

LearnJCU Layouts

Guidelines for subject designers

Common



Suited to a broad range of subject sites across multiple disciplines.

Ultra Document



For subjects sites with light to moderate learning content.

Content Heavy



Managing higher levels of learning resources and activities.

Learning Modules



For delivery of sequenced learning materials designed for step-by-step completion.



JAMES COOK
UNIVERSITY
AUSTRALIA

LearnJCU Layouts

Guidelines for subject designers

Common

Suited to a broad range of subject sites across multiple disciplines.



When to use the Common layout

The Common subject layout represents the most typical format for LearnJCU subject design. It contains a mix of folders, files, documents, web link, readings and lecture recordings.

This template suits subjects with a light to moderate amount of learning resources and activities. It can be applied to an arrangement of learning resources based on weeks or topics.

Educational approaches such as

- project-based learning
- case-based learning
- scenario-based learning

can all be accommodated with this template.

When students are interacting with the online environment the key to a great experience is consistency. Deploying the Common layout across an entire course or year-level provides a foundation to achieve a consistent student experience.

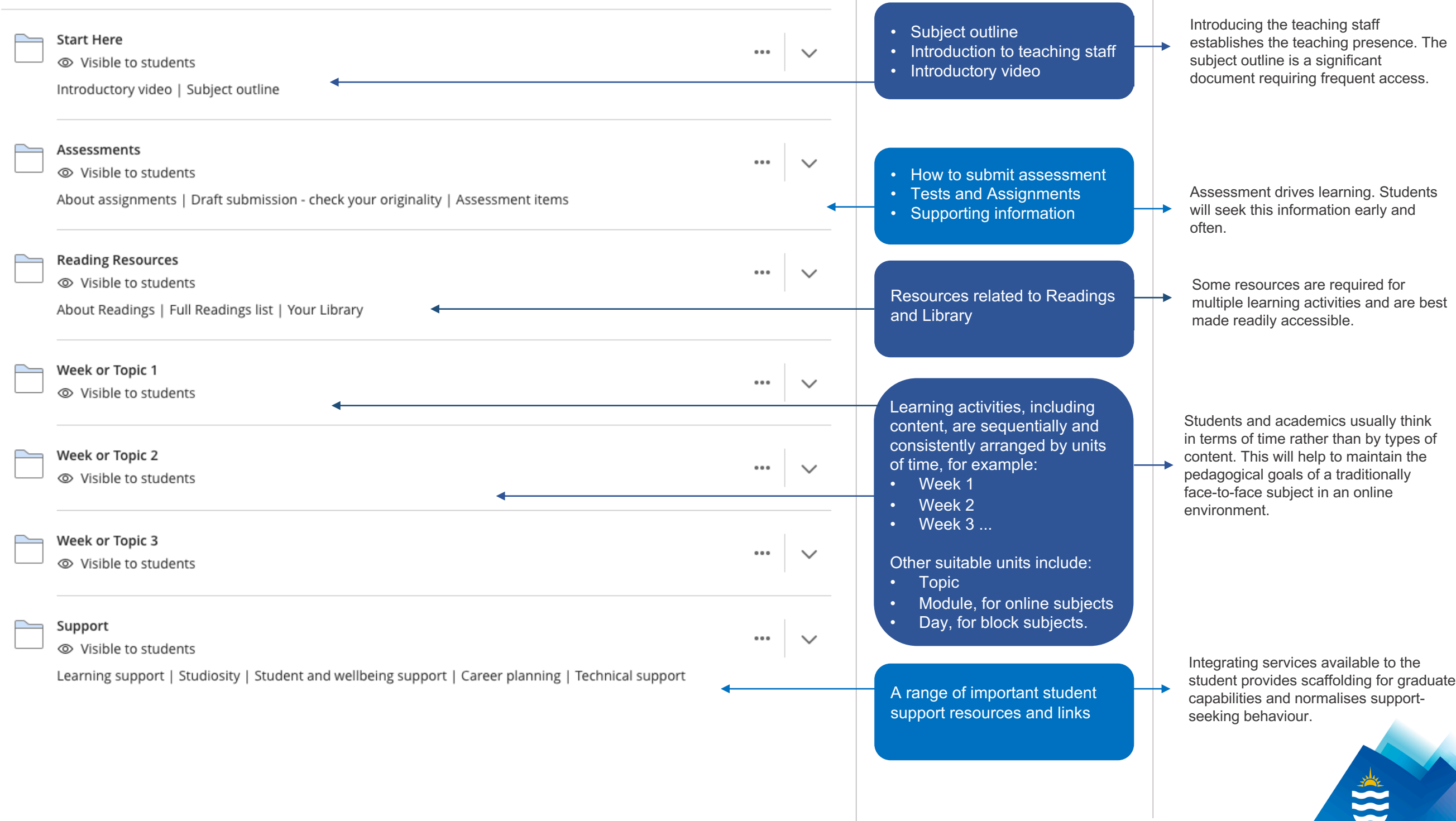


Layout

Subject element

Rationale

Subject Content





Layout

Week 3 - Topic

Visible to students

...

^

Overview

Visible to students

...

Week 3 - Topic Lecture

Visible to students

...

Week 3 - Topic Study Notes

Visible to students

...

Week 3 - Topic Discussion

Visible to students

...

Week 3 - Topic Self Check

Due date: 30/05/2019 12:00 am
 Visible to students

...

Subject element

Rationale

An overview for each week or topic should include learning outcomes.

Provides guidance for expected student activities and indicates time required for each element.

- Recorded in lecture theatre and published
- Screencast or custom video

Students often desire a lecture recording to repeatedly view and extract key points and for revision

Accessible PDF for lecture slides, study notes or other key documents.

Slides complement a live presentation. Study notes contain more guidance to scaffold learning. Use built-in accessibility checking options in Microsoft Office documents to produce accessible PDFs.

Discussion forum with clear purpose.

