Intel® Transforming Learning Course

DIGITAL LEARNING FUNDAMENTALS

How-To Guide to Creating Optional Modules

Optional Modules are designed to be extensions to the Digital Learning Fundaments Core Modules that can be facilitated in a group session or in a self-study format. This guide will help you develop modules. Intel Corporate will support the development with ideas, feedback, and production of the final format.

Workflow Overview

1. Propose a module concept to corporate (Shell Shott and Anne Batey)—proposal should include topic, objective, length, technology and/or pedagogy focus.
2. Once approved, create a high level outline. Then schedule a design review meeting with corporate to refine with ideas and suggestions. Repeat this step if helpful.
3. Draft a script.
4. Review, edit, and revise script internally. Then send to corporate for review. Schedule an input meeting with corporate, if needed.
5. Integrate feedback and finalize script. Submit to corporate for ePub production.
6. Review production version and submit feedback.
7. Approve final version.
8. Create the Facilitation Guide.
9. Create the Classroom Connection document.

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Education

Optional Module Organization

The Optional Modules are organized into five distinct sections.

I. Overview

The module overview introduces the topic and the learning objectives. The overview may also include one or two Try It activities (see the Learn section below) to give course participants an initial hands-on experience.

II. Learn

The Learn section contains the module's lessons, divided into any number of subheadings. Optional modules can have any number of lessons: 1, 2, or more depending on the content. Embedded within the lessons are Try It activities. The purpose of the Try It activities is to provide opportunities to explore resources, try tools, and make course learning relevant. Because these are optional modules, participants or the facilitator may choose which Try It activities to complete based on interest and time available.

III. Apply

Each optional module includes one Apply activity after the module lessons. In the Apply activity, participants create (or start) something that they can use with students in their teaching practice. This could be developing a new resource or creating a lesson plan surrounding a digital learning tool. You can also include more than one option in the Apply section to allow facilitators and participants to choose.

IV. Share and Reflect

Share and Reflect gives time for participants to review module learning and consider its implications on their practice.

V. Module Summary

The module summary is a brief synopsis of the content addressed in the module.

Notes on Script Templates

Font color in the script helps with the conversion into an eBook. Use the following guidelines:

red
Notes to the ePub creator and links to images and Web site resources should be recorded in red. Generally, images are included in the overview and at the start of each lesson.

blue
Helpful tips for course participants are recorded in blue and will be placed in their own boxes. These can be located throughout the course and can help break up the content in the eBook.

green
Notes about the Classroom Connection document should be recorded in green. Two Classroom Connection references are already placed in the template.

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