Guidelines for e-Content Creation V 3.0

Academic E-Content Development: An Initiative by the Directorate of Higher Education (DHE), Government of Goa is to enable a digital culture in the system of learning in Higher Education in the State of Goa.

The e-modules spanning 8 to 12 minutes are known as **micro learning** e-modules. The reason behind this is to avoid a cognitive load on student comprehension. Spaced learning would facilitate engagement and active learning.

Pre Course Preparation

These are a few suggestions that you as a **teacher** cum **instructional designer** will keep in mind.

Analyse: This is an important consideration in instructional design. As a content developer, you suggested to familiarise yourself with the intellectual attributes, experiences, language and other characteristics of the learner. Hence, it is advisable to;

- Ensure that the focus is on the end user (learner/student) rather than the teacher. So, the content must be action driven rather than content driven.
- Use a sufficiently good number of examples/illustrations to facilitate learner participation and understanding.
- Use simple vocabulary.
- Express an idea/concept/principle/theory clearly. Do provide links at the end for further learning.
- Ensure that you connect past/previous learning to new learning. This will help them to grasp the content that you present.
- Create a glossary of terms and place it at the end of the presentation.
- Use multiple approaches/methods/techniques during instruction. You may include a demonstration, a stimulating question, infographics (information presented in the graphical form), diagrams, story, riddle, anecdotes, narrative etc.

Design: This is the actual planning phase. Please keep the following pointers in mind.

- Chunk (break-down) the content into small fragments of information.
- You may need to re-organise or establish a sequence between the fragments of information such that there is coherence in the content stream.
- Embed creative elements (examples: graphs, diagrams etc.). This is to ensure that you maintain and sustain learner curiosity and attention. There must be novelty and uniqueness in the creative elements.
- Once you have decided your content stream, put it down on an MS WORD document in a sequence.
- This sequenced content will then help you to create your PowerPoint presentation.

1. Slides Design

- You do not have to leave a **1 inch Guide (margin)** any longer nor do you have to choose the 16:9 aspect ratio. We have created a standard format that works across Widescreen (16:9) and On-screen Show (16:9)
- You are provided with a **Blank PowerPoint Presentation in greyscale (a sample slide is shown below)** into which you will insert the content (text, graphs, diagrams, images etc). Ensure that you work within the white border of the slides.
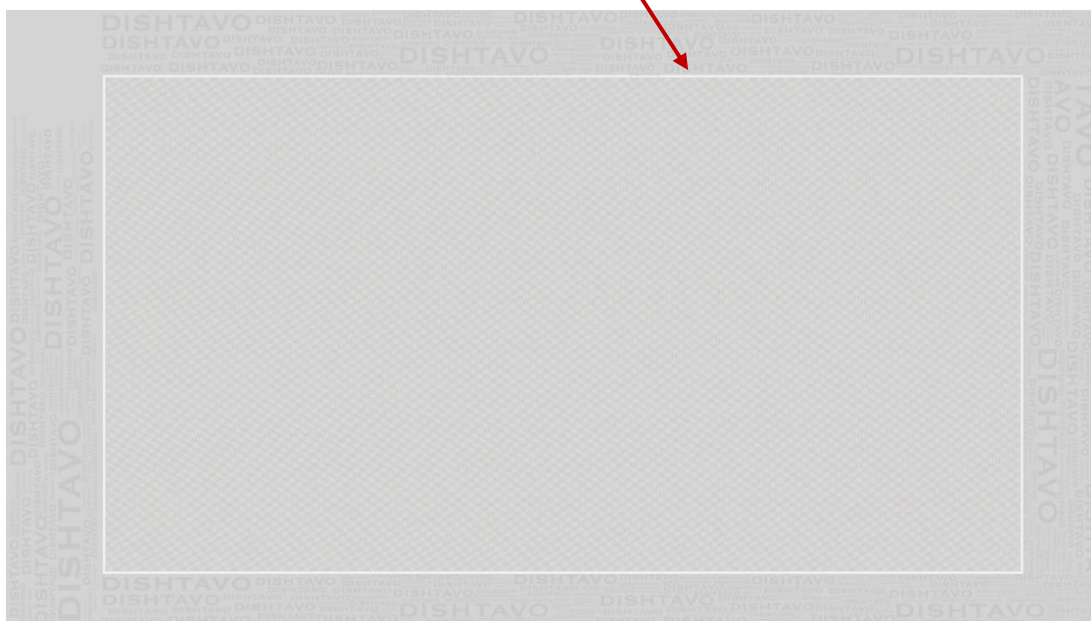
- You **may** maintain a 1.5 line spacing between lines or bulleted points but **not** necessarily. **Avoid** using more than a 1.5 line spacing. **At times** a **1 line spacing** is preferable. Please apply your creative mind and aesthetic appeal.
- **Make use of bullets** or numbering wherever needed. Keep the style uniform throughout the presentation.
- Ensure that the **foreground colours** have a high contrast ratio with the grey background. High contrast colours on grey would be Dark Blue, Dark Green, Dark Red etc
- Use simple transitions between slides if needed **but** not required.
- Use simple custom animations **if needed**, but judiciously. Please avoid wheel, zoom, swivel, bounce etc. Excessive animations will be distracting and can take the learner off your class.

