


Instructions to Create Structured Module

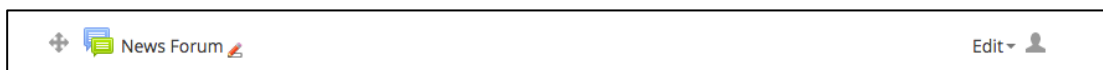
Here is the proposed structure of the content for a module,

- Announcements
- Module Outline
- Lecture Notes

to be created as topics in Learning Portal. This structure/template will help us set consistency across all modules for a better viewing experience for our students.


Step 1 Edit text from 'News forum' to 'Announcements.'

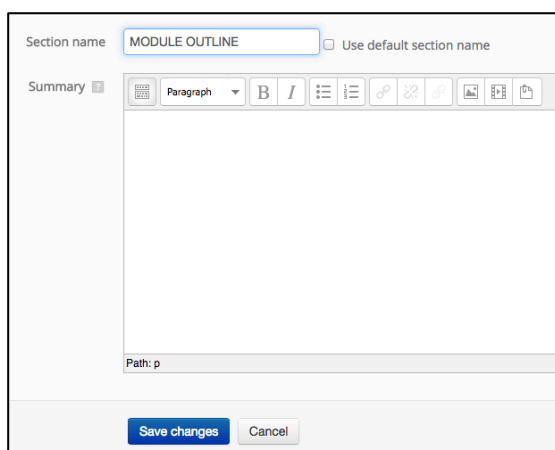
- Click the edit title icon  to change the wording to 'Announcements' and hit the enter key on your keyboard.



News Forum is a special forum for general announcements. You may use this as a communication tool to make announcements in the Learning Portal and an option to send email notification to your students. When a participant is subscribed to a forum it means they will receive email copies of forum posts. As a default setting, everyone is subscribed to News Forum.

Step 2 Edit text from 'TOPIC 1' to 'MODULE OUTLINE.'

- Click the edit summary icon  to edit the text to 'MODULE OUTLINE' and hit the enter key on your keyboard.

A screenshot of the Learning Portal edit summary dialog box. The 'Section name' field contains 'MODULE OUTLINE' and has a checkbox for 'Use default section name'. Below this is a 'Summary' field with a rich text editor toolbar showing options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, Image, and other icons. At the bottom of the dialog, there is a 'Path: p' field and two buttons: 'Save changes' and 'Cancel'.


2.1 Upload your module outline file by clicking Add a resource > select File from the dropdown list.

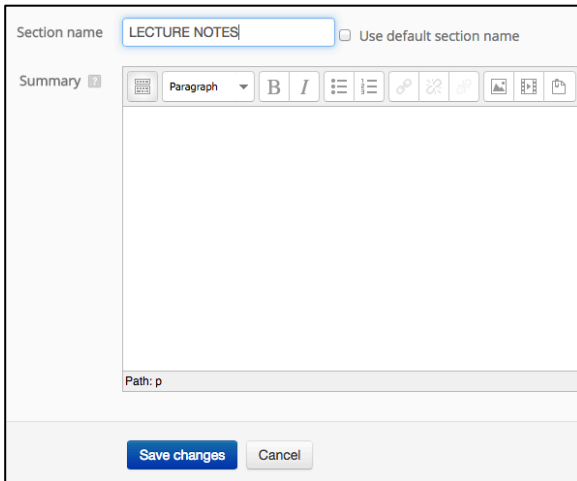


The **Module Outline** will serve as clear guide for students on what to expect from the module. Ideal to have the following suggested information:

- Module name
- Module code
- Semester/Year
- Lecturers in charge
- Module description
- Learning outcome
- Weekly lecture content schedule
- Project Brief
- Grading criteria
- Reading list

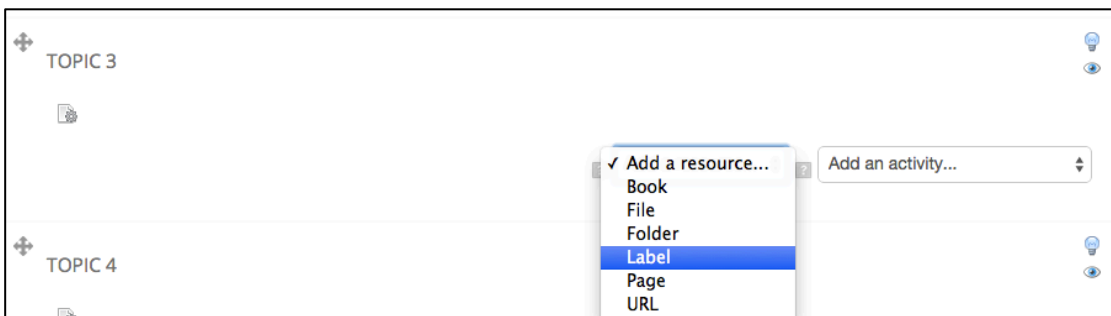
Step 3 Edit text from 'TOPIC 2' to 'LECTURE NOTES.'

