# Learning Activity Template

## General Guidelines

Ideally, all Learning Activities should follow these general guidelines:

* Clearly relate to the intended learning outcomes and a Need to Know.
* Students should be able to see how each Learning Activity relates to their assessments and supports their learning for this.
* Align with course participation and time expectations - keep in mind the total time students are spending on your course.
* Include opportunities for feedback – could be automatic (quiz), peer (discussion forum), or instructor.

Preferably, a couple of different Learning Activities should be used across a course/topic to provide students with a variety of experiences.

Below are several headings to guide you in writing the narrative and instructions for each learning activity within your course. In addition to the Learning Activity Name, there are 3 mandatory headings you should write to (with a couple of optional extras if you need them).

You will likely have one or two Learning Activities per week/topic, so copy and paste this template as many times as needed.

**Learning Activity x.x :Descriptive/Meaningful Name**

The name you create should be relevant for the Learning Activity (so more than “Activity 1”). Try and keep your numbering consistent throughout your course to make navigation easier.

*Example text:*

## Learning Activity 1.1: Making an entry – using the Moodle Glossary

### Overview and Aim

This is where you introduce the activity, clarify to students the aim of this Learning Activity, and how it relates to their learning and/or assessment tasks.

*Example text:*

In the following activity you will be adding to a Moodle Glossary. This will both introduce you to how a Moodle Glossary works as well as providing you and your classmates with a useful resource to assist in your learning about the LearnOnline Moodle site. A list of words to choose from is provided beneath the Suggested Procedure. However, no duplicates are allowed so make sure you check what has already been added first! Try to choose a word with which you are unfamiliar but piques your interest.

### Due (if applicable)

Indicate when you expect students to have completed this activity. Be mindful that if you are asking them to comment on each other’s work, that you leave enough time for this. For example, they may be asked to submit a discussion post by end of this week but are expected to read their peers’ posts and reply to them by the end of the following week.

*Exampled Text:*

End of Week 1

### Suggested Procedure

Describe the activities that the learner needs to engage in as part of completing the Learning Activity. List each step on a separate line for clarity.

Think of the procedure as the instructions you would give at the beginning of a tutorial/workshop to explain what you want students to do. As you are writing these steps, consider the following points:

* If students need to **work together** to complete the task, make sure this is clear.
* Any **reading/resource** mentioned should be linked.
* If **hyperlinking to a document**, e.g. pdf or Word file, ensure that the filename and title corresponds with the file name and title/header within the document.
* If **hyperlinking to a website** the hyperlinked text should indicate the title of the website they are being directed to (ideally all external sites will open in a new window)

*Example text:*

1. Select **one** of the words/concepts listed below to be defined – remember no duplicates allowed.
2. Locate and provide a definition/explanation in relation to LearnOnline (search online, use LearnOnline help pages, or in the course notes).
3. Craft a definition by using at least three credible sources related to LearnOnline or higher education and online learning and synthesizing them.
4. If relevant, describe the functional purpose of and/or pedagogical application related to the term or concept as you've come to understand it from your research and/or experience of it.
5. Select **Add a New Entry** and add in your term/concept and its definition (with references) in the available fields.

**WORDS/CONCEPTS TO CHOOSE FROM** (Note: some terms have been bolded only to make it easier to read this block of text):

Profile, **Forum**, Dialogue, **Virtual classroom**, Arrival Forum, **Water Cooler Forum**, Time budget, **HTML editor**, Forum subscription, **Forum post**, Forum Reply, **Forum Thread**, Discussion threads, **Weaving (discussion threads)**, Moodle Wiki, Moodle, **Moodle database**, Moodle Glossary, **Moodle Feedback**, Moodle Quiz, **Moodle Choice**, Moodle Lesson, **Moodle Resources**, Moodle (UniSA) Certificate, **Moodle Assignment**, Breadcrumbs, **Staff home page**, Moodle Groups, **Moodle Groupings**, Synchronous activities, **Asynchronous activities**, Netiquette, **Lurker**, Emoticon, **Facilitator**, Rubric, **Marking Guide**, Activity Completion in Moodle, **Progress Block**, Panopto, **Panopto screen capture**, H5P Interactive Content, **Back to top**, 'This course' aggregator, **Academic presence**, Teacher's notes, **Moodle rubric**, Moodle marking guide, **Gradebook**, Completion Progress Block.