2. Text

- Font size according to **SWAYAM** guidelines
  - ✓ **Headings** – 24 to 30 points
  - ✓ **Sub-headings** – 22 to 26 points
  - ✓ **Body** – 20 to 24 points

- Please **keep to** Arial (not Arial Black) or Calibri (not Calibri Light) which are Sans Serif fonts.
- **Avoid** underlining text as it appears to be hyperlinked.
- Do not change font colour on a slide. However, you may emphasize a word/term/short phrase by making it bold or change in colour.
- Ensure that the slides are not cluttered with text and images.
- Ensure that text and images are well spaced. An image must communicate some idea.
- Avoid paragraphs. The text must be specific and clearly articulated.
- Please make efforts to transform text into a visual form which may be a mind map, concept map or some infographic (information + graphic).
- Ensure that you keep to standard nuances of a language in terms of syntax and grammar. Ensure that punctuation marks are placed/inserted in appropriate places.
- Ensure that you make use of standard notations e.g. ₹ instead of Rs, BCE and CE instead of BC and AD
- In Sciences, Economics and in any other subject that makes use of expressions and equations, ensure that the expression is written from the left margin to the right margin and not Center aligned.
- When solving problems (numerical) ensure that the equality sign (=) is placed one under the other for each successive step.

3. Images and Video

- Images if used, must be from the public domain or must have a public/open/free license with attribution cited under the image in font size 8-10 points. Refer to the MS WORD document titled **COPYRIGHTS (FOR IMAGES ONLY).**
- Images must be in high resolution.
- Do not embed any video/flash content (.swf) in the PowerPoint presentation.

4. Slide Flow (kindly refer to the tutorial Sample Slides Template V 2.0)

- The first slide should be a blank slide
- The second slide should include the following details. This is just a SAMPLE
  Programme: Bachelor of Arts (First Year)
  Subject: History
  Semester: I
  Course Code: HSC101
  Paper Title: History of Goa (From earliest times up to 1961)

- The third slide should include
  Title of the Unit: Sources: Archaeological, Literary and Oral
  Module Name: Etymology
  Module Number: 01

  Refer to Sample Presentations to write Presenter Credentials.

- The fourth slide should contain the **Outline** of the e-module. Use bullets or numbering for each aspect of the outline. Consider an illustration
  Outline
  - ✓ Prokaryotic Cell
  - ✓ Eukaryotic Cell

- The fifth slide should be titled **Learning Outcomes**. Note that learning outcomes are statements that tell what students will be able to do/know/demonstrate at the end of your e-module.

As an illustration

Cognitive process (verb)

Learning Outcomes
Describes the structure of the eukaryotic and prokaryotic cell
Cites examples of eukaryotic and prokaryotic cells
Differentiates between eukaryotic and prokaryotic cells

Knowledge Component

Kindly read the Revised Bloom's Taxonomy the web link for which is
https://www.celt.iastate.edu/teaching/effective-teaching-practices/revised-blooms-taxonomy/

You may request support w.r.t. writing learning outcomes

- **Last slide should include References.** Ensure that the references are written in the appropriate **Referencing Style** i.e. APA (Sixth Edition), MLA, Chicago or any approved style. Ensure that the reference reflects the required bibliographic fields.

Subject Faculty Co-ordinators

Responsibilities

- Equitable distribution of course content between Faculty members.
- Vetting of the content in the presentation in terms of coverage, relevance, accuracy, recentness of information and sequencing of the content.
- Kindly peruse the references for their correctness
- Vetting of the content should be done much before the live recording.
- Encourage Faculty to be original, creative and transformational.