Monitored and moderated discussions can allow students more in-depth exploration of a topic and the opportunity to view peer perspectives.

Short quiz to test recall or understanding of subject matter.

Allows student to self-monitor progress towards learning outcomes.



Ultra Document

For subjects sites with light to moderate learning content.



When to use the Ultra Document

Ultra Documents offer a page-based format that suits a lighter volume of content. Text, images, video and files can be designed to provide context to learning resources and activities.

Use Ultra Documents when you desire a more visual method of presenting subject materials or where it is important to have text supporting and explaining images, video or learning activities.

Sequenced approaches to learning work well in the Ultra Document format:

- The 5E's (Engage, Explore, Explain, Elaborate, and Evaluate)
- E-tivities Framework





Layout

Subject element

Rationale

Subject Content

			...
	Start Here 👁 Visible to students Introductory video Subject outline	...	▼
	Assessments 👁 Visible to students About assignments Draft submission - check your originality Assessment items	...	▼
	Reading Resources 👁 Visible to students About Readings Full Readings list Your Library	...	▼
	Week or Topic 1 👁 Visible to students	...	
	Week or Topic 2 👁 Visible to students	...	
	Week or Topic 3 👁 Visible to students	...	
	Support 👁 Visible to students Learning support Studiosity Student and wellbeing support Career planning Technical support	...	▼

- Subject outline
- Introduction to teaching staff
- Introductory video

Introducing the teaching staff establishes the teaching presence. The subject outline is a significant document requiring frequent access.

- How to submit assessment
- Tests and Assignments
- Supporting information

Assessment drives learning. Students will seek this information early and often.

Organising principles remain the same as the Common layout however Ultra Documents replace folders.

Ultra Documents open in a peek layer.

For subjects that require no folder depth Ultra Documents serve as a vehicle to present content and activities on one page.



Layout



Activate

This week you will explore themes related to developing your professional identity. Take the time to watch the following video.



Learn

Download and complete the following workbooks before your practical class. Take care to complete each section with reference to your tutorial worksheets weeks 1-4.



