

Course Requirements Document

Course Name: Creating an eLearning Course

Course Goal /Purpose: To teach students a recommended process to use to develop an eLearning course. This process is the one adopted by the CLKR branch.

Course Description: This course will teach a subject matter expert the process we use at NCTC to develop an eLearning course. The student will be walked through the entire design and development process and have a chance to practice the steps using a course they have identified to develop using the course exercises.

Estimated time to complete: 30 minutes for the course content; exercises will vary.

Prerequisites: none

Target Audience Description:

Demographics: Course leaders at NCTC and possibly SME's in the field

Current Knowledge Base: They should have basic knowledge of instructional design and for those who don't, we will provide them with a PDF document on how to develop course objectives. They may have limited knowledge of eLearning methods, so we may want to consider offering a pre-work/read on that too.

Their Motivation: Varies as to their desire to do distance learning, but the current situation in the Service is moving them to do it. Based on that, they should look on this course as being useful to help them get over the DL learning curve.

Learning Environment: Students will be taking this course while doing their other work, so there could be many distractions. However, they are being told they need to develop DL, so this will provide a systematic process to get done a task they need to accomplish.

Where the Information Will Be Used: It will be used by course leaders and SMEs while they are developing content for DL delivery.

Other Stakeholder Groups:

Requestors/Sponsors/Clients: No sponsors, but it is a common need expressed across NCTC as to "how do I develop a storyboard" and "how do I get my content on-line".

Subject Matter Experts: The CLKR branch is often asked how to do this task, this will make that content readily available for their customers.

Training Division/DEO: They have numerous course leaders who have NO clue how to develop a storyboard. Providing it this way will allow them to walk through the process with their own content.

Performance Objectives: (By the end of the course the learner should be able to ___)

1. Develop a course requirements document to assist in the creation of a storyboard for an eLearning course.
2. Develop an outline for an eLearning course.
- ~~3. Identifies instructional strategies appropriate to convey course content to students.~~
4. Create a storyboard for a piece of content to be delivered via eLearning.

Course Requirements Document

Assessment Questions: (How can you tell if learners have achieved the objective?)

1. Successfully completes a course requirements document for a piece of eLearning content. This will be evaluated by a member of the CLKR staff and they will provide feedback to the student.
2. Successfully puts course content into an outline that clearly identifies course topics and content for each topic. This will be evaluated by a member of the CLKR staff and they will provide feedback to the student.
- ~~3. Instructional strategies identified that will ensure student learning. This will be evaluated by a member of the CLKR staff and they will provide feedback to the student.~~
4. Storyboard:
 - identifies course look.
 - includes content pages with openings and closings for each identified topic.
 - identifies exercises/interactions in the content.
 - includes assessment questions
 - is in correct format and includes content as well as narration (if appropriate) and instructions to designer.

This will be evaluated by a member of the CLKR staff and they will provide feedback to the student.

List of Resources Needed:

Documents: Requirements Document sample and blank form, PDF from CLKR on objectives, course outline example, PPT storyboard example and template, MS Word storyboard example and template, job aid on how to re-size photos, sample of an Alpha tester feedback form, sample of a Beta tester feedback form.

Graphics: not sure yet

Software: either Lectora or Moodle for the main course design

Support staff (graphic artists, animation specialists, audio/video talent, reviewers, IT):

Not identified yet.

Evaluation Plan:

We will use the standard NCTC evaluation form and review it at the 3 and 6 month mark. After that, the evaluation will be generated on a semi-annual basis.

Course Maintenance/Updates:

Changes to the course will be made immediately only if serious errors in content or technical functionality are discovered. We will review the course at the 6-month mark, primarily using the data from the course evaluation, and at that time determine whether course updates need to be made.

After that point, the course will be reviewed annually to ensure the content is still current and changes will be made then.