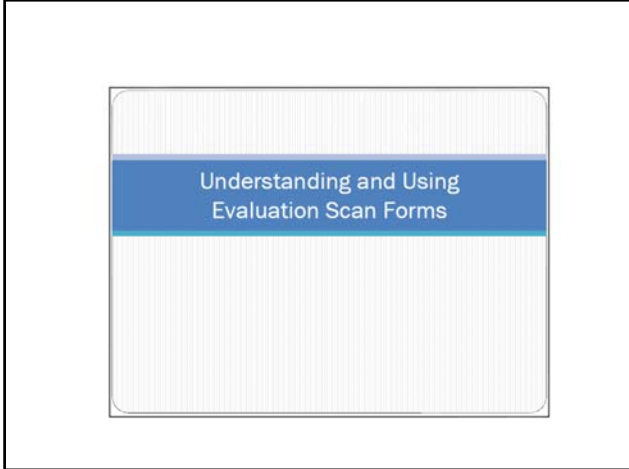


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White space
promotes clarity
rather than confusion

<http://thelearningcoach.com>





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White space

allows the learner to focus

<http://thelearningcoach.com>


Scan Forms Overview

Scan forms are available for evaluations. If they meet your needs, they are a great resource – saving you a lot of time and effort.

Like any resource, you'll reap maximum benefit by following a few procedures and using the scan forms correctly.

This module covers the basics of scan forms and simple instructions for using them effectively.

Organizational Development only processes scan forms. It does not provide data input services for non-scannable survey forms that you develop yourself.

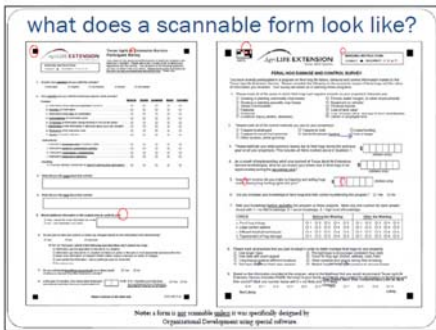
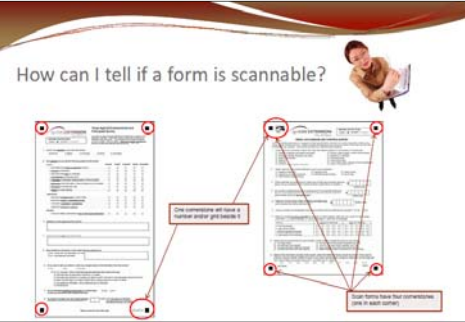


- what are scan forms?
- Developed and processed by OD
 - Can be letter size or legal size
 - Some are set and cannot be changed
 - Some have sections that allow you to enter your own items that relate to a preset scale

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Every aspect of design – be it the color scheme or a particular image – has to have **relevance** as per the **learning objectives** of the course.

8 Tips For Creating Impactful Graphics in e-Learning
<http://www.gc-solutions.net/blog/?p=175>



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what's important?

what supports the learning objectives?

what's the process of using scan forms?

1. go to URL and select the PDF of the form you want to use
2. enter items if appropriate then print
3. make copies CAREFULLY
4. conduct the eval
5. send a cover sheet and the forms to OD
6. interpret and report results that arrive via email within a few weeks

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break down and repeat
the important steps

go to URL and select PDF of form you want

Download Forms

Customer Satisfaction
The one of these to meet a customer satisfaction regarding requirement that they can be used by any faculty or staff. Includes standard forms (cannot be modified) and extended forms (can customize with your items).

Outcome Progression - A-JH
For some of the major outcome programs in a B.S. Field Development.

Outcome Progression - ADB
For some of the major outcome programs in Agriculture/ Natural Resources.

Outcome Progression - EJK
For some of the major outcome programs in Family/ Consumer Sciences.

Outcome Progression - General
General forms that can be used with any program area.

Outcome Progression - Other
For some of the major outcome programs in other areas.

Private View - JAM Documents - Cooperative Extension Programs (label)
These forms are specific to other programs and have the appropriate logo.

enter items if appropriate

Examples of actions where you can add your own items are highlighted in blue

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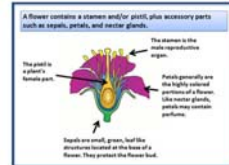
use relevant images sparingly to support learning objectives

Warning: Using the Wrong Images Can Confuse Your Learners the Rapid e-Learning Blog <http://www.articulate.com/rapid-elearning/>

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A common problem with e-learning courses is that we are tempted to put images on the screen to dress it up. The image serves no real purpose other than decoration. Compare the images below. The first is typical of what we see—bullet point list with a decorative image.

The second is an example of how the image supports the content and helps the learner develop a visual model of the information. If you notice, the text is almost identical. I only made minor modifications by creating a more descriptive title and positioning the text close to its part on the image.



Warning: Using the Wrong Images Can Confuse Your Learners the Rapid e-Learning Blog <http://www.articulate.com/rapid-elearning/>


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using images for decoration can confuse learners and impede their learning

Warning: Using the Wrong Images Can Confuse Your Learners the Rapid e-Learning Blog <http://www.articulate.com/rapid-elearning/>

Are there options for copying these forms once I've downloaded and printed one? Yes. Includes images of forms and a person, with text explaining options for copying and printing.


make copies CAREFULLY



Should I copy pages front and back or front only?
A two-page form can be copied – front side only – as two separate pages as one one shows but please copy a two-page form, front and back, on a single sheet of paper. This avoids multiple pages and need for staples which are problematic to remove before scanning. Two pages too.

