Module Development Form

Please submit your answers using our form: <https://forms.office.com/Pages/ResponsePage.aspx?id=xcLLiu3Ix0KBabpDig2-L2EJ-K20w0BKv17Kry5e5QFUN1NVNTNCSUxBMVVVVlVMUjdZOUg1QlhMTyQlQCN0PWcu>

Please complete and submit this form to begin the Flex module development process for your Term 1 modules. The information you provide will be used to populate a learning room template, and to help us provide tailored support to you and your module team. Answer each question as fully as possible to ensure the Flex Team has all the information they need to progress the development of your module to the next stage of the process. Those questions that require an answer are indicated by a red asterisk, you will not be able to progress through the form without providing an answer to these questions. We anticipate that the form will take you between 30 minutes and 1 hour to complete.

\*\*Please note that we are only accepting forms for Term 1 at this time.\*\*

Section 1

Section

Before you complete the form we recommend watching [this 7 minute video](https://web.microsoftstream.com/video/c81d864a-5af3-441c-aaf6-fb8eb50e1bc4) that has been put together to support you in understanding the requirements of the form and the next steps in the Flex Team module development process.

Section 2

Before you complete and submit this form, please confirm the following:

1

I have read and agree to the requirements as listed in the Learning and Teaching Framework: <https://www.ntu.ac.uk/myhub/policies-and-guidance/l/learning-and-teaching-planning-framework>

Yes

No

2

I have read and agree to the Online Learning Principles: <https://www.ntu.ac.uk/__data/assets/pdf_file/0017/1109132/Online-learning-principles.pdf>

Yes

No

3

A course-level planning meeting has been held and I understand how this module fits into the wider course plan

Yes

No

4

I have an estimate of the breakdown of on-campus and online learning time on this module.

Yes

No

5

If your module is the same in most part to other modules (i.e. where the information you are providing for questions 6-25 of this form are the same), then please specify the additional module codes here:

For clustering, please list your codes above and fill out a Clustering Request form: <https://services.ntu.ac.uk/NOW/sgclustering/Home/clusteredmodulelist> (Pulse Secure required)

Section 3

Building your Module Learning Room

The first part of this form (from Question 5 and up to and including Questions 24) focuses on gathering information to populate standardised web pages in your NOW Learning Room. You may not be used to displaying this information in NOW, but we’ve designed a number of web pages that will orient students and help your module to meet the Quality Matters Standards for course design: <https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf> For each question, write 1-3 short paragraphs for your learners. Your text should be conversational and directed at your students, keep the language informal and the text concise. Everything remains editable, the content you provide can be easily amended at a later date. We will use the text you provide to populate the standardised fields in your NOW Learning Room for you, saving you time later on in the development process.

Section 4

About This Module

6

What is the name of the module?



7

Module code:



8

Mode of study Provide a brief outline of the mix of online and face-to-face elements that a learner can expect: ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



9

Peer Support and Collaboration Provide a brief outline of how students will be able to engage with each other for peer support and for collaboration throughout the module: ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



10

Guidance and Tutorial Support Provide a brief outline of your preferred communication channel for support (e.g. email, Teams, Yammer) and signpost guidance and support details provided elsewhere in Learning Room: ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



Section 5

Module Information

11

Module Aims Write a general statement about the module’s aims. This can be based on the Overview and Aims section of your Module Specification. However, remember to keep the language student-friendly. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



12

Delivery Mode Say which parts of the course will be delivered on-campus and which online. Provide as much detail as you can, and refer to your Schedule. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



13

Schedule Provide a schedule of key module dates and times. Give dates of scheduled synchronous (live) events where applicable. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



14

Please attach a copy of your full Module Specification.

Upload file

File number limit: 2Single file size limit: 100MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

15

Please upload a copy of your Module Handbook if you have one. ------------------------------------------------ The document you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be replaced at a later date. ------------------------------------------------

Upload file

File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

16

Learning Outcomes Broadly state the relationship between learning outcomes and learning activities in your module. This can be based on the Teaching Methods section of your Module Specification. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



17

Engaging with this module ------------------------------------------------ You may find it difficult to provide much detail at this stage. Add what you can, and this can be updated later. ------------------------------------------------ Your text should be conversational and directed at your students, keep the language informal and the text concise. Points to consider or include here include: a. Providing and outline of how learners will be expected to engage with module content. Let them know how to get started and where to find various learning room components. b. Setting out expectations for learner engagement and interaction, including: \*Participation in activities \*Routine communication - email and/or Teams c. Your own availability, and your own role in module activities. d. An outline or list of special tools or technologies used for the module. If specialist computer or digital literacy skills are needed, mention this too. Include links to support resources or development sessions if available. Please add a link to the publisher’s accessibility statement if you have it. For example, this is the accessibility statement for Adobe Photoshop: <https://www.adobe.com/accessibility/compliance/adobe-photoshop-cc-acr.html>



Section 6

Assessment

18

Assessment Details Provide an overview of the assessment methods for the module, including any formative assessments. Link to any relevant school assessment regulations, e.g. around anonymous marking. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



19

Assessment Brief 1 Set out the summative assessment task(s), including submission dates, format and method, e.g. Dropbox. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



20

Upload a PDF or Word copy for Assessment Brief 1, including the marking matrix

Upload file

File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

21

Assessment Brief 2 (if required) Set out the summative assessment task(s), including submission dates, format and method, e.g. Dropbox. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



22

Upload a PDF or Word copy for Assessment Brief 2, including the marking matrix

Upload file

File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

23

Assessment Brief 3 (if required) Set out the summative assessment task(s), including submission dates, format and method, e.g. Dropbox. ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



24

Upload a PDF or Word copy for Assessment Brief 3, including the marking matrix

Upload file

File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Section 7

Help and Guidance

25

Tutorial Support Outline arrangements for tutorial support, including: \* Module staff contact details \* Availability/office hours \* Preferred communication method, e.g. email, Teams ------------------------------------------------ The text you provide here will be used to populate standardised templates in your NOW Learning Room on your behalf. It can be amended at a later date. ------------------------------------------------



Section 8

Module Administration

26

Module leader(s):



27

Module launch date:





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28

Please indicate if the module is Undergraduate or Postgraduate(possible?):

Undergraduate

Postgraduate

29

What year of their studies will your students be in?



30

School:

Select your answer

31

Head of Department



Section 9

Student Cohort

32

Number of students (forecast):



33

What are the attendance modes of the students on the module, select all that apply:

Full time

Part-time

Distance Learning Full time

Distance Learning Part-time

Apprenticeship

34

Do you anticipate having students in different time zones?

Yes

No

Section 10

Delivery

35

Is the module to be blended or 100% online? By blended we are referring to a combination of online and face-to-face teaching.

Blended

Online

Section 11

Delivery

36

Approximately what percentage of guided learning hours do you anticipate being delivered in a face-to-face setting?



37

Please provide details of the types of sessions you expect to deliver face-to-face:



Section 12

Delivery

38

Finally, do you have any ideas or aspirations for the online elements of your teaching?