Module 4 Workbook 1



Module 4 Workbook 2



Apply

Based on the in-class discussions on the professional identity video and your completed workbooks, visit the [IdentityQuest](#) web site and take the extended questionnaire. This will test your understanding of the week four material and guide your reflections for the first assessment.

Subject element

Images used as headers should be relevant to the subject matter.

YouTube and Vimeo content will display as a thumbnail embedded in the page content.

Files made available to download.

Rationale

Well chosen images can highlight important aspects of the subject matter.

Video can increase engagement, illustrate concepts and present different perspectives.

Key files situated in context reinforce links with learning outcomes and assessment.



Content Heavy

Managing higher levels of learning resources and activities.



When to use the Content Heavy layout

Some merged subjects, subjects with a higher ratio of material to activity or subjects with many teaching staff often require more folders to help organise content.

The Content Heavy layout Level 1 will often use a similar approach to the Common layout Level 1. A folder is typically used to represent weekly or topic-based content. For Content Heavy subjects sub-folders are then included to organise learning material around lectures, tutorials, practicals or by guest lecturer.

In some cases the use of an Ultra Document in a sub-folder can replace the functionality a 3rd level folder may have offered.

It is recommended that Content Heavy layouts use a student-centred organisation rather than teacher-centred.



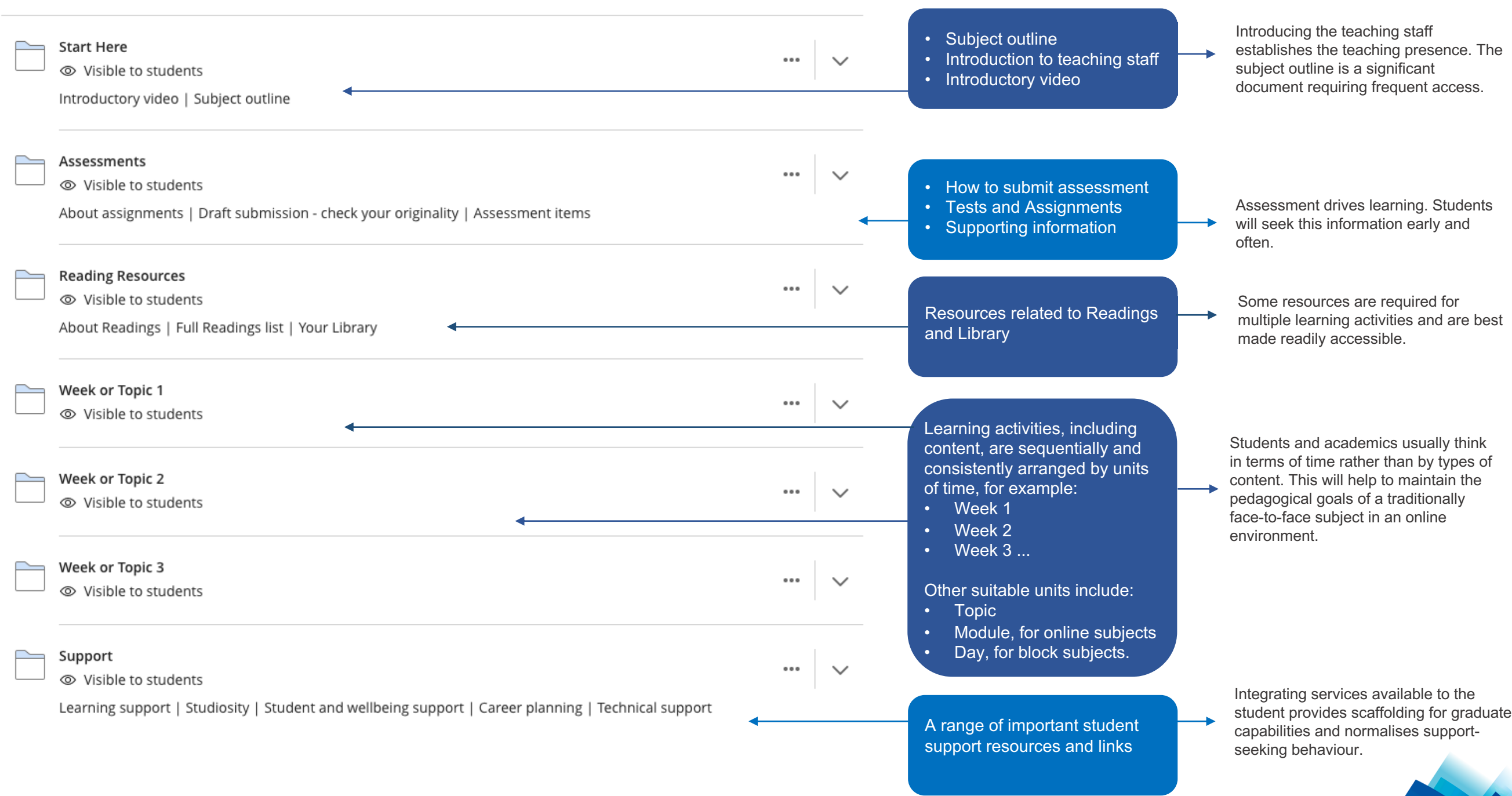


Layout

Subject element

Rationale

Subject Content





Layout

Week 3 - Topic

Visible to students

Lecture preparation and resources

Visible to students

Week 3 - Topic Study Notes

Visible to students

Week 3 - Topic Lecture

Visible to students

Tutorial resources

Visible to students

Tutorial Notes

Visible to students

Tutorial Worksheet

Visible to students

Week 3 - Tutorial Discussion

Visible to students

Group Assessment

Visible to students

Subject element

Rationale

Subfolder to assist organise weekly or topic material

Learning resources and activities

Second-level folders can accommodate all standard content types

LearnJCU restricts folder-depth to two levels. Many nested folders can hinder navigation.

Second level folders allow grouping of materials by type or purpose.