- Click the edit summary icon  to edit the text to 'LECTURE NOTES' and hit the enter key on your keyboard.

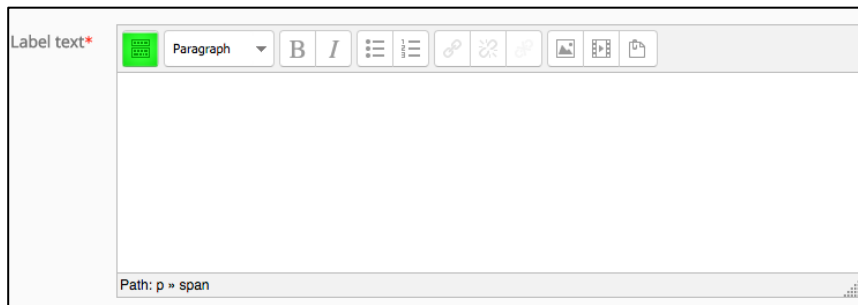


3.1 Upload your lecture notes file by clicking Add a resource > select File from the dropdown list.

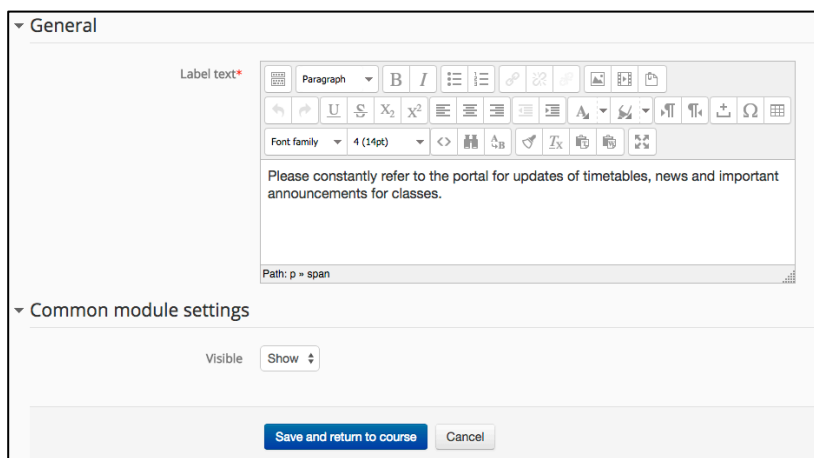
Step 4 Create a label in topic box 3. [set as default font size 4(14pt)]



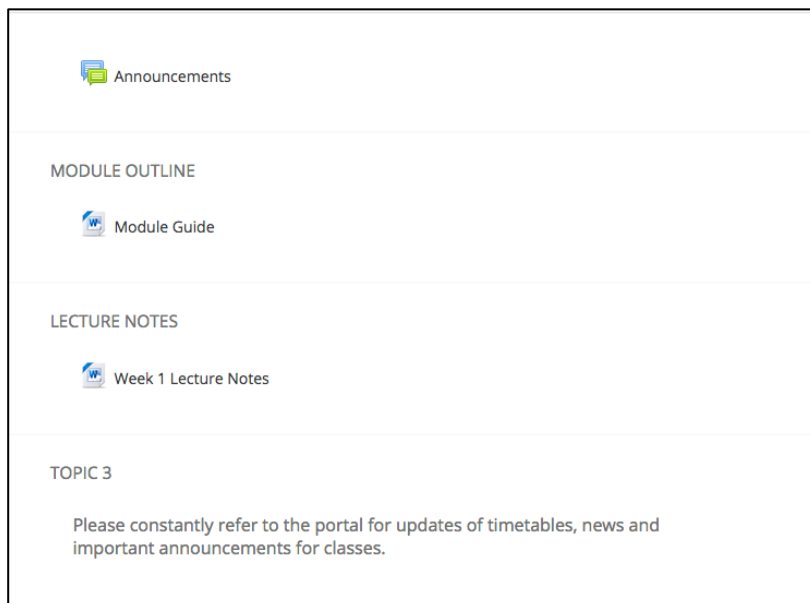
- Click the Toolbar Toggle icon (highlighted in green) to show the other buttons.



- Key in the text below and change font size to 4(14pt):
'Please constantly refer to the portal for updates of timetable, news and important announcements for classes.'



Step 4 This is a screenshot of how it will look like after following the above steps.



Step 7 You can create other headings such as:

- Project Briefs

- Class Presentations
- Reading Lists
- Workshop