Can I use colored paper?
White works best but you can use lightly colored paper. Colored paper can help distinguish you and your text forms or survey forms to different groups of participants.

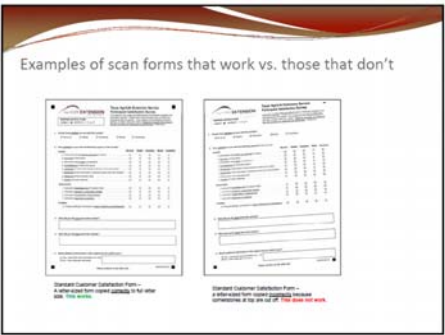
What colors can I use?
Use light colors such as . . .



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what's MOST important
for your learner to remember?

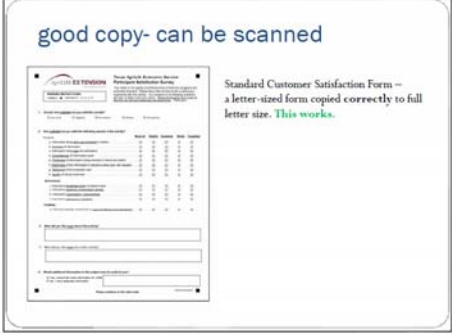
Examples of scan forms that work vs. those that don't



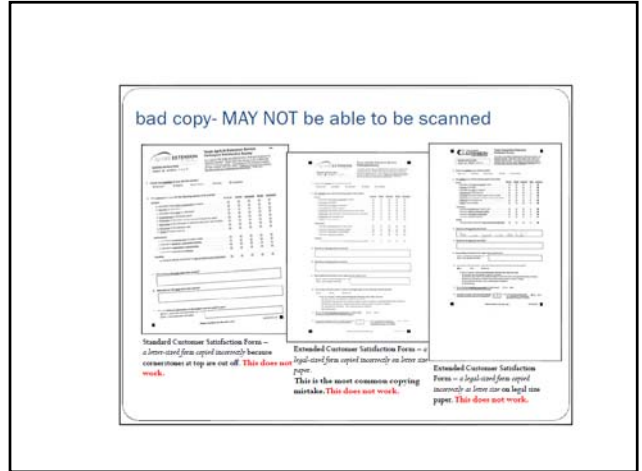
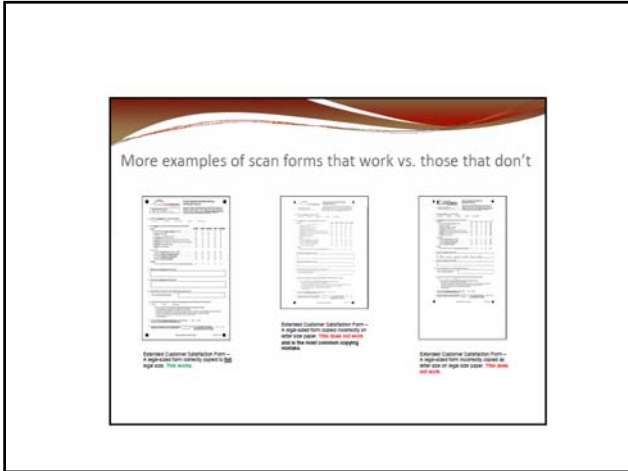
Standard Customer Satisfaction Form – a letter-sized form copied correctly to full letter size. This works.

Standard Customer Satisfaction Form – a letter-sized form copied incorrectly to a larger size. This does not work.

good copy- can be scanned



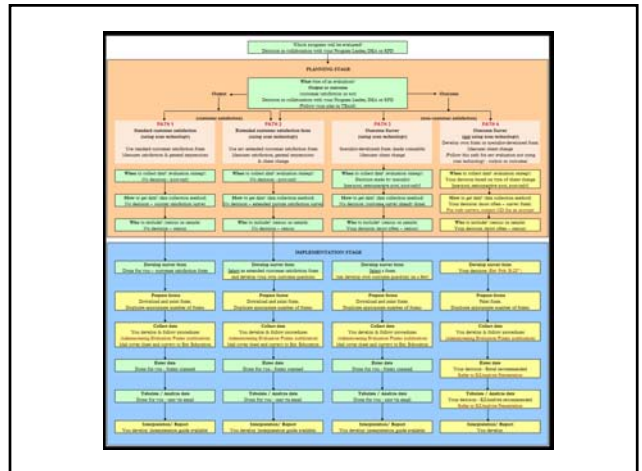
Standard Customer Satisfaction Form – a letter-sized form copied correctly to full letter size. **This works.**



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a single drop
of good information
is better than a bucketful
of data

<http://thelearningcoach.com>



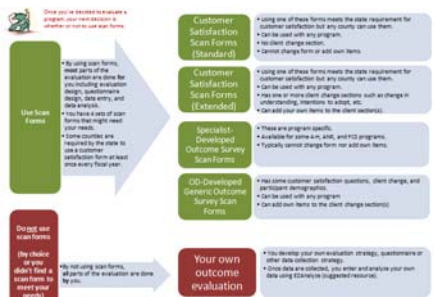
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People remember
MORE
if given less

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Pare your online learning down
to the **necessary** essentials

[Link to supplementary job aids, detailed printouts etc](#)



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