Some resources are required for multiple learning activities and are best made readily accessible.





Learning Modules

For delivery of sequenced learning materials designed for step-by-step completion.

When to use the Learning Modules layout

Some subject matter is best presented in strict sequence with students fully covering one topic before moving to the next. Learning Modules are visually distinct from folders and can be a vehicle to have students engage with learning resources and learning activities in this manner.

Use Learning Modules where your learning design goals are:

- Keeping students on track
- Mastering certain concepts before progression
- Scaffolded learning for complex subject matter



Layout

Subject Content

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...

Start Here
👁 Visible to students
Introductory video | Subject outline

...

▼

Assessments
👁 Visible to students
About assignments | Draft submission - check your originality | Assessment items

...

▼

Reading Resources
👁 Visible to students
About Readings | Full Readings list | Your Library

...

▼

Topic 1
👁 Visible to students

...

▼

Topic 2
👁 Visible to students

...

▼

Topic 3
👁 Visible to students

...

▼

Support
👁 Visible to students
Learning support | Studiosity | Student and wellbeing support | Career planning | Technical support

...

▼

Subject element

Module appearance is a distinct visual container. Subject content is clearly separated.



Layout

Introduction

Overview of this subject including important contacts, assessment requirements and support for your learning.

Contacts and office hours

Welcome from your subject coordinator

Learning support

Module One: Activating learning

This module explores your past experience with the subject matter and poses key questions for this discipline.

Describe your past experience

Share and discuss your summary

Requirements for access

Module Two: Key reading analysis

Subject element

Rationale

Module titles flag partial and full completion of the sequence with the green indicator.

Descriptions prime student expectations of the module content.

Modules can include all standard content types. After viewing content appears with a green tick.

Locked content includes requirements for access based on date or achievement.

Students receive feedback on overall progress at a glance.

Students can read ahead to gauge module content and how it fits into the learning sequence.

Students can visualise progress within a module.

Reinforces the sequential nature of this mode of learning.